COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
August 22, 2018
12:00 pm

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

Garth Corrigan	Curtis Floyd	Warren Peterson
Fred Plane	Janea Benton	Jimmie Childress
Lorena Fernandez	Craig Henderson	Mike Maggard
Jonathan Mullings	Yolanda Ochoa	Marian Panos
Guadalupe Perez	Ulyses Rodriguez	Ana Vigil

II. Approval of Agenda

III. Approval of meeting minutes

a. Minutes of June 28, 2018 Board of Directors meeting – ***Action Item (p. 4-8)***

IV. Introduction of Guests/Public Forum:

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

V. Special Presentation

a. Introduction of new CFO, Tracy Webster

VI. New Business

a. Award of RFP #OPS 2018-0305 for Legal Services – Pritika Ram, Director of Administration – ***Action Item (p. 9-25)***
b. 211 – Coordinated Entry System Update – Ralph Martinez, Director of Community Development – ***Info Item (p. 26)***
c. New Program: Coordinated Entry System / Job Descriptions – Pritika Ram, Director of Administration – ***Action Item (p. 27-44)***
d. Health Insurance Broker Update: 2019 Carrier Plan Options – Ray Quan, Director of Human Resources – ***Info Item (p. 45)***

VII. Committee Reports

a. Executive Committee Report – Jeremy Tobias, Chief Executive Officer
   i. Minutes of July 18, 2018 Committee Meeting ***(p. 46-49)***
   ii. Selection of Workers Compensation Insurance Coverage for 2018-2019 ***(p. 50-67)***
   iii. Head Start / Early Head Start Kern Budget Revision Request with Resolution ***(p. 68-69)***
   iv. Head Start / Early Head Start Reorganization ***(p. 70-102)***
   v. Funding Requests
      1. US Department of Health & Human Services for CAPK Teen Pregnancy Prevention Program ***(p. 103)***
      2. Kern County Behavioral Health & Recovery Services for CAPK Homeless Project ***(p. 104)***
      3. Kern County Coordinated Entry Grant for Homeless Population ***(p. 105)***
   vi. Head Start & Early Head Start Budget to Actual Reports ***(p. 106-115)***
   vii. Chief Financial Officer Report ***(p. 116-160)***

b. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Operations – ***Action Item***
   i. Minutes of August 8, 2018 Committee Meeting ***(p. 161-164)***
   ii. Special Presentation – Friendship House Community Center & Shafter Youth Center
   iii. Program Reports:
      1. June & July 2018 Program and Division Reports ***(p. 165-180)***
      2. Application Status Report and Funding Requests ***(p. 181-185)***
      3. June & July 2018 Head Start / State Child Development Enrollment and Meals Report ***(p. 186)***
      4. Head Start Designation Renewal System (DRS) ***Verbal Report***
      5. 2017-2018 Head Start / State Child Development Self-Assessment ***(p. 187-190)***
      6. 2017-2018 Early Head Start San Joaquin Program Self-Assessment ***(p. 191-194)***
      7. June & July 2018 Outreach & Advocacy Report ***(p. 195)***
      8. CAPK Outreach & Linkages and Coordinated Entry Services: Supporting the Homeless, Area Service Providers and Overall Community ***(p. 196)***

c. Audit & Pension Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
   i. Minutes of August 9, 2018 Committee Meeting ***(p. 197-198)***
   ii. Pension Plan Update: 401(a) and 403(b) Plan Review as of 6/30/18 ***(p. 199-473)***
   iii. Department of Social Services Letter dated April 4, 2018 regarding Compliance Review for the Commodity Supplemental Food Program (CSFP) ***(p. 474-476)***
   iv. First 5 Kern Letter dated May 3, 2018 regarding 2017.2.01 Help Me Grow Kern County Program ***(p. 477-478)***
   v. First 5 Kern Letter dated May 3, 2018 regarding 2-1-1 Kern County Program ***(p. 479-480)***
   vi. California Department of Public Health Letter dated July 9, 2018 regarding the December 5-8, 201 Program Monitoring Visit (PMV) ***(p. 481-482)***
   vii. Letter from Community Services & Development dated July 27, 2018 regarding the 2018 Desk Review Report C-18-019 ***(p. 483-485)***

d. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer - ***Action Item***
   i. Minutes of August 15, 2018 Committee Meeting ***(p. 486-488)***
   ii. Application Status Report and Funding Requests ***(p. 489-494)***
   iii. Head Start & Early Head Start Budget to Actual Reports ***(p. 495-504)***
   iv. Amendment to Procurement Procedures Manual / Accounting and Financial Policies & Procedures Manual ***(p. 505-506)***

v. Discretionary Fund Update ***(p. 507)***
vi. Financial Statements, July 2018 ***(p. 508-577)***

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Ulyses Rodriguez, Policy Council Representative – ***Action Item***
   i. June & July 2018 Policy Council Report ***(p. 578)***
   ii. Minutes of June 28, 2018, Special Call Meeting on July 6, 2018 and July 26, 2018 meetings ***(p. 579-587)***

b. Friendship House Advisory Report – Ralph Martinez, Director of Community Development – ***Action Item***
   i. Verbal Report

IX. Chief Executive Officer Report – Jeremy Tobias, Chief Executive Officer – ***Action Item (p. 588)***

a. Homeless Services in the Community
b. Low-Income Housing Opportunities

X. Board Member Comments

XI. Closed Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, September 26, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, August 17, 2018. Paula Daoutis, Administrative Coordinator

COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
June 27, 2018
12:00pm

MEETING MINUTES

I. Call to Order

Curtis Floyd called the meeting to order at 12:03 pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

a. Moment of Silence/Pledge of Allegiance

b. Reading of the "Promise of Community Action"

c. Roll Call

Roll Call was taken with a quorum present:

Present: Curtis Floyd, Fred Plane, Jimmie Childress, Mike Maggard, Jonathan Mullings, Yolanda Ochoa, Marian Panos, Guadalupe Perez, Ulyses Rodriguez, Ana Vigil

Absent: Garth Corrigan, Warren Peterson, Craig Henderson, Janea Benton, Lorena Fernandez

Others Present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development Programs; Ralph Martinez, Director of Community Development; Raymond Quan, Director of Human Resources; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; other CAPK staff.

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for June 27, 2018. Carried by unanimous vote. (Childress/Panos).

III. Approval of meeting minutes

a. Minutes of May 30, 2018 Board of Directors meeting.

Motion was made and seconded to approve the minutes of the May 30, 2018 meeting. Carried by unanimous vote. (Panos/Childress).

IV. Introduction of Guests/Public Forum:

No one addressed the Board.

V. Special Presentations

a. Library Petition Presentation – Linda Fiddler

Linda Fidler represents the Library Initiative For Everyone (LIFE) and discussed how volunteers across the county are collecting signatures so the initiative can be placed on the November ballot to fund Kern County Libraries. It is a 1/8 cent sales tax but will cost an average family less than $15 per year. The tax will transform the services our libraries can provide by extending branch hours, upgraded technology, after-school and expanded summer programs, and increase job training. Linda encouraged all to get involved by signing the petition and volunteering to help solicit signatures.

Board Member Mike Maggard said he has signed petition and noted that Kern County has one of the few library systems in California without a dedicated fund. The funds generated by the 1/8 increase in sales tax can only be used for libraries. It's a tiny but mighty tax and the response from the public to date is good with 80% of the people approached signing the petition.

VI. New Business

a. Head Start / Early Head Start 2018 – 2019 Recruitment and Selection Plan – Jerry Meade, Program Design and Management Administrator – ***Action Item***

Jerry Meade reported that a designated committee meets annually to develop the Recruitment and Selection Plan (R&SP) for Head Start and Early Head Start enrollment. The committee identified a few minor changes that are noted on the attached memo with one of them being an increase in points for teen parents, which is a significant issue in Kern County.

Marian Panos said she would like to see changes made at the point of entry and suggested that next year's committee be expanded to include Board Members and individuals from the community to provide a better balance to the committee.

Motion was made and seconded to approve the Head Start / Early Head Start 2018-2019 Recruitment and Selection Plan. Carried by unanimous vote. (Ochoa/Maggard).

b. 2018 – 2019 Early Head Start and Head Start School Readiness Goals – Yolanda Gonzales, Director of Head Start / State Child Development Programs - ***Action Item***

Leslie Mitchell presented current data from ongoing child assessments which were used to create the 2018-2019 HS/EHS School Readiness Goals. The aggregate data collected identifies opportunities for improvement, growth and strategies for teachers, students and parents. School Readiness Goals are prepared and presented to the Board each year and Board approval is required to implement.

Motion was made and seconded to approve the 2018 – 2019 Early Head Start and Head Start School Readiness Goals. Carried by unanimous vote. (Plane/Childress).

V. Committee Reports

a. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – ***Action Item***

i. Minutes of June 13, 2018 Committee Meeting
ii. Special Presentation – Friendship House Community Center and Shafter Youth Center
iii. Program Reports

1. May 2018 Program and Division Reports
2. Application Status Report and Funding Requests
3. May 2018 Head Start / State Child Development Enrollment and Meals Report
4. May 2018 Outreach & Advocacy Report

Ralph Martinez presented the PRE Committee Report and stated that all items listed above were approved by the Committee. One funding application was approved and two funding profiles were presented at the PRE Committee and the third was presented in the Budget & Finance Committee, and all were approved.

Fred Plane mentioned that the PRE Committee was assigned the task to oversee the Head Start reapplication process due to a previous violation that took place in 2014. Fred reported that members of the committee have met with staff on numerous occasions and staff has done an excellent job identifying the issues and corrective action to ensure that such a violation will not be repeated.

Motion was made and seconded to approve the Program Review & Evaluation Committee Report. Carried by unanimous vote. (Plane/Rodriguez)

b. Budget & Finance Committee Report – Emilio Wagner, Director of Operations – ***Action Item***
   i. Minutes of June 20, 2018 Committee Meeting
   ii. Application Status Report and Funding Requests
   iii. Head Start & Early Head Start Budget to Actual Reports
   iv. Cost of Living Adjustment (COLA) for All Employee Wages
   v. Discretionary Fund Update
   vi. Financial Statements, May 2018

Emilio Wagner reported that the Board assigned the Cost of Living Adjustment (COLA) to the Budget & Finance Committee for a detailed evaluation, and recommendation. Staff conducted additional analysis of the budget and presented the data at the June 20th meeting. The Committee approved the request for the 2.6% COLA for all staff not covered under Head Start and recommends full Board approval.

Three grant profiles were presented and approved by the committee, and the Discretionary Fund net gain was $39,729. The Financial Statements were presented and there were no unusual transactions to report, however; it was necessary to access the line of credit for one day due to the untimely receipt of WIC and Energy reimbursements.

Motion was made and seconded to approve the Budget & Finance Committee Report and all action items. Carried by unanimous vote. (Childress/Benton)

VI. Advisory Board Reports

a. Head Start Policy Council Report – Ulyses Rodriguez, Policy Council Representative - ***Action Item***
   i. May 2018 Policy Council Report
   ii. Minutes of May 29, 2018

Ulyses Rodriguez provided the Policy Council report for the month of May 2018.

Motion was made and seconded to approve the Head Start Policy Council Report. Carried by unanimous vote. (Panos/Perez)

b. Friendship House Advisory Board Report – Ralph Martinez, Director of Community Development – ***Action Item***

Ralph Martinez stated that the Advisory Board did not have any updates to report, however, staff met with Owens Valley Career Development Center to inquire about opportunities to partner with Friendship House. The meeting went well and there were numerous opportunities identified.

Motion was made and seconded to approve the Friendship House Advisory Board Report. Carried by unanimous vote. (Plane/Ochoa)

VII. Chief Executive Officer's Report – Jeremy Tobias, Chief Executive Officer – ***Action Item***

a. Update on the CAPLAW Conference

Jeremy Tobias reported that he and Ray Quan, Director of Human Resources, attended the CAP LAW Conference in Albuquerque from June 20-22, which offered a more in-depth discussion pertaining to CAP Agencies than what is typically experienced at the national CAP conference. The conference provided excellent training and opportunities to network.

b. Update on Legal Services RFP

Jeremy Tobias reported the RFP has closed for legal services. Currently, 3 different firms are being used to cover legal services and one option in the RFP is to consolidate all services under one contract, or we may decide to keep them split up. The RFP for services was published and 10 proposals were received. All proposals will be ranked, with the top 3 potentially either receiving interviews or requesting a second round of information.

c. Other Items

Jeremy reported that over the last two nights, Agency vehicles were vandalized in the parking lot here at BPN, one receiving significant damage. Staff is looking at options within our parking lot to move the location for parking of agency vehicles and the possibility of adding additional lighting and video cameras.

A media luncheon took place yesterday in the Board Room with 8 media outlets represented. Staff presented CAPK information on the various programs CAPK offers and the presentation was very well received.

Motion was made and seconded to approve the Chief Executive Officer's Report. Carried by unanimous vote. (Ochoa/Childress)

VIII. Board Member Comments

Yolanda Ochoa thanked the Board and Staff for their prayers following the loss of a family member.

IX. Closed Session

a. Public Employment – Chief Financial Officer (Government Code Section 54957)
Closed session commenced at 12:48 pm.

b. Reconvened into Open Session at 12:52 pm.

X. Closed Session Report

Jeremy Tobias announced the appointment of a new CFO for CAPK, Tracy Webster, Salary Grade 15. Effective start date is Monday, July 23, 2018.

XI. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, August 22, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XII. Adjournment

The meeting adjourned at 12:54 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Pritika Ram, Director of Administration

Date: August 22, 2018

Subject: *Agenda Item VI(a):* Award of RFP #OPS 2018-0305 for Legal Services – **Action Item**

In June 2018, Community Action Partnership of Kern (CAPK) solicited proposals from qualified firms to provide retained professional legal and consulting services from outside counsel. The following services were proposed in part or in whole: general counsel, Human Resources, and labor relations and negotiations (Union expertise and representation) from attorneys currently licensed to practice law in California, or law firms including such attorneys.

A total of ten (10) proposals were received, and a Committee was assigned to review and score the bids, consisting of Ray Quan, Director of Human Resources, Jerry Meade, Program Design and Management Administrator, Pritika Ram, Director of Administration, with oversight provided by Emilio Wagner, Director of Operations, and Jeremy T. Tobias, Chief Executive Officer. The group narrowed the selection to three (3) finalist and eventually down to the selected firm, Kline DeNatale Goldner, LLP.

The top three finalists provided quality proposals, however, the recommendation to select Kline DeNatale Goldner, LLP as the lead firm was based on the thoroughness of services, pricing structure and flexibility, availability, and the extensive experience of the designated staff.

In reviewing the proposal and assessing the needs of the agency, we recommend securing a monthly retainer for Human Resources and Labor Relations and Negotiations (Union) services at twenty (20) hours per month at $5,250/month, in addition to, an annual fee of $7,500 for general counsel and management meetings, and other all services will be billed at the attorney and staff hourly fee. We have the option of carrying over unused hours for the Human Resources and Union services retainer to the end of the contract term and can decrease or increase the monthly allotment at the end of the first year, if warranted. The contract shall be a three-year contract with a potential one (1) two (2) year option term with an anticipated effective date of October 1, 2018.

Recommendation

Staff recommend the approval by the Board of Directors to award Kline DeNatale Goldner, LLP as the Agency's legal representation for General Counsel, Human Resources, and Labor

Relations and Negotiations, and allow staff to move forward with entering into a services agreement, including amendments with the selected firm. Proper notice has been provided to the current legal service providers for Human Resources and Union/Labor Relations and Negotiations.

Attachment
Request for Proposal OPS#2018-0305 Legal Services

REQUEST FOR PROPOSALS (RFP)
FOR
LEGAL SERVICES

Request for Proposal Number: OPS 2018-0305
May 10, 2018



Community Action Partnership *of* Kern
5005 Business Park North
Bakersfield, California 93309
661.336.5236

Closing Date: 2:00pm, June 19, 2018

Community Action Partnership of Kern
5005 Business Park North • Bakersfield, CA 93309
(661) 336-5236 • Fax: (661) 325-2169

REQUEST FOR PROPOSALS (RFP):
Legal Services
GENERAL CONDITIONS

I. Introduction:

About Community Action Partnership of Kern (CAPK): Since 1965 Community Action Partnership of Kern (CAPK) has been working to provide an integrated network of services as the official anti-poverty agency for the county of Kern. One of more than 1,000 community action agencies nationwide, CAPK is one of Kern County's largest nonprofit 501(c) (3) corporations. Through a variety of programs and in collaboration with other human services agencies and organizations, CAPK helps low-income residents pursue their educational goals, secure and retain employment, maintain adequate housing, access medical services, obtain utility bill payment subsidies and residential weatherization assistance, counteract hunger and food insecurity, obtain child care and preschool education, and engage in personal and family development opportunities to build and achieve individual and family self-sufficiency.

CAPK does 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.

CAPK employs an estimated 850 employees through 11 programs, of which (x-number) are SEIU members. The programs are funded through an average of fifty-five (55) revenue contracts ranging from private foundations to State and Federal governments. CAPK operates eighty (80) leased and fourteen owned facilities. CAPK administers an average of 120 expenditure contracts annually for goods and services ranging from $1,000 to $3,000,000.

II. Purpose:

Community Action Partnership of Kern (CAPK) is soliciting proposals from qualified firms to provide retained professional legal and consulting services from outside counsel. The following services may be proposed in part or in whole:

- General counsel;
- Human Resources;
- Labor relations and negotiations (Union expertise and representation); and Attorneys currently licensed to practice law in California, or law firms including such attorneys, may respond to this RFP

III. Proposal Submission Information

A. Closing Date: Proposals must be submitted no later than **2:00 p.m., June 19, 2018**.

B. Inquiries: Inquiries concerning this RFP should be directed to the Business Services Department, at procurement@capk.org.

C. Costs of Proposal Preparation: All costs incurred in the preparation of a proposal responding to this RFP will be the sole responsibility of the Vendor and will not be reimbursed by CAPK. Unless otherwise

stated, all materials submitted by the Vendor in response to this RFP shall become the property of CAPK.

IV. Proposal Submission Instructions to Vendors: Your proposal should be addressed as follows:

Community Action Partnership of Kern (CAPK)
RFP No. OPS 2018-0305
ATTN: Business Services
5005 Business Park North
Bakersfield, CA 93309
Or via email to: procurement@capk.org

It is the responsibility of the Vendor to ensure that CAPK receives the proposal by the date and time specified above. L**ate proposals will not be considered**. **Confirmation of receipt is the sole responsibility of Vendor.** Each Vendor must submit its proposal using the enclosed format in Section III below. If any proposal submitted deviates from the requested proposal format, it may be cause for disqualification. This does not, however, preclude the Vendor from offering value-added alternatives and additional, relevant information in addition to the information requested in the RFP. The alternatives, however, must be fully explained in written form, and must be separately stated as alternatives in both the proposal content and fee proposal.

Expected Timelines:

	Date(s)	Event
1	May 10, 2018	RFP Released to public
2	May 22, 2018	Due date for Vendor questions
3	May 29, 2018	Responses to Vendor questions emailed to Vendors
4	**June 19, 2018 by 2:00 pm**	**DUE DATE FOR PROPOSALS FROM VENDORS**
5	June 21-28, 2018	CAPK analysis of proposals and interviews, if required
6	June 29, 2018	Notification of Award
7	July 2018	Commence Work

A. **Right to Reject:** CAPK reserves the right to reject any and all proposals received in response to this RFP. The Contract for the accepted proposal will be based upon the factors described in this RFP.

CAPK reserves the right to waive any and all informalities or irregularities in any proposal.

B. **Confidentiality:** The Vendor agrees to keep the information related to negotiations in strict confidence. Other than the reports submitted to CAPK, the Vendor agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Vendor's possession, to those employees on the Vendor's staff who must have the information on a "need-to-know" basis. The Vendor agrees to immediately notify, in writing, CAPK's authorized representative in the event the Vendor determines or has reason to suspect a breach of this requirement.

C. **Notification of Award:** CAPK anticipates but does not guarantee that a Contract or multiple Contracts will be awarded on June 29**,** 2018**.**

Award will be made to the most responsible Vendor(s) whose service, experience and approach to the project are most compatible with the CAPK's needs. CAPK will be the sole judge in making this determination. It is expected that the contract shall be a three-year contract with a potential one (2) year option term that may follow as a result of this procurement process.

D. **Small, Women and/or Minority-Owned Business:** Efforts will be made by CAPK to utilize small businesses, women and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to CAPK.

A Vendor qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

V. SCOPE OF SERVICES

A. Scope of Work: The scope of work for this project consists of the following primary tasks. CAPK requires that for all tasks, the Vendor assign a dedicated representative to work with CAPK and its project team through all phases of review, setup, planning, and training. The successful proposer(s) may be retained for an initial three (3) year term with a potential one (2) year option term that may follow as a result of this procurement process.

The Proposer shall be readily available to perform the following legal services, as requested by the Agency's designated individuals:

i. Review drafts of service contract and leases, including matters of procurement, and advise on government grant and contract issues.

ii. Assist in preparing, reviewing and/or negotiating legal documents.

iii. Advise on legal issues related to agency and tax-exempt organization status.

iv. Advise on individual labor and employment laws.

v. Render written legal opinions upon request.

vi. Review personnel, fiscal and other policies, as well as agency bylaws.

vii. Advise on Human Resources policies and/or procedures, including providing trainings, compliance advice, risk assessment and management, and human resources strategy.

viii. Advise on Union-related matters, including contract negotiations and personnel matters.

ix. Advise on responses to subpoenas, court orders, and requests for information from third parties.

x. Advise on HIPAA Privacy Rule related to sharing and storing of client electronic data.

xi. Defend lawsuits, administrative claims, or other legal claims.

xii. Conduct litigation as necessary.

xiii. Work cooperatively with outside legal counsels representing contracted service provider firms (i.e., insurance companies, pension plan broker, or other affiliated interest).

xiv. Attend meetings of the CAPK Board of Directors or its committees as necessary and serve as the contracted "licensed attorney familiar with issues that come before the governing board" in the event the board composition does not already have this representation.

xv. Provide assurance statements as required for financial audits, bonding matters, and grant compliance warrants, as applicable.

xvi. Fulfill other legal duties as are commonly accepted and assigned.

Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, CAPK will consider proposals emphasizing expertise in subsets of these areas, and may issue multiple contracts for different areas of expertise

III. PROPOSAL CONTENT REQUIREMENTS

Proposals must include the following:

A. **Cover Letter**: A one-page cover letter with the name and contact information of the proposed Vendor.

B. Description of services to be provided, including informative sheets on services.

C. Detailed plan of action for all phases of the services requested

D. CAPK is not a tax-exempt entity; all appropriate taxes will apply. All applied taxes must be listed as a line item.

E. Please include any discounts provided to CAPK due to its 501(c)(3) status including any in-kind donations.

F. **Conflict of Interest:** Provide a statement of any potential conflicts Vendor and/or key staff may have regarding providing these services to CAPK. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, so state in your proposal.
Vendor shall have read and shall be aware of the provisions of Section 1090 et seq and Section 87100 et seq of the Government Code relating to conflict of interest of public officers and employees. No officer or employee of CAPK or member of its governing body shall have any pecuniary interest, direct or indirect, in the resulting Contract or the proceeds thereof.

G. **Vendor Information Sheet:** Appendix A.

H. **W-9:** Appendix B.

I. **Additional Terms and Conditions:** Appendix C.

IV. VENDOR REQUIREMENTS

All responsive proposals shall be reviewed and evaluated by CAPK to determine which proposal best meets CAPK's needs for this project by demonstrating the competency and professional qualifications necessary for the satisfactory performance of the required services.

VI. PROPOSAL SUBMITTAL PROCESS

A. The submission of a proposal shall be an indication that the Vendor has investigated and satisfied itself as to the conditions to be encountered, the character, quality and scope of work to be performed, and the requirements of CAPK.

All proposals received by CAPK will be considered a "Public Record" as defined in Section 6252 of the California Government code and shall be open to public inspection, except to the extent the Vendor designates trade secrets or other proprietary material to be confidential. Any documentation which the Vendor believes to be a trade secret must be provided to CAPK in a separate envelope and must be clearly marked as a trade secret. CAPK will endeavor to restrict distribution of material and analysis of the proposals. Vendors are cautioned that materials designated as trade secrets may nevertheless be subject to disclosure and CAPK shall in no way be liable or responsible for any such disclosure. Vendors are advised that CAPK does not wish to receive material designated as trade secrets and requests that Vendors not supply trade secrets unless necessary. The Vendor's qualification package, and any other supporting materials submitted to CAPK in response to the request, will not be returned and will become the property of CAPK.

VI. SELECTION PROCESS AND CRITERIA

This is a NEGOTIATED procurement and as such, award will not necessarily be made to the Vendor submitting the lowest priced proposal. Award will be made to the Vendor submitting the best responsive proposal satisfying CAPK's requirements, as determined by CAPK, including consideration of price and other indicated factors. CAPK holds the right to select one or multiple vendors to provide all or partial services (bundles or bundled services) as proposed by the vendor.

Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the terms of this RFP.
- The proposal does not follow the specified format.
- The proposal does not include Appendix C, signed on behalf of the Vendor.

Proposal Evaluation

Evaluation of each proposal will be scored on the factors identified in Section B. below.

A. All proposals received by the specified deadline will be reviewed by CAPK for content, fees, re related experience and professional qualifications of Vendor.

B. The evaluation and selection of the successful Vendor shall be based upon the factors listed below with corresponding point evaluation. Total points available are **100**.

Evaluation of each proposal will be scored on the following factors:

Factors	Points
Legal Experience. The Proposer should describe its experience related to the areas outlined in the scope of services above. There is an interest in the following topic areas: nonprofit and tax-exempt organizations; human resources; real estate, including; government grants and contracts; labor relations and negotiations, bond financing, and general business operations. • Describe your understanding of CAPKs desired services. • Discuss your firm's philosophy on the process of providing legal services, including proposed techniques and methodology to be used for each task. • State any difficulties foreseen in performing the designated tasks. • Describe depth of understanding and knowledge of a wide variety of corporate, governmental and business laws, regulations, and rules including but not limited to Federal OMB circulars covering nonprofits, human services grant funded programs, contract negotiations, board governance (by-laws/Brown Act), real estate/construction, health benefits, and defined contribution pension plans/ERISA. • Describe your firm's technological capabilities and what resources are available as a result. This can pertain to human resources and contract review/development training, shared platforms, and data portals. • Describe any services or portion of services, which will be performed by a sub-consulting firm, and provide relevant information on such firm's qualifications and personnel. • Describe available resources utilized to stay current with changes in federal, state, or local laws/regulations. • Additionally, if applicable, provide a description of any experience advising organizations comparable to CAPK that offer similar programs and government-funded services.	**35**
Organization, Size, Structure, and Areas of Practice. The Proposer should describe its organization in terms of the following: • size • structure, • areas of practice • office location(s) • small or minority-owned business Please include a copy of the Equal Opportunity/Affirmative Action policy, privacy policy, and conflict of interest policy, if available.	**15**
Attorney Qualifications. The Proposer should separately attach a description of the qualifications of attorneys to be assigned to the representation. Descriptions should include:	**25**

1. Professional and education background of each attorney. 2. Overall supervision to be exercised. 3. Prior experience of the individual attorneys with respect to the required experience listed above. Include resumes only of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered. 4. Number of cases successfully litigated by your attorneys (trial and arbitration), and percentage of all cases in the past two (2) years. 5. Number and percentage of all cases settled before going to trial or arbitration.	
Price. The Proposer's proposed price should include information on the hourly billing rates of each attorney or other legal staff who are expected to work on this representation and charges for expenses, if any, such as legal research, copies, faxes and electronic communication. Also include a retainer amount that would be charged to advise CAPK on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. CAPK reserves the right to negotiate with the Proposer on the structure of the billing and/or retainer fee.	**25**
Total	**Points = 100**

C. CAPK may, at its discretion, request presentations by or meetings with any or all Vendors to clarify the Vendors' proposals.

However, CAPK reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Vendor can propose.

All eligible proposals will be reviewed and rated for their qualifications, experience, price, and suitability to complete the Scope of Work for this RFP. Oral interviews may be requested. CAPK, at its discretion, may request presentations or additional information from any or all Bidders to clarify or negotiate modifications to the Bidders' proposals. Such interviews are tentatively scheduled for the week of June 18,2018. However, CAPK reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Bidder can propose.

D. Upon final selection, the Contract will be processed by CAPK for award of the Contract.

VII. CONDITIONS TO AWARD

A. CAPK reserves the right to delay the selection process, withdraw and reissue the RFP, or cancel this procurement.

B. This solicitation does not commit CAPK to pay any costs in the preparation or presentation of a submittal.

VIII. TIMELINE

Start time to begin fulfilling the requirements of the proposal shall be after the Contract is signed by both parties.

VIII. PROHIBITED ACTIVITY

Vendors or their agents shall not make any personal contacts with any member of CAPK's Board of Directors or program personnel prior to selection and award of a Contract for this work.

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APPENDIX A

Community Action Partnership of Kern
• Procurement Department •
5005 Business Park North, Bakersfield, CA 93309 • 661.336.5236 • FX: 661.322.2237

VENDOR INFORMATION SHEET

Date: _____ Prepared By: _____

Official Business Name: _____

DBA: _____

Location Address: _____
Street City State Zip

Remit Address: _____
Street City State Zip

Contact Person: _____ Title: _____

Phone #: _____ Accts. Receivable Phone #: _____

Fax #: _____ Customer Service Phone #: _____

CAPK Vendor #: _____ E-mail Address: _____

Federal ID # or SS#: _____ Type of Business: _____

Contractor Lic #: _____ Business Lic #: _____ City Issued: _____

General Liability Insurance Carrier & Policy #: _____

Auto Liability Insurance Carrier & Policy #: _____

Workers Compensation Insurance Carrier & Policy #: _____

FEDERAL TAX CLASSIFICATION:

☐ Individual/Sole Proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/Estate
☐ Limited Liability Co. C = C Corp S = S Corp P = Partnership ☐ Other: _____

BUSINESS ENTITY/CLASSIFICATION:

☐ Board Member ☐ Employee ☐ Faith Based ☐ Fed Gov't ☐ For Profit ☐ Housing Collaborative ☐ Local Gov't
☐ Non-Profit ☐ Parent ☐ Post Secondary Ed ☐ Provider ☐ School District

SBA CLASSIFICATION:

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, Women's Business Enterprises and Veteran Business Enterprises.

☐ Minority-Owned ☐ Small Business ☐ Veteran-Owned ☐ Woman-Owned

Years in Business: _____ Accept Purchase Orders: ☐ Yes ☐ No

If your business has a Social Security number as Tax ID, we require the signature of the owner.

Authorized Signature: _____ Print Name: _____

Title: _____ Date: _____

REV. 012516

APPENDIX B

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X Form **W-9** (Rev. 12-2014)

APPENDIX C

Community Action Partnership of Kern

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. **ASSIGNMENT OF SUBCONTRACTING.** The Vendor may not assign or transfer the Contract, 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 the Contract shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Contract and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK**. CAPK may terminate the Contract 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 Contract 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 the Contract except as set forth in this section in the event of such termination.
4. **CHANGES**. CAPK may from time to time, require changes in the scope of the services of the Vendor to 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 Contract. Amendments shall be valid only after approval by Vendor and CAPK's Chief Executive Officer.
5. **CLAIMS**. All claims for money due or to become due to the Vendor from CAPK under the Contract may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE**. Any notice or notices required or permitted to be given pursuant to the Contract may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
7. **AFFIRMATIVE ACTION.** The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.
8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Contract, including any claims for breach of the Contract, 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.
9. **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, sex or any other factor prohibited by law.
10. **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.
11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Vendor will be American made.

12. **CONFIDENTIALITY.** The Vendor shall use his or her best efforts to keep confidential any information obtained during the performance of the Contract.

13. **RESPONSIBILITY.** If Vendor is part of a corporation, the individual or individuals who sign the Contract on behalf of the corporation are jointly responsible for performance of the Contract.

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 72 hours 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 the Contract, 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 an Contract while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Contract until twelve (12) months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK 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 Contract for Goods or 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."

16. **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:

    a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
    b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
    c. Does not have a proposed debarment pending; and
    d. 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 above, 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.

17. **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."

    Vendor is 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 Vendor will comply with those provisions before commencing the performance of the work of the Contract.

(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 the Contract.)

18. **INSURANCE REQUIREMENTS:** Vendor shall procure, furnish and maintain for the duration of the Contract the following types and limits of insurance herein:

    a. 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:

    b. Provide coverage for owned, non-owned and hired autos.

    c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

    d. 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:

    e. Provide Contractual Liability coverage for the terms of the Contract.

f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

g. 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, agent's employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agent's 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 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 the Contract, or insurance rated below Best's A: VII, must be declared prior to execution of the Contract and approved by CAPK 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 the Contract 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 an Contract or cancel the Contract if certificates of insurance and endorsements required have not been provided prior to the execution of the Contract.

Signature **Date**

Print Name

Company Name

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COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Ralph Martinez, Director of Community Development

Date: Wednesday, August 22, 2018

Subject: *Agenda Item VI(b): CAPK Outreach & Linkages and Coordinated Entry Services – Supporting the Homeless, Area Service Providers and Overall Community – **Info Item***

Homeless Street Outreach, Engagement & Linkages Project
Community Action Partnership of Kern (CAPK) recently submitted a request for $1,484,774 for one-year (with an additional three-years of potential funding) from Kern County Behavioral Health & Recovery Services (KernBHRS) to provide outreach, engagement, and linkage to behavioral health services for the homeless in the greater Bakersfield Area, with an anticipated project start of November 2018.

This project will include provision for a Homeless Drop-in Center; a welcoming place of refuge and assistance for the homeless and families, with increase access/outreach to supports and services including behavioral health and substance abuse treatment and coordinated entry into Kern's Homeless Continuum of Care (Coordinated Entry System or CES) for housing services through CAPK's 211 Kern. CAPK is in the process of identifying a facility to serve as the Drop-in Center, with assistance from City and County planning departments.

In addition to linkage to supports and services, the Drop-in Center will include providing the homeless with basic needs such as food, snacks, water, shelter (cloth rolls for resting/sleeping), personal care items/packages and clothing. Showers and laundry services, as well as other services and activities will be added as the project evolves, with the assistance from area service providers, community partners and volunteers towards ending homelessness, improving health and increasing self-sufficiency.

Coordinated Entry System (CES) Program
Through the partnership with the Kern County Homeless Collaborative, Continuum of Care (CoC) members, and the designated Assessment Point service providers, CAPK is proposing to operate the Coordinated Entry System (CES) under two models. Both models will be operated through the existing 2-1-1 Kern Call Center program.

First Model: First Steps Towards a Coordinated Entry System - September 2018. This program is a modified version of the CES program with limited scope. The First Steps Towards a Coordinated Entry System is designed to assist the existing structure of Coordinated Entry and share in the duties and responsibility under a full CES model. This will be a 10-month project (Sept 2018 to June 2019) and primarily funded by KernBHRS, United Way and Housing Authority with the United Way of Kern being the grantor agency. **Second Model**: CAPK will apply for full CES funding under the KCHC CoC Supportive Service Only (SSO) grant in July 2018, with notice of award by July 2019. If awarded, then we will operate the comprehensive version of the CES program as per the KCHC and HUD program requirements and be the lead agency for CES for the County.

Recent updated developments: Since submitting the three application referenced above, CAPK has learned that the First Steps Towards a Coordinated Entry System will be awarded to CAPK. The program is scheduled to begin on September 1, 2018. There will be ongoing meetings between CAPK staff, United Way of Kern, Behavioral Health & Recovery Services, the Housing Authority of Kern to finalize start up and implementation of the contract.

The application submitted to the Continum of Care Homeless Collaborative for the full CES program has been evaluated and placed on Tier 1 in regards to funding priority, meaning that in all likelihood CAPK will be funded for this project.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Pritika Ram, Director of Administration

Date: August 22, 2018

Subject: *Agenda Item VI(c): New Program-Coordinated Entry System - Job Descriptions – **Action Item***

Community Action Partnership of Kern is in the process of adding a new program as part of the 211 Kern Call Center program called a Coordinated Entry System (CES). We are awaiting on approval from the US Department of Housing and Urban Development (HUD) to implement the full version of the CES program, which is anticipated to be announced in July 2019. We have received confirmation that our application scored within Tier 1 of the Ranking process, which implies the application has a strong potential to be awarded by HUD. Under the CES full version, we will operate the comprehensive version of the CES program as per the Kern County Homeless Collaborative (KCHC) and HUD program requirements and we will be the lead agency for the CES program for the County.

In the interim, we are working directly with the KCHC and its membership on a modified version of the CES program with limited scope called The First Steps Towards a Coordinated Entry System. This modified version of CES is designed to assist the existing structure of Coordinated Entry and share in the duties and responsibilities under a full CES model. This will be a 10-month project (Sept 2018 to June 2019) and primarily funded by Kern Behavioral Health and Recovery Services, the United Way of Kern, and the Housing Authority of Kern County, with the United Way of Kern being the grantor agency.

As part of the program development, we have identified new positions and job descriptions for this specific program, which have been reviewed and scored by the agency's Human Resources Department. The two positions, CES Program Coordinator and CES Program Specialist, will also carry over to the full CES program once awarded, and the CES Homeless Navigator position will be added upon final funding and approval.

- CES Program Coordinator
- CES Program Specialist
- CES Homeless Navigator

Recommendation

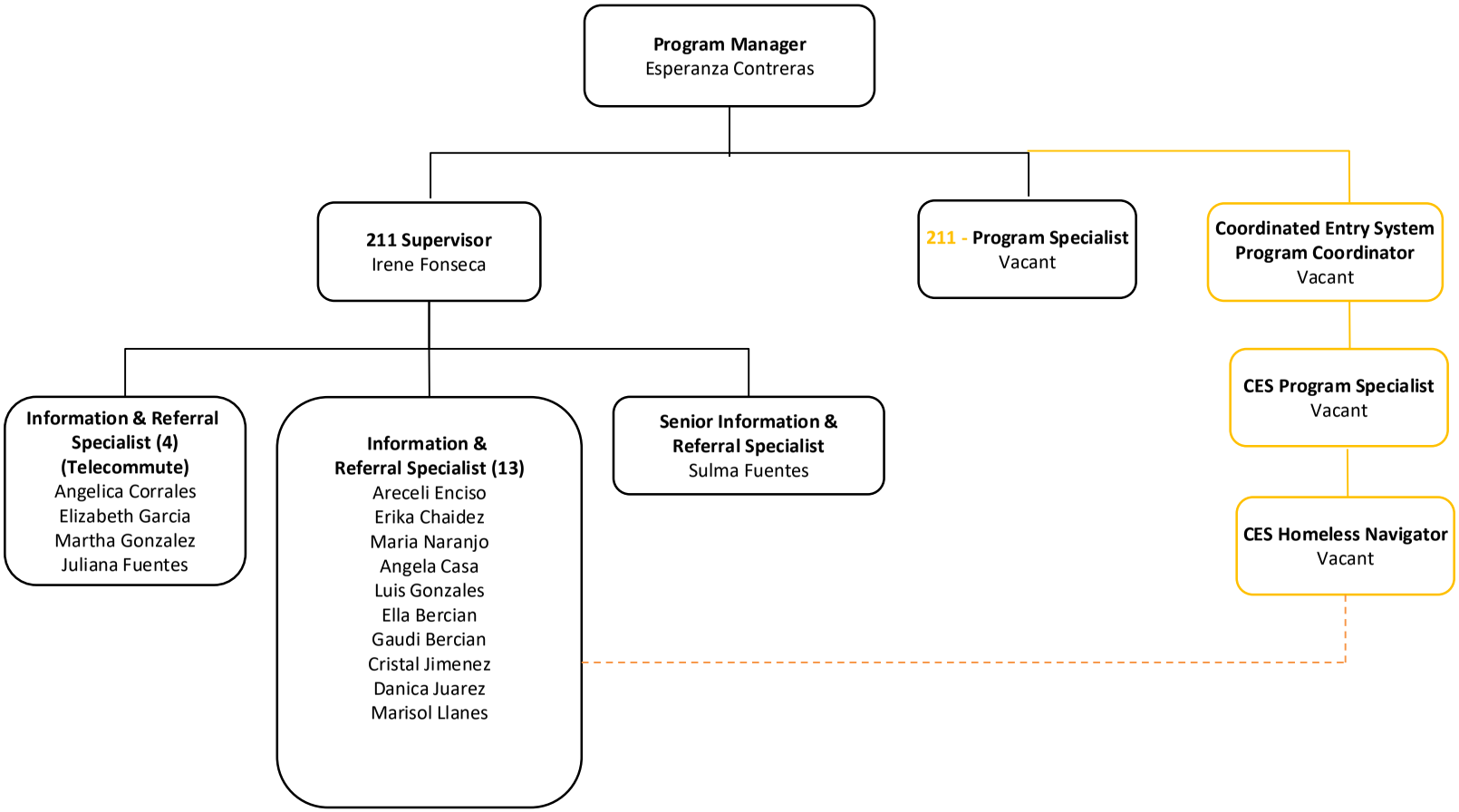
Staff request the approval to allow the CEO and staff to enter into an agreement with the United Way of Kern for the modified version of the CES program and approve the new positions under the Coordinated Entry System program.

Attachment

Organizational Chart – 211 CES program (draft)
Job Descriptions: CES Program Coordinator, CES Program Specialist, CES Homeless Navigator
Attachment 1: First Steps Towards a Coordinated Entry System for Kern County
Attachment 2: Project Budget for Coordinated Entry System

Operations Division

211



COMMUNITY ACTION PARTNERSHIP of KERN
Coordinated Entry Systems (CES)
Program Coordinator

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 8 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
The Coordinated Entry System Program Coordinator (CES Program Coordinator) is responsible for providing oversight, leadership and direction for the Kern County Homeless Collaborative Coordinated Entry System (CES). Primary duties include managing the day-to-day operations of the CES program and ensuring compliance with HUD and local guidelines, recommendations, and policies. The CES Coordinator will work closely with the Kern County Homeless Collaborative to meet the needs of the homeless and at-risk of homelessness population. CES Program Coordinator is required to be available during declared emergencies to perform duties as directed by the Program Manager and/or Division Director.

SUPERVISION RECEIVED:
211 Program Manager

SUPERVISION EXERCISED:
CES Program Specialist and Homeless Navigator

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.

A. Essential Job Specific Duties:

1. The CES Coordinator will help develop program policies in coordination with funders and partners, provide staff supervision, build and maintain relationships with partner agencies, monitor quality assurance and agreements with participating partner agencies, oversee contract compliance and reporting, and assist in the assessment of individual client resource needs, strengths and barriers.

2. The CES Program Coordinator will work closely with the CES Program Specialist to coordinate, refer, and deliver services to meet the short-term needs of individuals and families, which includes connection to housing supports, emergency services, asset development programming, case coordination and other resources that move individuals and families towards self-sufficiency. Work schedule may include evenings, overnights, weekends, and holidays.

3. Work in collaboration with the Program Manager to provide support to CAPK staff.

4. Coordinate the daily operations of the CES program.
5. Participate in weekly conference calls with homeless service providers.
6. Update the Kern County Homeless Collaborative (KCHC) website on daily bed availability.
7. Create and implement a strong marketing strategy for CES that targets providers who serve homeless individuals and families and educates the broader community about how to access the CES.
8. Oversees the development and implementation of comprehensive homeless services policies, best practices and procedure guidelines. Monitors for compliance, reviews and updates annually.
9. Ensure that the KCHC Continuum of Care (CoC) Coordinated Entry Written Standards are in compliance with funding regulations and CoC policies.
10.
11. Ensure data and application quality, and when appropriate work with providers to improve submission processes.
12. Supervise and administer directives.
13. Ensures all program staff are trained on policies and procedures, evaluates performance, provide mentoring, coaching, and necessary disciplinary action when warranted.
14. Generate and manage the Prioritization list for homeless and at-risk of homelessness individuals.
15. Review and approve timesheets for accuracy.
16. Provides problem assessment and referral information to assist Program Specialist in meeting individual's needs.
17. Utilizes recognized professional and agency standards in carrying out the goal of resolution of the individuals concerns.
18. Maintain professionalism in working with the community.
19. Monitor the accuracy of the records of services requested and provided, utilizing on-line database system.
20. Ensure program follow-up is completed in a timely manner.
21. Facilitate case conferencing processes at monthly Case Management Roundtable and other groups as needed with the goal of assuring clients are referred to appropriate interventions. Convene various Continuum of Care groups to keep stakeholders updated and aware of changes to the CES.

22. Generate monitoring and management reports for the CAPK leadership, KCHC, CES Committee, and CoC membership.
23. Represents CAPK through public presentations in the community and committee participation.
24. Provides training to the community on Quick Referral Tool (QRT) and VI-SPDAT as needed.
25. Work with HMIS staff to review and evaluate the functionality of HMIS to incorporate the Coordinated Entry elements.

B. Other Job Specific Duties:

1. Attend the KCHC meetings as assigned.
2. Ability to maintain professional relationships with diverse groups and community representatives.
3. Ability to perform at public speaking engagements on issues related to homelessness.
4. Chair /Co-Chair the KCHC CES committee.
5. 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 policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Current problems of socially and economically challenged homeless individuals

Ability to:
Multitask in a hectic environment, with prompt attention to caller's needs
Analyze problems; identify alternative solutions
Plan, organize, and allocate resources.
Work independently.
Prepare clear, concise reports.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and interpret and explain policies and procedures.
Understand and apply written regulations and instructions.
Work with accuracy and attention to detail.
Operate and use modern office equipment including multi-line phone system
Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with other people.
Proficient at Windows based computers and working knowledge of Excel, PowerPoint, and Microsoft Word & Outlook
Work with diverse populations whose circumstances may include mental illness, drug addiction, health issues, and other socioeconomic and environmental factors

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 degree in social work, psychology or related field. Any equivalent combination of education and/or experience may be acceptable on a year to year basis
- Two (2) years' experience working with the homeless population required
- Knowledge of Kern health and social services preferred.
- A minimum of one (1) year of Supervisory experience
- Communicate effectively verbally and be proficient at writing.

OTHER REQUIRMENTS:

- Bilingual English/Spanish desired
- Completion of physical and substance abuse screening required upon offer of employment.
-

Possession of a valid California Driver's license, current automobile insurance and acceptable driving record substantiated by a DMV printout.

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 CES Program Coordinator			
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**	
51-75lbs	**x**			**x**		
76-100lb	**x**			**x**		
100lbs+	**x**			**x**		

COMMUNITY ACTION PARTNERSHIP of KERN
Coordinated Entry System (CES)
Program 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 6 **FLSA Status:** Nonexempt **Date Approved:**

SUMMARY:
The CES Program Specialist assesses individual client resource needs, strengths and barriers. The CES Program Specialist will coordinate, refer, and deliver services to meet the short-term needs of individuals and families, which includes connection to housing supports, emergency services, asset development programming, case coordination and other resources that move individuals and families towards self-sufficiency. Work schedule may include evenings, overnights, weekends, and holidays. CES Program Specialist is required to be available during declared emergencies to perform duties as directed by the Program Manager or Division Director.

SUPERVISION RECEIVED:
Program Manager
Direct supervision provided by the CES Program Coordinator

SUPERVISION EXERCISED:
Not Applicable

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.

A. Essential Job Specific Duties:
1. Identifies individuals and families who are eligible to be served with through the Coordinated Entry System in Kern County and performs coordinated entry assessments as appropriate.

2. Conducts comprehensive assessments utilizing the intake, assessment and housing barriers tools.

3. Makes contact with the individuals/households referred and provides one-on-one, comprehensive assessments of strengths and needs in all life domains.

4. Ensures individuals/households are provided will all details pertaining to the collection and sharing of data amongst the partners.

5. Maintains strict confidentiality of individual/household information in conformance with related policies and procedures.

6. Reviews and enters data in the Homeless Management Information System (HMIS) and other relevant data systems.
7. Assists the household with coordinated referrals to a customized array of services that will help them achieve goals pertaining to self-sufficiency and housing stability.

8. Expected to develop proficiency in maintaining accurate client records in HMIS, the client tracking software application used by programs throughout the agency. Proficiency includes entry of data into the client record, the editing of information as needed, and the printing of reports within HMIS.

9. Conduct vulnerability assessment (VI-SPDAT and SPDAT) as needed.

10. Provides necessary information, problem assessment, referral and follow up, appropriate to client's needs, as needed.

11. Contacts resources to facilitate service delivery.

12. Utilizes professionalism in working with community resources.

13. Maintains accurate records of services requested and provided, utilizing on-line database system. Data collection and reporting skills.

14. Represents CAPK through public presentations in the community and committee participation, which may include evenings and weekends.

15. Provides CES training to the service providers and designated community providers, as needed.

B. Other Job Specific Duties:

1. Prepare, conduct and attends all meetings, trainings, and conferences as assigned.

2. 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 policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Current problems of socially and economically challenged families

Ability to:
Multitask in a hectic environment.
Write with an emphasis on correct grammar and ability to summarize.
Analyze problems; identify alternative solutions.
Plan, organize, and allocate resources.
Work independently.
Prepare clear, concise reports.
Exercise sound, independent judgment within general policy guidelines.

Provide guidance and interpret and explain policies and procedures.
Understand and apply written regulations and instructions.
Work with accuracy and attention to detail.
Operate and use modern office equipment including multi-line phone system.
Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with other people.
Proficient at Windows based computers and working knowledge of Excel, PowerPoint, and Microsoft Word & Outlook

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 Health and Human Services, Social Services or related field. Any equivalent combination of education and/or experience may be acceptable on a year to year basis.

- Knowledge of Kern health and social services preferred.

- One year experience working with the homeless community

- Communicate effectively verbally and be proficient at writing.

- HMIS experience desired

OTHER REQUIRMENTS:
- Bilingual English/Spanish required

- Completion of physical and substance abuse screening required upon offer of employment.

- Possession of a valid California Driver's license, current automobile insurance and acceptable driving record substantiated by a DMV printout. Must have reliable transportation during work hours.

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: CES Program Specialist			
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**	
51-75lbs	**x**			**x**		
76-100lb	**x**			**x**		
100lbs+	**x**			**x**		

COMMUNITY ACTION PARTNERSHIP of KERN
Coordinated Entry Systems (CES)
Homeless Navigator

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 4 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:

The Coordinated Entry System Homeless Navigator (CES Homeless Navigator) is responsible for providing

SUPERVISION RECEIVED:

211 Program 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.

A. Essential Job Specific Duties:

1. Works with and receives referrals from the 211 I&R staff for those callers that qualify for entry into the CES program for homeless services.
2. Conduct appropriate assessments (QRT and VI-SPDAT), enter clients in the Coordinated Entry System and inputs client's data into the HIMIS homeless data base for all clients receiving homeless services. This includes providing training, as needed, on assessment tools.
3. Provide 24/7 coordinated entry assessment, and maintains communication with CES staff, homeless service providers, and related resources about the status and progress of agency and client progress.
4. Entry data into the HMIS system for shelter and housing placement, including follow-up to complete client profile
5. Input data entry and exit information into HMIS system. Work closely to minimize errors and duplicate entries. This also applies when working directly with the designated service providers.

6. Assist in data collection and reporting, planning, recruiting, and scheduling volunteers and agencies/organizations to provide gap services.
7. Work directly with homeless service provider and designated community service providers.
8. Assist with and participate in weekly Conference calls with homeless service providers.
9. Assist in providing support to the Kern County Homeless Collaborative (KCHC) website on daily bed availability.
10. Comply with the policies and procedures under the KCHC/CoC, HUD, and other related guidelines for a CES program.
11. Maintain case management documentation and forms. If applicable, ensure that all standards and regulations, standards of care are followed per policy and procedures.
12. Ensure program follow-up is completed in a timely manner.
13. Ensure data and application quality, and when appropriate work with providers to improve submission processes.
14. Provide support to the I&R specialist and Program Coordinator.

B. Other Job Specific Duties:

1. Assist and participate in the KCHC meetings as assigned.
2. Ability to maintain professional relationships with diverse groups and community representatives.
3. Ability to perform at public speaking engagements on issues related to homelessness.
4. Assist the Chair /Co-Chair of the KCHC CES committee.
5. 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 policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Current problems of socially and economically challenged homeless individuals

Ability to:

Multitask in a hectic environment, with prompt attention to caller's needs
Analyze problems; identify alternative solutions
Plan and implement developmentally appropriate routines, activities, and experiences.
Plan, organize, and allocate resources.
Work independently.
Prepare clear, concise reports.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and interpret and explain policies and procedures.

Work with diverse populations whose circumstances may include mental illness, drug addiction, health issues, and other socioeconomic and environmental factors
Understand and apply written regulations and instructions.
Work with accuracy and attention to detail.
Operate and use modern office equipment including multi-line phone system
Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with other people.
Proficient at Windows based computers and working knowledge of Excel, PowerPoint, and Microsoft Word & Outlook

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 required
- Up to one (1) year of working with the homeless experience
- Knowledge of Kern health and social services preferred.
- Communicate effectively verbally and be proficient at writing.

OTHER REQUIRMENTS:

- Bilingual English/Spanish desired
- Completion of physical and substance abuse screening required upon offer of employment.
  Possession of a valid California Driver's license, current automobile insurance and acceptable driving record substantiated by a DMV printout. Must have reliable transportation during work hours.

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 CES Program Coordinator			
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**	
51-75lbs	**x**			**x**		
76-100lb	**x**			**x**		
100lbs+	**x**			**x**		

Community Action Partnership of Kern (CAPK) Proforma Budget							
Attachment 1: First Steps Towards a Coordinated Entry System for Kern County							
Program Income / Existing Funding Aug 2018 to July 2019							
United Way - Planning Grant 211 QRT					$ 15,000.00		Funding allocated to CAPK annually
United Way - Planning Grant CES					$ 30,000.00		
TOTAL					**$ 45,000.00**		
	FTE	**Rate**	**TOTAL**	**10-month Period**	**KCHC Grant Request**	**CAPK Match/In-Kind**	**Justification/Comments**
Personnel							
Program Manager 211	0.25	$ 28.31	$ 14,721.20	$ 12,267.67		$ 12,267.67	oversight/program management
CES Program Coordinator	1.00	$ 18.00	$ 37,440.00	$ 31,200.00	$ 31,200.00		see job description per HA
CES Program Specialist	1.00	$ 16.00	$ 33,280.00	$ 27,733.33	$ 27,733.33		see job description per HA
Information and Referral Specialist	0.50	$ 12.42	$ 12,916.80	$ 10,764.00		$ 10,764.00	see job description per CAPK
Total Personnel	*2.75*		*$ 98,358.00*	*$ 81,965.00*	*$ 58,933.33*	*$ 23,031.67*	
Fringe Benefits @ 23%			*$ 22,622.34*	*$ 18,851.95*	*$ 13,554.67*	*$ 5,297.28*	
Total Personnel and Fringe Benefits	**2.75**		**$ 120,980.34**	**$ 100,816.95**	**$ 72,488.00**	**$ 28,328.95**	
Operational Expenses							
Training/Conference	3.50	$ 650.00	$ 2,275.00	$ 1,895.83	$ 1,895.83	$ -	
Travel (mileage)	5,200	$ 0.54	$ 2,808.00	$ 2,340.00	$ 2,340.00	$ -	100 miles per week for 2 Staff
Office Supplies	12	$ 100.00	$ 1,200.00	$ 1,000.00	$ 1,000.00	$ -	$100 per month
Office Equipment	4.00	$ 1,200.00	$ 4,800.00	$ 4,000.00	$ 4,000.00	$ -	includes Technology (Software/Hardware), printer, desk, chairs, office furniture).
Communications	4.00	$ 3,500.00	$ 14,000.00	$ 11,666.67	$ 11,666.67	$ -	includes telephony services, phones, phone stipends, headsets, license for 211 connection, consultant, call center technology integration.
Space Costs	12	$ 935.00	$ 11,220.00	$ 9,350.00	$ -	$ 9,350.00	includes home site include repairs/maintenance, security/alarm, common area, and utilities.
Other:			$ 12,000.00	$ 10,000.00	$ -	$ 10,000.00	includes Marketing, Postage, non-technology license fees and related items.
Total Operational Expenses			**$ 48,303.00**	**$ 40,252.50**	**$ 20,902.50**	**$ 19,350.00**	
Total Expenses			**$ 169,283.34**	**$ 141,069.45**	**$ 93,390.50**	**$ 47,678.95**	
Administrative Costs @10%			**$ 16,928.33**	**$ 14,106.95**	**$ 14,106.95**	**$ -**	10% Diminus rate includes contract management, human resources, general administrative support, finance, facilities, and IT support.
TOTAL			**$ 186,211.67**	**$ 155,176.40**	**$ 107,497.45**	**$ 47,678.95**	
Less UWK Planning Funding				$ (45,000.00)	$ (45,000.00)		
TOTAL BUDGET				**$ 110,176.40**	**$ 62,497.45**	**$ 47,678.95**	

Attachment 2: Project Budget for Coordinated Entry System				
Community Action Partnership of Kern (CAPK) Pro forma Budget for "Coordinated Entry System for Kern County"				
United Way Kern (UKW) - Allocated Funding towards Homeless activities 2019/20				
United Way - Planning Grant: CAPK 211 QRT screenings			$ 15,000.00	Funds to conduct QRT Screenings
United Way - Planning Grant: CAPK CES			$ 30,000.00	Funds to support CES program
			$ 45,000.00	
	FTE	**Rate**	**TOTAL**	**Justification/Comments**
Personnel				
Program Manager 211	0.10	$ 28.31	$ 5,888	see proposal
CES Program Coordinator	1.00	$ 18.00	$ 37,440	see proposal
CES Program Specialist	1.00	$ 16.00	$ 33,280	see proposal
CES Homeless Navigator	2.25	$ 14.94	$ 69,919	see proposal
Information and Referral Specialist	1.00	$ 12.42	$ 25,834	see proposal
Total Personnel	***5.35***		*$ 172,361*	
Fringe Benefits @ 23%			*$ 39,643*	
Total Personnel and Fringe Benefits			**$ 212,004**	
Operational Expenses				
Training/Conference	3.50	$ 650.00	$ 2,275	
Travel (mileage)	5,200	$ 0.54	$ 2,808	100 miles per week for 2 Staff
Office Supplies	12	$ 100.00	$ 1,200	$100 per month
Office Equipment *includes Technology*	4.00	$ 1,200.00	$ 4,800	Includes technology, software/hardware, printer, desk, chairs, office furniture.
Communications	4.00	$ 3,500.00	$ 14,000	Includes telephony services, phones, phone stipends, headsets, license for 211 connection, consultant, call center technology integration.
Space Costs	12	$ 935.00	$ 11,220	Home site include repairs/maintenance, security/alarm, common area, and utilities.
Other			$ 12,000	Includes marketing, postage, non-technology license fees and related items.
Total Operational Expenses			**$ 48,303**	
Personnel and Operational Expenses			**$ 260,307**	
Less UWK Allocation			**$ (45,000)**	
			$ 215,307	
Administrative Costs @10%			**$ 21,531**	10% Diminus rate includes contract management, human resources, general administrative support, finance, facilities, and IT support.
TOTAL CES BUDGET			**$ 236,838**	

Amounts by Activity Code				
Supportive Services			$ 215,307	Personnel, Fringe Benefits, and Operational Expenses
Operations				
HMIS				
Administration			$ 21,531	10% Administrative Costs
TOTAL			**$ 236,838**	

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Raymond Quan, Director of Human Resources

Date: August 22, 2018

Subject: *Agenda Item VI(d):* Health Insurance Broker Update 2019 Carrier Plan Options – **Info Item**

For the 2019 plan year, USI will be presenting health insurance renewal carrier options, and will provide information on quotes from solicited carriers. Our open enrollment period will begin in October - November 2018 with an effective date of January 01, 2019 to December 31, 2019.

USI will discuss our overall plan design and review carrier options, as well as seek the Board's and staff guidance on the next steps, which may involve further review of the carrier proposals and employee-employer share of costs.

COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
5005 Business Park North
July 18, 2018
12:00 p.m.

MINUTES

1. **Call to Order**

   Garth Corrigan called the meeting to order at 12:06 pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll call was taken with a quorum present:

   Present: Garth Corrigan, Curtis Floyd, Fred Plane, Warren Peterson, Yolanda Ochoa, Guadalupe Perez

   Absent: None

   Others Present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development Programs; Ralph Martinez, Director of Community Development; Carmen Segovia, Director of Health and Nutrition; Raymond Quan, Director of Human Resources; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; and other CAPK staff.

3. **Approval of Agenda**

   Motion was made and seconded to approve the Executive Committee Meeting Agenda for July 18, 2018. Carried by unanimous vote. (Plane/Ochoa)

4. **Public Forum:**

   No one addressed the Committee.

5. **Special Presentations**

   No presentations were made.

6. **New Business**

   a. Selection of Workers Compensation Insurance Coverage for 2018-2019 – Raymond Quan, Director of Human Resources – ***Action Item***

      Raymond Quan reported the Workers Compensation insurance policy will expire on July 31 and requires renewal to prevent a lapse of coverage. CAPK's broker, Clifford & Bradford, solicited proposals from 26 insurance carriers to find the most qualified and cost-effective coverage provider. Of the 26 carriers, 4 submitted proposals. All were evaluated, and staff recommends the selection of Berkshire Hathaway, CAPK's provider for the past three years. They have performed well, and the premium coverage is less than the others submitted. The bid came in at $199,000 less than the year prior.

Motion was made and seconded to approve the selected Workers Compensation Insurance Coverage for 2018-2019. Carried by unanimous vote. (Plane/Floyd).

b. Head Start / Early Head Start Kern Budget Revision Request with Resolution – Yolanda Gonzales, Director of Head Start / State Child Development Programs – ***Action Item***

Yolanda Gonzales provided a brief overview of the initial request for carryover funds from the 2017-2018 budget period. The Office of Head Start (OHS) recently approved the request to carryover funds, however; one of the previously approved projects did not materialize and it is required that $378,182 budgeted for that project be spent prior to February 28, 2019. Board approval is required to submit a budget revision to OHS to reallocate the funds to other projects and locations.

Motion was made and seconded to approve the Head Start / Early Head Start Kern Budget Revision with Resolution for the 2018-2019 funding year. Carried by unanimous vote. (Floyd/Ochoa).

c. Head Start / Early Head Start Reorganization – Yolanda Gonzales, Director of Head Start / State Child Development Programs – ***Action Item***

Yolanda Gonzales reported that staff has been looking at ways to improve programs, compliance, and identify where additional support is needed. It was determined that a more balanced work load is necessary, and in consideration of the budget, a revised organizational structure was created. Additional funds are available through CDE to add staff and re-prioritize work. The proposed changes will support compliance, and the additional funds awarded will support the requested staff additions and identified changes.

Motion was made and seconded to approve the Head Start / Early Head Start Reorganization. Carried by unanimous vote. (Floyd/Plane).

d. Funding Requests – Ralph Martinez, Director of Community Development – Action Item
    - US Department of Health & Human Services for CAPK Teen Pregnancy Prevention Program
    - Kern County Behavioral Health & Recovery Services for CAPK Homeless Project
    - Kern County Coordinated Entry Grant for Homeless Population

Ralph Martinez presented three funding requests, with the first being a Teen Pregnancy Prevention program to be offered at both the Shafter Youth Center and Friendship House Community Center. The remaining funding applications pertain to homeless issues, and the second one is a 3-year funding opportunity for nearly $1.5 million per year offered by Kern County Behavioral Health & Recovery Services. CAPK is proposing to address homelessness issues in 3 components: (1) Develop a homeless drop-in center for temporary shelter for naps, food, showers, etc.; (2) Coordinated entry service where homeless individuals can be tracked and assigned to service providers; (3) Increase outreach to the homeless throughout Kern County, and coordinate services and track individuals. There is a limited time frame to submit the funding applications and staff is working diligently to meet the deadlines. Ralph also reported that other homeless service providers have had an overwhelming favorable response for CAPK to act as a “quarterback” to enhance services throughout the county. The third funding request is for a coordinated entry grant for the homeless, using the 211 Call Center. This grant has different timing than the previous grant as that contract would not be available for a year. The grant from Kern County Homeless Collaborative Continuum of Care Program is on a fast-track and it is a natural fit for CAPK’s 211 Call Center.

Motion was made and seconded to approve the three Funding Requests presented. Carried by unanimous vote. (Floyd/Childress).

e. Head Start and Early Head Start Budget to Actual Reports – Emily Gonzalez Demont, Assistant Director of Grants Management – ***Info Item***

- Kern Head Start Budget to Actual for the Period Ended June 30, 2018
  Emily Gonzalez Demont reported that four months (33%) of the budget period has elapsed. Overall Base Fund expenditures are at 27% of budget; Training & Technical Assistance (T&TA) funds are at 77% of budget, however; the Office of Head Start increased funding for T&TA by $103,818 and that amount will be reflected in the Budget to Actual report once notice of the award has been issued; Non-Federal Share is at 41% of budget.

- Kern Early Head Start Budget to Actual for the Period Ended June 30, 2018
  Emily Gonzalez Demont reported that four months (33%) of the budget period has elapsed. Overall Base Fund expenditures are at 23%; Overall T&TA funds are at 18%; and the Office of Head Start approved the carryover of funds from the prior budget period in the amount of $57,000.

- San Joaquin Early Head Start Budget to Actual for the Period Ended June 30, 2018
  Donna Holland reported that five months (42%) of the budget period has elapsed. Overall Base Funds are at 39% of budget; Overall T&TA funds are at 20% of budget; and the Non-Federal Share is at 28% of budget.

- Early Head Start Child Care Partnerships Budget to Actual for the Period Ended June 30, 2018
  Donna Holland reported that the Early Head Start Child Care Partnerships that 10 months (83%) of the budget period have elapsed. Overall Base Funds are at 85% of budget; Overall T&TA expenditures are at 67% of budget; and the Non-Federal Share is at 84% of budget.

e. Chief Financial Officer Report – Emilio Wagner, Director of Operations

- Discretionary Fund Update – ***Info Item***

  Emilio Wagner provided the Discretionary Fund report and stated that there is a slight modification to be made. The total net gain from the Awards Banquet is $52,539. An interest expense in the amount of $90.26 was incurred for one-day usage for the line credit during the month of May, and the total net gain to the Discretionary Fund for the month of June is $12,383.

- Financial Report, June 2018 – ***Action Item***

  Emilio Wagner provided a summary of the June 2018 Financial Statements and noted that it was not necessary to utilize the line of credit during the month of June. The Indirect Fund balance is $1.29 million. For the Agency Financial Statement, CAPK continues to remain at the appropriate level for required net assets. Emilio called attention to the Budget to Actual Report for the Indirect Fund and noted that 4 months (33%) of the fiscal year has elapsed with the expenditures at 28.1% of budget and the revenue generated is at 30.1% which equates to an excess of revenue in the amount of $143,000 to date.

Motion was made and seconded to approve the Financial Report for June 2018. Carried by unanimous vote. (Floyd/Perez).

7. Chief Executive Officer's Report

Jeremy Tobias asked Yolanda Gonzales to introduce a new staff member. Yolanda introduced Ginger Mendez, who joined CAPK in the ERSEA department. Ginger has over 25 years of Head Start experience and is a welcome addition to our team.

8. **Committee Member Comments**

No comments were made.

9. **Closed Session**

a. Public Employment – Chief Financial Officer (Government Code Section 54957)
Closed session commenced at 12:54 pm

b. Reconvened into Open Session at 1:18 pm

10. Closed Session Report

Jeremy Tobias stated that there was no reportable action taken.

11. **Next Scheduled Meeting**

Executive Committee Meeting
Wednesday**,** December 12, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

12. **Adjournment**

The meeting adjourned at 1:19 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Executive Committee

From: Raymond T. Quan, HR Director RTQ

Date: July 18, 2018

Subject: *Agenda Item 6a:* Selection of Workers Compensation Insurance Coverage for 2018 – 2019 **Action Item**

The workers compensation insurance policy of CAPK is due to expire on July 31, 2018 and requires a renewal to prevent a lapse of coverage. In an effort to receive timely competitive proposals, Clifford and Bradford, the insurance broker that represents CAPK, requested proposals 90 days prior to the expiration of the Workers Compensation policy.

Clifford and Bradford has solicited proposals from 26 insurance carriers in an attempt to find the most qualified and cost-effective coverage provider. Of the 26 carriers solicited, four of them submitted proposals. As part of the Clifford and Bradford's services, they evaluated the proposals to ensure that the most cost-effective proposal will meet the needs of CAPK. The following are the four insurance carriers and their annual premium:

Berkshire Hathaway	$ 822,694
State Fund	$ 838,797
ICW	$ 965,649
Applied Underwriting	$1,040,720

Berkshire Hathaway has been CAPK's Workers Compensation Insurance provider for the past three years and has performed well with the relationship improving as we progress. In addition, the current proposal when compared to the premium for the 17/18 coverage year is $199,862 less.

Recommendation:
Staff recommends the Executive Committee approves the proposed selection of Berkshire Hathaway made by Clifford and Bradford for the 2018-19 Workers Compensation Insurance Coverage.

Attachment: 2018-19 Workers Compensation Insurance Proposal

Clifford & Bradford
INSURANCE AGENCY

INSURANCE PROPOSAL PREPARED FOR:

COMMUNITY ACTION PARTNERSHIP OF KERN

5005 BUSINESS PARK N #100
BAKERSFIELD, CA 93309-1651

PRESENTED BY:

MICHAEL COOPER
CLIFFORD & BRADFORD INSURANCE AGENCY
1800 19TH STREET, BAKERSFIELD, CA 93301
License # 0673141

7/6/2018



DISCLAIMER - The abbreviated outlines of coverages used throughout this proposal are not intended to express any legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverages. Please read your policy for specific details of coverages.

Service Team

We look forward to providing you and your company unparalleled service. We are always just a phone call, email, or text away!

Clifford & Bradford Insurance Agency
1800 19th Street, Bakersfield, CA 93301
661.283.8100

Producer:	Michael Cooper Email: mwcooper@cliffordandbradford.com
Account Executive:	Liz Aguinaga Email: aguinaga@cliffordandbradford.com
Customer Service Rep:	Belinda Yohe Email: yohe@cliffordandbradford.com
Claims Representative:	Randi Bailey – Workers' Compensation Email: bailey@cliffordandbradford.com

Changes and Developments

It is important that we be advised of any changes in your operations, which may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

1. Changes in any operations such as expansion to another state, new products, or new applications of existing products.
2. Mergers and/or acquisitions of new companies.
3. Any newly assumed contractual liability, granting of indemnities or hold harmless agreements.
4. Circumstances which may require an increased liability insurance limit.
5. Any changes in fire or theft protection such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to same.
6. Immediate advice of any changes to scheduled equipment such as contractor's equipment, electronic data processing, etc.
7. Property of yours that is in transit, unless we have arranged for the insurance previously.
8. Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises either purchased, constructed or occupied.

Your insurance program will only be as good as the communications maintained between you and your insurance agent.

Insured's Obligation at Time of Loss

When filing a claim, your policies require that you follow specific procedures and comply with certain provisions.

WORKERS' COMPENSATION AND LIABILITY CLAIMS:

1. You must see that any injury or damage is reported as soon as possible.
2. Full details of the claim should include how, when and where the "occurrence" took place; the names and addresses of any injured persons and/or witnesses; and a description and location of any damaged property.
3. If a claim or suit is filed against you, you are obligated to cooperate with the company. The policy prohibits you from making any voluntary payments or assuming liability in any way.
4. You are required to report any occurrence that may result in a claim; therefore, you should emphasize to your employees the importance of reporting any incident to management, no matter how insignificant they feel it may be.

Regardless of the type, all losses should be reported to us in writing as soon as possible.

Service Check List

Personal Lines

___ Automobile
___ Homeowners
___ Personal Umbrella
___ Recreational Vehicle
___ Boats

Life & Health

___ Personal Life
___ Personal Health
___ Key Employee Plans
___ Corporate Plans
___ Group Health
___ Cafeteria Plans
___ Disability Plans

Retirement Plans

___ 401 (K) Plans
___ Profit Sharing Plans
___ IRA's

Miscellaneous

___ Professional Liability
___ Payroll Services
___ Human Resource
___ Business Health Services
___ Other

Commercial Lines

___ Package Policy
___ Property
___ General Liability
___ Umbrella
___ Workers' Compensation
___ Automobile
___ Cargo
___ Boiler & Machinery
___ Employer Practices Liability
___ Bonds

Estate Planning

___ Financial Planning
___ Estate Tax Reduction
___ Living Trusts
___ Wills & Codicils

Enhanced Services

___ Annual Risk Survey
___ Premium Audits
___ Workers' Compensation Audits
___ Loss Control
___ Claims Management & Review
___ 24 Hour Claims Hotline
___ Automobile



Workers' Compensation

Workers' Compensation Limits

Issuing Company: Cypress Insurance Co
Policy Term: 7/31/2018 - 7/31/2019

Employers Liability

Bodily Injury by Accident	$1,000,000$1,000,000
Bodily Injury by Disease (policy limit)	$1,000,000$1,000,000
Bodily Injury by Disease (each employee)	$1,000,000$1,000,000
Workers' Compensation Employee Benefits	As Required by Law for Covered States

Classifications

ST	Loc	Class Code	Description	F/T Emp	P/T Emp	Estimated Payroll	Rate	Premium
CA	1	5479	Insulation Work	0	0	$0.00	12.26000	$0.00
CA	1	5140	Electric Wiring >$30	0	0	$0.00	4.03000	$0.00
CA	1	5107	Door, Frame or Pre	0	0	$0.00	12.06000	$0.00
CA	1	9519	Household Appliance	0	0	$220,087.00	14.21000	$31,274.00
CA	1	8227	Construction Yards	2	0	$35,277.00	9.84000	$3,471.00
CA	1	3724	Millwright Work	0	0	$0.00	8.42000	$0.00
CA	1	5183	Plumbing <$26	0	0	$0.00	11.84000	$0.00
CA	1	5187	Plumbing >$26	0	0	$0.00	7.11000	$0.00
CA	1	8742	Salespersons-Outside	82	0	$2,155,604.00	0.76000	$16,383.00
CA	1	8810	Clerical Office Employees	204	0	$7,293,908.00	0.59000	$43,034.00
CA	1	8018	Stores Wholesale NOC	10	0	$363,536.00	10.37000	$37,699.00
CA	1	9059	Day Care-Child	533	0	$16,526,015.00	4.57000	$755,239.00
CA	1	8834	Physicians-All Employees	0	0	$0.00	1.73000	$0.00
CA	1	8868	Colleges or Schools	0	0	$0.00	1.48000	$0.00

The purpose of this insurance proposal is to summarize the insurance program being proposed. It should be used for reference purposes only. The proposal in no way changes or interprets the terms and conditions of the policy to be issued. The proposal is a quotation of coverage pending receipt of the actual policy premium. It is not a binder of insurance and is valid only for 30 days from the date submitted by the carrier to this agency.

CA	1	9067	Clubs - Boys & Girls	12	0	$283,391.00	3.39000	$9,607.00
CA	1	5190	Electric Wiring <$30	0	0	$0.00	9.53000	$0.00
CA	1	8078	Sandwich Shops-NOC	0	5	$30,000.00	4.42000	$1,326.00
CA	1	5146	Cabinet or Fixtures	12		$440,173.00	10.63000	$46,790.00

Workers' Base Premium: $944,823
Blanket Waiver of Subrogation: $18,896
Experience Modification **1.17** $163,832
Premium Credits: -$336,350
Expense Constant: $100
Total Premium: $791,301

Assessment Fees: **$31,393 (*Not included in the above premium.)***

Payment Plan: **Deposit of $150,088.15 and 11 Monthly Payroll Reports**

Required to Bind: Signed acord application, Proposal Acceptance with written bind request

2017-2018 Base Rates Comparison

5479	Insulation Work	$14.88	$647,313
5140	Electric Wiring >$30	$4.51	$0
5190	Electric Wiring <$30	$9.52	$0
5107	Door, Pre-Gazed Window Install	$12.73	$0
9519	Household Appliance	$14.47	$0
8227	Construction Yards	$9.43	$58,224
3724	Millwright Work- NOC	$8.66	$0
5183	Plumbing <$26	$11.62	$0
5187	Plumbing >$26	$7.59	$0
8742	Salespersons-Outside	$.83	$2,113,338
8810	Clerical Office Employees	$.65	$7,150,890
8018	Stores Wholesale NOC	$11.95	$318,853
9059	Day Care-Child	$5.29	$16,201,975
8834	Physicians-All Employees	$1.97	$0
8868	Colleges or Schools	$1.60	$0
9067	Clubs - Boys & Girls	$4.33	$277,835
8078	Sandwich Shops-NOC	$4.82	$0
5146	Cabinets of Fixtures	$11.84	$0

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2017 & 2018 Net Rates & Premium Comparison

2017-2018 Policy Period			2018-2019 Policy Period		
Class Description	Code	Rate	Class Description	Code	Rate
Insulation Work	5479	$14.18	Insulation Work	5479	$10.27
Electric Wiring >$30	5140	$4.30	Electric Wiring >$30	5140	$3.38
Electric Wiring <$30	5190	$9.07	Electric Wiring <$30	5190	$7.98
Door, Pre-Gazed Window Install	5170	$12.13	Door, Pre-Gazed Window Install	5170	$10.10
Household Appliances	9519	$13.79	Household Appliances	9519	$11.90
Construction Yards	8227	$8.99	Construction Yards	8227	$8.24
Millwright Work- N.O.C	3724	$8.25	Millwright Work- N.O.C	3724	$7.05
Plumbing <$26	5183	$11.07	Plumbing <$26	5183	$9.92
Plumbing >$26	5187	$7.23	Plumbing >$26	5187	$5.95
Salespersons-Outside	8742	$.79	Salespersons-Outside	8742	$.64
Clerical Office Employees	8810	$.62	Clerical Office Employees	8810	$.49
Stores Wholesale NOC	8018	$11.39	Stores Wholesale NOC	8018	$8.68
Day Care-Children	9059	$5.04	Day Care-Children	9059	$3.83
Physicians-All Employees	8834	$1.88	Physicians-All Employees	8834	$1.45
Colleges or Schools	8868	$1.52	Colleges or Schools	8868	$1.24
Clubs - Boys & Girls	9067	$4.13	Clubs - Boys & Girls	9067	$2.84
Sandwich Shops- NOC	8078	$4.59	Sandwich Shops- NOC	8078	$3.70

2017/2018 Estimated Annual Payroll: $26,794,178
Estimated Annual Premium: $1,024,857 plus fees of $31,855
Experience Modification: 1.29

2018/2019 Estimated Annual Payroll: $27,347,991
Estimated Annual Premium: $791,301 plus fees of $31,393
Experience Modification: 1.17

We Protect. You Prosper. **That's Our Policy.**

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Marketing Log

WC COMPANIES	OUTCOME
AIU	**DECLINED**- Due to no markets for this type of risk
APPLIED UNDERW Over $200K	**QUOTE: $1,040,720**
AMTRUST	**DECLINED**- Due to Type of Risk
ARROWHEAD	Rated submission online. Waiting on Underwriting
BERKSHIRE/HATHAWAY	**QUOTE: $822,694**
AIG - >$100,000	**DECLINED-** due to loss history
EMPLOYERS COMP	**DECLINED-** due to ineligible class codes
FIRST COMP	**DECLINED-** Due to Type of Risk
LIBERTY MUTUAL	**DECLINED**- Due to Type of Risk
HANOVER INS	**DECLINED**- due to loss history and type of risk
HARTFORD	**DECLINED**- Due to Type of Risk
HDR-NIF (Sparta, UBI AmTrust)	**DECLINED**- Due to Type of Risk
ICW	**QUOTE: $ 827,217**
MIDWEST INSURANCE	**DECLINED**- due to ineligible class codes
NEWTWORKED INS AGENTS	Rated submission online. Waiting on Underwriting
PIA – Western Alliance Several Markets	**DECLINED**- Due to no markets for this type of risk
PREFERRED EMPLOYERS	**DECLINED**- Due to no markets for this type of risk
STATE FUND	**QUOTE- $838,797**
TRAVELERS	Emailed the submission. Waiting on Underwriting
ZENITH	**DECLINED**- due to ineligible class codes
CHARITY FIRST	**DECLINED**- due to ineligible class codes

The purpose of this insurance proposal is to summarize the insurance program being proposed. It should be used for reference purposes only. The proposal in no way changes or interprets the terms and conditions of the policy to be issued. The proposal is a quotation of coverage pending receipt of the actual policy premium. It is not a binder of insurance and is valid only for 30 days from the date submitted by the carrier to this agency.

BRECKENRIDGE	**DECLINED**- No markets for this type of risk
ALL RISK	**DECLINED**- No markets for this type of risk
ATLAS INSURANCE	**DECLINED**- No markets for this type of risk
RTS SPECIALIST	**DECLINED**- No markets for this type of risk
EMPIRE UNDERWRITERS LLC	**DECLINED**- No markets for this type of risk

The purpose of this insurance proposal is to summarize the insurance program being proposed. It should be used for reference purposes only. The proposal in no way changes or interprets the terms and conditions of the policy to be issued. The proposal is a quotation of coverage pending receipt of the actual policy premium. It is not a binder of insurance and is valid only for 30 days from the date submitted by the carrier to this agency.

Exclusion Endorsement

The Worker Compensation Act allows an insured to include or exclude employees/owners and their family from coverage. Below you will find the persons that are eligible for exclusion by legal entity:

LLC	Managing Member
Partnership	General Partner
Corporation	Executive Officer may elect exclusion if corporation has ten (10) or fewer stockholders and the executive officer owns at least 15% of the stock. A corporate board resolution authorizing exclusion is required to be executed. Real estate salespersons and associate real estate brokers may be excluded in all corporations subject to (418.199).



Board Officers

Chairman: Garth Corrigan
Vice-Chairman: Curtis Floyd
Secretary: Fred Plane
Treasurer: Warren Peterson

Cost Containment

By implementing various programs in your business, you may be able to reduce your premiums. Below are several for which you may qualify:

Return to Work Program

- Accurate functional job description provided to the doctor at the workers first visit.
- A program to keep in contact with workers who are at home to recover.
- Transitional employment.
- A demonstrated willingness to provide modified duty to return injured workers to the workplace in a modified capacity as defined by the treating physician.

The purpose of this insurance proposal is to summarize the insurance program being proposed. It should be used for reference purposes only. The proposal in no way changes or interprets the terms and conditions of the policy to be issued. The proposal is a quotation of coverage pending receipt of the actual policy premium. It is not a binder of insurance and is valid only for 30 days from the date submitted by the carrier to this agency.

- A written return to work policy statement is posted where all employees may see it.

Employee Assistance Program

- Have a written program to assist employees with personal issues that adversely affect job performance and worker's compensation costs. Issue may include stress, depression, drug addiction, marital problems, alcohol abuse, compulsive gambling, eating disorders, domestic violence, sexual harassment, financial problems, dependent care needs, and workplace violence.
- Utilize case management that includes a comprehensive assessment of the employee's problems by trained Employee Assistance Program counselors, development of an action plan for the employee with goals set, monitoring of the employee's progress and follow up.
- Where appropriate, the Employee Assistance Program case manager will refer employees to external service providers or specialists.
- The Employee Assistance Program managers are to be involved in the evaluation of multiple workers' compensation claims filed by an employee or claims where substance abuse or other personal issues may have contributed to the accident. Where appropriate the Employee Assistance Program manager should contact the at-risk employee for consultation.
- The Employee Assistance Program should include critical incident stress debriefing.
- A written Employee Assistance Program statement is posted where all employees may see it.

Employee Drug Screening

Must require all applicants to submit to a post-offer, pre-employment screening to detect the illegal use of drugs.

Subject to Audit

This proposal is based on estimated annual payroll. The final premium will be determined at final audit, using the above rating factors. The premium discount factor can be affected by the final audited premium.

*Note: Officers Payroll Subject to:

2018		2017	
Minimum	$50,700	Minimum	$48,100
Maximum	$128,700	Maximum	$122,200

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Workers' Compensation

This coverage agreement obligates the insurer to pay all compensation and other benefits required of the insured by the workers' compensation law or occupational disease law of any state listed in the policy. The coverage applies to bodily injury by accident and by disease.

Coverage (A) shows no dollar limit for the benefits provided since any applicable limits would be those established within the law. Benefits under coverage (A) are paid to the employee without regard to fault.

Employers Liability

This coverage protects employers for their legal liability for bodily injury by accident or disease to an employee arising out of and in the course of the employee's employment when not covered under the workers' compensation law. Before benefits are paid under this coverage, the employee must prove the employer is liable for the injury.

Bodily Injury by Accident

This amount is the most an insurer will pay under coverage (B) for all claims arising from any one accident, regardless of how many employees are involved in the accident. The standard limit is $100,000 for any one accident, which can be increased.

Bodily Injury by Disease (Policy Limit)

This is the aggregate limit the insurer will pay under coverage (B) for all claims sustaining bodily injury by disease during the policy period. The standard policy limit is $500,000, which can be increased.

Bodily Injury by Disease (Each Employee)

This amount is the most an insurer will pay under coverage (B) for damages due to bodily injury by disease to any one employee. The standard limit of liability for each employee is $100,000, which can be increased.

Other States Insurance

This provides workers' compensation coverages if the insured expands operations into other states not declared at the time the policy is issued or renewed. If the insured elects this coverage and operations begin in a state listed in other states, the insurer provides the same coverage as if the state was declared in the policy at the time of policy issuance.

The purpose of this insurance proposal is to summarize the insurance program being proposed. It should be used for reference purposes only. The proposal in no way changes or interprets the terms and conditions of the policy to be issued. The proposal is a quotation of coverage pending receipt of the actual policy premium. It is not a binder of insurance and is valid only for 30 days from the date submitted by the carrier to this agency.

Voluntary Compensation Endorsement

Workers' Compensation laws of most states exempt some type of employment from workers' compensation benefits. This endorsement amends the standard policy to provide coverage for employees with exempted occupations from the workers' compensation act. When the endorsement is added it does not make employees subject to the workers' compensation law

United States Longshore & Harbor Workers Act Endorsement (USL&HWA)

This is a federal act which is similar to the state workers' compensation act. The federal act was designed to provide workers' compensation benefits to employees who work in maritime employment upon the navigable waters of the United States and who are usually considered outside the scope of state workers' compensation laws. When the USL&HWA endorsement is added to the standard policy it applies to work done in the states scheduled on the policy and extends the definition of the workers' compensation law to include the USL&HWCA.

Executive Officers, Partners Exclusion Endorsement

In some states, workers' compensation law allows an insured to include or exclude Executive Officers and Partners, or both, from coverage. Adding this endorsement can designate the individuals not covered under the policy.

Experience Modification

This is a factor that deals with the rating of the policy. The Experience Modification figure is insured's loss experience. The factor is used to increase or decrease the manual rates of insurance.

Monopolistic States

There are six states that require all workers' compensation insurance to be placed with their state fund. No private insurer is allowed to write Workers' compensation Coverage in the six states. The states are: Nevada, North Dakota, Ohio, Washington, Wyoming and West Virginia.

The purpose of this insurance proposal is to summarize the insurance program being proposed. It should be used for reference purposes only. The proposal in no way changes or interprets the terms and conditions of the policy to be issued. The proposal is a quotation of coverage pending receipt of the actual policy premium. It is not a binder of insurance and is valid only for 30 days from the date submitted by the carrier to this agency.



Premium Summary

Premium Summary

Named Insured: **Community Action Partnership**
Insurance Co: **Berkshire Hathaway Homestate Co.(Cypress Insurance Co)**
Policy Term: **07/31/2018 - 07/31/2019**

COVERAGE	EXPIRING PREMIUM	ANNUAL PREMIUM
Workers Compensation	$1,056,712	$822,694

Payment Plan: Deposit of $150,088.15 and 11 Monthly Payroll Reports

ACCEPTANCE OF PROPOSAL: _____ **DATE:** _____

We Protect. You Prosper. **That's Our Policy.**

The purpose of this insurance proposal is to summarize the insurance program being proposed. It should be used for reference purposes only. The proposal in no way changes or interprets the terms and conditions of the policy to be issued. The proposal is a quotation of coverage pending receipt of the actual policy premium. It is not a binder of insurance and is valid only for 30 days from the date submitted by the carrier to this agency.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From: Yolanda Gonzales, Director of Head Start / State Pre-School

Date: July 18, 2018

Subject: *Agenda Item 6b:* Head Start/Early Head Start Kern Budget Revision Request with Resolution – **Action Item**

In March 2018, CAPK's BOD approved a carry-over request for the 2017-18 Budget Period. Last month, we received approval from the Office of Head Start Regional Office for the carry-over. One of the approved projects in the carry-over request included $378,182 for a Construction/Facilities project for a facility purchase that did not materialize. As we must expend these funds prior to the end of our fiscal year in February 2019, we are requesting approval from CAPK's BOD to submit a budget revision to the Office of Head Start to move these funds to other projects.

The budget revision will support both increased security as well as, health and safety related projects at our Harvey Hall and Delano Child Development Centers. Neither project will meet the definition of Major Construction, so the amount of $378,182 will be moved from Construction/Facilities to the Other category for building maintenance and repair.

Recommendation

Staff recommends the Board of Directors approve with Resolution, the submission of a Head Start/Early Head Start Kern Budget Revision for the 2018-2019 funding year.

Attachment:
Resolution #2018-11

RESOLUTION # 2018-11

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Budget Revision for the Head Start & Early Head Start Kern

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on July 18, 2018, in Bakersfield, California at a scheduled Board Executive Committee 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 & Early Head Start Kern, Grant #09CH9142, has requested a Budget Revision for the 2018-2019 budget year; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the 2018 Head Start & Early Head Start Kern grant; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a Budget Revision; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors Executive Committee hereby authorizes Jeremy T. Tobias, Chief Executive Officer or Yolanda Gonzales, Director of Head Start and State Child Development Programs to act on behalf of the Board as CAPK's representative signatory with regard to the submission of the Head Start & Early Head Start Kern, #09CH9142, request to revise the 2018-19 Budget.

APPROVED by a majority vote of the Board of Directors Executive Committee of Community Action Partnership of Kern, this 18th day of July 2018.

_____ _____

Garth Corrigan, Chair Date
CAPK Board of Directors

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From: Yolanda Gonzales, Director of Head Start / State Pre-School

Date: July 18, 2018

Subject: *Agenda Item 6c:* Head Start/Early Head Start Reorganization – **Action Item**

Within the last five years, the Head Start and State Child Development division has experience substantial growth in funding with additional grant awards from the Office of Head Start, California Department of Education (CDE), First 5 Kern/San Joaquin, and Kern County Superintendent of Schools. Program staff have evaluated the increased workload created from this growth and have proposed a revision to the organization structure to ensure quality is maintained in our ongoing support to staff. The primary focus of these changes will reduce caseloads for supervisors, add additional support positions, and provide an emphasis on program planning and systems review and monitoring. These changes will align with our next 5-year grant application and program goals.

As the Board is aware, staff is working closely with the PRE-committee regarding our preparation for DRS. As such, this proposed reorganization has been reviewed with our sub-committee of Fred Plane and Marian Panos. They have offered valuable insight and feedback that has been incorporated into the reorganization plan.

Attached is the proposed Organizational Structure. The changes in the organizational chart are categorized by: Change in Supervisor, Title Changes, Position Changes (i.e. temp to perm, full-year to part-year), Additional Quantities to Existing Positions, and New Positions. We have included the Job Descriptions for the newly added positions. The remaining positions have an approved Job Description under a different title. The title changes will align with a positional hierarchy that is consistent with the division.

Staff have identified funding to support the proposed changes from the $900+ thousand in expansion funding awarded from CDE in July 2018. These funds will make room in the Head Start budget to support the reorganization. The final attachment to this memo is a breakdown of the budget for the balance of this funding year, as well as an annualized budget ongoing. In both, we have an additional $200+ thousand to support quality in our full year programs.

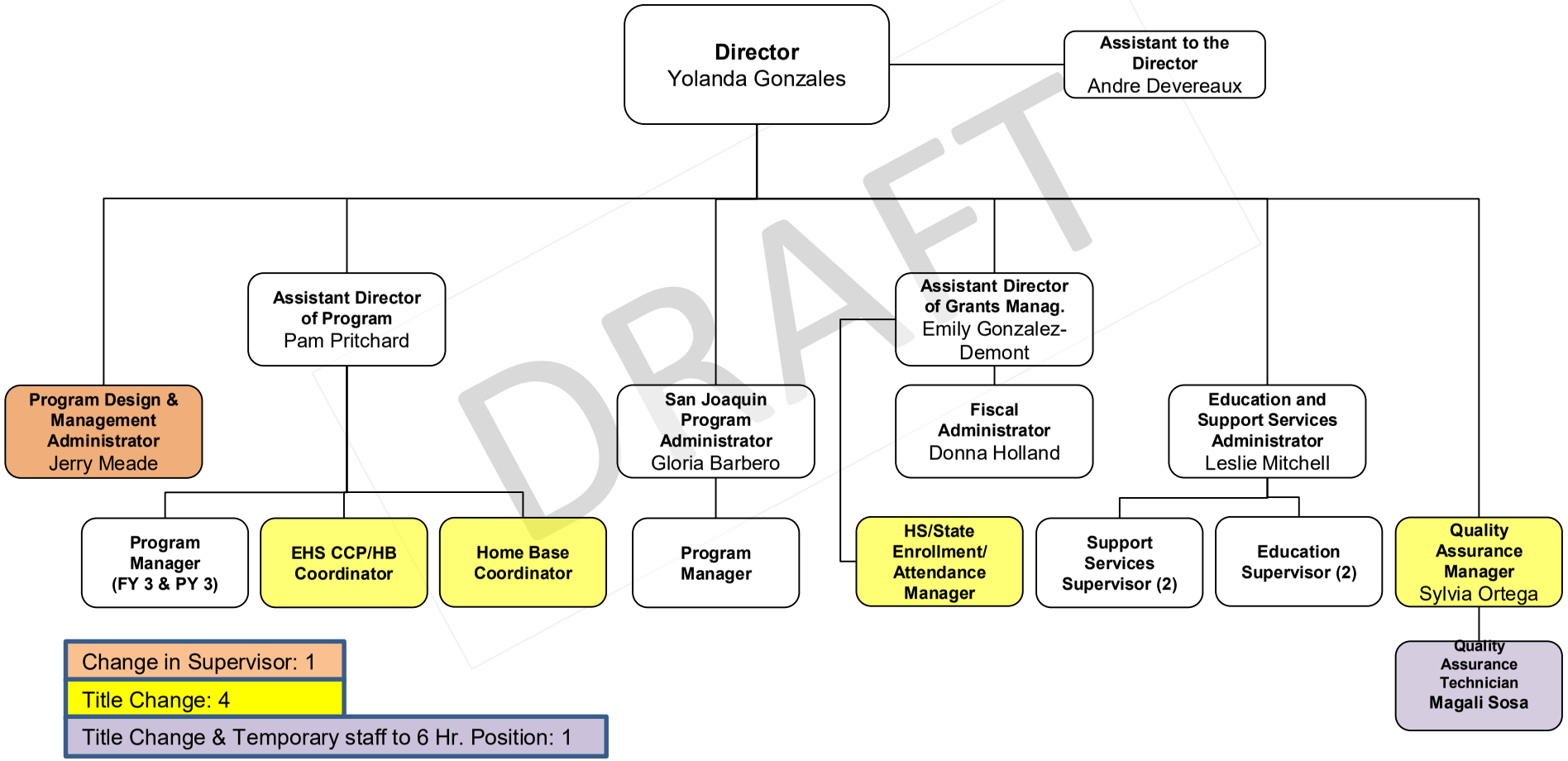
Recommendation

Staff recommends the Board of Director's Executive Committee approve the proposed organization structure as revised for the Head Start and State Child Development Division.

Attachments:

- HS & State Child Development Division Organizational Chart
- Custodian Job Description
- Fiscal Analyst Job Description
- Enrollment Coordinator Job Description
- Professional Development Technician Job Description
- Program Assistant / Translator Job Description
- Quality Assurance Technician Job Description
- Estimated Cost of Reorganization

Head Start/State Child Development Programs



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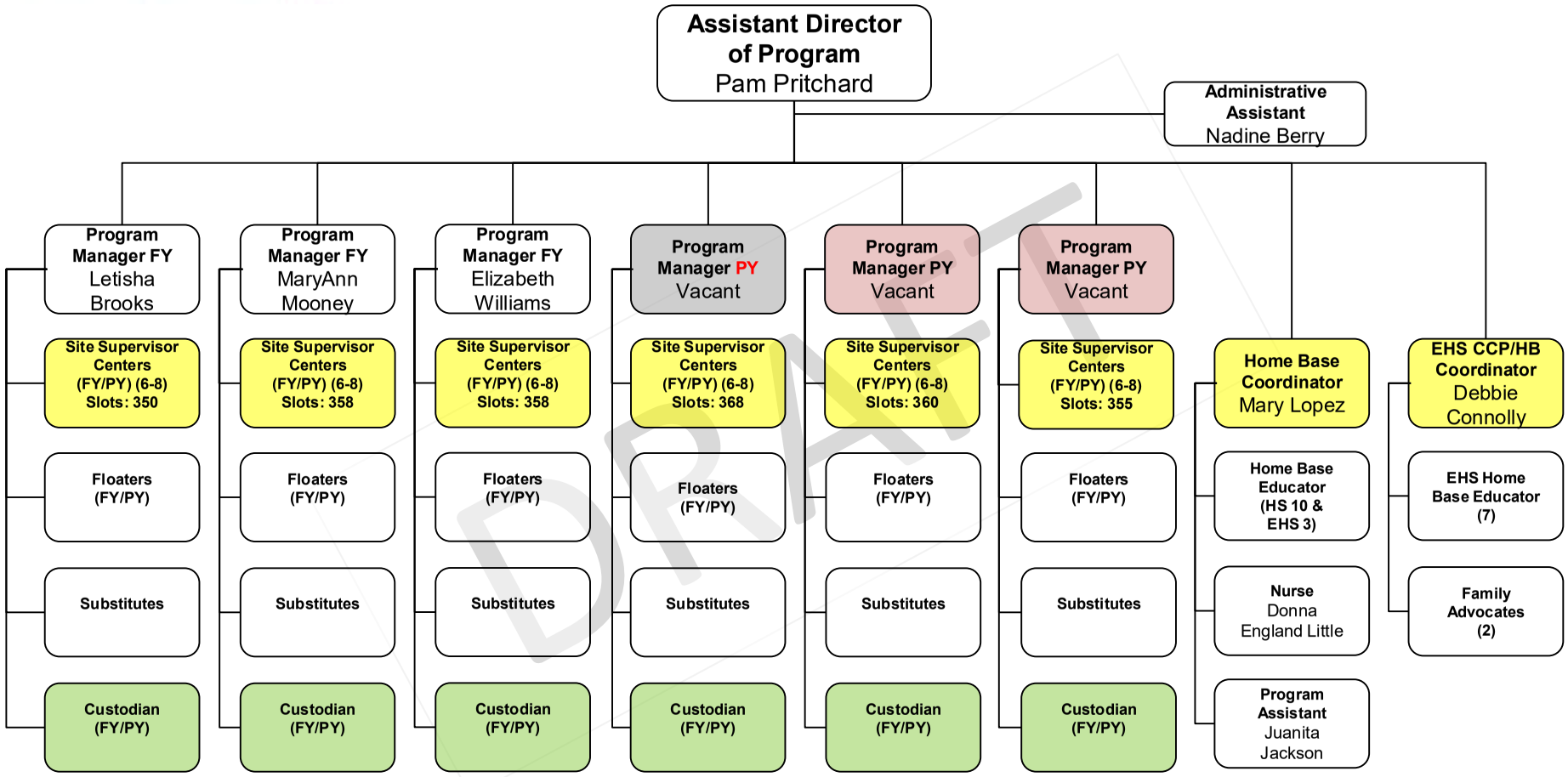
Revised 07/2018

Head Start/State Child Development Programs



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Additional Position PY : 2

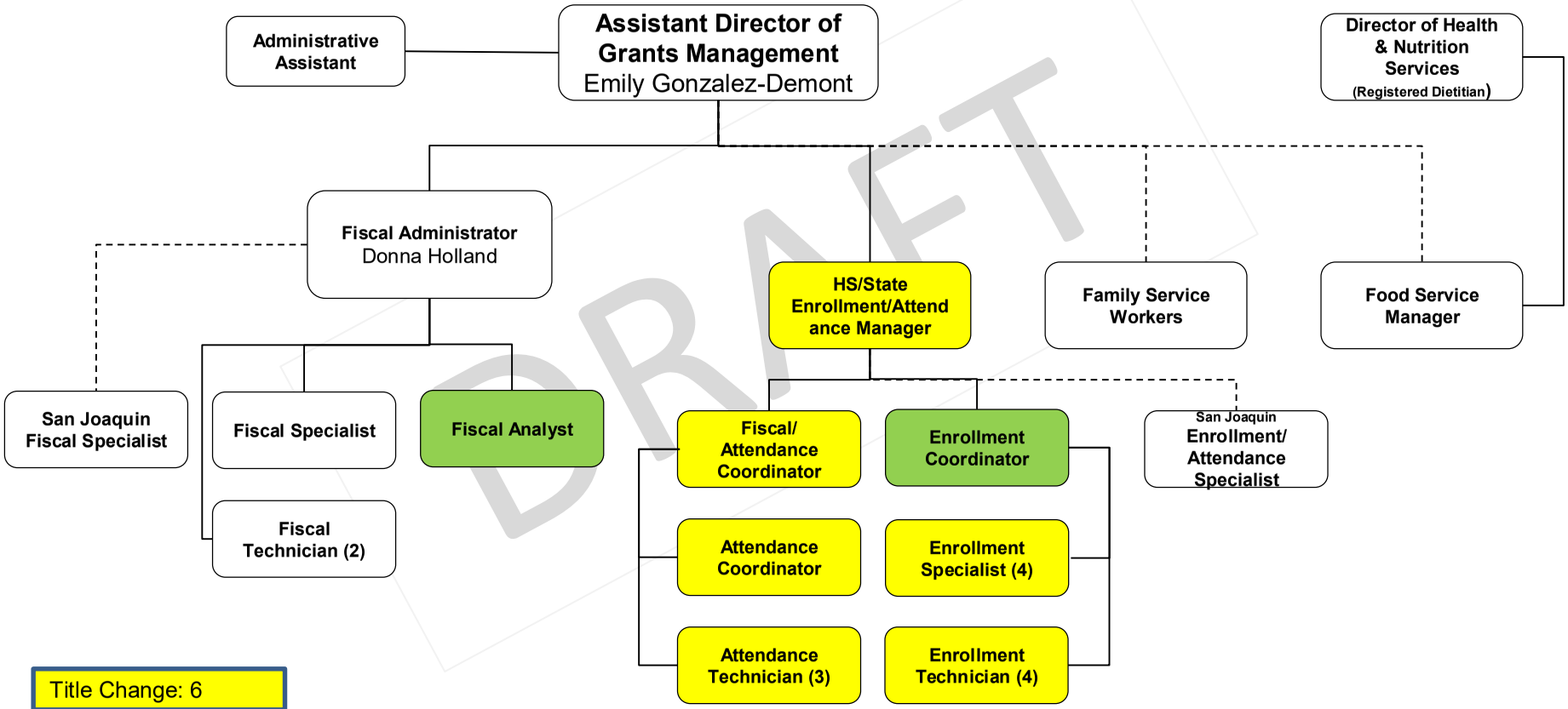
Title Change: 3 classifications

New Position: 10 PY & 7 FY

From FY to PY Position: 1

Revised 07/2018

Head Start/State Child Development Programs



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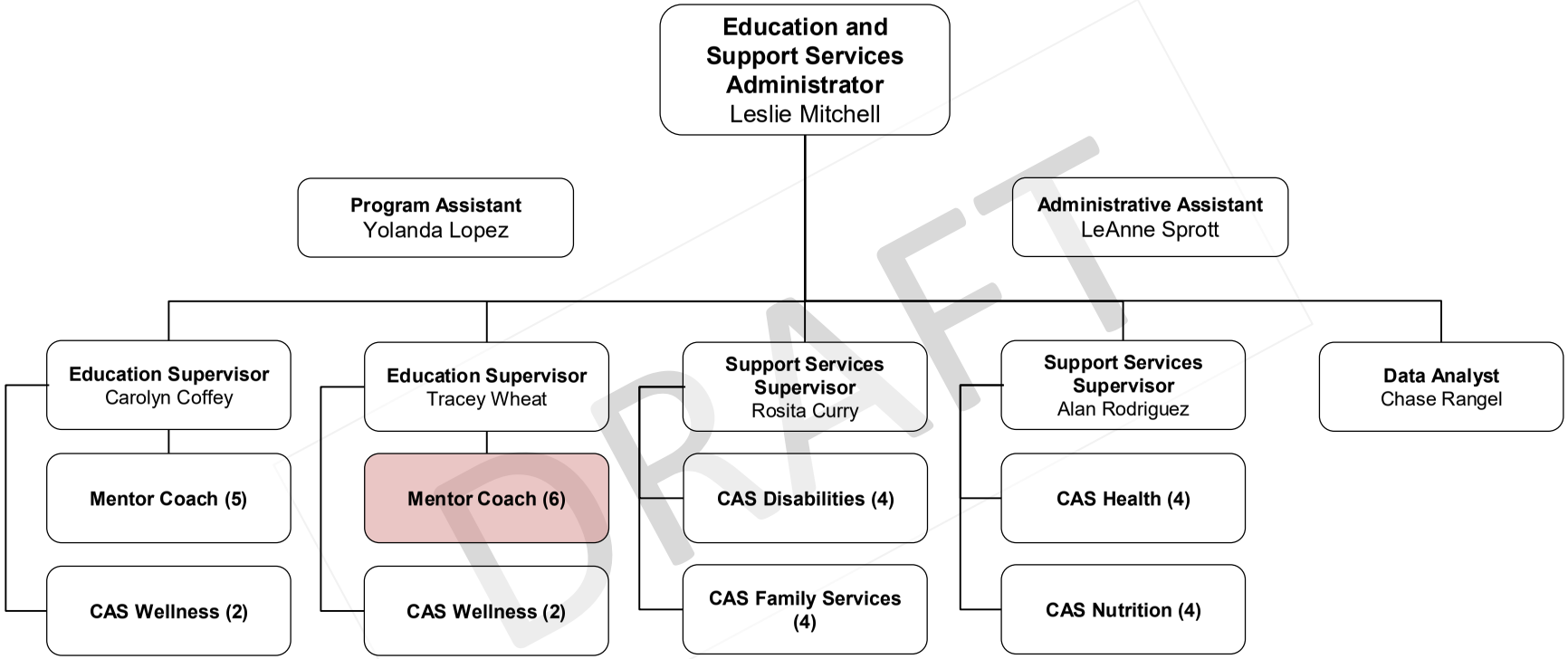
Revised 07/2018

Head Start/State Child Development Programs



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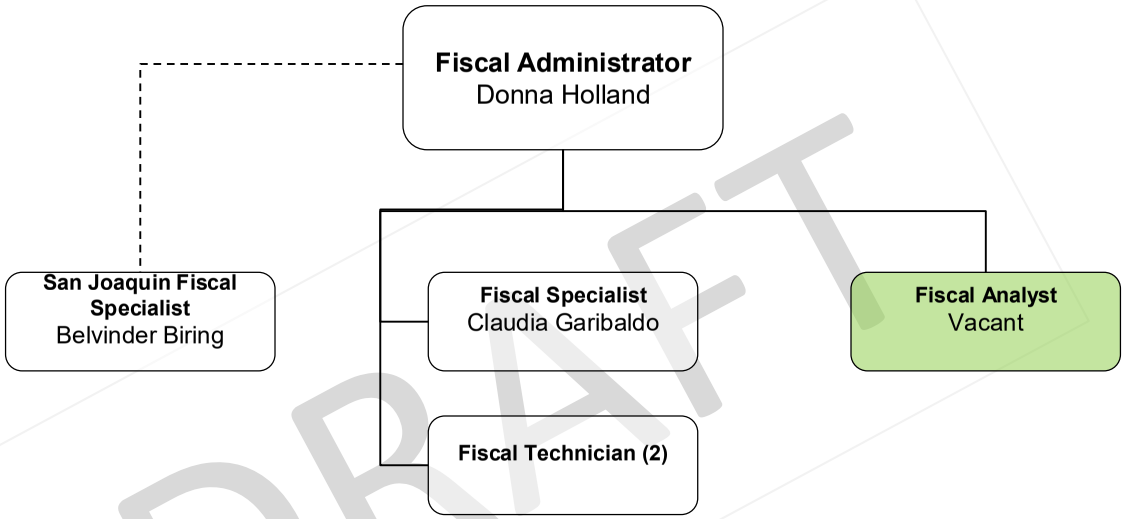
Additional Position 1 PY & 1 FY

Head Start/State Child Development Fiscal



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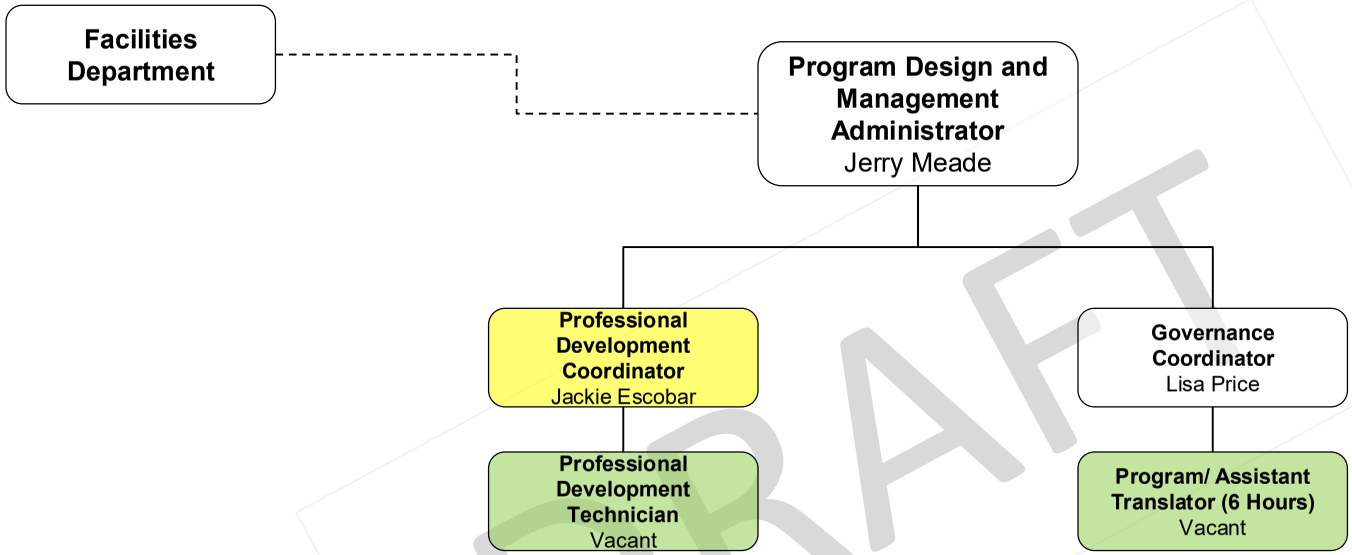
New Position: 1

Program Design & Management



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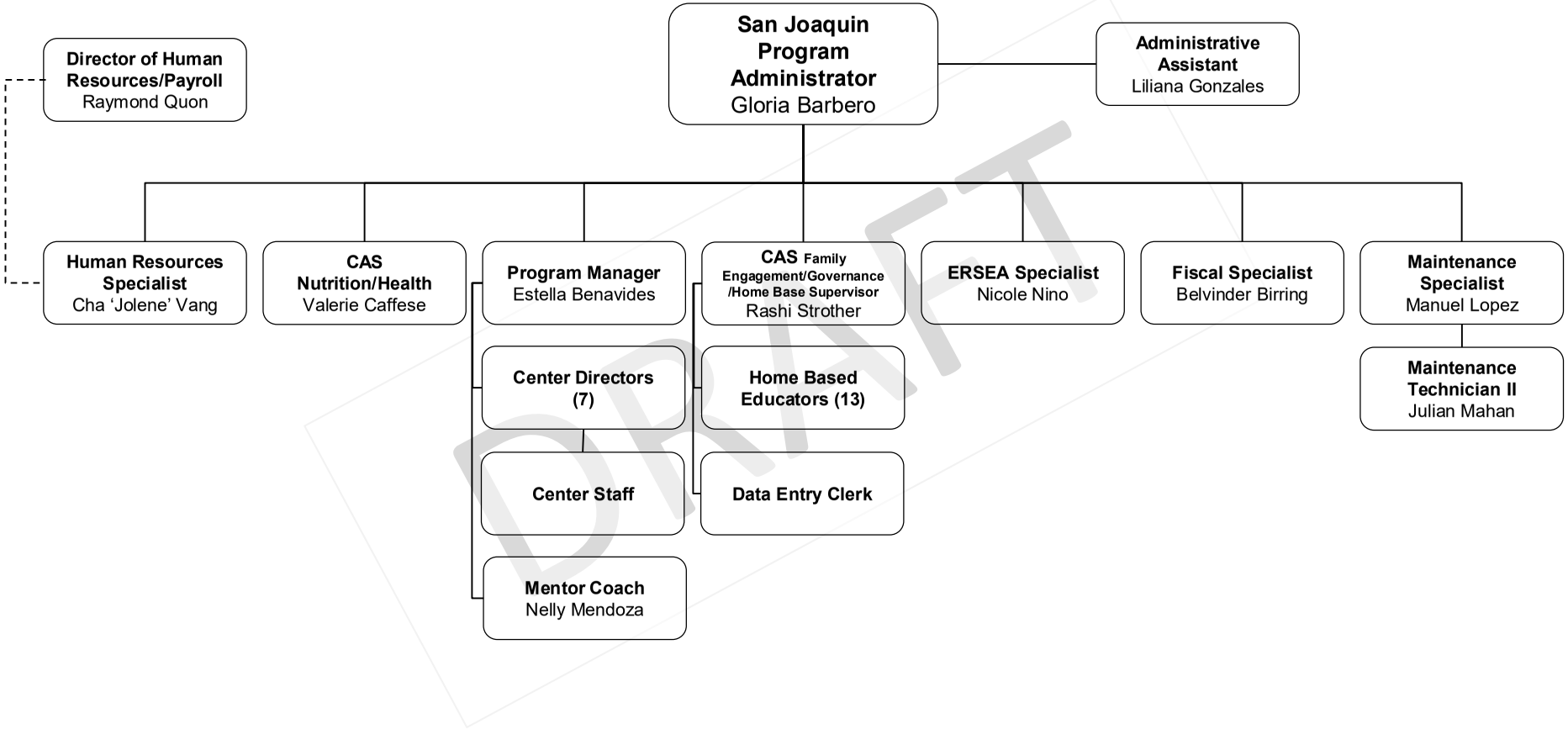
Title Change: 1

New Position: 2

San Joaquin Early Head Start



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Revised 07/2018

COMMUNITY ACTION PARTNERSHIP of KERN
Custodian

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: **FLSA Status: Hourly** **Date Approved:**

SUMMARY:
In collaboration with center teaching staff maintains a safe and healthy environment for children.

SUPERVISION RECEIVED:
Receives supervision from the Site 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:
1. Under direction of the Site Supervisor, performs necessary work to maintain a clean and safe environment managing general clean up of all areas as directed.
2. Manage routine upkeep of exterior areas, remove garbage daily, both indoors and outdoors as needed for the safety of all children.
3. Requisitions, receives and stores materials and supplies in a safe place which is kept locked and away form children at all times.
4. Ensure standards of sanitation are met and maintained by implementing health and safety / sanitation policies and procedures.
5. Ensures general maintenance and cleaning of kitchen, classroom and restrooms; using a cleaning schedule which defines the tasks on a daily, weekly and monthly basis.
6. Assist the teaching staff to ensure that the physical environment is clean, safe, and inviting; is stimulating and conducive to learning; respectful of the children's cultures and ethnic diversity and reflects the needs of the children served; space in the classroom is well organized into easily recognizable functional areas.
7. Adhere to the American with Disabilities Act (ADA 1992) which prohibits discriminatory actions toward children and/or adult with disabilities.
8. Reports all child injuries immediately and health and safety concerns immediately to the Site Supervisor and/or Teacher.

B. Other Job Specific Duties:
1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for CEDS programs.

5. Performs any other like duties as assigned.
6. Four hour position 10-month (part-year) or 12-month (full-year) status.

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

Ability to:
Ability to communicate effectively
Good interpersonal skills.
Willingness to attend evening and weekend meetings
Effectively present program to the general public.
Establish professional working relationships with staff, agencies and parents.
Bilingual language fluency (Spanish/English) desirable

EDUCATION AND EXPERIENCE:
The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.
- 18 years of age or older
- Have High School diploma
- Experience working with children and families desirable

OTHER REQUIREMENTS
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening and all other required immunizations upon employment and there after.
- Must have completed a First Aid/ CPR Certificate or will obtain the certification within 90 days of 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.*
- *Noise level varies*
- *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 Custodian			
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	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					

COMMUNITY ACTION PARTNERSHIP of KERN
Fiscal Analyst

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: **FLSA Status:** Exempt **Date Approved:**

SUMMARY: Under direction, has the responsibility for planning, organizing, directing and controlling fiscal activities of the Head Start/State Child Development Division; performs administrative, financial and other management functions in support of program objectives; provides recommendations and assistance in policy, procedure, and budget development and implementation.

SUPERVISION RECEIVED:
Receives direct supervision from the Fiscal 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Plans, coordinates, and monitors fiscal support for the Head Start/State Child Development Division.
2. Maintains an effective working relationship with the Finance Division in implementing agency accounting policies, procedures, and controls within the program division; facilitates communication and coordination between the program division and Finance Division; assists in resolving budget, financial, and reporting issues.
3. Monitors revenues and expenditures of numerous and diverse federal, state and local grants, awards and contracts under the program division, including but not limited to Head Start, Early Head Start, Child Care Partnerships, California Department of Education, and Child and Adult Care Food Program.
4. Analyzes current and historical trends, prepares forecasts, and determines variances; facilitates compliance with the terms and conditions of a variety of funding sources; identifies financial issues and makes recommendations on appropriate action to strengthen and enhance the financial environment.
5. Assists in the planning and development of funding applications and amendments to funding applications; facilitates the development of budgets and budget revisions; prepares budgets, budget amendments, and other supporting financial analysis and schedules as required.

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6. Prepares and presents various reports of financial status to advise the Board of Directors, Policy Council and staff of program progress; works with the Board of Directors and Policy Council in addressing the program division's budget and financial concerns; provides staff support to the Policy Council Finance Committee.
7. Maintains procedures for non-federal share required by federal funding sources. Monitors the process of review, tabulation, and reporting.
8. Monitors pool vehicle check out/in, custody of credit cards, and petty cash.
9. Assists with resolving audit exceptions and implementing audit recommendations.
10. Monitors and ensures timely payment of California Department of Social Services Community Care Licensing Division annual licensing fees.
11. Provides training, technical support and direction to management and support staff to ensure compliance with funding requirements.
12. Stays current with relevant federal and state regulations and policies; attends training.
13. Performs other financial, accounting and administrative duties as assigned.

B. Other Job Specific Duties:

1. Conducts and attends meetings, trainings and professional growth activities, as required.
2. Maintains a safe and functional work environment.
3. Works alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for HSSCD programs.
5. 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:

- Current problems of socially and economically challenged families;
- Principles and methods of organization, planning and coordination;
- Principles and methods of budget development, administration and revision;
- Modern office procedures and equipment including computers;
- Computer applications including Microsoft Office.

Ability to:

- Mentor and motivate a diverse group of individuals;
- Coordinate multiple complex projects and meet critical deadlines; plan, monitor and review the work of staff on a project or day-to-day basis;
- Prepare clear, concise, and complete oral and written reports and other documents and correspondence;
- Exercise sound, independent judgment within general policy guidelines;
- Interpret and apply laws, regulations and policies;
- Analyze administrative, operational, and organizational problems; evaluate alternatives and reach sound solutions;
- Communicate effectively verbally and in writing;
- Gather and analyze data;
- Establish and maintain effective 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.

- Bachelor's degree in business administration or related field from an accredited college or university. An equivalent combination of education and/or experience may be acceptable on a year to year basis.
- Three (3) years of progressive administrative/management experience with emphasis in managing budgets.
- Comprehensive knowledge of regulations governing the administration of Head Start and/or related Federal and State programs desirable.
- Bilingual (English/Spanish) capabilities desirable.

OTHER REQUIREMENTS:

- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and annually thereafter.

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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 Fiscal 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**	
51-75lbs	**x**			**x**		
76-100lb	**x**			**x**		
100lbs+	**x**			**x**		

COMMUNITY ACTION PARTNERSHIP of KERN
Head Start and Start Child Development

Enrollment Coordinator

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: **FLSA Status:** **Date Approved:**

SUMMARY:

Under the supervision of the Enrollment/Attendance Manager, the Enrollment Coordinator is responsible for the oversight and management of the Eligibility, Recruitment, Selection, and Enrollment of the Head Start and State Child Develop Division. The Enrollment Coordinator provides management and oversight of Head Start and California Department of Education state contracts enrollment requirements through an auditing and monitoring processes completed by the enrollment department in an effort to mitigate fraud risks. Work is carried out under the general supervision from the Enrollment/Attendance Manager but calls for considerable independent judgment on technical matters.

SUPERVISION RECEIVED:

Receives supervision from the Enrollment/Attendance Manager

SUPERVISION EXERCISED:

Direct supervision of Enrollment Specialists and Enrollment 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Ensures full enrollment is maintained at all times.
2. Provides guidance and ensues compliance on procedures and overall department production related to eligibility, selection, recruitment and enrollment.
3. Conducts department performance evaluations through a scheduled monitoring reporting/audit process that is data driven.
4. Develops staff training from data outcomes that is delivered through on-site consultation, coaching/mentoring to staff, and group trainings that includes measurable criteria leading to quality outcomes.
5. Identifies and implements strategies to ensure consistency in process and compliance to departmental procedures.
6. Ensures eligibility criteria and selection processes are implemented, as per regulations and funding requirements.

7. Ensure documentation for eligibility and certification is accurate and in compliance, as per funding sources, prior to enrollment.
8. Collaborates with Attendance, Program Staff, Support Service Staff, and other departments and community members as appropriate.
9. Supervises recruitment including; planning, participation in recruitment events, ordering and distribution of materials, accessing media and technology, collaborating with community partners, and other recruitment to ensure compliance for the program.
10. Provide technical and procedural assistance and training to admin/program staff on ChildPlus.net and NoHo.
11. Assists with audits and funding source reviews.
12. Monitors for compliance with internal controls.
13. Assists with developing, maintaining, and updating written policies and procedures as needed.
14. Performs Attendance Specialist and Attendance Technician duties as needed.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Performs any other like duties as assigned.

Knowledge of:

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

Ability to:

Ability to deal with conceptual matters
Analyze demographic and program statistical data to effectively plan, organize, allocate and control substantial resources
Analyze mathematical data
Ability to communicate effectively
Good interpersonal skills.
Effectively present program to the general public.
Establish professional working relationships with staff, agencies and parents.
Understand complex instructions or procedures.

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 accredited college or university. Major in one of the following disciplines: Social Services, Early Childhood development, human services, behavior science, public or business administration is preferred

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- 3 years working in administrative field with emphasis on social services, case management, public administration, child development, or other related field
- 2 years of supervisory experience (if applicable; may be concurrent with work experience)
- Any equivalent combination of education, training and experience which will provide the capabilities to perform the described duties will be considered
- Bilingual language fluency (Spanish/English) fluency desirable

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and annually thereafter.

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.*

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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 **ERSEA 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	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					

COMMUNITY ACTION PARTNERSHIP of KERN
Head Start and State Child Development

Professional Development 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: **FLSA Status: Hourly** **Date Approved:**

SUMMARY:

Under the direction of the Professional Development Coordinator, the Professional Development Technician is responsible to support the Head Start and State Child Development Division with the monitoring and evaluation of the comprehensive professional development systems. Will support community outreach, assisting with the implementation of Head Start/Early Head Start Performance Standards, Federal and State regulations, Community Care Licensing regulations, funding source requirements, and policies/procedures as it relates to staff ratios and staff qualifications.

SUPERVISION RECEIVED:

Receives supervision from Professional Development Coordinator

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.

A. Essential Job Specific Duties:

1. In conjunction with the Professional Development Coordinator, support Professional Growth Plan procedures.
2. Provides support while documenting course work, continuing education, certificates, and other professional growth opportunities for staff.
3. Promotes active parent involvement, child recruitment and Head Start awareness in the Head Start programs.
4. Shares resources and partnerships within the program to facilitate professional development activities.
5. Supports staff qualification monitoring as required by Federal and State requirements.
6. Supports monitoring training event documentations and record keeping.
7. Prepares fiscal documentation to support training and technical assistance activities.
8. Assists with data entry of the HS/EHS Training and Technical Assistance budget tracking.
9. Supports the outreach and recruitment activities for the Head Start program.
10. Demonstrates an understanding and ability to use a range of current and modern job-related equipment, computer hardware, software applications, and best practices, and maintains records and database information on prospective, past, and current.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. 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 policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, database, and other related software applications
Principles and techniques of training, program development and operation.
Familiarity with problems of socially and economically challenged families. Have an awareness of the contributions of parents and volunteers who may be non-professional.

Ability to:

Ability to deal with conceptual matters.
Ability to plan, organize, allocate, and control substantial resources.
Ability to communicate effectively.
Good interpersonal skills.
Willingness to attend evening and weekend meetings.
Effectively present program to the general public.
Establish professional working relationships with staff, agencies and parents.
Bilingual language fluency (Spanish/English) fluency desirable.

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 year of experience in social services or related field.
- Two years experience in data entry position with administrative and/or general clerical support function.
- Bilingual (English/Spanish) capabilities desirable

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted and have such records filed with the Department of Justice, and the State Department of Social Services and Community Care Licensing

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: Professional Development Technician			
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	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					

COMMUNITY ACTION PARTNERSHIP of KERN
Program Assistant / Translator

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 4 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY: Provides a wide variety of clerical duties; assists with budget, prepares reports, conducts inventories and performs special projects. The Program Assistant/Translator interacts with both external and internal contacts and requires specialized subject matter expertise in the area of federal, state, and local laws related to the subject area. The Program Assistant/Translator performs interpreting and translating services in communicating with others and translating documents and correspondence; may interpret telephone calls, and other related work as required

SUPERVISION RECEIVED:
Receives supervision from the Program Design and Management 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Collects data, prepares reports, and assists with the development of procedures for effective work flow and maintains program records and files.
2. Prepares advance and/or reimbursement claim forms, purchase orders and check requests
3. Assists and performs internal tracking of various budget line items/expenditures.
4. Provide technical support to program staff.
5. Type and file reports, correspondence, and memoranda as assigned by supervisor; Inventory, order, and distribute office supplies
6. Attends all meetings, trainings and conferences as assigned. Works alternative hours as required, including nights and weekends.
7. Provide interpretations and translations at parent meetings, public meetings, training sessions, committee meetings, and other similar environments.
8. Assists in translation of forms, newsletters, brochures, and written materials.
9. Maintains and provides records of all translations and extracts information as required
10. Acquire and apply knowledge of program guidelines and agency policies

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for CEDS programs.
5. 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 policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Regulations governing the administration of Head Start Program and State related programs desirable
Correspondence and report writing practices and procedures
Current problems of socially and economically challenged families
The contributions of parents and volunteers who may be non-professional
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, database, and other related software applications
Language translation and interpretation strategies and techniques

Ability to:

Ability to deal with conceptual matters
Ability to plan, organize, allocate, and control substantial resources.
Ability to communicate effectively
Good interpersonal skills.
Willingness to attend evening and weekend meetings
Effectively present Head Start program to the general 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
- Bilingual (Spanish/English) is required
- Interpreter/Translator certification desired
- Two years of clerical experience in a field related to assignment
- One year of experience performing translating and interpreting functions for non-English speaking person, which includes composing, editing and translating.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Completion of a physical, TB and substance abuse screening upon offer of 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.*
- *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 Parent & Family Engagement 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	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					

COMMUNITY ACTION PARTNERSHIP of KERN
Head Start and Start Child Development

Quality Assurance 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: **FLSA Status:** **Date Approved:**

SUMMARY:

Under the supervision of the Quality Assurance Coordinator, the Quality Assurance technician is responsible to support the Head Start and State Child Development Division with monitoring and compliance as required by Federal, State and Community Care Licensing requirements.

SUPERVISION RECEIVED:

Receives supervision from the Quality Assurance Coordinator.

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.

A. Essential Job Specific Duties:

1. Reviews various monitoring/compliance documents and reports for accuracy and completeness.
2. Prepares and assists with program reports utilizing Child Plus monitoring suite and maintains records.
3. Supports the outreach and recruitment activities for the Head Start Program.
4. Demonstrates an understanding and ability to use a range of current and modern job-related equipment, computer hardware, software applications, and best practices, and maintains records and database information.
5. Maintains records and files and assists with data entry.
6. Ensures program's Licensing Administration records and files are maintained and kept confidential.
7. Inventory, order, and distribute office supplies.
8. Prepares advance and/or reimbursement claim forms, purchase orders and check requests.
9. Type and file reports, correspondence, and memoranda as assigned by supervisor; photocopy correspondence and other material as directed. Distributes mail.

10. Perform reception function, including but not limited to, answering telephone, routing calls, and taking messages in a tactful, courteous manner.
11. Furnish general information to the public as required.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Performs any other like duties as assigned.

Knowledge of:

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

Ability to:

Ability to deal with conceptual matters
Ability to communicate effectively
Good interpersonal skills.
Effectively present program to the general 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
- One year experience in social services or related field.
- Two years' experience in data entry position with administrative and/or general clerical support function.
- Any equivalent combination of education, training and experience which will provide the capabilities to perform the described duties will be considered
- Bilingual language fluency (Spanish/English) fluency desirable

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.

DRAFT

- Successful completion of TB screening upon employment and annually thereafter.

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.*

DRAFT

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 **ERSEA 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	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					

DRAFT

Estimated Costs of Reorganization

Effective August 1, 2018 through February 28, 2019

Deleted Positions

Position	# of Pos	# of Days	Hrs/ day	Total Hrs	Hourly Rate	Total Salary
Program Manager (vacant)	(1)	185	8	(1,480)	34.13	(50,512)
Home Base Supervisor (vacant)	(1)	195	8	(1,560)	23.52	(36,691)
Support Services Manager (vacant)	(1)	260	8	(2,080)	34.78	(72,342)
					Salaries	**(159,545)**
					Fringe Benefits at 33%	**(52,650)**
					Indirect Cost	**(21,219)**
					Subtotal Deleted Positions	**(233,414)**

New & Additional Positions

Position	# of Pos	# of Days	Hrs/ day	Total Hrs	Hourly Rate	Total Salary
Enrollment Coordinator (new)	1	152	8	1,216	23.74	28,868
Fiscal Analyst (new)	1	152	8	1,216	23.74	28,868
Professional Development Technician (new)	1	152	8	1,216	14.33	17,425
Quality Assurance Technician (new)	1	152	6	912	14.33	13,069
Program Assistant/Translator (new)	1	152	6	912	16.00	14,592
Program Manager (part-year)	3	152	8	3,648	30.97	112,979
Home Base Mentor Coach	1	152	8	1,216	23.74	28,868
Mentor Coach (part-year)	2	152	8	2,432	23.74	57,736
					Salaries	**302,405**
					Fringe Benefits at 33%	**99,794**
					Indirect Cost	**40,220**
					Subtotal New & Additional Positions	**442,419**

New Positions (without benefits)

Position	# of Pos	# of Days	Hrs/ day	Total Hrs	Hourly Rate	Total Salary
Custodian (full-year)	7	152	4	4,256	12.00	51,072
Custodian (part-year)	10	152	4	6,080	12.00	72,960
					Salaries	**124,032**
					Fringe Benefits (taxes and insurance) at 15%	**18,605**
					Indirect Cost	**14,264**
					Subtotal New Positions (without benefits)	**156,900**

Title/Classification Changes

Position	# of Pos	# of Days	Hrs/ day	Total Hrs	Hourly Rate Change	Total Salary
EHS CCP/HB Coordinator (EHS CCP Coordinator)	1	152	8	1,216	2.42	2,943
Fiscal/Attendance Coordinator (Fiscal Coordinator)	1	152	8	1,216	1.31	1,593
Mentor Coach (part-year to full-year)	1	24	8	192	23.74	4,558
					Salaries	**9,094**
					Fringe Benefits at 33%	**3,001**
					Indirect Cost	**1,210**
					Subtotal Title/Classification Changes	**13,305**

Total Estimated Cost	**379,209**
Estimated Revenue (California State Preschool Expansion)	**(630,530)**
Difference	**(251,321)**

Prepared by D. Holland 07/10/2018

Estimated Costs of Reorganization

Annualized

Deleted Positions

Position	# of Pos	# of Days	Hrs/ day	Total Hrs	Hourly Rate	Total Salary
Program Manager (vacant)	(1)	260	8	(2,080)	34.13	(70,990)
Home Base Supervisor (vacant)	(1)	260	8	(2,080)	23.52	(48,922)
Support Services Manager (vacant)	(1)	260	8	(2,080)	34.78	(72,342)

Salaries	**(192,254)**
Fringe Benefits at 33%	**(63,444)**
Indirect Cost	**(25,570)**
Subtotal Deleted Positions	**(281,268)**

New & Additional Positions

Position	# of Pos	# of Days	Hrs/ day	Total Hrs	Hourly Rate	Total Salary
Enrollment Coordinator (new)	1	260	8	2,080	23.74	49,379
Fiscal Analyst (new)	1	260	8	2,080	23.74	49,379
Professional Development Technician (new)	1	260	8	2,080	14.33	29,806
Quality Assurance Technician (new)	1	260	6	1,560	14.33	22,355
Translator (new)	1	260	6	1,560	25.00	39,000
Program Manager (part-year)	3	208	8	4,992	30.97	154,602
Home Base Mentor Coach	1	260	8	2,080	23.74	49,379
Mentor Coach (part-year)	2	208	8	3,328	23.74	79,007

Salaries	**472,907**
Fringe Benefits at 33%	**156,059**
Indirect Cost	**62,897**
Subtotal New & Additional Positions	**691,863**

New Positions (without benefits)

Position	# of Pos	# of Days	Hrs/ day	Total Hrs	Hourly Rate	Total Salary
Custodian (full-year)	7	260	4	7,280	12.00	87,360
Custodian (part-year)	10	208	4	8,320	12.00	99,840

Salaries	**187,200**
Fringe Benefits (taxes and insurance) at 15%	**28,080**
Indirect Cost	**21,528**
Subtotal New Positions (without benefits)	**236,808**

Title/Classification Changes

Position	# of Pos	# of Days	Hrs/ day	Total Hrs	Hourly Rate Change	Total Salary
EHS CCP/HB Coordinator (EHS CCP Coordinator)	1	260	8	2,080	2.42	5,034
Fiscal/Attendance Coordinator (Fiscal Coordinator)	1	260	8	2,080	1.31	2,725
Professional Development Coordinator (Specialist)	1	260	8	2,080	1.12	2,330
Mentor Coach (part-year to full-year)	1	52	8	416	23.74	9,876

Salaries	**19,965**
Fringe Benefits at 33%	**6,588**
Indirect Cost	**2,655**
Subtotal Title/Classification Changes	**29,209**

Total Estimated Cost	**676,612**
Estimated Revenue (California State Preschool Expansion)	**(911,923)**
Difference	**(235,311)**

Prepared by D. Holland 07/10/2018

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Federal

CFDA # 93.297

Project Name: CAPK Teen Pregnancy Prevention Program
Funder Name: US Department of Health and Human Services
Grant Program Name: Friendship House Community Center and Shafter Youth Center
Funding Period: 9/01/2018-8/31/2020

Division Director: Ralph Martinez

Program Manager: Lois Hannible & Angie Nelson

☒ ***New Funding***
☐ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK is requesting $561,000 from the US Department of Health and Human Services to develop and implement a comprehensive program with strategies to reduce teen pregnancy and STDs in the highest need communities of Kern County including southeast Bakersfield, Shafter, Delano, McFarland, Wasco, Arvin, and Lamont.

The CAPK Teen Pregnancy Prevention program will use the evidence based curriculum, Making Proud Choices!, with added components to educate teens about risky behaviors that can lead related to pregnancy and STDs and support abstinence as a key strategy of an overall strategy that addresses risky behaviors that can greatly impact the overall health and wellbeing of youth. The program will include development of additional materials/services, implementation, and undergo vigorous evaluation.

B. *Use of Funds:*

Funding will be used for staffing and training for 1 full-time program coordinator, 2 full-time health educators, and 2 support staff; an outside evaluator; staff mileage; program curriculum; FHCC and SYC space costs; and general program supplies.

C. *Approvals:*

1. _____
Division Director Date

3. _____ 7/3/18
Chief Financial Officer Date

2. _____
Director of Community Development
Date

4. _____ 7/3/18
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: _____

☐PRE Presentation Date: _____

☐B&F Approval Date: _____

☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: County
Project Name: CAPK Homeless Project
Funder Name: Kern County Behavioral Health & Recovery Services
Grant Program Name: TBD
Funding Period: 9/01/2018-8/31/2019

CFDA #N/A
Division Director: Ralph Martinez
Program Manager: TBD
☒ ***New Funding***
☐ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK is requesting up to $1,484,774 per year, (with additional three years funding potential) from Kern County Behavioral Health & Recovery Services to provide outreach, engagement and linkage to behavioral health services for the homeless population within the greater Bakersfield area.

This request will include provision for a homeless drop in center; a place of refuge and support for homeless persons and families, expand street outreach to engage (on a voluntary basis) homeless persons into behavioral health and substance abuse treatment services, and will include linkages and coordinated entry services through CAPK's 2-1-1 program. Support will include basic necessities such as food, snacks, water, shelter (cloth rolls for resting/sleeping), personal care items/care packages and clothing, as needed.

CAPK will work closely with homeless and other area service providers, such as the Kern County Homeless Collaborative, law enforcement, city and county officials and agencies, area hospitals/medical facilities, schools, churches, businesses and individuals through various ways to improve health, reduce homelessness, and lessen care burdens placed on communities in serving the targeted population.

B. *Use of Funds:*

Funding may be used for facility and costs associated with outreach, engagement, referral and linkage services, assessment and screening, basic need and personal care items, bus tickets and general program supplies.

C. *Approvals:*

1. _____
Division Director Date

3. _____ 7/11/18
Chief Financial Officer Date

2. _____ 7.10.18
Director of Community Development Date

4. _____ 7/12/18
Chief Executive Officer Date

D. *Board:*

☐ Policy Council Date: ____
☐ PRE Presentation Date: ____
☐ B&F Approval Date: ____
☐ Board Approval Date: ____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: U.S. Department of Housing and Urban Development (HUD)

Funding Period:
CFDA # N/A

Project Name: 211 Homeless Coordinated Entry System

Division Director: Pritika Ram

Program Manager:

Funder Name: *Kern County Homeless Collaborative Continuum of Care (CoC) Program*

☒ ***New Funding***
☐ ***Re-Application***

Grant Program Name: Kern County Homeless Coordinated Entry System

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A. *Narrative description of funding request, including goals:*

The U.S. Department of Housing and Urban Development (HUD) requires that Continuums of Care (CoC) establish and operate a coordinated entry (CE) process. The Kern County Homeless Collaborative (KCHC) through its Continuum of Care program released a competitive application with the intent to provide Homeless Coordinated Entry System services in Kern County.

CAPK is proposing to operate a coordinated entry program through the existing 211 Call Center program. The 211 program is a natural fit for the scope and functionality of a coordinated entry system based on its current operations, capacity, and on-going collaboration with the KCHC and the County's homeless service providers. The scope of the coordinated entry project will serve as an initial central intake center for all calls related to homeless services and will prioritize and match individuals and families who are homeless or at risk of becoming homeless to services through easily accessible points of entry, universal screening and assessments, and prioritized person-centered service matching.

B. *Use of Funds:*

Staff is requesting an estimated $250,000 from the funding agency to be used towards cost related to staffing, program design and implementation, and general operating costs.

C. *Approvals:*

1. _____ 7/13/18
Division Director Date

2. _____
Director of Community Development Date

3. _____ 7/13/18
Chief Financial Officer Date

4. _____ 7/13/18
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: _____

☐PRE Presentation Date: _____

☐B&F Approval Date: _____

☐Board Approval Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Executive Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 6e:* Head Start - Kern
Budget to Actual Report for the Period Ended June 30, 2018 – Info Item

Date: July 18, 2018

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2018 through June 30, 2018. Four months (33%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 27% of the budget.

Equipment: The budget provided for the purchase of a replacement gas convection steamer for the Central Kitchen. The actual cost was less than budgeted.

Training & Technical Assistance Funds
Overall expenditures are at 77% of the budget. Training costs are incurred as needed, rather than evenly throughout the year. Significant costs to support in-service and pre-service training are expected to be incurred during the months of July and August.

The Office of Head Start offered increased funding for grants with significantly low percentages of training and technical assistance dollars. For Head Start Kern, the increase will be $103,818. This amount will be reflected in the Budget to Actual report once the Notice of Award has been issued.

Carryover
The Office of Head Start approved the carryover of funds from the prior budget period in the amount of $512,812 for the following projects:

- Replacement food delivery vans (3)
- Replacement program vehicle (1)
- Replacement maintenance utility vehicle (1)
- Replacement convection oven (1)
- Purchase and renovation of a proposed facility at 2600 Wilson Road, Bakersfield

The proposed facility is no longer available for purchase; thus, CAPK plans to submit a budget revision to utilize $378,182 for other facility projects.

Non-Federal Share (Head Start and Early Head Start Combined)
Non-Federal share is at 41% of the budget.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2018 - February 28, 2019
Report Period: March 1, 2018 - June 30, 2018
Month 4 of 12 (33%)

Prepared 07/11/2018

HEAD START

BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	10,280,365	2,777,750	7,502,615	27%	73%
FRINGE BENEFITS	3,392,518	977,473	2,415,045	29%	71%
TRAVEL	5,000	0	5,000	0%	100%
EQUIPMENT	23,000	16,760	6,240	73%	27%
SUPPLIES	886,988	287,522	599,466	32%	68%
CONTRACTUAL	126,502	45,773	80,729	36%	64%
OTHER	3,744,168	995,397	2,748,771	27%	73%
INDIRECT	1,778,867	432,764	1,346,103	24%	76%
TOTAL BASE FUNDING	**20,237,408**	**5,533,438**	**14,703,970**	**27%**	**73%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	33,946	14,446	19,500	43%	57%
SUPPLIES	10,839	15,831	(4,992)	146%	-46%
CONTRACTUAL	8,944	8,452	492	94%	6%
OTHER	78,407	63,056	15,351	80%	20%
INDIRECT	13,214	10,178	3,036	77%	23%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**145,350**	**111,963**	**33,387**	**77%**	**23%**
CARRYOVER					
EQUIPMENT	134,000	0	134,000	0%	100%
CONSTRUCTION	378,182	0	378,182	0%	100%
INDIRECT	0	0	0		
TOTAL CARRYOVER	**512,182**	**0**	**512,182**		
GRAND TOTAL HS FEDERAL FUNDS	**20,894,940**	**5,645,401**	**15,249,539**	**27%**	**73%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
CALIF DEPT OF ED	3,804,474	1,170,660	2,633,814	31%	69%
IN-KIND	2,455,136	1,405,026	1,050,110	57%	43%
TOTAL NON-FEDERAL	**6,259,610**	**2,575,686**	**3,683,924**	**41%**	**59%**

Budget reflects Notice of Award #09CH9142-05-02 (adjusted for Child Care Food Subsidy)

Actual expenditures include posted expenditures and estimated adjustments through 06/30/2018.

Administrative Cost for HS and EHS Kern **8.1%**

Agency-Wide Credit Card Report

	CURRENT	**1 TO 30**	**31 TO 60**	**61 TO 90**	**TOTAL**	**STATEMENT DATE**
Bank of America	12,451				**12,451**	6/21/2018
Lowe's					**0**	Not available
Smart & Final	1,161				**1,161**	6/30/2018
Save Mart	2,062	400			**2,463**	7/1/2018
Chevron & Texaco Business Card	5,550				**5,550**	7/4/2018
Home Depot					**0**	Not available
	21,223	**400**	**0**	**0**	**21,623**	

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Executive Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 6e:* Early Head Start – Kern

Budget to Actual Report for the Period Ended June 30, 2018 – Info Item

Date: July 18, 2018

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2018 through June 30, 2018. Four months (33%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 23% of the budget.

Personnel and Fringe Benefits costs appear low for this point in the year. California Department of Education (CDE) revenues, which are used to offset a portion of salary and fringe benefits costs, have been earned at an accelerated rate since the contract period began July 1, 2017. Thus, the cost to EHS has been lower than anticipated. Staff continuously monitor costs to detect possible savings that may be used elsewhere in the program.

Equipment: The budget provides for the purchase of a replacement program vehicle, which has not yet been purchased.

Expenditures in all other categories are reasonable at this point in the budget period.

Training & Technical Assistance Funds
Overall expenditures are at 18% of the budget. Training costs are incurred as needed, rather than evenly throughout the year. Significant costs to support in-service and pre-service training are expected to be incurred during the months of July and August.

Carryover
The Office of Head Start approved the carryover of funds from the prior budget period in the amount of $57,000 for the following purchases:

- Replacement food delivery van (1)
- Replacement program vehicle (1)

Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2018 - February 28, 2019
Report Period: March 1, 2018 - June 30, 2018
Month 4 of 12 (33%)

Prepared 07/11/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,141,295	460,096	1,681,199	21%	79%
FRINGE BENEFITS	642,389	157,403	484,986	25%	75%
EQUIPMENT	30,000	0	30,000	0%	100%
SUPPLIES	263,896	80,300	183,596	30%	70%
CONTRACTUAL	22,328	7,647	14,681	34%	66%
OTHER	534,796	155,181	379,615	29%	71%
INDIRECT	354,790	85,170	269,620	24%	76%
TOTAL BASE FUNDING	**3,989,494**	**945,797**	**3,043,697**	**24%**	**76%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	35,330	1,889	33,441	5%	95%
SUPPLIES	4,020	967	3,053	24%	76%
CONTRACTUAL	3,656	994	2,662	27%	73%
OTHER	45,179	12,401	32,778	27%	73%
INDIRECT	8,819	1,625	7,194	18%	82%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**97,004**	**17,876**	**79,128**	**18%**	**82%**
CARRYOVER					
EQUIPMENT	57,000	0	57,000	0%	100%
INDIRECT	0	0	0		
TOTAL CARRYOVER	**57,000**	**0**	**57,000**	**0%**	**100%**
GRAND TOTAL EHS FEDERAL FUNDS	**4,143,498**	**963,674**	**3,179,824**	**23%**	**77%**

Budget reflects Notice of Award #09CH9142-05-02 (adjusted for Child Care Food Subsidy)
Actual expenditures include posted expenditures and estimated adjustments through 06/30/2018.

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2018 through February 28, 2019
Report for period ending June 30, 2018 (Month 4 of 12)

Percent of year elapsed: 33%

LOCATION	FUNDED ENROLL-MENT	March	April	May	June	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	33,692	32,937	21,731	0	88,360	70,780	125%
Shafter	34	15,216	16,512	8,503	0	40,230	35,390	114%
East California	70	29,277	35,209	15,896	0	80,381	72,862	110%
San Diego Street	48	11,831	13,317	14,156	9,266	48,571	49,962	97%
Faith	34	12,847	12,659	7,030	0	32,536	35,390	92%
Pacific	62	16,766	16,247	13,908	11,596	58,517	64,535	91%
Martha J. Morgan	83	30,873	29,947	16,866	0	77,687	86,393	90%
Vineland	20	8,266	7,254	2,213	0	17,733	20,818	85%
Fairview	34	13,069	11,103	5,947	0	30,118	35,390	85%
Willow	72	22,239	25,426	14,557	0	62,222	74,943	83%
Williams	34	10,911	10,920	6,048	0	27,879	35,390	79%
Lamont	34	7,478	10,778	7,882	0	26,138	35,390	74%
Primeros Pasos	76	9,563	21,624	16,661	10,089	57,936	79,107	73%
Delano	76	19,655	19,877	16,675	0	56,207	79,107	71%
Noble	34	9,452	10,102	3,947	0	23,500	35,390	66%
Heritage	34	7,911	10,768	4,730	0	23,409	35,390	66%
Fairfax	40	6,009	9,054	11,731	0	26,793	41,635	64%
Harvey L. Hall	138	21,720	29,180	20,723	13,246	84,869	143,642	59%
Pete H. Parra	112	18,538	23,534	20,292	4,111	66,475	116,579	57%
Franklin	24	3,513	6,447	4,266	0	14,226	24,981	57%
Oasis	57	13,411	12,306	6,813	0	32,529	59,330	55%
Rosamond	100	19,580	22,748	13,481	0	55,810	104,088	54%
Pioneer	34	6,475	7,451	4,283	0	18,209	35,390	51%
Cleo Foran	34	5,926	8,272	3,789	0	17,987	35,390	51%
Sterling	122	18,846	23,481	15,320	6,607	64,254	126,987	51%
Shafter HS/EHS	36	4,713	6,144	4,384	3,087	18,329	37,472	49%
Tehachapi	34	6,832	6,982	3,413	0	17,227	35,390	49%
McFarland	24	4,784	3,808	2,560	0	11,153	24,981	45%
Lost Hills	20	2,937	3,716	2,597	0	9,250	20,818	44%
Home Base	225	17,049	16,140	13,910	4,678	51,776	117,099	44%
Oildale	34	5,905	5,413	3,750	0	15,068	35,390	43%
Planz	34	5,440	5,916	3,617	0	14,973	35,390	42%
Seibert	34	6,818	4,353	2,998	0	14,170	35,390	40%
California City	34	6,563	6,858	0	0	13,421	35,390	38%
Casa Loma	34	4,741	5,183	1,355	0	11,279	35,390	32%
Virginia	34	5,596	5,282	0	0	10,878	35,390	31%
Alicante	34	4,692	4,248	1,912	0	10,852	35,390	31%
Wesley	60	6,389	8,795	3,719	0	18,903	62,453	30%
Mojave	34	4,209	4,167	2,109	0	10,484	35,390	30%
Roosevelt	34	2,820	4,408	1,913	0	9,142	35,390	26%
Sunrise Villa	34	4,377	2,811	1,945	0	9,133	35,390	26%
Rafer Johnson	34	3,563	3,419	0	0	6,981	35,390	20%
Taft	78	6,592	6,061	1,103	0	13,756	81,189	17%
Broadway	44	0	0	0	0	0	45,799	0%
Administrative Services		0	0	0	0	0	0	NA
Program Services		920	1,867	0	0	2,787	67,661	4%
Policy Council and RPC		1,239	1,542	108	0	2,889	38,727	7%
SUBTOTAL IN-KIND	**2,369**	**479,242**	**534,263**	**328,843**	**62,678**	**1,405,026**	**2,455,136**	**57%**
State General Child Care*		156,851	158,335	88,070	0	403,256	1,293,059	31%
State Preschool*		252,099	284,045	170,865	0	707,009	2,302,208	31%
State Migrant Child Care*		27,786	29,131	3,478	0	60,394	209,207	29%
SUBTOTAL CA DEPT of ED		**436,736**	**471,511**	**262,413**	**0**	**1,170,660**	**3,804,474**	**31%**
GRAND TOTAL		**915,978**	**1,005,774**	**591,256**	**62,678**	**2,575,686**	**6,259,610**	**41%**

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Executive Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 6e:* Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended June 30, 2018 – **Info Item**

Date: July 18, 2018

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2018 through June 30, 2018. Five months (42%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 39% of the budget.

Travel costs are high compared to the period elapsed. During the month of May, several Kern staff traveled to San Joaquin to provide technical support and conduct a "mock" review in preparation for the Office of Head Start Focus Area Two Monitoring event, which took place May 14-18. No travel costs were incurred during the month of June.

The **Equipment** budget provides for two replacement vehicles, which have not yet been purchased.

Expenditures in the **Supplies** category are high compared to the period elapsed. Costs in this category occur as needed, rather than evenly throughout the year.

Expenditures in the **Contractual** category appear high, as the annual costs of software support for data collection and tracking (Child Plus and Learning Genie) computer applications were expensed to the month of March.

Training & Technical Assistance Funds
Overall expenditures are at 20% of the budget. Training costs occur as needed, rather than evenly throughout the year. Significant costs to support pre-service training are expected to be incurred during the month of July.

Non-Federal Share
Non-Federal share is at 28% of the budget.

Community Action Partnership of Kern

Early Head Start - San Joaquin County

Budget to Actual Report

Budget Period: February 1, 2018 - January 31, 2019

Report Period: February 1, 2018 - June 30, 2018

Month 5 of 12 (42%)

Prepared 07/11/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,017,825	1,130,314	1,887,511	37%	63%
FRINGE BENEFITS	796,118	327,152	468,966	41%	59%
TRAVEL	20,232	11,486	8,746	57%	43%
EQUIPMENT	47,500	0	47,500	0%	100%
SUPPLIES	129,535	71,911	57,624	56%	44%
CONTRACTUAL	11,923	7,482	4,441	63%	37%
OTHER	589,673	236,464	353,209	40%	60%
INDIRECT	433,501	174,726	258,775	40%	60%
TOTAL	**5,046,307**	**1,959,534**	**3,086,773**	**39%**	**61%**

TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	0	1,967	(1,967)		
FRINGE BENEFITS	0	1,219	(1,219)		
TRAVEL	9,959	3,820	6,139	38%	62%
SUPPLIES	7,961	2,751	5,210	35%	65%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	53,033	5,324	47,709	10%	90%
INDIRECT	7,444	1,508	5,936	20%	80%
TOTAL	**81,897**	**16,588**	**65,309**	**20%**	**80%**

GRAND TOTAL EHS FEDERAL FUNDS	**5,128,204**	**1,976,122**	**3,152,082**	**39%**	**61%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,282,051	361,462	920,589	28%	72%
TOTAL NON-FEDERAL FUNDS	**1,282,051**	**361,462**	**920,589**	**28%**	**72%**

Centralized Administrative Cost	7.5%
Program Administrative Cost	2.7%
Total Administrative Cost	**10.3%**

Budget reflects Notice of Award #09CH010071-04-02

Actual expenditures include posted expenditures and estimated adjustments through 6/30/2018

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: February 1, 2018 through January 31, 2019
Report for period ending June 30, 2018 (Month 5 of 12)

Percent of year elapsed: 42%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	June	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Manteca	12	3,628	4,255	2,413	2,207	0	12,504	31,635	40%
Home Base - Lodi	35	5,551	10,440	10,444	9,458	0	35,892	92,268	39%
Home Base - Stockton	90	13,682	25,071	21,954	15,585	0	76,292	237,260	32%
Lodi UCC	30	12,131	13,605	10,882	13,879	0	50,497	158,174	32%
Chrisman	30	7,252	12,783	13,077	8,234	0	41,346	158,174	26%
California Street	24	5,705	9,601	8,203	9,043	0	32,551	126,539	26%
St. Mary's	16	3,507	5,683	5,348	6,031	0	20,569	84,359	24%
Walnut	24	4,138	8,093	8,225	9,815	0	30,271	126,539	24%
Kennedy	16	1,791	5,701	5,717	4,418	0	17,627	84,359	21%
Home Base - Tracy	12	1,484	2,342	1,064	1,059	0	5,948	31,635	19%
Marci Massei	24	3,176	5,938	5,703	5,642	0	20,460	126,539	16%
Administrative Services		0	0	0	0	0	0	0	
Program Services		2,299	3,721	7,518	3,528	0	17,067	21,858	78%
Policy Council		342	97	0	0	0	439	2,713	16%
SUBTOTAL IN-KIND	**313**	**64,685**	**107,331**	**100,547**	**88,898**	**0**	**361,462**	**1,282,051**	**28%**

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Executive Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 6e:* Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended June 30, 2018 – Info Item

Date: June 18, 2018

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2017 through June 30, 2018. Ten months (83%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 85% of the budget.

In the **Supplies** category, $12,883 in Carryover Funds were obligated in the prior budget period, but the supplies were received after August 31, 2017. At that time the carry over funds had not yet been approved; thus, the costs were recognized in the base grant.

In the **Other** category, costs of occupancy are lower than budgeted at this point in the budget period;

Expenditures in all other categories are reasonable at this point in the budget period.

Carryover Funds
Unexpended funds from the prior budget period were carried over to complete facility projects at the Garden Pathways and Bakersfield College locations. Costs for these projects will be liquidated prior to the end of the budget period.

Training & Technical Assistance (T&TA)
Overall expenditures are at 67% of the budget. Training costs are incurred as needed, rather than evenly throughout the year.

Non-Federal Share
Non-Federal share is at 84% of the budget.

Community Action Partnership of Kern
Early Head Start - Child Care Partnerships
Budget to Actual Report
Budget Period: September 1, 2017 - August 31, 2018
Report Period: September 1, 2017 - June 30, 2018
Month 10 of 12 (83%)

Prepared 07/11/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	120,354	106,419	13,935	88%	12%
FRINGE BENEFITS	32,245	26,631	5,615	83%	17%
SUPPLIES	1,000	14,100	(13,100)	1410%	-1310%
CONTRACTUAL	461,870	377,195	84,675	82%	18%
OTHER	12,662	7,932	4,730	63%	37%
INDIRECT	62,806	53,199	9,607	85%	15%
TOTAL BASE	**690,937**	**585,475**	**105,462**	**85%**	**15%**

CARRYOVER FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
EQUIPMENT	60,310	0	60,310	0%	100%
SUPPLIES	29,226	0	29,226	0%	100%
OTHER	73,353	32	73,321	0%	100%
INDIRECT	10,258	10	10,248	0%	100%
TOTAL CARRYOVER	**173,147**	**42**	**173,105**	**0%**	**100%**

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	2,266	3,028	43%	57%
SUPPLIES	3,506	1,727	1,779	49%	51%
OTHER	10,465	8,820	1,645	84%	16%
INDIRECT	1,926	1,281	645	67%	33%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**21,191**	**14,095**	**7,096**	**67%**	**33%**

GRAND TOTAL FEDERAL FUNDS	**885,275**	**599,612**	**285,663**	**68%**	**32%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	221,319	186,414	34,905	84%	16%
TOTAL NON-FEDERAL FUNDS	**221,319**	**186,414**	**34,905**	**84%**	**16%**

Centralized Administrative Cost	6.9%
Program Administrative Cost	1.6%
Total Administrative Cost	**8.5%**

Budget reflects Notice of Award #09HP0036-03-01.
Actual expenditures include posted expenditures and estimated adjustments through 6/30/2018.

COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED JUNE 30, 2018

	03/01/18-05/31/18	06/01/18-06/30/18	TOTAL	
BEGINNING BALANCE (NOTE 1)	477,745.74		**477,745.74**	
CASH RECEIPTS				
2018 Awards Banquet Donations	56,644.64	7,704.83	64,349.47	a
Donations	394.80	5,285.00	5,679.80	
Misc. Revenue	889.81		889.81	
Interest Income/Union Administrative Fee	201.22		201.22	
TOTAL CASH RECEIPTS	58,130.47	12,989.83	71,120.30	
CASH DISBURSEMENTS				
Line of Credit Interest Expense	0.00	90.26	90.26	
Line of Credit Unused Commitment Fee	959.72		959.72	
2018 Awards Banquet Expenses	21,672.92	15.17	21,688.09	a
Volunteer Appreciation	2,716.77		2,716.77	
Fundraising Expenses	3,244.00		3,244.00	
Miscellaneous Expenses	274.70	389.39	664.09	
Indirect	2,764.55	111.52	2,876.07	
TOTAL CASH DISBURSEMENTS	31,632.66	606.34	32,239.00	
CASH PROVIDED (USED)	26,497.81	12,383.49	**38,881.30**	
ENDING BALANCE	504,243.55		**516,627.04**	

Discretionary Cash	299,293.22
Fund Raising Cash	217,333.82
	516,627.04
Add: Prepaid	0.00
Less: AP	
	516,627.04

NOTES

1. For the year ended 2/28/18, the net increase to the Discretionary/Fund Raising Funds was $56,234.33.

a. As of 6/30/18, net 2018 awards banquet gain is $47,414.85 (FYE 2/28/18 = $4,753.47 + $42,661.38 for 2018/19).

Date Prepared: 7/12/18

COMMUNITY ACTION PARTNERSHIP OF KERN

EXECUTIVE COMMITTEE

FINANCIAL REPORT

JULY 18, 2017

COMMUNITY ACTION PARTNERSHIP OF KERN

EXECUTIVE COMMITTEE

JULY 18, 2018

FINANCIAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/18 - 02/28/19	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/18 - 02/28/19	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/18 - 02/28/19	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/18 - 02/28/19	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/18 - 02/28/19	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/18 - 02/28/19	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/18 - 02/28/19	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/18 - 02/28/19	595	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START	24,469,256	93.600	09CH9142 - 05 - 00	03/01/18 - 02/28/19	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START CHILD CARE PARTNERSHIP	885,275	93.600	09HP0036 - 03	09/01/17 - 08/31/18	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	5,128,204	93.600	09CH010071 - 04	02/01/18 - 01/31/19	117	U S DEPT OF HEALTH & HUMAN SERVICES
VITA	169,630	21.009	17VITA0187	08/01/16 - 07/31/18	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,469,183	93.569	18F - 5015	01/01/18 - 12/31/18	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	4,327,137 3,665,139 3,721,750	93.568	16B - 4012 17B - 3012 18B - 4012	01/01/16 - 03/31/18 10/01/16 - 12/31/18 10/01/17 - 12/31/18	122-36 122-37 122-38	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	274,183	93.575	CCTR - 7050	07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	596,490	93.596	CCTR - 7050	07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000	93.575	CMAP - 7000	07/01/17 - 06/30/18	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	168,396	93.575	CSPP - 7119	07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	366,642	93.596	CSPP - 7119	07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
ECONOMIC EMPOWERMENT	150,000	93.590	EE - KERN - 17 - 20	03/01/18 - 02/29/20	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
RESTRICTED cont'd.						
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CAPACITY	10,000	93.074	659 - 2017	10/24/17 - 02/28/19	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
DOE (DEPARTMENT OF ENERGY - WEATHERIZATION)	264,399	81.042	17C - 4010	06/01/18 - 05/31/19	123-65	U S DEPT OF ENERGY - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	92,096	10.568/.569	15 - MOU - 00118	10/01/17 - 09/30/18	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	263,449	10.565	16 - 6017	10/01/17 - 09/30/18	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/17 - 09/30/18	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,121,940	10.557	15 - 10064	10/01/17 - 09/30/18	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	15,999	10.561	16 - SUB - 00876	10/01/17 - 09/30/18	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
HUD CONTINUUM OF CARE PLANNING GRANT	12,000	14.267	N/A	03/01/18 - 06/30/18	428	U S DEPT OF HOUSING & URBAN DEVELOPMENT - CITY OF BAKERSFIELD UNITED WAY OF KERN COUNTY
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	14,000	84.412	N/A	07/01/17 - 06/30/18	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
CCTR QRIS BLOCK GRANT	22,200		N/A	07/01/17 - 06/30/18	253-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
CSPP QRIS BLOCK GRANT	23,400		N/A	07/01/17 - 06/30/18	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
LIWP SOLAR PV PILOT	BASED ON WATTS INSTALLED		N/A	07/01/16 - 06/30/18	241	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, FRESNO ECONOMIC OPPORTUNITY COMMISSION
LIWP SINGLE FAMILY	501,468		PC06436	08/16/17 - 06/30/18	245	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, COMMUNITY ACTION PARTNERSHIP OF ORANGE COUNTY, RICHARD HEATH & ASSOCIATES, INC.
MIGRANT ALTERNATIVE PAYMENT	1,658,866		CMAP - 7000	07/01/17 - 06/30/18	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	1,458,400		CCTR - 7050	07/01/17 - 06/30/18	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	2,596,232		CSPP - 7119	07/01/17 - 06/30/18	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	236,499		CMIG - 7004	07/01/17 - 06/30/18	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	35,172		CMSS - 7004	07/01/17 - 06/30/18	252	STATE OF CALIFORNIA, DEPT OF EDUCATION

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
RESTRICTED cont'd.						
INFORMATION & EDUCATION	80,000 80,000		16 - 10206	07/01/17 - 06/30/18 07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
TAX CHECK - OFF (FOOD BANK)	9,784		15 MOU - 00118	07/01/17 - 06/30/18	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK)	242,296		N/A	07/01/17 - 06/30/18	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	209,094		N/A	07/01/17 - 06/30/18	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	90,660		2015.2.5	07/01/17 - 06/30/18	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	134,418		2015.2.6	07/01/17 - 06/30/18	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	50,921		2017.2.01	07/01/17 - 06/30/18	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
REALIGNMENT FOR SUCCESS	138,906		236 - 2017	06/01/17 - 12/31/18	246	STATE OF CALIFORNIA, DEPT OF CORRECTIONS AND REHABILITATION, COUNTY OF KERN, COMMUNITY CORRECTIONS PARTNERSHIP
COUNTY OF KERN HELPLINE 211	44,738		105 - 2018	07/01/17 - 06/30/18	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES	71,406		230 - 2017	07/01/17 - 06/30/18	335	COUNTY OF KERN, DEPT OF HUMAN SERVICES
READY KERN	1,098		N/A	06/26/17 - 06/30/18	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
FRIENDSHIP HOUSE AGGRESSION REPLACEMENT TRAINING	3,500		806396	03/13/18 - 06/30/18	531-070	KERN COUNTY SUPERINTENDENT OF SCHOOLS
211 KINGS COUNTY	42,000		N/A	07/01/15 - 06/30/18	536-231	KINGS UNITED WAY
211 TULARE COUNTY	162,000		N/A	07/01/15 - 06/30/18	536-232	UNITED WAY OF TULARE COUNTY
211 MERCED COUNTY	27,400		N/A	10/22/15 - PENDING	536-233	UNITED WAY OF MERCED COUNTY
211 STANISLAUS COUNTY	60,000		N/A	07/01/17 - 06/30/18	536-234	UNITED WAY OF STANISLAUS COUNTY
PENDING	22,716		20121633	03/01/18 - 02/28/19	407-000	THE CALIFORNIA ENDOWMENT
FOOD BANK SOLAR	5,000		N/A	03/01/18 - 02/28/19	485	SOUTHERN CALIFORNIA GAS COMPANY
HUMAN RESOURCES	25,000		N/A	01/01/16 - 12/31/18	501-006	BLUE SHIELD

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
RESTRICTED cont'd.						
PREP WORKS - YOUTH CENTERS	30,000		N/A	08/01/17 - 07/31/18	444	STARBUCKS
PREP WORKS PROGRAM	25,000		N/A	07/01/17 - 06/30/18	448	WELLS FARGO FOUNDATION
EAST KERN EMERGENCY CLOSET	3,000		N/A	07/01/17 - 06/30/18	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	24,701		N/A	01/01/18 - 02/28/19	454	DIGNITY HEALTH
FOOD BANK FREE FARMERS MARKET - WASCO	30,000		N/A	01/01/18 - 12/31/18	467	THE WONDERFUL COMPANY FOUNDATION
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - 12/31/18	456	BANK OF THE WEST

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2018/19

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	
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
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					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
147	Commodity Supplemental Food Program		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
524	Energy			X			

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2018/19

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
	Small Business Development						
456	Bank of the West				X		
	East Kern Family Resource Center						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
	Youth Services						
120	Information & Education				X		
242	Youth Authority				X		
246	Realignment for Success				X		
335	Gang Prevention				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
	2-1-1						
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		
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		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
FISCAL YEAR 2018/19

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/18	n/a				
03/30/18	n/a				
04/30/18	n/a				
05/31/18	565,000	565,000	1	90.26	5.75070%
06/30/18	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 5, 2018 for $1 million and will terminate on January 15, 2019. On February 9, 2018, the line of credit was increased to $2 million with the same termination date.
Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.
Note 3: Line of Credit was used on May 31, 2018 and the amount drawn was $565,000. The loan was repaid on 6/1/18 and the interest for one day was $90.26.

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
12/31/17 - 3/30/18	90 days	959.72	0.25%

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

COMMUNITY ACTION PARTNERSHIP OF KERN
OPERATING CASH SUMMARY AS OF JUNE 30, 2018

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(25,363.94)
HEAD START/EARLY HEAD START	525,939.12
SUBTOTAL	**500,575.18**
CHILD DEVELOPMENT RESERVE No. 2	(142.26)
GENERAL CHILD CARE	(421,799.04)
MIGRANT A/P	998,733.05
MIGRANT CHILD CARE	(30,860.17)
MIGRANT SPECIALIZED SERVICES	(2,731.42)
STATE PRESCHOOL	(391,281.33)
SUBTOTAL	**151,918.83**
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(41,104.44)
EFAP	(1,500.00)
FOOD BANK	164,773.91
FOOD BANK - STATE	47,670.42
SOCAL GAS	5,000.00
WONDERFUL FOUNDATION	22,663.00
SUBTOTAL	**197,556.21**
ENERGY	(129,013.92)
LIHEAP	(233,671.66)
LIWP	(4,393.00)
LIWP SOLAR PV	(0.44)
LIWP SINGLE FAMILY	(70,257.43)
WATER TANK	(23.63)
TRANSFER NEGATIVE BALANCE	437,360.08
SUBTOTAL	**0.00**
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	25,000.00
SUBTOTAL	**25,000.00**
211	(57,585.58)
CAL FRESH	(3,034.12)
COST POOLS	14,070.31
CSBG	216,508.49
DIFFERENTIAL RESPONSE	(24,843.81)
DIGNITY HEALTH	20,547.51
DISCRETIONARY FUND	205,993.21
ECONOMIC EMPOWERMENT	(1,956.58)
FIRST 5 KERN 211	(24,469.48)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(33,396.65)
FIRST 5 HELP ME GROW	(7,397.61)
FRIENDSHIP HOUSE	(70,625.03)
FUNDRAISING	299,293.22
GANG PREVENTION	(8,811.79)
GENERAL FUND	34,082.94
HOSPITAL PREPAREDNESS	
INDIRECT FUND	1,291,217.66
IRS - VITA	165.16
INFORMATION & EDUCATION	(37,492.80)
REALIGNMENT FOR SUCCESS	(7,717.40)
SHAFTER YOUTH CENTER	(5,572.92)
STARBUCKS FOUNDATION	236.05
UNITED WAY 211	(5,419.02)
WELLS FARGO FOUNDATION	2,503.50
WIC	(810,749.46)
LESS: ENERGY NEGATIVE BALANCE	(437,360.08)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**548,185.72**
TOTAL OPERATING CASH	1,423,235.94

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

BANK RECONCILIATION FOR THE MONTH ENDED
June 30, 2018

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 06/30/18		1,910,160.25
LESS: OUTSTANDING CHECKS	419,649.75	
ADJUSTED BANK BALANCE AT 06/30/18		1,490,510.50
GENERAL LEDGER BALANCE AT 05/31/18		2,086,030.12
ADD: DEPOSITS	1,136,920.11	
ACH DEPOSITS	46,599.16	
US TREAS DRAWDOWNS	1,264,507.13	
RECEIVED CASH FROM ADP	658.60	
TRSFR FOR LIHEAP18	950,000.00	
TRSF CASH FOR HS/EHS VACATIONS	54,327.73	
ADD: DEPOSITS UNPOSTED	67,620.84	
LESS: CHECKS ISSUED (CURRENT MONTH)	1,933,233.29	
ADP PAYROLL 06/8/18	871,475.79	
ADP PAYROLL 06/22/18	670,098.73	
EFTS FOR HRA & STD/403B	43,124.41	
REC LOAN PRINCIPAL/INT EXPENSES	597,171.79	
CLIENT ANALYSIS SERVICE CHARGE	702.90	
UNRECONCILED DIFFERENCE		
EFT FOR HSA ON 6/29/18 TO BE POSTED IN JULY	337.56	
JOURNAL FOR BANK TO GL BALANCE ADJ TO BE POSTED IN JULY	8.72	
GENERAL LEDGER BALANCE AT 06/30/18		1,490,510.50
	DIFFERENCE:	-

PREPARED BY: Jessie Cabrera TITLE: Accountant DATE: 07/13/18

APPROVED BY: [signature] TITLE: Director of Operations DATE: 7/31/18

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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2018

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	**06/30/18**		**322.40**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**06/30/18**		**322.40**
BALANCE PER G/L	**05/31/18**		**267.80**
ADD: DEPOSITS		109.12	
INTEREST		0.04	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		54.56	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**06/30/18**		**322.40**
		DIFFERENCE:	0.00

PREPARED BY: [signature] TITLE: Accountants DATE: 07/12/18

APPROVED BY: [signature] TITLE: Director of Operations DATE: 7/13/18

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

BANK RECONCILIATION FOR MONTH ENDING
6/31/2018

WELLS FARGO BANK, N.A.
P. O. BOX 6302(
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**6/31/2018**		**11,341.64**
DEPOSITS IN TRANSIT (CREDIT CARD)		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**6/31/2018**		**11,341.64**

BALANCE PER GENERAL LEDGER	**05/31/18**		**6,247.58**
ADD:	DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
	BANKCARD DEPOSIT	5,134.03	
	PAYPAL DEPOSIT	0.00	
	INTEREST	1.03	
LESS:	APPLIED MERCHANT DEBITS		
	CLIENT ANALYSIS SERVICE CHARGE	28.55	
	BANKCARD FEES	12.45	
	CASH CONCENTRATION FEE	0.00	
	FUND TRANSFER TO GENERAL FUND	0.00	
BALANCE PER GENERAL LEDGER:	**6/31/2018**		**11,341.64**

** 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.*

Difference: **0.00**

PREPARED BY: [signature] TITLE: Accountant DATE: 07/12/18

APPROVED BY: [signature] TITLE: Director of Operations DATE: 7/13/18

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2018

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**06/30/18**		**482,275.58**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**06/30/18**		**482,275.58**
BALANCE PER G/L	**05/31/18**		**536,519.13**
ADD: DEPOSITS		0.00	
INTEREST		84.18	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		54,327.73	
BALANCE PER G/L	**06/30/18**		**482,275.58**
		DIFFERENCE:	0.00

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

PREPARED BY: [signature] TITLE: Accountant DATE: 07/12/18

APPROVED BY: [signature] TITLE: Director of Operations DATE: 7/13/18

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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2018

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**06/30/18**		**78,399.98**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**06/30/18**		**78,399.98**

BALANCE PER G/L	**05/31/18**		**98,028.31**
ADD: DEPOSITS		930,438.00	
INTEREST		44.19	
BANK ACCOUNT TRANSFER FROM GENERAL FUND			
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		110.52	
BANK ACCOUNT TRANSFER TO GENERAL FUND		950,000.00	
BALANCE PER G/L	**06/30/18**		**78,399.98**

** December 2009 name changed from Food Bank to DOE ARRA.*
*** January 2018 name changed from DOE ARRA to CSD Advances.*

DIFFERENCE: 0.00

PREPARED BY: [signature] TITLE: Accountant DATE: 07/12/18

APPROVED BY: [signature] TITLE: Director of Operations DATE: 7/13/18

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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2018

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**06/30/18**		**0.00**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**06/30/18**		**0.00**
BALANCE PER G/L	**05/31/18**		**0.00**
ADD: DEPOSITS			
INTEREST		0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND			
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**06/30/18**		**0.00**
		DIFFERENCE:	0.00

PREPARED BY: Jessica Cabrera TITLE : Accountant DATE: 07/13/18

APPROVED BY: [signature] TITLE : Director of Operations DATE: 7/13/18

COMMUNITY ACTION PARTNERSHIP OF KERN
BANK OF AMERICA MASTERCARD SUMMARY
STATEMENTS DATED MAY 22 - JUNE 21, 2018

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	1,335.86
Emily Gonzalez Demont	Assistant Director - Grants Management	1,399.02
Yolanda Gonzales	Director of Head Start/State Child Development Programs	549.30
Ralph Martinez	Director of Community Development	2,033.80
Raymond Quan	Director of Human Resources	757.80
Pritika Ram	Director of Administration	1,692.70
Carmen Segovia	Director of Health & Nutrition Services	25.17
Jeremy Tobias	Chief Executive Officer	7,464.42
Emilio Wagner	Director of Operations	4,317.82
	Total	19,575.89

Bank of America

GLORIA BARBERO

Platinum Plus® for Business | May 22, 2018 - June 21, 2018 | Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

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1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$758.43
Minimum Payment Due	**$10.00**
Payment Due Date	**07/18/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$1,335.86
Payments and Other Credits	-$1,335.86
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$758.43
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$758.43
Credit Limit	$5,000
Credit Available	$4,241.57
Statement Closing Date	06/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
06/15	06/15	CA Banking Center payment	16606005750015081467626	- 1,335.86
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$1,335.86**
		Purchases and Other Charges		
06/06	06/06	293016642 8884344532 MD	5544641815708318324456 2	389.74
06/11	06/08	RR MODESTO VISTA CA	75454918161900011722164	193.95
06/18	06/16	TARGET.COM * 800-591-3869 MN	55310208167083033790463	69.70

0133586 0001000 0075843

Account Number: '
May 22, 2018 - June 21, 2018

New Balance Total $758.43
Minimum Payment Due $10.00
Payment Due Date 07/18/18

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Enter payment amount

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GLORIA BARBERO
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Transactions

Posting Date	Transaction Date	Description		Reference Number	Amount
06/20	06/19	HOBBY LOBBY ECOMM	405-745-1100 OK	05436848171600015609808	105.04
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD			**$758.43**

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	25.74% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Bank of America

EMILY GONZALEZ DEMONT

Platinum Plus® for Business | May 22, 2018 - June 21, 2018 | Cardholder Statement

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1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$1,087.84
Minimum Payment Due	**$10.88**
Payment Due Date	**07/18/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$1,399.02
Payments and Other Credits	-$1,399.02
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$1,087.84
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$1,087.84
Credit Limit	$10,000
Credit Available	$8,912.16
Statement Closing Date	06/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
06/15	06/15	CA Banking Center payment	16606005750006081778591	- 1,399.02
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$1,399.02**
		Purchases and Other Charges		
05/23	05/22	LAMBOURNE TRAVEL 6613239031 CA	55438458143286000577626	45.00
05/23	05/22	LAMBOURNE TRAVEL 6613239031 CA	55438458143286000577634	135.00
05/24	05/22	SOUTHWES 5261448898802 800-435-9792 TX	55432868143200457200570	216.96

0139902 0001088 0108784

Account Number:
May 22, 2018 - June 21, 2018

New Balance Total $1,087.84
Minimum Payment Due $10.88
Payment Due Date 07/18/18

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$

EMILY GONZALEZ DEMONT
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BAKERSFIELD, CA 93309-165105

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E4

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		STROTHER/RASHI MILSHELETE 5261448898802 Departure Date: 07/09/18 Airport Code: SMF WN N SNA Departure Date: 07/11/18 Airport Code: SNA WN O SMF		
05/24	05/22	SOUTHWES 5261448898803 800-435-9792 TX VANG/CHA PAO 5261448898803 Departure Date: 07/09/18 Airport Code: SMF WN N SNA Departure Date: 07/11/18 Airport Code: SNA WN O SMF	55432868143200457200588	216.96
05/24	05/22	SOUTHWES 5261448898804 800-435-9792 TX BENAVI DES MARIA ESTELA 5261448898804 Departure Date: 07/09/18 Airport Code: SMF WN N SNA Departure Date: 07/11/18 Airport Code: SNA WN O SMF	55432868143200457200596	216.96
05/24	05/22	SOUTHWES 5261448898771 800-435-9792 TX BARBERO/GLORIA M 5261448898771 Departure Date: 07/08/18 Airport Code: SMF WN S SNA Departure Date: 07/11/18 Airport Code: SNA WN O SMF	55432868143200457200604	256.96
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$1,087.84**

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	25.74% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Bank of America

YOLANDA GONZALES

Platinum Plus® for Business | May 22, 2018 - June 21, 2018 | Cardholder Statement

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Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$305.03
Minimum Payment Due	**$10.00**
Payment Due Date	**07/18/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$549.30
Payments and Other Credits	-$549.30
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$305.03
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$305.03
Credit Limit	$10,000
Credit Available	$9,694.97
Statement Closing Date	06/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
06/15	06/15	CA Banking Center payment	16606005760042081297751	- 549.30
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$549.30**
		Purchases and Other Charges		
06/11	06/09	GRAMMARLY COVBXW-QXAY 8883186146 CA	55429508160719998661409	139.95
06/15	06/14	SMARTNFINAL36210403624 BAKERSFIELD CA	05410198165929000583480	165.08
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$305.03**

0054930 0001000 0030503

Account Number:
May 22, 2018 - June 21, 2018

New Balance Total $305.03
Minimum Payment Due $10.00
Payment Due Date 07/18/18

BUSINESS CARD
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WILMINGTON, DE 19886-5796

Enter payment amount

$

YOLANDA GONZALES
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Bank of America

RALPH MARTINEZ

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Customer Service:
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1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$69.00
Minimum Payment Due	**$10.00**
Payment Due Date	**07/18/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$2,033.80
Payments and Other Credits	-$2,033.80
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$69.00
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$69.00
Credit Limit	$10,000
Credit Available	$9,931.00
Statement Closing Date	06/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
06/15	06/15	CA Banking Center payment	166060057600420813675 39	- 2,033.80
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$2,033.80**
		Purchases and Other Charges		
06/04	06/01	STAYCLASSYP STAYCLASSY 6199611892 CA	55429508152894195527396	69.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$69.00**

0203380 0001000 0006900

Account Number:
May 22, 2018 - June 21, 2018

New Balance Total $69.00
Minimum Payment Due $10.00
Payment Due Date 07/18/18

BUSINESS CARD
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WILMINGTON, DE 19886-5796

Enter payment amount

$

RALPH MARTINEZ
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E7

Bank of America

RAYMOND T QUAN

Platinum Plus® for Business | May 22, 2018 - June 21, 2018 | Cardholder Statement

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Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$0.00
Minimum Payment Due	**$0.00**
Payment Due Date	**07/18/18**

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$757.80
Payments and Other Credits	-$757.80
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$0.00
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$0.00
Credit Limit	$10,000
Credit Available	$10,000.00
Statement Closing Date	06/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
06/15	06/15	CA Banking Center payment	16606005750006081860639	- 757.80
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$757.80**

0075780 0000000 000001

Account Number:
May 22, 2018 - June 21, 2018

New Balance Total $0.00
Minimum Payment Due $0.00
Payment Due Date 07/18/18

BUSINESS CARD
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WILMINGTON, DE 19886-5796

Enter payment amount

$

RAYMOND T QUAN
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E8

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	25.74% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Bank of America

PRITIKA RAM

Platinum Plus® for Business | May 22, 2018 - June 21, 2018 | Cardholder Statement

Account Information:
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EL PASO, TX 79998-2238

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PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$348.34
Minimum Payment Due	**$10.00**
Payment Due Date	**07/18/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$1,692.70
Payments and Other Credits	-$1,692.70
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$348.34
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$348.34
Credit Limit	$10,000
Credit Available	$9,651.66
Statement Closing Date	06/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
06/15	06/15	CA Banking Center payment	16606005750015081153754	- 1,692.70
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$1,692.70**
		Purchases and Other Charges		
05/28	05/25	PADRE F&B BAKERSFIELD CA	55460298146207088500544	301.16
05/30	05/29	COSTCO BY INSTACART 8882467822 CA	55429508149637782663215	47.18
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$348.34**

0169270 0001000 0034834

Account Number:
May 22, 2018 - June 21, 2018

New Balance Total $348.34
Minimum Payment Due $10.00
Payment Due Date 07/18/18

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Enter payment amount

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PRITIKA RAM
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Bank of America

CARMEN SEGOVIA

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TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$6,254.11
Minimum Payment Due	**$62.54**
Payment Due Date	**07/18/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$25.17
Payments and Other Credits	-$703.66
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$6,932.60
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$6,254.11
Credit Limit	$20,000
Credit Available	$13,745.89
Statement Closing Date	06/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
06/06	05/31	TOWN AND COUNTRY RESOR SAN DIEGO CA Arr: 05/31/18 Dep: 05/31/18 Inv: 170867784	5543687815664151280496 4	- 676.72
06/11	06/09	WALMART.COM 800-966-6546 AR	5543286816020050654823 3	- 1.77
06/15	06/15	CA Banking Center payment	1660600575000608154399 5	- 25.17
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$703.66**
		Purchases and Other Charges		
05/25	05/24	MARRIOTT SANIBEL HARBO FORT MYERS FL	5543286814420061486835 9	662.67

0002517 0006254 0625411

Account Number:
May 22, 2018 - June 21, 2018

New Balance Total	$6,254.11
Minimum Payment Due	**$62.54**
Payment Due Date	**07/18/18**

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

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CARMEN SEGOVIA
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E11

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Arr: 05/20/18 Dep: 05/24/18 Inv: 001489		
05/25	05/24	MARRIOTT SANIBEL HARBO FORT MYERS FL	5543286814420061486860 7	662.67
		Arr: 05/20/18 Dep: 05/24/18 Inv: 008616		
05/25	05/25	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	55432868145200696643125	11.59
05/28	05/25	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	55432868145200839184615	12.07
05/28	05/26	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	55432868146200883630975	11.80
05/28	05/26	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	55432868146200888335174	8.07
05/28	05/26	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	55432868146200951670002	19.52
05/31	05/30	WALMART.COM 8009666546 AR	5550036815008315310 1690	52.87
05/31	05/30	AMAZON MKTPLACE PMTS W WWW.AMAZON.COWA	5531020815008308743 0916	310.47
06/01	05/30	OFFICE DEPOT #952 BAKERSFIELD CA	0543684815110006910 6078	40.92
06/01	06/01	WALMART.COM 800-966-6546 AR	5543286815220000109 8742	43.03
06/04	06/01	CLEVELAND EQUIPMENT LL MEMPHIS TN	8548298815498002061 9392	2,498.00
06/05	06/05	WALMART.COM 800-966-6546 AR	5543286815620079048 1303	542.75
06/06	06/06	ABBOTT LABORATORIES 800-258-7677 OH	5543286815720000026 8895	46.99
06/07	06/05	FAMILY DEVELOPMENT RES 4356495822 UT	8514051815790001500 0024	120.00
06/07	06/06	AMAZON MKTPLACE PMTS W WWW.AMAZON.COWA	5531020815708310740 1809	105.65
06/08	06/07	HOTELS.COM148813437691 HOTELS.COM WA	5543286815820025222 1450	377.66
06/15	06/14	WALMART.COM 800-966-6546 AR	5543286816520054516 0318	144.14
06/15	06/14	SIX FLAGS MAGIC MOUNTA 6612554100 CA	5545370816500409864 9921	349.95
06/15	06/14	SMARTNFINAL36210403624 BAKERSFIELD CA	0541019816592900058 3423	50.13
06/15	06/14	OFFICE DEPOT #952 BAKERSFIELD CA	0543684816650017911 2937	93.29
06/18	06/16	WALMART.COM 800-966-6546 AR	5543286816720093233 9218	335.87
06/20	06/20	ABBOTT LABORATORIES 800-258-7677 OH	5543286817120061638 6414	281.94
06/21	06/20	LASSENS NATURAL FOODS- BAKERSFIELD CA	5550036817283700023 7252	150.55
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$6,932.60**

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	25.74% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Bank of America

JEREMY T TOBIAS

Platinum Plus® for Business | May 22, 2018 - June 21, 2018 | Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$569.40
Minimum Payment Due	**$10.00**
Payment Due Date	**07/18/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $1 00.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$7,464.42
Payments and Other Credits	-$7,464.42
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$569.40
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$569.40
Credit Limit	$10,000
Credit Available	$9,430.60
Statement Closing Date	06/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
06/15	06/15	CA Banking Center payment	16606005750006081224000	- 7,464.42
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$7,464.42**
		Purchases and Other Charges		
06/13	06/11	GREATER BAKERSFIELD CH BAKERSFIELD CA	5542135816362718572300 4	400.00
06/15	06/14	INT*IN *PETAL PUSHER P 760-3794100 CA	5543286816520057766685 1	123.34
06/20	06/19	SQUARE *SQ *MARK'S CAB Albuquerque NM	5543286817120054569467 2	21.06
06/21	06/19	AMERICAN 0010288870619 BAKERSFIELD CA	5541734817187171256707 3	25.00

0746442 0001000 0056940

Account Number: . . .
May 22, 2018 - June 21, 2018

New Balance Total $569.40
Minimum Payment Due $10.00
Payment Due Date 07/18/18

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$

JEREMY T TOBIAS
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

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E13

Bank of America

EMILIO WAGNER

Platinum Plus® for Business | May 22, 2018 - June 21, 2018 | Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$3,058.42
Minimum Payment Due	**$30.58**
Payment Due Date	**07/18/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$4,317.82
Payments and Other Credits	-$4,427.06
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$3,167.66
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$3,058.42
Credit Limit	$10,000
Credit Available	$6,941.58
Statement Closing Date	06/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
06/14	06/08	SHERATON DALLAS DALLAS TX Arr: 06/07/18 Dep: 06/08/18 Inv: 2129653	5543687816426159182296 7	- 109.24
06/15	06/15	CA Banking Center payment	16606005750015081068853	- 4,317.82
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$4,427.06**
		Purchases and Other Charges		
06/04	06/02	SHERATON DALLAS DALLAS TX Arr: 06/02/18 Dep: 06/02/18 Inv: 2170602124	5543687815327153271841 7	716.00

0431782 0003058 0305842

Account Number: '
May 22, 2018 - June 21, 2018

New Balance Total $3,058.42
Minimum Payment Due $30.58
Payment Due Date 07/18/18

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$

EMILIO WAGNER
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BAKERSFIELD, CA 93309-165105

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E14

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019 (4 OF 12 MONTHS OR 33.33%)

Line Item	2018/19 Budget	3/1/18 - 6/30/18 Actual	% Expended	Available Budget
USDA Revenue (Note A)	$1,265,857	449,185	35.5%	816,672
Head Start Subsidy	1,151,461	214,429	18.6%	937,032
Total Revenue	$2,417,318	$663,614	27.5%	1,753,704
Expenditures (Note B)				
Salaries	$557,792	187,109	33.5%	370,683
Benefits	167,338	61,511	36.8%	105,827
Vehicle Gasoline, Repair/Maintenance	70,000	8,576	12.3%	61,424
Space Costs	101,200	13,974	13.8%	87,226
Supplies - Office & Food Service	114,900	44,016	38.3%	70,884
Equipment Purchase		7,271		(7,271)
Equipment Repair/Maintenance	6,000	4,584	76.4%	1,416
Communication	13,000	2,518	19.4%	10,482
Risk Insurance	12,700	2,643	20.8%	10,057
Printing	1,700	303	17.8%	1,397
Hiring & Employee Costs	1,800	188	10.4%	1,612
First Aid	2,600	25	1.0%	2,575
Home Base Socializations	9,568		0.0%	9,568
Raw Food/Vended Meals	763,418	215,141	28.2%	548,277
Sub Total	1,822,016	547,858	30.1%	1,274,158
Adult Meals Prepared	188,000	63,268	33.7%	124,732
Indirect	219,302	52,488	23.9%	166,814
Total Expenditures	$2,229,318	$663,614	29.8%	1,565,704

	Prior Period	June 2018	Cum
Total Meals Prepared and Vended (Note C)	221,055	20,039	241,094
Total Meals Claimed	185,646	14,008	199,654
Difference	24,540	6,031	30,571
Pecentage Claimed to Prepared/Vended	84.0%	69.9%	82.8%

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 2017/18 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/17 - 6/30/18 (12 OF 12 MONTHS = 100.00%)

	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-7050)														
Adjusted Days of Enrollment - Certified	3,900	5,289	4,655	4,917	4,534	4,331	4,971	4,484	5,516	5,563	5,834	5,124	59,118	
Reimbursement Rate per Child per Day	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.45	X $45.46	X $45.44	
Revenue Earned	$177,216	$240,332	$211,523	$223,428	$206,025	$196,801	$225,882	$203,753	$250,647	$252,787	$265,101	$232,829	2,686,324	**115.34%**
Maximum Reimburseable Amount (MRA)													**$2,329,073**	
CALIFORNIA STATE PRESCHOOL (CSPP-7119)														
Adjusted Days of Enrollment - Certified	3,041	4,826	6,531	7,817	6,948	6,083	6,900	6,878	6,919	7,823	6,431	2,519	72,716	
Reimbursement Rate per Child per Day	X $45.73	X $45.73	X $45.73	X $45.73	X $45.73	X $45.73	X $45.73	X $45.73	X $45.73	X $45.73	X $45.74	X $45.75	X $45.73	
Revenue Earned	$139,065	$220,693	$298,663	$357,471	$317,732	$278,176	$315,537	$314,531	$316,406	$357,746	$294,090	$115,194	3,325,303	**106.20%**
Maximum Reimburseable Amount (MRA)													**$3,131,270**	
MIGRANT CHILD CARE (CMIG-7004)														
Adjusted Days of Enrollment - Certified	418	500	433	549	480	451	545	500	611	641	659	597	6,384	
Reimbursement Rate per Child per Day	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.45	X $45.46	X $45.44	
Revenue Earned	$18,994	$22,720	$19,676	$24,947	$21,811	$20,493	$24,765	$22,720	$27,764	$29,127	$29,945	$27,128	290,089	**122.66%**
Maximum Reimburseable Amount (MRA)													**$236,499**	

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 reimburseable amount is per the 2017/18 State contracts.

Note 3: CCTR's MRA for 2017/18 is $268,586 greater than 2016/17.
CSPP's MRA for 2017/18 is $361,517 greater than 2016/17.
CMIG's MRA for 2017/18 is $27,193 greater than 2016/17.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/17 - 6/30/18 (12 OF 12 MONTHS = 100%)

Contract CMAP-7000	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	May 2019	Total	%	% Earned to MRA
Provider Payments	411,134	455,315	507,599	470,286	473,783	458,399	472,066	476,835	489,677	481,043	495,923	460,000	5,652,061		
Less: Family Fees	(13,071)	(14,022)	(2,966)	(5,788)	(9,373)	(9,652)	(10,344)	(11,462)	(11,406)	(11,603)	(11,398)	(11,000)	(122,085)		
Net Provider Payments	398,063	441,293	504,633	464,498	464,410	448,747	461,722	465,373	478,271	469,440	484,525	449,000	5,529,976	81.28%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**5,832,639**		**96.90%**
Administration & Support Services Revenue															
Provider Payments	411,134	455,315	507,599	470,286	473,783	458,399	472,066	476,835	489,677	481,043	495,923	460,000	5,652,061		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	87,210	96,582	107,672	99,758	100,499	97,236	100,135	101,147	103,871	102,039	105,196	97,576	1,198,921		
Program Administration/Support Services Costs	42,841	62,672	82,488	65,595	63,154	81,946	38,075	108,339	39,617	59,136	62,201	81,017	787,081	11.57%	
Indirect (10% x MTDC) Costs	46,066	52,639	58,667	53,301	54,208	54,352	51,410	59,025	53,292	54,881	54,324	57,694	649,859	7.15%	
Transfer Indirect to CSBG						(123,209)		(40,442)					(163,651)		
Total Operating Costs	88,907	115,311	141,155	118,896	117,362	13,089	89,485	126,922	92,909	114,017	116,525	138,711	1,273,290	18.72%	
Revenue Earned Over/(Under) Costs	(1,697)	(18,729)	(33,483)	(19,138)	(16,863)	84,147	10,650	(25,775)	10,962	(11,978)	(11,330)	(41,135)	(74,369)		
TOTAL COSTS - NET OF FAMILY FEES	486,970	556,604	645,788	583,394	581,772	461,836	551,207	592,295	571,180	583,457	601,050	587,711	6,803,266	100.00%	

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

Provider payments	5,652,061
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	1,198,921

Note 2: The maximum reimburseable amount per the 2017/18 State contract is as follows:

Provider Payments	5,832,639	82.50%
Administration	1,060,480	15.00%
Support Services	176,747	2.50%
Maximum Reimbursable Amount (MRA)	7,069,866	100.00%

Note 3: The MRA for 2017/18 is $540,145 greater than 2016/17.

Division/CFO: Operations/Emilio Wagner	**Month/Year:** June 2018
Program/Work Unit: Not Applicable	**Deputy CFO:** Idi Alali
Services: Overall financial and accounting functions of the organization	

Activities	June 2018		Year to Date (3/1/18-6/30/18)	
Description	**Number**	**Amount**	**Number**	**Amount**
Accounting Transactions Processed	17,390		82,744	
Bank Deposits	7	1,136,920	20	6,469,386
Wire Deposits	5	126,381	18	251,428
Head Start/IRS Drawdowns	7	1,217,722	24	8,996,475
Vendor Checks Issued	832	1,933,233	3,602	8,431,921
Payroll Disbursed		1,541,575		9,687,431
Grant Reports Prepared in June 2018	8		53	
Cal Fresh Outreach				
Dept. of Education • CCTR • CMIG/CMSS • CSPP • Migrant Alternative Payment				
Differential Response				
EFAP				
Federal Financial Report (FFR) • EHS/HS Kern – Annual • EHS San Joaquin – Annual & Final • EHS Partnership – Semi-annual				
First 5 Kern • 211 • E. Kern Family Resource Center • Help Me Grow				
Gang Prevention				
Information & Education				
LIHEAP 2016				
LIHEAP 2017				
LIHEAP 2018				
Realignment for Success				
Supplemental Commodity Food Program				
U. S. Treasury Cash Report • Head Start • Internal Revenue Service				
WIC				

Other: **Total Division Staffing**: 8 + 4 vacancies – CFO, Accountant (2) & Accounting Specialist

CFO	Deputy CFO
Accounting Manager	Accountant II
Accountant (2)	Accounting Specialist
Accounting Technician (4)	Accounting Clerk

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (GAAP UNAUDITED)
AS OF FEBRUARY 28, 2018

ASSETS	
Cash in Bank	3,327,316.09
Cash - Vacation Reserve	522,349.93
Petty Cash	500.00
Accounts Receivable	1,957,842.36
Travel Advance	10,419.51
Prepaid Expense	329,421.22
Inventory	1,051,700.33
Net Fixed Assets - Unrestricted	2,590,181.40
Net Fixed Assets - Restricted	9,236,431.72
Total Assets	19,026,162.56
LIABILITES AND NET ASSETS	
Accounts Payable	1,883,875.63
Accrued Expenses	1,631,632.30
Accrued Vacation	911,138.65
Line of Credit	-
Note Payable	2,781,736.49
Advance Payable	22,808.43
Deferred Revenue	916,929.98
Total Liabilites	8,148,121.48
Total Net Assets	10,878,041.08
Total Liabilities and Net Assets	19,026,162.56

STATEMENT OF OPERATIONS (GAAP UNAUDITED)
FOR THE PERIOD MARCH 1, 2017 TO FEBRUARY 28, 2018

REVENUE	
Grant Revenue	56,169,147.06
Donations	185,435.16
Other Revenue	5,739,466.57
In-Kind	7,370,302.73
Total Revenue	69,464,351.52
EXPENDITURES	
Salaries	27,957,579.95
Benefits	8,352,458.54
Travel	568,658.09
Space Costs	5,285,050.63
Supplies	2,377,901.73
Consultant/Contract Services	2,262,172.17
Other Costs	2,393,552.96
Program Costs	7,955,393.65
Capital Expenditures	(0.00)
Indirect	5,071,136.24
In-Kind	7,370,302.73
Total Expenditures	69,594,206.69
Net Change in Assets	(129,855.17)
Net Assets, beginning	11,007,896.25
Net Assets, ending	10,878,041.08

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF JUNE 30, 2018

ASSETS	
Cash in Bank	1,513,254.70
Cash - Vacation Reserve	522,349.93
Petty Cash	500.00
Accounts Receivable	1,950,017.79
Travel Advance	18,417.31
Prepaid Expense	516,613.78
Inventory	1,064,091.18
Net Fixed Assets - Unrestricted	2,518,665.20
Net Fixed Assets - Restricted	9,236,431.72
Total Assets	17,340,341.61
LIABILITES AND NET ASSETS	
Accounts Payable	1,386,307.60
Accrued Expenses	367,198.09
Accrued Vacation	470,878.79
Line of Credit	-
Note Payable	2,710,220.29
Advance Payable	-
Deferred Revenue	1,564,544.16
Total Liabilites	6,499,148.93
Total Net Assets	10,841,192.68
Total Liabilities and Net Assets	17,340,341.61

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2018 TO JUNE 30, 2018

REVENUE	
Grant Revenue	16,027,829.89
Donations	77,566.54
Other Revenue	1,655,544.27
In-Kind	-
Total Revenue	17,760,940.70
EXPENDITURES	
Salaries	8,370,282.53
Benefits	2,604,931.88
Travel	174,095.76
Space Costs	1,137,592.93
Supplies	503,190.80
Consultant/Contract Services	612,983.34
Other Costs	786,334.57
Program Costs	2,050,554.58
Capital Expenditures	25,292.19
Indirect	1,522,824.00
In-Kind	-
Total Expenditures	17,788,082.58
Net Change in Assets	(27,141.88)
Net Assets, beginning	10,868,334.56
Net Assets, ending	10,841,192.68

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-2018 TO 06-30-2018 (33.33%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	25,995,600	7,487,977	18,507,623	29%
BENEFITS	7,979,525	2,418,788	5,560,737	30%
TRAVEL	536,271	168,393	367,879	31%
SPACE COST	3,765,111	1,114,095	2,651,016	30%
SUPPLIES	1,796,041	465,550	1,330,491	26%
EQUIPMENT	211,038	24,898	186,140	12%
CONSULTANT/CONTRACT SERVICES	954,462	353,726	600,736	37%
OTHER COSTS	2,259,160	620,112	1,639,048	27%
PROGRAM COSTS	9,151,790	2,055,539	7,096,251	22%
INDIRECT	5,059,589	1,421,178	5,059,589	28%
TOTAL	57,708,587	14,709,077	42,999,510	25%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-2018 TO 06-30-2018 (33.33%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	20,001,314	5,772,045	14,229,269	29%
BENEFITS	6,306,887	1,903,300	4,403,587	30%
TRAVEL	323,189	102,421	220,768	32%
SPACE COST	2,763,629	779,206	1,984,423	28%
SUPPLIES	1,391,790	355,744	1,036,046	26%
EQUIPMENT	113,310	17,628	95,682	16%
CONSULTANT/CONTRACT SERVICES	697,686	225,462	472,224	32%
OTHER COSTS	1,273,028	335,361	937,667	26%
PROGRAM COSTS	6,935,676	1,637,286	5,298,390	24%
INDIRECT	3,489,828	1,085,636	3,489,828	31%
TOTAL	43,296,337	11,128,454	32,167,883	28%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-2018 TO 06-30-2018 (33.33%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,431,870	932,983	2,498,887	27%
BENEFITS	981,090	272,849	708,241	28%
TRAVEL	106,391	37,118	69,273	35%
SPACE COST	576,555	172,770	403,785	30%
SUPPLIES	214,757	78,312	136,445	36%
EQUIPMENT	97,728	7,271	90,457	7%
CONSULTANT/CONTRACT SERVICES	11,300	1,374	9,926	12%
OTHER COSTS	310,015	96,512	213,503	31%
PROGRAM COSTS	1,235,539	254,175	981,364	21%
INDIRECT	604,331	166,672	604,331	28%
TOTAL	7,569,576	1,853,363	5,716,213	24%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-2018 TO 06-30-2018 (33.33%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,300,000	392,070	907,930	30%
BENEFITS	377,000	118,046	258,954	31%
TRAVEL	60,000	18,780	41,220	31%
SPACE COST	200,000	55,577	144,423	28%
SUPPLIES	140,000	18,989	121,011	14%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	200,000	118,947	81,053	59%
OTHER COSTS	535,000	138,126	396,874	26%
PROGRAM COSTS	950,000	151,965	798,035	16%
INDIRECT	376,200	98,661	376,200	26%
TOTAL	4,138,200	1,012,500	3,125,700	24%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-2018 TO 06-30-2018 (33.33%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	652,004	180,289	471,715	28%
BENEFITS	150,654	55,256	95,398	37%
TRAVEL	32,701	8,846	23,855	27%
SPACE COST	102,402	82,041	20,362	80%
SUPPLIES	25,419	7,287	18,132	29%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	43,226	7,646	35,580	18%
OTHER COSTS	66,152	17,454	48,698	26%
PROGRAM COSTS	20,025	6,871	13,154	34%
INDIRECT	101,673	35,650	101,673	35%
TOTAL	1,194,256	365,689	828,567	31%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-2018 TO 06-30-2018 (33.33%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	606,412	208,089	398,323	34%
BENEFITS	163,069	68,989	94,080	42%
TRAVEL	13,990	1,227	12,763	9%
SPACE COST	118,325	24,469	93,856	21%
SUPPLIES	21,875	3,084	18,791	14%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	2,250	297	1,953	13%
OTHER COSTS	48,705	11,162	37,543	23%
PROGRAM COSTS	10,550	2,525	8,025	24%
INDIRECT	484,007	31,768	484,007	7%
TOTAL	1,469,183	319,843	1,149,340	22%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-2018 TO 06-30-2018 (33.33%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,000	2,501	1,499	63%
BENEFITS	825	348	477	42%
TRAVEL	0	-	0	0%
SPACE COST	4,200	32	4,168	1%
SUPPLIES	2,200	2,133	67	97%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	-	0	0%
OTHER COSTS	26,260	21,496	4,764	82%
PROGRAM COSTS	0	2,717	(2,717)	NOT BUDGETED
INDIRECT	3,550	2,791	3,550	79%
TOTAL	41,035	29,227	11,808	71%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2018/19
BUDGET TO ACTUAL - 3/1/18 TO 2/28/19 (4 OF 12 MONTHS = 33.33%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**5,059,589**	**1,522,824**	**30.1%**	**3,536,765**
Expenditures				
Salaries	2,820,260	791,953	28.1%	2,028,307
Benefits @ 24.11% actual	674,091	176,319	26.2%	497,772
Total Personnel Costs	3,494,351	968,272	27.7%	2,526,079
Operating Costs				
Travel	90,750	11,983	13.2%	78,767
Space Costs	187,900	49,000	26.1%	138,900
Supplies	138,400	31,173	22.5%	107,227
Consultant/Contract	630,725	232,402	36.8%	398,323
Other Operating Costs	363,950	86,924	23.9%	277,026
Total Operating Costs	1,411,725	411,482	29.1%	1,000,243
Total Expenditures	**4,906,076**	**1,379,754**	**28.1%**	**3,526,322**
Excess Indirect Revenue	**153,513**	**143,070**		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	1,223,465	319,497	26.1%	903,968
Operations	1,394,366	419,281	30.1%	975,085
Executive	536,935	172,995	32.2%	363,940
Community Development	704,410	160,898	22.8%	543,512
Finance	1,046,900	307,082	29.3%	739,818
	4,906,076	1,379,754	28.1%	3,526,322

Prepared Date: 7/13/18

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
August 8, 2018
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

   Fred Plane called the meeting to order at 12:05 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Fred Plane, Jonathan Mullings, Marian Panos

   Absent: Lorena Fernandez, Ulyses Rodriguez

   Others present: Others present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development Programs; Raymond Quan, Director of Human Resources, Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. **Approval of Agenda**

   Motion was made and seconded to approve the Program Review and Evaluation meeting agenda for August 8, 2018. Carried by unanimous vote. (Panos/Mullings).

4. **Public Forum:**

   No one addressed the Committee.

5. **Program Presentation**

   a. CAPK Food Bank – Jaime Orona, Food Bank Program Manager

   Jaime Orona provided an overview of the programs offered at the Food Bank, which includes: Emergency Food Assistance Program (EFAP); Daily Pantry Food Distribution (Pantry); Commodity Supplemental Food Program (Seniors); Backpack Buddies; Farmers Markets; and Job Site Training Programs. The service area for the CAPK Food Bank is 8,319 square miles and includes 113 Distribution Sites, 38 USDA Commodity Sites, 75 Food Pantries, and 33 Senior Sites.

6. **New Business**

   a. June & July 2018 Program and Division Reports – Ralph Martinez, Director of Community Development– ***Action Item***
      - 2-1-1 Kern
      - Central Kitchen
      - Community Development – Grants & Research
      - East Kern Family Resource Center
      - Energy

- Food Bank
- Friendship House
- Human Resources
- Migrant Childcare Alternative Payment
- Operations
- Shafter Youth Center
- Volunteer Income Tax Assistance
- Women, Infants and Children

Sheila Shegos presented the highlights from the Division Program reports for June & July 2018.

Motion was made and seconded to approve the June & July 2018 Program & Division Reports Carried by unanimous vote. (Mullings/Panos).

b. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – ***Action Item***

Sheila Shegos presented the Application Status Report and provided an overview of the two funding requests presented.

Motion was made and seconded to approve the Application Status Report and Funding Requests. Carried by unanimous vote. (Panos/Mullings).

c. Head Start / State Child Development June & July 2018 Enrollment Update and Meals Report – Jerry Meade, PDM Administrator – ***Action Item***

Jerry Meade provided the Enrollment & Meals report and noted that 182 children were served in the Head Start full-year program, which represents 100% enrollment for the program options currently open. Statistics were provided for both June and July 2018, with a notable difference in the July numbers. Jerry explained the reason for the stats dropping in July is due to children moving on to Kindergarten and the numbers are expected to rise again after all programs re-open in mid-August. Staff continues to support the Partnerships to recruit children with disabilities. The overall percentage of meals served in June 2018 was lower than the prior year. Jerry explained that the number appear skewed from the average daily attendance, however, the attendance numbers include excused absences and it was determined that parents with older children in school were excusing their children enrolled in the Head Start programs. Staff will address this issue by stressing the importance of attendance and provide training opportunities for staff to focus on attendance and look at chronic absenteeism. The Broadway Center in Wasco is now licensed and will open doors on Wednesday, August 15th. Families in Wasco will greatly benefit by having the center open and a grand opening event will take place later in the year.

Fred Plane made a request regarding the reporting of the percentage of meals served and would like staff to come back next month with a brief report to include bullet points that identify what is being done and include time frames to keep staff informed.

Motion was made and seconded to approve the Head Start / State Child Development June & July 2018 Enrollment Update and Meals Report. Carried by unanimous vote. (Panos/Mullings).

d. Head Start Designation Renewal System Update – Sylvia Ortega, Compliance Coordinator – ***Info Item***

Yolanda Gonzales provided a verbal report to update the Committee on the status of the five-year grant application, which is now posted on Grants.gov. A forecast was released on July 20th and will remain at that status until the funding announcement is released. Grants.gov has indicated a timeline and it expected that applications will be due November 20, 2018 and the award granted July 1, 2019. A consultant, Kristen Hays, was hired to assist with the application process and she will be instrumental in helping to prepare the grant application on behalf of CAPK. A conference call was held on August 6th between Kristen, Staff and Board Member Fred Plane. Kristen suggested that staff move to providing more options to serve the 0-3 population, review locations of the centers, look at funding priorities, and she will assist with examining the current organizational structure. There is a lot of work to be done, and the next steps include: Ensure that Memorandums of Understanding (MOU's) are up to date, look at program options, solicit letters of support, and identify how CAPK is uniquely positioned in the community. Fred said his takeaway from the meeting was to prioritize serving younger children and implement a longer duration. It was made clear that if an application is submitted based current operations, points will be deducted so changes must be made to ensure CAPK receives the highest point rating possible.

e. 2017-2018 Head Start / State Child Development Self-Assessment – Sylvia Ortega, Compliance Coordinator – ***Action Item***

Sylvia Ortega presented the 2017-2018 Head Start / State Child Development Self-Assessment Summary Process and Report, which revealed two program findings. The insight received will be used during the planning process to assist the management team. Approval from Head Start Policy Council was received on July 26, 2018.

Motion was made and seconded to approve the 2017-2018 Head Start / State Child Development Self-Assessment. Carried by unanimous vote. (Mullings/Panos).

f. 2017-2018 Early Head Start San Joaquin Program Self-Assessment – Sylvia Ortega, Compliance Coordinator – ***Action Item***

Sylvia Ortega presented the 2017-2018 Early Head Start San Joaquin Self-Assessment Summary Process and Report, which revealed two program findings. The findings are beneficial in the decision-making process and quality improvement efforts as the program continues to strive for high performance. Approval from Head Start Policy Council was received on July 26, 2018.

Motion was made and seconded to approve the 2017-2018 Early Head Start San Joaquin Program Self-Assessment. Carried by unanimous vote. (Mullings/Panos).

g. June & July 2018 Outreach & Advocacy Report – James Burger, Outreach & Advocacy Coordinator – ***Info Item***

James Burger reported the outreach activities during the months of June & July and said much time was spent to market the Free Farmers Markets held during that time period. A guitarist from the band "Sugarland" volunteered at the Food Bank and his presence attracted media attention, where he encouraged community volunteerism and because of his outreach, the Food Bank reported that a record number of volunteers showed up to assist with the Free Farmers Market. James also reported that on June 26th, a media luncheon event was held at CAPK to provide

information to the media regarding the multiple CAPK programs. Staff is now preparing to promote the VITA program for the upcoming tax season and are in the process of developing a marketing strategy.

Motion was made and seconded to approve the June & July Outreach & Advocacy Report. Carried by unanimous vote. (Rodriguez/Panos).

h. CAPK Outreach & Linkages and Coordinated Entry Services: Supporting the Homeless, Area Service Providers and Overall Community – Ralph Martinez, Director of Community Development – ***Info Item***

Sheila Shegos provided an overview of CAPK's efforts to engage in services to support the needs of the homeless. A grant was submitted for just under $1.5 million per year for three years to provide outreach, engagement and linkage to behavioral health services for the homeless in the greater Bakersfield area, with an anticipated project start date of November 2018. A second grant application was submitted to provide a Coordinated Entry System (CES) program which would operate through the existing 211 call center and would specifically monitor and support the homeless.

Jeremy Tobias reported that staff is planning to attend a public community meeting hosted by the Kern County Board of Supervisors on Monday, August 13th which will discuss the situation with growing homelessness locally and discuss options on improving the situation.

7. **Committee Member Comments**

Fred Plane asked Jeremy to introduce new CFO Tracy Webster and Jeremy provided a brief introduction of Tracy and stated that a more formal introduction will take place at the Board Meeting on August 22nd.

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, September 12, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The meeting adjourned at 1:22 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** June & July 2018
Program/Work Unit: 2-1-1 Kern County	**Staffing:** 14 (3 Vacancy)	**Program Manager/Supervisor:** Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, Mariposa and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides applications.		

Activities	Description			
Information & Referral Services	**Incoming**	**Answered**	**Unanswered**	**Referrals**
Kern County	7,145	6,449	696 (10%)	14,726
Kings County	234	208	26 (11%)	*
Tulare County	1,366	1,247	119 (9%)	*
Mountain Valley (Mariposa and Merced Counties)	196	173	23(12%)	*
Stanislaus County	1,593	1,480	113 (7%)	*
Total	10,534	9,557	977 (9%)	

*2-1-1 Kern does not have access to the iCarol database for these counties. Per the agreements, 2-1-1 Kern provides referrals but does not track them. The information goes directly to the iCarol databases for the individual counties.

Most Requested Services	Food Pantries	Utility Assistance	Clothing/ Personal/ Household Needs
Top 3 Unmet Needs	Food/ Meals	Clothing/ Personal/ Household Needs	Shelter

Other Services		Month	YTD
LIHEAP	Calls Answered	5,334	19,489
Weatherization	Calls Routed through 2-1-1	1,045	3,380
Mental Health	Calls Answered	233	891
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	6,028	18,828
VITA	Calls Routed through 2-1-1	N/A	6,699

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	**Submitted**	**Approved**	**Pending**
		32	**11**	**14**

Outreach Activities	Outcomes
- Department of Human Services new hire orientation	211 Kern informational cards: 120

Highlights:

- 2-1-1 Kern Program Manager and Senior I & R Specialist attended the National Alliance of Information and Referral Systems 40th Annual I & R Conference in Dallas TX. The focus was on disaster response and whole person focus.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year**: June/July 2018
Program/Work Unit: Central Kitchen	**Staffing:** 10 Staff Members	**Program Manager:** Lorenzo Maldonado

Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations.

- Total meals prepared are supported by the daily meal production sheets and food transport sheets.
- Home base meal totals are supported by meal request forms submitted by center and Home Base staff.

Activities	Status			
June Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Central Kitchen prepared for the HS/EHS centers	**22,032**	**7,470**	**7,470**	**7,092**
Home Base Meals	**198**	**56**	**54**	**88**
Total	**22,230**	**7,526**	**7,524**	**7,180**

Activities	Status			
July Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Central Kitchen prepared for the HS/EHS centers	**21,720**	**7,240**	**7,240**	**7,240**
Home Base Meals	**198**	**43**	**53**	**102**
Total	**21,918**	**7,283**	**7,293**	**7,342**

1. On June 8, 2018, CK staff Rogelio Rodriguez retired after 27 years of service. Rogelio was a great team member and employee, he was one of our most senior staff at the Central Kitchen. He was a reliable and dependable employee; always punctual and at his station ready for work. Rogelio was held in highest regard by the staff at the Central Kitchen. He will be missed, the Central Kitchen Staff wish him the best on his new journey.
2. The Central Kitchen filled the vacant full year Food Production Driver position, with existing part year staff-Rico Patricio. CK also able to fill the open part year position with Farod Nash, Sub-Food Production Driver. Farod will start the part year Food Production Driver position on August 13, 2018, when all part year staff return for the 2018-2019 school year. The Central Kitchen will have two Sub-Food Production Driver positions available.
3. Most of the breakdowns that the Central Kitchen experienced in May were repaired in June. The milk walk-in refrigeration unit was replaced and the walk-in freezer was repaired by Madden Commercial. While waiting for the repair, the Food Bank provided a refrigerated truck.
4. The CK has experienced a rise in homeless people around the building and multiple break-ins of the utility rooms, and trash and drug paraphernalia on the premises. The sprinklers are constantly need repairs due to people taking them apart at night to use the water. Security has been an issue, we do have an alarm service with TEL-TEC, however that is for the interior of the building and the Central Kitchen does not have foot patrol in the area.
5. In July, received an award letter to purchase four (4) vans and a one (1) convection oven for the Central Kitchen. This would replace two (2) vans that are out of commission and two (2) vans with high mileage. The purchase of the new convection oven will increase the ability to get more food out quicker.
6. The Central Kitchen has had an increase in alarm calls for the month of July by TEL-TEC Security. The calls have been generally for the freezer temperature and a few motion detector issues. Increased humidity effects the refrigeration systems that are located on the roof of the building.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** June & July 2018
Program/Work Unit: Grants & Research	**Total Staffing**: 6 1 Vacancies	**Program Manager/Supervisor:** Sheila Shegos
Services: Grant research on funding resources and opportunities, proposal preparation, and special projects.		

		Status	
Activities	**Description**	**In Progress**	**Submitted**
Grant Proposals	Blue Shield of California Foundation – Friendship House/Shafter Youth Center - Violence Free and Good Health is Life; Art & Adult PREP Works		X
	US Dept. of Health and Human Services Pregnancy Prevention – Teen Pregnancy Prevention Program		X
	Starbucks Foundation - PREP Works		X
	Kern Behavioral Health and Recovery Services – Homeless Street Outreach, Engagement, Linkages & Drop In Center		X
	Kern County Community Corrections Partnership – Friendship House/Realignment for Success Program		X
	SoCalGas Sempra Energy – Food Bank/LED Efficiency Lighting	X	
	Wonderful Wasco and Delano/McFarland - TBD	X	
Potential Funding– Research in Progress	• Dignity Health – EKFRC/Health Immunizations LOI Submitted • Ongoing engagement with potential collaborating partners; Program support and collaboration: for all CAPK programs		

Projects	**Description**
Community Services Block Grant (CSBG)	Staff is collecting services delivery data (6 months, Jan – Jun 2018) from CSD/CSBG funded CAPK programs for review in reporting to CSD in March 2019. Organizational Standards – Whole agency reporting is due August 31. *In process.*
Financial Capabilities	Meeting held July 24 at Bank of the West offices, Modesto for grantees to share progress of their three-year projects at this 6-month/1st year check-in period. CAPK's Small Business Initiative project first-year activities include identifying financial and business professionals to serve on an Advisory Committee (complete); hiring a part-time project coordinator (in process); completing a needs assessment and landscape analysis of small business/opportunities and developing workshops and training/resource materials for supporting small/micro businesses and aspiring entrepreneurs (Fall/Winter 2018).
Grant Reporting	Ongoing reporting support provided to programs.
Learning Communities (LC)	CAPK Submitted Integrated Services and Financial Empowerment draft Goal Plans, rec'd follow-up/feedback. Attended monthly peer sessions for both LC's— engaging with other agencies for capacity building/developing strategies to strengthen agency efforts. Attended monthly webinars, by subject matter experts.
Program Grant Budgets	Support provided to programs in monitoring and spend-down, as well as contract/grant renewals, case-by-case.
ROMA/Organizational Standards	Staff attended ROMA/CSBG Training July 24-26th in Sacramento, California. Completion of Modules for ROMA for ROMA Implementer's is ongoing.
Strategic Plan 2016-2021	Staff provide ongoing support to goal groups and monitor process, as needed.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** June/July, 2018
Program/Work Unit: East Kern Family Resource Center	**Total Program Staffing**: 6	**Program Manager/Supervisor:** Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services Case Managed Families	Differential Response F5K School Readiness	18 2	180 9
Children enrolled in center-base program		6	9
Adults in Court Mandated Parenting Classes		0	3
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	55	378
Emergency Supplies Closet and Other Services	Food (individuals)	23	112
	Clothing (individuals)	13	133
	Photocopies (individuals) HEAP Application Supporting Docs	342 75	2235 360

Other: The EKFRC has officially hired a case manager for the Economic Empowerment Program. We are in the final stretch of planning for our first immunization clinic/health and resource fair made possible by the grant from Dignity Health. We have partnered with Mojave's Night Out for this event on August 7th from 5 pm to 7 pm.

Staffing: First 5 Case Manager is out on Maternity leave and the DR Case Manager is out on maternity leave.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year: June & July** 2018
Program/Work Unit: Energy	**Total Program Staffing**: 43	**Program Manager/Supervisor:** Margaret Palmer
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also, installation of interim water tanks for low-income households affected by the drought.		

		Status	
		Households Served	
Activities	**Description**	**Month**	**YTD**
1A. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2018)	Assistance with utility bill payments	1158	4,115
1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)		231	7,175
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2016, 2017 & 2018)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) • Energy-efficient appliance installation	61 9	1,455 219
3. Low-Income Weatherization Program (LIWP Phase 2). Program began 10/1/17	Assistance with residential repair/ weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	-0-	76
5. Total Value of Services (utility payments only)		**$634,782**	**$6,208,737**
		Results	
6. Energy calls received (from 2-1-1)		**6,366**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**1502**	**88**
8. Number of LIHEAP applications Completed		**1389**	**57**
9. Number of LIHEAP applications in Progress		**113**	**31**
10. Outreah Events attended	6/10 – Health & Wellness Fest at KC Museum 6/13 – Shafter Head Start Parent Meeting 6/14 – WIC Office, California Ave 6/24 – Health & Nutrition Fair in Wasco 6/28 – Shafter Youth Center Food Distribution 7/19 – WIC office, California Ave 7/21 – Food Bank Farmers Mkt. 7/26 – Shafter Youth Center	Give presentations, distribute brochures, applications, tote bags, ink pens and energy savings wheels.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** June, July 2018
Program/Work Unit: Food Bank	**Total Staffing**: 16	**Program Manager:** Jaime Orona
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.		

USDA Commodities

Description	June	July	YTD
Individuals Served (May)	45,228	41,052	261,832
Poundage Received all Programs	1,271,847	1,233,715	7,578,525
TOTAL POUNDAGE DIST. ALL SITES	**1,250,285**	**1,324,884**	**7,677,832**

Food Sourcing

June Donations Received: 424,100 pounds of produce & 18 different produce items: • Ag Against Hunger: Leafy Greens, Broccoli, & strawberries • Bolthouse: Carrots • California Association of Food Banks/Farm to Family: cauliflower, watermelons, zucchini, yams, Strawberries, blueberries, cabbage, • Zuckerman Farms: potatoes • Target: Mixed produce • Tasteful Selections: Fingerling Potatoes • Varsity Produce: Onions • Wonderful Co: Citrus CAPK FB held fresh produce distributions at the following CSFP sites: Kern Mobile Estates, Richard Prada Center, Shafter Youth Center, & World of Pentecost. • Distributed 5,400 pounds of produce Served 620 Seniors	July Donations Received: pounds of produce & different produce items: • Ag Against Hunger: Leafy Greens, Broccoli, & artichokes • Bolthouse: Carrots • California Association of Food Banks/Farm to Family: cantaloupe, strawberries • 10 Star: watermelons • Kirschmanns: potatoes • Target: Mixed produce • Varsity Produce: Onions • Wonderful Co: Citrus Kern County Fair, Catholic Charities, & New Life. • Distributed 49,000 lbs of produce & bread Served 1,500 households/6,236 Individuals
Food Drives: 205lbs from Bingo Night, 1,515lbs of potatoes from CSUB **Farmers Markets: KC Fairgrounds, Catholic Charities, New Life Center, Delano Medical Regional Center, & Wasco.** • **Distributed 96,000 pounds of produce** • **Served 9,600 Individuals**	**Farmers Markets:** Arvin 7/13, Wasco 7/14, Kern Fairgrounds 7/21, and Catholic Charities 7/25

Other:

June:

- Continued Back-Pack Buddies program at Buttonwillow Elementary school with weekly distribution of 65 bags of food.
- June 13th program manager attended a Commodity Supplemental Food Program (CSFP) "Best Practice" in Sacramento.
- CSUB held a "Central Valley Basic Needs Collaboration" conference at CSUB campus on June 18th.
- On June 26th we gave a one-time donation of sweets, bread, fruit and water to Ministeri Palabra for their Vacation Bible School.
- Our CSFP (senior distribution program) held 35 distributions during the month of June and distributed 30-pound boxes of healthy and non-perishable food to 3,686 seniors throughout Kern County.

July:

- July 6th we provided a one-time donation for 200 people, to the Rising Star Baptist Church, of: oranges, ice cream, pastries and chips.
- July 13th a group of 10 volunteers from Aera Energy helped sort bins of canned items that had been received from our previous food drives.
- Also, on July 13th we gave a one-time donation of water, bread, ice cream and sweets to Reaching by Recycling for 400 people.
- On July 19th the Train Robbers baseball team volunteered to sort canned items received from previous food drives.
- The Farmer's Market at the Fairgrounds was our biggest yet, handing out over 50,000 lbs. of food!
- July 23rd-24th we had our annual State Department training for all our commodity sites, provided by our CDSS Program Consultant.
- The company Essendant—a distributor of office and cleaning supplies, as well as tools and snacks to large Bakersfield companies— is a new regular donor-with 19 pallets of over 13,000 lbs. of items in their first donation!
- Our CSFP (senior distribution program) held 35 distributions during the month of July and distributed 30-pound boxes of healthy and non-perishable food to 3,504 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** June & July 2018
Program/Work Unit: Friendship House	**Total Program Staffing: 7**	**Program Manager/Supervisor:** Lois Hannible
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.		

Activities	Participants	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation.		26
Summer Program Recreational activities, educational games, and activities.	93	93
Gang Prevention Program Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.	0	106
STEM (Science, Technology, Engineering, Math) Program Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.	0	22
Mobile Mexican Consulate Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information**.**	389	3,066
PREP Works Program Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have an opportunity to gain paid work experience.	0	104
Realignment for Success Transitional services are provided to adults referred to the program by the Probation and Sheriff's Departments. The program is to provide the participants with Aggression Replacement Training, Thinking for A Change, and parenting classes.	6	15

Other:

- The Starbucks Leadership Team of over 30 employees from Kern County, Los Angeles, and Seattle visited the CAPK Friendship House on July 12 to see first-hand the programs/services that the center offers to the community. A tour of the center was provided, followed by a power point presentation and a few words from a couple of the PREP Works participants.
- Received $30,000 Grant from Starbucks, shortly after their visit, for our PREP Works program!
- The Realignment for Success program held its' 5th graduation ceremony at the Friendship House on July 26, 2018, where the program completers were recognized for a job well done!

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Raymond Quan		**Month/Year: June & July 2018**
Program/Work Unit: HR/Payroll/Staffing	**Total Division Staffing**: 11	**Program Manager/Supervisor:** Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

		Status	
Activities	**Description**	**Month**	**YTD**
Employee Count	Regular	820	
	Subs/Temps	47	
	Total Staff	**867**	
New Hires	**All divisions and programs**		
	Regular	15	**91**
	Subs/Temps	7	**124**
	Total New Hires	**22**	**215**
Leaves of Absence	Intermittent Leave	227	
	Full-time Leave	43	
	Total on Leave	**270**	
Terminations	**All divisions and programs**		
	Voluntary	9	117
	Involuntary	3	31
	Total Terminations	**12**	**148**
Staffing	**Vacancy**	34	247
	Total Applications Received	**228**	**1717**
Payroll	**Total Hours Paid**	162,257,70	
	Total Gross Payroll	**$3,011,302.00**	

Projects	**Completed:**
<u>June 2018</u> HR/Payroll-Electronic Job Requisitioning HR-Pension Audit & Preparation HR-Recruitment Issues HR-Licensing Issues Online Recruitment RFP Process for Legal	**<u>June 2018</u>** 1. Provided HR and Payroll files/requested documentation for external audit 2. Pension eligibility for part-time employees and met w/legal counsel 3. Two EDD-UI Appeal Hearings 4. RFP sent out on the salary/benefits survey and job description review 5. New HR employee: Valerie Serna started on 06/25/2018 6. Employee Appreciation Committee met to plan 2019 Summer Event 7. Agency Background check Process Meeting 8. Received 10 responses for the RFP for legal services

July 2018 HR/Payroll-Electronic Job Requisitioning HR-Pension Plan Correction HR-Recruitment Issues HR-Licensing Issues Online Recruitment RFP Process for Legal RFP for Salary Survey	**July 2018** 1. Continued work on pension plan corrections 2. Engaged the services of a pension expert through an accounting firm 3. Confidential HR investigations 4. Received one response to the RFP on the salary/benefits survey and job description review 5. Employee Appreciation Committee met to plan 2019 Summer Event and decided on site 6. Received 10 responses for the RFP for legal services-determined three finalist and recommended one for Jeremy's approval 7. Updating job descriptions and compensation plan for the Head Start reorganization

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** August 2018*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 17, *1 vacancies; Admin. Clerk,*	**Program Manager/Supervisor:** Susana Magana

Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program's current Fiscal Year is July 1, 2017, to June 30, 2018.
**This report is for the service months of May & June 2018, which were processed in the month of June & July 2018.*

		Status	
Activities	**Description**	**Total**	**% by County**
Active Enrollments	Kern**	752	44%
	Madera	152	9%
	Merced	25	2%
	Tulare	347	21%
	Kings	173	10%
	Fresno	243	14%
	Total	**1692**	**100**%

*Kern totals include services provided outside of the six entry counties. The case management for those families working and residing outside the six entry counties are handled by the regional office in Bakersfield.

Other:

Current Activities:

The fiscal year ended 6/30/18 and was a challenging year for the Program with major personnel changes, prolonged vacancies and several program regulatory changes. The entire MCAP team worked very hard to ensure that the families and children continued to receive excellent customer service throughout the transition. The MCAP team finished the fiscal year strong and achieved earning 99% of the FY 17-18 contact.

As the new fiscal year is starting staff continues to accept pre-applications in all entry counties for the program's waiting list. Staff are processing new enrollments in all entry counties to ensure that families are authorized for care before they start migrating to non-entry counties throughout California.

On 6/15 the program manager attended the supervisor training Session 5 -Leading Positive Change. On 7/20 manager attended Session 6- Motivating Others. Both trainings were very informative and were held at Work Logic.

On 6/26 we had an all staff training in Visalia at our Tulare County satellite office.

On 6/28 the program held a Parent and Provider meeting at the Friendship House at 6 pm. This meeting was for parents migrating to Kern County for the summer months.

On 7/9 our new Family Services Specialist for Kings County attended CAPK orientation. She was onsite at the Kern MCAP office from 7/9-7/13 for new staff training.

Through out the months of June and July, MCAP staff conducted provider visits. They provided technical assistance and ensured that program policies are followed. The Family Services Specialist visited several labor camps to provide program information, complete program applications and provide information on other resources in the community for families migrating into the central valley.

Upcoming Activities:

Supervisor training Session 7 -How to get More on 8/17/18
All staff training is scheduled at the Kern MCAP office on 8/24/18.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** June/July 2018
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	**Total Division Staffing:** 19	**Program Manager/Supervisor:** Dan Ripoli, Douglas Dill, Kerri Davis
Services: Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.		

		STATUS	
Activities	**Description**	**Received**	**Completed March 1, 2018 to Date**
Business Services			
Purchase Orders Processed		128	623
Contracts/Leases Processed		7	54
Request for Proposals (RFP)	• Insurance Broker Consulting • Mental Health Consultants • Wage Survey • Legal Services • Security	Preparing Contract Completed In Progress Preparing Contract In Progress	
Leases	• McFarland Unified School District • St. Mary's • Panama-Buena Vista School District • MCAP Leases • Tehachapi Unified School District	In Progress In Progress In Progress In Progress In Progress	
Contracts	• Kristen Hayes -Head Start • Abate Construction • Staples Energy • Orkin • Dixie King • Robert Moss Junior • Abate Construction	Complete In Progress Complete Complete Complete Complete Complete	
Maintenance & Operations		**Work in Progress**	**03/01/2018 to Date Closed**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	76	1125
Projects	• Continuing to work with PG&E to install LED exterior lighting at a much reduced rate in multiple locations. • LED lighting has been installed and completed at the Central Kitchen and the Maintenance Warehouse and has greatly improved the visibility at these locations.	In Progress Complete In Progress	

	• Led lighting company has started installation at the Friendship House and the Shafter Youth Center and 19th Street. • Construction for Garden Pathways has been completed. • Oasis and Shafter Head Start centers are in the process of renovations to be completed by 8/15/18.. • The Harvey L Hall Center is in the starting phase of a major renovation by moving classrooms and enlarging the parking lot by removing the center building and securing all facilities behind fencing and directing all children through the office to the classrooms.	Complete In Progress In Process	
Information Technology		**Received**	**03/01/2018 to Date Closed**
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	218	1,345
Projects	• Cyber Security RFP • AT&T Erate Installation • Central Kitchen Wi-Fi • Training Room Remote Meeting Camera and audio	In Progress In progress In Progress In Progress	
Risk Management		**Reported**	**01/01/2018 to Date**
General Liability		0	0
Property Incidents		2	8
Vehicle Incidents		1	4

Other:

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** June/July 2018
Program/Work Unit: Shafter Youth Center	**Total Program Staffing:** 3+2 temp	**Program Manager/Supervisor:** Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities	Participants	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.		82
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#"s as of 7/1/2017) Informing and educating teens ages 12-19 on preventing pregnancy and the spread of sexually transmitted infections. ****Surpassed our goal of 100 participants by 31, at contract year end!!**	15 (July)	**June 131 –** End of Contract Year **July 15 –** New contract Year
Evening Program – Open Basketball, Zumba	20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers. 17 registered but decided not to attend. Waiting list eliminated by mid-July	104	104

Other:



Ninth week of Summer Program, averaging 75 kids per day, from 8 am through 5 pm. Breakfast and Lunch provided by the Kern County Superintendent of Schools kitchen. Kids learned about arts, sports, nature, Shafter, patriotism, culture, safety, transportation and animals. Approximately 31 special guest speakers came to visit the kids. Special Thanks to Kern County Public Health, Shafter Branch Library, Colleen and Derrick, Kern County Crusaders, San Joaquin Lapidary Society, Rock Hound - Janis Smith, American Refuse, Susan Shaffner, Mayor Cathy Prout, Dixie Crane, Honor Flight, KC Supervisor David Couch, Senator Andy Vidak's Office, Indian Dance and Meditation with Lion Chiragkumar and Falguni Patel, African American Student Union, Kern County Scottish Society, FBI agents, Shafter Police Dept, Kern County Fire Dept, CHP, A Life Interrupted, Hall's Ambulance, Children's Dentistry & Orthodontist, Minter Field Air Museum, City of Shafter Trash Truck and Street Sweeper, Bikers Against Child Abuse, Marley's Mutts, Wind Wolves Preserve, Kern Audubon Society, Bureau of Land Management, Shafter Animal Control and Endangered Species Recovery Program.









COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year June 2018**
Program/Work Unit: VITA	**Total Program Staffing**: 1 full-time staff	**Program Manager/Supervisor:** Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results			
Activities	**Description**	**Month**		**YTD**	
Tax Returns Completed	State & Federal		**68**		**4971**
Refunds	Federal	$36,958		$7,434,438	
	Federal EITC	$11,275	9	$3,314,093	1659
	Federal Total				**$7,434,438**
	State	$4,501		$1,109,078	
	California EITC	$186	2	$301,202	1007
	State Total				**$1,109,078**
Total Credits & Refunds	**State & Federal**		**68**		**$8,543,516**

Division/Director: Community Development/Ralph Martinez		**Month/Year July 2018**
Program/Work Unit: VITA	**Total Program Staffing**: 1 full-time staff	**Program Manager/Supervisor:** Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results			
Activities	**Description**	**Month**		**YTD**	
Tax Returns Completed	State & Federal		**72**		**4971**
Refunds	Federal	$67,001		$7,501,439	
	Federal EITC	$31,525	9	$3,345,618	1675
	Federal Total				**$7,501,439**
	State	$5,241		$1,114,319	
	California EITC	$252	4	$301,454	1011
	State Total				**$1,109,078**
Total Credits & Refunds	**State & Federal**		**72**		**$8,610,517**

Libia and Sandi are attending the Latino Tax Conference in Las Vegas to obtain the new tax updates and information on the new 1040 and new schedules.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** June/July 2018
Program/Work Unit: WIC	**Total Program Staffing**: 80 staff	**Program Manager:** Kathlyn Lujan

Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County.

			Participation 10/1/17 – 9/30/18			
Description			**Case Load**	**Month**	**Central Valley Avg.**	**State Avg.**
Total	All services June 2018		**20,170**	**15,902 79%**	**82.3%**	**72.2%**
Participation by WIC site	**Location**	**Participants**	**Location**			**Participants**
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	70	Mojave			110
	Bakersfield		Oildale			439
	044	134*	Ridgecrest			669
	E. California Avenue	1584	Rosamond			725
	Niles Street	2228	Shafter			1120
	Montclair	390	Tehachapi			449
	Friendship House	111	Wasco			1826
	Panama	1381				
	Boron	18*	San Bernardino County			
	Buttonwillow	82	Adelanto			1970
	California City	700	Big Bear			289
	Delano	1007	Crestline			277
	Edwards Air Force Base	*	Needles			166
	Lost Hills	117	Phelan			*
			Mobile WIC			40*

Projects

CAPK WIC continues to exceed the State average in participation.

Nutrition Education and Staff Development: June - Staff learned how to use new breast pumps for State WIC loan programs. Farmer's Market vouchers were made available and staff was trained on tracking vouchers and appropriate participant education. Staff learned of a new class for mothers of infants about when to start solid foods. July – Staff had a breastfeeding education review including menu planning and making a shopping list as part of the new group education class beginning in August. The Program Manager and the Administrative Coordinator attended the Central Valley Regional WIC meeting in June. Topics discussed included updates on eWIC coming in 2020, new WIC contract workgroups, and the anticipated state wide appointment reminder system.

WIC Outreach is working closely with CAPK Community Development team to develop social media posts with education for CAPK WIC participants. The outreach team has been visiting Head Start locations to inform parents about CAPK WIC. Radio announcements about CAPK WIC began playing in the eastern Kern area. The announcements target areas of greater need of CAPK WIC services. A Father's Day event was held at 500 E. California Ave. #SuperWICdads celebrated Dads with pictures and healthy snacks. The Outreach Coordinator was invited to attend the Southern California WIC Communications Meeting in Irwindale. CAPK WIC was represented at an Omni "Baby Shower" at the Brimhall office to give information to new Moms.

All WIC offices are working to increase WIC participation: Recruitment, Retention and Reengagement under three areas of focus. Regional Breastfeeding Liaison trains Medical personnel at various Omni offices and visiting libraries in Kern County to add breastfeeding and WIC information. The Kern County Public Health Dental service is visiting the WIC offices once a week offering dental referrals. A representative for Black Infant Health has also begun visiting the WIC office once a week.

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

PENDING - June & July 2018

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
11/29/2017 (Board)	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	$ 350,000
3/14/18 (PRE)	2/15/2018	US Department of Justice, Office of Violence Against Women	The East Kern Partnership-3yrs	$ 500,000
5/30/2018	5/1/2018	US Dept. of Justice Office of Justice Programs (DOJ OJP)	FHCC-Kern Partners in Reentry (3 years of Funding)	$993,682
5/30/2018	5/10/2018	Target Community Engagement	Shafter Youth Center's Yoga Classes	$2,000
5/30/2018	5/31/2018	US Dept. Of Treasury, Internal Revenue Service	Kern VITA Partnership (2 years of Funding)	$324,020
6/28/2018	**6/29/2017**	**Blue Shield of California**	**ART and Relationship Violence for Youth**	**$250,000**
7/11/2018	**6/29/2018**	**US Department of Health and Human Services**	**CAPK Teen Pregnancy Prevention Program (2 years of funding)**	**$560,970**
7/11/2018	**7/26/2018**	**Kern County Behavioral Health**	**Homeless Engagement and Linkage (HEAL) & Homeless Drop-in Center Project**	**$1,484,774**
TBD	**7/31/2018**	**Kern County Community Corrections Partnership CCP**	**FHCC Realingment, Reapplication (3 years of funding)**	**$362,305**

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED - June & July 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
5/17/2017 (PRE)	5/22/2017	Target Distribution Center	SYC/ Museum on the Move	$ 2,500	$ 2,500	10/1/2017 - 9/30/2018
5/17/2017 (PRE)	5/30/2017	Target Distribution Center	Food Bank/ BackPack Buddies	$ 2,000	$ 2,000	8/1/2017 - 6/30/2018
4/12/2017 (PRE)	5/8/2017	Kern Family Health Care	Food Bank/ Senior Food Program	$ 2,000	$ 2,000	7/1/2017 - 6/30/2018
5/17/2017 (PRE)	6/7/2017	United Way of Kern County	Food Bank/ Food Procurement & Distribution	$ 100,000	$ 94,750	4/1/2017 - 3/31/2018
9/21/2016 (B&F)	6/29/2017	Kern County Network for Children	EKFRC/ Differential Response Services	$ 209,094	$ 209,094	7/1/2017 - 6/30/2018
3/15/2017 (PRE)	7/5/2017	Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs	EKFRC/ Emergency Supplies Closet	$ 5,000	$ 3,000	8/1/2017 - 7/31/2018
6/14/2017 (PRE)	7/9/2017	Starbucks Foundation	FHCC/SYC PREP Works	$ 49,600	$ 30,000	1/1/2018 - 6/30/2018
6/21/2017 (B&F)	9/7/2017	Bank of the West	VITA/ 2017 Tax Season	$ 3,500	$ 3,500	9/1/2017 - 6/30/2018
5/25/2016 (Board)	10/3/2017	U.S. Dept. of Treasury/IRS	VITA/ Kern VITA Partnership - Year 2	$ 223,315	$ 84,815	7/1/2017 - 6/30/2018
9/13/2017 (PRE)	10/30/2017	Wells Fargo	FHCC & SYC/ PREP Works Program	$ 50,000	$ 25,000	1/1/2018 - 6/30/2018
10/18/17 (B&F)	11/9/2017	CA Department of Social Services, Office of Child Abuse Prevention	EKFRC/ Financial Empowerment (2-year grant, $75,000 per year)	$ 150,000	$ 150,000	3/01/2018 - 2/29/2020
8/09/2017 (PRE)	11/14/2017	Allstate Foundation Group / Helping Hands	Food Bank/ General Operating Support	$ 14,000	$ 14,000	1/01/2018 - 12/31/2018
10/11/17 (PRE)	11/15/2017	Stater Bros. Charities/ Harvesting Hope	Food Bank/ General Operating Support	$ 5,000	$ 3,000	1/01/2018 - 12/31/2018
11/08/2017 (PRE)	11/20/2017	Bank of the West	CAPK Small Business Assistance Program (3 years @ $25,000 per)	$ 75,000	$ 75,000	1/01/2018-12/31/2020
9/13/2017 (PRE)	12/11/2017	Dignity Health	EKFRC East Kern Health Link	$ 69,926	$ 24,701	1/01/2018-12/31/2020
09/13/2017 (PRE)	12/15/2017	Wonderful Community Grants	CAPK Food Bank Free Farmers Markets, Wasco	$ 50,000	$ 30,000	01/01/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	EKFRC Emergency Closet	$ 2,000	$ 2,000	6/1/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	FHCC Grow Fit	$ 2,000	$ 2,000	6/1/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	SYC Yoga and CPR	$ 2,000	$ 2,000	6/1/2018-12/31/2018
4/11/18 (PRE)	5/15/2018	Borax Visitors Center Foundation	East Kern Family Resource Center, East Kern Health Link	$ 2,750	$ 2,750	6/1/2018-12/31/2018
5/30/2018	**6/13/2018**	**US FEMA, United Way of Kern County**	**Food Bank Emergency Food-Phase 35**	**$125,000**	**$ 93,230**	**1/1/2019-12/31/2019**
6/27/2018	**6/19/2018**	**Starbucks Foundation**	**PREP Works**	**$50,000**	**$ 30,000**	**01/01/2019-6/30/2019**
				Total Awards	**$ 885,340**	

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

DECLINED -June & July 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
8/17/2016 (B&F)	1/31/2017	U.S Dept. of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	$ 178,000
10/26/2016 (Board)	2/6/2017	TJX Foundation	Food Bank/ General Support	$ 5,000
3/22/2017 (B&F)	6/14/2017	Kaiser Permanente Southern Cal. Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	$ 12,600
2/8/2017 (PRE)	*No response*	Pacific Western Bank	VITA / 2016 Tax Season	$ 10,000
6/14/2017 (PRE)	*No response*	Enterprise Rent-A-Car / Feeding America	Food Bank / Operation Software	$ 25,000
8/09/17 (PRE)	9/1/2017	American Honda Foundation	FHCC & SYC/ Building Youth Capacity in STEM	$ 75,000
1/11/2017 (PRE)	*No response*	Walmart Community Grants	VITA/ Wasco	$ 2,500
1/11/2017 (PRE)	*No response*	Junior League of Bakersfield	EKFRC/ Computer Skills Training & Access	$ 26,000
9/13/2017 (PRE)	10/31/2017	Disney / Feeding America	Food Bank/ Capacity Building	$ 15,000
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	$ 19,000
2/15/2017 (B&F)	*No response*	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	$ 60,000
	1/31/2018	Strategic Growth Council Transformative Climate Communities	Kern County Disadvantage Communities Study	$ 250,000
10/25/2017 (Board)	11/6/2017	California Coastal Commission - Whale Tail	FHCC and SYC After School Marine Studies Program	$ 10,000
1/17/2018 (PRE)	4/11//18	CA Board of State and Community Corrections	The Partnership for Advancement of Youth-2 years funding	$ 492,850
10/25/17 (Board)	4/18/2018	City of Bakersfield/ Community Development Block Grant	Food Bank/ Expansion & Disaster Preparedness Project	$ 749,285
10/25/2017 (Board)	4/18/2018	CDBG-County	Food Bank/ Expansion & Disaster Preparedness Project	$ 749,285
5/16/18 (PRE)	**7/2/2018**	**U.S. Administration for Community Living, Administration for Aging**	**SYC Happy, Healthy Seniors Program (3 Years)**	**$ 150,000**

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Public
Project Name: Realignment for Success Program
Funder Name: County of Kern, Community Corrections Partnership
Grant Program Name: Friendship House Community Center
Funding Period: 1/1/2019 – 12/31/2021

CFDA # N/A
Division Director: Ralph Martinez
Program Manager: Lois Hannible

☐ ***New Funding***
☒ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK is re-applying for grant funding of $362,305 for 3 years, to provide the Realignment for Success program to increase successful reintegration of ex-offenders—newly released AB 109 low-level offenders without current or prior serious or violent offenses—released into the community to complete their sentence requirements under Kern Probation supervision.

The Realignment for Success program will be facilitated by two program educators who will provide transitional services including Aggression Replacement Training (ART) to teach pro-social skills and behaviors; Parenting classes to strengthen family connections; intensive case management focused on employment and housing as well as other barriers to reintegration; and Community Resource Fairs to bring together Community Corrections Partnership providers and other community agencies to engage and link program participants to community services and supports.

B. *Use of Funds:*

The requested funds of $362,305 will cover personnel costs for a portion of the FHCC Program Manager's time, one full-time and one half-time Program Educator; one half-time Activity Specialist; program supplies; participant transportation; staff mileage; facilities costs; and fees and incidentals related with gaining employment such as CDL fees and work gear.

C. *Approvals:*

1. _____ 7/31/18
Division Director Ralph Martinez Date

2. _____ 7/31/18
Director of Community Development Date

3. _____ 7/31/18
Chief Finance Officer Date

4. _____ 7/31/18
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: _____ ☐PRE Presentation Date: _____ ☐B&F Approval Date: _____ ☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: *SoCalGas Environmental Champions Grant Initiative*

Project Name: Clean Energy Project

Funder Name: SoCalGas Environmental Champions Grant Initiative
Grant Program Name: CAPK Food Bank
Funding Period: December 2018 – December 2019

CFDA # *N/A*

Division Director: *Carmen Segovia*

Program Manager: Jaime Orona

☒ ***New Funding***
☐ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK Food Bank's "Clean Energy Project" will provide high-quality, energy-efficient LED lighting and poles to illuminate building, transport and parking areas of the facility campus. Support will increase efficiency/cost savings, provide visibility and efficiency with transport and access to loading/unloading areas, add security and safety for staff/customers/vendors/ community members and will deter vandalism and theft.

B. *Use of Funds:*

Seven existing wall packs are to be replaced with LED lighting fixtures and eight LED flood lighting poles will be installed in the outside areas of the Food Bank warehouse. The overall cost will be $25,000.

C. *Approvals:*

1. Carmen Segovia 8/2/18
Division Director Date

2. Shirl Shapos for Ralph Martinez
Director of Community Development 8/2/18
Date

3. Tracy Webster 8/2/18
Chief Financial Officer Date

4. [signature] 8/2/18
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: ____

☐PRE Presentation Date: ____

☐B&F Approval Date: ____

☐Board Approval Date: ____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** June and July 2018
Program/Work Unit: Head Start/Early Head Start	**Program Manager/Supervisor:** Jerry Meade/ Donna Holland
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Enrollment	Funded	Actual
Head Start Kern	June/July 2018	2,041	100%/100%*
Early Head Start Kern	June/July 2018	328	100%/100%
Early Head Start Partnership	June/July 2018	56	100%/100%
Early Head Start San Joaquin	June/July 2018	313	0%/100%
TOTAL Funded Enrollment		**2,738**	
Children with Disabilities		**Goal**	**Actual**
Head Start Kern	Identified as having an IEP	10%	8%/1%
Early Head Start Kern	Identified as having an IFSP	10%	13%/10%
Early Head Start Partnership	Identified as having an IFSP	10%	3%/5%
Early Head Start San Joaquin	Identified as having an IFSP	10%	0%/12%
Over Income		**Goal**	**Actual**
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	6%/1%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	2%/1%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	5%/5%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	0%/7%
Average Daily Attendance (Program Wide >85%)		97%/98%	

Meals Served for the month of June 2018						
Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	June 2017	June 2018
22,102	0	22,102	14,008	8,094	82%	73%

Other: We had 1 Centers with 100% attendance for the month of June 2018: San Diego EHS.

Total Division Staffing: Currently employed in Head Start: June 598/ July 600
Vacant Positions: June 15/ July 13
Currently on Leave: June 101/ July 107

Program Updates: 182 children were served in our Head Start Full Year program option, which represents 100% enrollment for our program options currently open.
The Broadway Center has received Fire Marshall Clearance and License. We will open in August with the rest of our part year centers.

Compliance: Health and Safety of indoor and outdoor environments monitoring were completed to ensure compliance with the Environmental Rating Scales.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Sylvia Ortega, Compliance Coordinator

Date: August 8, 2018

Subject: *Agenda Item 6e:* 2017-2018 Head Start/ State Child Development Self-Assessment – **Action Item**

The Head Start/State Child Development program conducts an annual self-assessment in accordance with Head Start Performance Standard 1302.102(b)(2) to evaluate service quality and work performance as well as influence continuous quality improvement. An assessment was completed the week of April 16-20, 2018.

Data sources reviewed by the Self-Assessment team included child and family outcome data, professional development data, ongoing monitoring data, as well as, other applicable program data.

The program self-assessment resulted in two program findings in the areas of:

- Data- The Head Start/State Child Development program is in the exploration stage of implementing a data visualization tool for monitoring.
- Mental Health Consultant- The Head Start/State Child Development program had not secured the services of a certified mental health consultant.

The Head Start/State Child Development program continues to strive for high performance and high-quality-service delivery by utilizing program data to inform the decision-making process and continuous quality improvement efforts. The insight received during this year's Self-Assessment will be used during the planning process to assist the management team.

Recommendation
Staff recommends the Program Review & Evaluation Committee approve the 2017-2018 Head Start/ State Child Development Self-Assessment Report.

Attachments: Summary of 2017-2018 Self-Assessment Process
2017-2018 Self-Assessment Report

Community Action Partnership of Kern
Head Start/State Child Development
Summary of 2017-2018 Self-Assessment process

The Kern Head Start/ State Child Development self-assessment was completed the week of April 16-20, 2018. A review of the self-assessment process was completed with key management staff. Staff received training and an overview of the Office of Head Start FY 2018 Monitoring Focus Area 2 Tool in preparation of completing a program self-assessment.

Self-assessment teams were comprised of key Head Start and Early Head Start staff. Staff completed folder reviews, care and supervision checklist, conducted site visits, and observations. Teams reviewed requirements of the program, including comprehensive services and fiscal oversight.

In addition, the self-assessment teams reviewed Desired Results Developmental Profile (DRDP) results, Plans of Action and Infant/Toddler Environmental Rating System (ITERS) scores.

The program self-assessment resulted in two program findings in the areas of:

- Data- The Kern Head Start/State Child Development program is in the exploration stage of implementing a data visualization tool for monitoring.
- Mental Health Consultant- The Kern Head Start/State Child Development program had not secured the services of a certified mental health consultant.

Through the self-assessment process and conducting interviews with Kern Head Start/Early Head Start staff, it has been determined that the Kern Head Start/ State Child Develop program has provided quality improvement systems. Funds have been used to improve and support the Head Start/State Child Development's ability to manage its program and implement a process of continuous program improvement. These improvements include:

- Hiring of additional staff
- Facility and playground improvements
- Additional materials and supplies
- Ongoing professional development

The HS/EHS management staff conducted follow-up meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Community Action Partnership of Kern
Head Start/ State Child Development
2017-2018 Self-Assessment Report

Compliance Item: Mental Health Consultant

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.45 (a)(b) A program must secure mental health consultation services on a schedule of sufficient and consistent frequency to ensure a mental health consultant is available to partner with staff and families in a timely and effective manner. How the program supports a program-wide culture that promotes children's mental health, social, and emotional well-being. This includes: effectively utilizing mental health consultation to support education staff and other staff in meeting children's mental health and social emotional needs.	The Kern Head Start/State Child Development program had not secured the services of a certified Mental Health Consultant.	Education and Support Services Administrator	March 1, 2018 and ongoing	CAPK is in the process of securing a contract with a mental health consultant with knowledge of children's mental health and social-emotional needs.	Approved Contract	The Mental Health Consultant will assist the Kern Head Start/State Child Development program to implement strategies to identify and support children with mental health and/or social emotional concerns.

Community Action Partnership of Kern
Head Start/ State Child Development
2017-2018 Self-Assessment Report

Compliance Item: Data

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.102(c) A program must implement a process for using data to identify strengths and needs, develop and implement plans that address program needs, and continually evaluate compliance with program performance standards and progress towards achieving program goals. The grantee will demonstrate how the program uses data to ensure oversight and ongoing program improvement and to improve service delivery, child outcomes, and school readiness.	The Kern Head Start/State Child Development program is in the exploration stage of implementing a data visualization tool for monitoring.	Compliance Coordinator	March 1, 2018 and ongoing	The Head Start/State Child Development program is in the process of meeting with various data utilizations companies.	Agreement	A Business Intelligence or data visualization tool will assist the Kern Head Start/State Child Development program to aggregate and analyze data to assist in identifying risks and informing strategies for continuous improvement in all program service areas.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Sylvia Ortega, Compliance Coordinator

Date: August 8, 2018

Subject: *Agenda Item 6f:* 2017-2018 Early Head Start San Joaquin Program Self-Assessment – **Action Item**

The Early Head Start (EHS) San Joaquin program conducts an annual self-assessment in accordance with Head Start Performance Standard 1302.102(b)(2) to evaluate service quality and work performance as well as influence continuous quality improvement. An assessment was completed the week of March 19-22, 2018.

Data sources reviewed by the Self-Assessment team included child and family outcome data, professional development data, ongoing monitoring data, as well as, other applicable program data.

The program self-assessment resulted in two program findings in the areas of:

- Data- The EHS San Joaquin program is in the exploration stage of implementing a data visualization tool for monitoring.
- Mentor Coach- The EHS San Joaquin program had not hired a mentor coach.

The EHS San Joaquin program continues to strive for high performance and high-quality-service delivery by utilizing program data to inform the decision-making process and continuous quality improvement efforts. The insight received during this year's Self-Assessment will be used during the planning process to assist the management team.

Recommendation
Staff recommends the Program Review & Evaluation Committee approve the 2017-2018 Early Head Start San Joaquin program Self-Assessment Report.

Attachments: Summary of 2017-2018 Self-Assessment Process
2017-2018 Self-Assessment Report

Community Action Partnership of Kern
Early Head Start San Joaquin
Summary of 2017-2018 Self-Assessment process

The San Joaquin Early Head Start self-assessment was completed the week of March 19-22, 2018. A review of the self-assessment process was completed with key management staff. Staff received training and an overview of the Office of Head Start FY 2018 Monitoring Focus Area 2 Tool in preparation of completing a program self-evaluation.

Self-assessment teams were comprised of key Head Start and Early Head Start staff. Staff completed folder reviews, care and supervision checklist, conducted site visits, and observations. Teams reviewed requirements of the program, including comprehensive services and fiscal oversight.

In addition, the self-assessment teams reviewed Desired Results Developmental Profile (DRDP) results, Plans of Action and Infant/Toddler Environmental Rating System (ITERS) scores.

The program self-assessment resulted in two program findings in the areas of:

- Data- The Early Head Start San Joaquin program is in the exploration stage of implementing a data visualization tool for monitoring.
- Mentor Coach – The Early Head Start San Joaquin program had not hired a mentor coach.

Through the self-assessment process and conducting interviews with San Joaquin Early Head Start staff and Kern Staff, it has been determined that the EHS San Joaquin Program has provided quality improvement systems. Funds have been used to improve and support the San Joaquin program's ability to manage its program and implement a process of continuous program improvement. These improvements include:

- Implement a research-based curriculum
- Facility and playground improvements
- Additional materials and supplies
- Ongoing professional development

The San Joaquin Program Administrator conducted follow-up meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Community Action Partnership of Kern
Head Start/ State Child Development
Early Head Start San Joaquin Program
2017-2018 Self-Assessment Report

Compliance Item: Mentor Coach

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.92(c) A program must implement a research-based, coordinated coaching strategy for education staff that: Assesses all education staff to identify strengths, areas of needed support, and which staff would benefit most from intensive coaching; Provides opportunities for intensive coaching; and Provides opportunities for staff to receive other forms of research-based professional development aligned with program performance goals	The Early Head Start San Joaquin program had not hired a Mentor Coach.	San Joaquin County Early Head Start Program Administrator.	April 1, 2018 and ongoing	The Early Head Start San Joaquin Program is in the process of hiring a mentor coach with adequate training and experience in using assessment data to drive coaching strategies aligned with the performance standards goals.	New Hire Documents	The Mentor Coach will assist the Early Head Start San Joaquin program to implement a research-based, coordinated coaching strategies for education staff.

Community Action Partnership of Kern
Head Start/ State Child Development
Early Head Start San Joaquin Program
2017-2018 Self-Assessment Report

Compliance Item: Data

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.102(c) A program must implement a process for using data to identify strengths and needs, develop and implement plans that address program needs, and continually evaluate compliance with program performance standards and progress towards achieving program goals. The grantee will demonstrate how the program uses data to ensure oversight and ongoing program improvement and to improve service delivery, child outcomes, and school readiness.	The EHS San Joaquin program is in the exploration stage of implementing a data visualization tool for monitoring.	Compliance Coordinator	March 1, 2018 and ongoing	The EHS San Joaquin program is in the process of meeting with various data utilization companies.	Agreement	A Business Intelligence or data visualization tool will assist the EHS San Joaquin program to aggregate and analyze data to assist in identifying risks and informing strategies for continuous improvement in all program service areas.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** June & July 2018
Program/Work Unit: Outreach & Advocacy	**Total Staffing**: **4**	**Program Manager/Supervisor:** Sheila Shegos
Services: *Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.*		

June & July Program Activities	
CAPK Program	**Activity**
Agency/ Outreach	• Communications and social media plan • Donor Perfect • Spanish translations for fliers • Hootsuite and Donor Perfect webinars • Media Luncheon (June 26) • Brightwood College – CAPK presentations (June 15) • Website updates • August Newsletter • ROMA training in Sacramento • Mission and Vision posters
Food Bank	• Free Farmers Markets in Bakersfield, Wasco and Arvin – Marketing (TV, radio, newspaper and social media) • Volunteer database • Volunteers recruitment marketing campaign • Sugarland visit communications
East Kern Family Resource Center	• Promotional flyers
Shafter Youth Center	• Letter - ask for new furniture
Friendship House	• Starbucks Event
Head Start	• Free Immunizations – promotions on social media • Video Profile Nicole Callahan
VITA	• Kern VITA Partnership – marketing materials

Upcoming Events	
Date	**Activity**
August	• CAPK WIC Breastfeeding Awareness Month
August 3	• National Breastfeeding Month Resource Fair
August 7	• National Night Out (BPD and KC Sheriff's Office)
August 11	• Wasco Farmers Market volunteer effort

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Ralph Martinez, Director of Community Development

Date: Wednesday, August 8, 2018

Subject: *Agenda Item 6h:* CAPK Outreach & Linkages and Coordinated Entry Services: Supporting the Homeless, Area Service Providers and Overall Community – **Info Item**

Homeless Street Outreach, Engagement & Linkages Project
Community Action Partnership of Kern (CAPK) recently submitted a request for $1,484,774 for one-year (with an additional three-years of potential funding) from Kern County Behavioral Health & Recovery Services (KernBHRS) to provide outreach, engagement, and linkage to behavioral health services for the homeless in the greater Bakersfield Area, with an anticipated project start of November 2018.

This project will include provision for a Homeless Drop-in Center; a welcoming place of refuge and assistance for the homeless and families, with increase access/outreach to supports and services including behavioral health and substance abuse treatment and coordinated entry into Kern's Homeless Continuum of Care (Coordinated Entry System or CES) for housing services through CAPK's 211 Kern. CAPK is in the process of identifying a facility to serve as the Drop-in Center, with assistance from City and County planning departments.

In addition to linkage to supports and services, the Drop-in Center will include providing the homeless with basic needs such as food, snacks, water, shelter (cloth rolls for resting/sleeping), personal care items/packages and clothing. Showers and laundry services, as well as other services and activities will be added as the project evolves, with the assistance from area service providers, community partners and volunteers towards ending homelessness, improving health and increasing self-sufficiency.

Coordinated Entry System (CES) Program
Through the partnership with the Kern County Homeless Collaborative, Continuum of Care (CoC) members, and the designated Assessment Point service providers, CAPK is proposing to operate the Coordinated Entry System (CES) under two models. Both models will be operated through the existing 2-1-1 Kern Call Center program.

First Model: First Steps Towards a Coordinated Entry System - September 2018. This program is a modified version of the CES program with limited scope. The First Steps Towards a Coordinated Entry System is designed to assist the existing structure of Coordinated Entry and share in the duties and responsibility under a full CES model. This will be a 10-month project (Sept 2018 to June 2019) and primarily funded by KernBHRS, United Way and Housing Authority with the United Way of Kern being the grantor agency. **Second Model**: CAPK will apply for full CES funding under the KCHC CoC Supportive Service Only (SSO) grant in July 2018, with notice of award by July 2019. If awarded, then we will operate the comprehensive version of the CES program as per the KCHC and HUD program requirements and be the lead agency for CES for the County.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
AUDIT & PENSION COMMITTEE MEETING
August 9, 2018
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

   Craig Henderson called the meeting to order at: 12:03 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Craig Henderson, Yolanda Ochoa, Ana Vigil (arrived at 12:05 pm)

   Absent: Mike Maggard

   Others Present: Jeremy Tobias, Chief Executive Officer; Ralph Martinez, Director of Community Development; Raymond Quan, Director of Human Resources, Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff.

3. **Approval of Agenda**
   Motion was made and seconded to amend the Audit and Pension Committee meeting agenda for August 9, 2018. Carried by unanimous vote. (Ochoa/Henderson).

4. **Public Forum:**

   No one addressed the Committee.

5. **New Business**

   a. Pension Plan Update: 401(a) and 403(b) Plan Review as of 06/30/18 presented by Tom Ming, Pensionmark, Inc. – Raymond Quan, Director of Human Resources – ***Info Item***

      Ray Quan introduced Tom Ming from Pensionmark and Hector Palacios from The Standard (who participated by phone). Both provided the quarterly update on CAPK's 401(a) and 403(b) plans. Given this is the first reporting period, there was not a lot of data to report, however, each provided detailed information about what will be reported on in future meetings and answered questions from the staff and committee.

   b. Department of Social Services Letter dated April 4, 2018 regarding Compliance Review for the Commodity Supplemental Food Program (CSFP) – Carmen Segovia, Director of Health & Nutrition – ***Info Item***

      Carmen Segovia reported that seven functional areas were reviewed for the Commodity Supplemental Food Program (CSFP). Overall, it was a very good review with one finding, which was promptly corrected. Also reported was recognition and merit for outstanding team work, cleanliness and timely reporting.

c. First 5 Kern Letter dated May 3, 2018 Regarding 2017.2.01 Help Me Grow Kern County Program – Emilio Wagner, Director of Operations – ***Info Item***

Emilio Wagner reported that no recommendations were made, and CAPK received continued funding for the 2018-2019 funding year.

d. First 5 Kern Letter dated May 3, 2018 Regarding 2-1-1 Kern County Program – Emilio Wagner, Director of Operations – ***Info Item***

Emilio Wagner reported that a few areas of improvement were noted during the funding year 2016-2017. For the 2017-2018 funding year, only one target was missed by a slight margin and for the 2017-2018 funding year, performance was improved, with no recommendations. The funding will extend through 2020 in the amount of $92,000 per year.

e. California Department of Public Health Letter dated July 9, 2018 Regarding the December 5-8, 2016 Program Monitoring Visit (PMV) – Carmen Segovia, Director of Health & Nutrition – ***Info Item***

Carmen Segovia reported on the WIC Program Monitoring Visit (PVM) that took place from December 5-8. 2016. Minor issues were reported, and the letter received July 9, 2018 confirms that all issues were addressed and corrected.

f. Letter from Community Services & Development dated July 27, 2018 regarding the 2018 Desk review Report C-18-019 – Ralph Martinez, Director of Community Development – ***Info Item***

Ralph Martinez reported on the CSBG program Desk Review for the current year. The review was satisfactory for spending, a prior observation from previous year monitoring report was resolved, and it was acknowledged that all Board Minutes were received in a timely manner, as required per the contract. Overall it is a very clean desk review.

6. Committee Member Comments

Yolanda Ochoa thanked Ralph Martinez for attending her daughter's service.

7. Next Scheduled Meeting

Audit & Pension Committee Meeting
Thursday, November 1, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

8. **Adjournment**

The meeting adjourned at 1:36 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Audit and Pension Committee

From: Ray Quan, Director of Human Resources

Date: August 9, 2018

Subject: *Agenda Item 5a:* Pension Plan Update: 401(a) and 403(b) Plan Review as of 06/30/18 presented by Tom Ming, Pensionmark, Inc. – **Info Item**

Tom Ming, Managing Director of Pensionmark, will be providing a review on the 401(a) and 403(b) Plan as of June 30, 2018.

Enclosed are the following items:

1.) Executive Summary
2.) Investment Policy Statement
3.) 401(a) Profit Sharing Plan Review
4.) 403(b) Plan Review
5.) 401(a) Profit Sharing - Q2 2018 Investment Review
6.) 403(b) Q2 2018 Investment Review
7.) Certificate of Liability Insurance – Professional Liability Policy

In addition to the items above, Mr. Ming will provide an update on staff engagement, scheduled meetings, and utilization rates among newly hired employees and existing plan participants.

Community Action Partnership of Kern County
403(b) and 401(a) Plans
Executive Summary
Plan information — August 9, 2018 (Data as of 6/30/2018)

403(b) Plan Data

1. Market Value: $4,549,340
2. Participation: 44%
3. Average Account Balance: $7,646
    a. Median Account Balance: $2,458
4. 628 participants hold a Target Date fund
5. 116 total terminated participants with a balance less than $5,000
    a. 34 total terminated participants with a balance greater than $5,000

401(a) Plan Data

1. Market Value: $16,371,203
2. Average Account Balance: $18,463
    a. Median Account Balance: $7,750
3. 603 participants hold a Target Date fund
4. 133 total terminated participants with a balance less than $5,000
    a. 93 total terminated participants with a balance greater than $5,000
5. Forfeiture account balance: $123,344.53

Investment Policy Statement for the Community Action Partnership of Kern County 401(a) and 403(b) Plan

Part I. THE PLAN

Community Action Partnership of Kern County (the "Sponsor") sponsors the **Community Action Partnership of Kern 401(a) and 403(b)** (the "Plan") for the benefit of its employees. It is intended to provide eligible employees with the long-term accumulation of retirement savings through a combination of employee and employer contributions to the individual participant accounts within the Plan and to the earnings thereon.

The Plan is intended to comply with the Internal Revenue Code of 1986, as amended, and the Employee Retirement Income Security Act of 1974 ("ERISA"), as amended.

The Plan is intended to comply with ERISA Section 404(c) and thereby to relieve the fiduciaries of the Plan of liability for any losses which are the direct and necessary result of investment instructions given by participants and beneficiaries (collectively, the "Participants"). The Plan makes available to participants a default investment for all contributions, and the Plan intends to qualify such default investment as a qualified default investment alternative ("QDIA") under the regulations in order for the Plan's fiduciaries to obtain safe harbor relief from fiduciary liability for investment outcomes of the default investment alternatives. There are various requirements under ERISA Section 404c-5 in order for an investment to qualify as a QDIA. This IPS covers guidance for the prudent selection and monitoring of a QDIA. Accordingly, the Plan's Fiduciaries will make a good faith effort to satisfy the conditions in the Department of Labor's (DOL's) 404(c) regulation under section 404(c).

The Plan's Participants are expected to have different investment objectives, time horizons, and risk tolerances. To meet those varying investment needs, the Plan allows Participants to direct the investment of their account balances among a broad range of investment options in order to construct diversified portfolios that reasonably span the risk/return spectrum.

Part II. THE PURPOSE OF THE INVESTMENT POLICY STATEMENT

This Investment Policy Statement ("IPS") is intended to assist the Plan's Fiduciaries in making investment-related decisions in a prudent manner. That is, the IPS assists the Fiduciaries in engaging in the prudent process required by the fiduciary standards of ERISA. To achieve that objective, the IPS outlines the processes for the selection, monitoring and evaluation of the investments in the Plan, as well as the monitoring of investment-related services. While this IPS describes specific acts and criteria, they are for purposes of guidance only. The Fiduciaries are not bound by the literal terms of this IPS, but will instead use considered judgment in making their decisions. Nonetheless, the guidance in this IPS is intended to be helpful to the Fiduciaries to assist them in fulfilling their responsibilities under ERISA.

Specifically, this Investment Policy Statement:

- Defines the Plan's investment objectives.
- Defines the roles of those responsible for the Plan's investments and related services.
- Describes investment selection procedures and criteria, and monitoring procedures.
- Describes procedures for handling investment options that fail to satisfy established objectives.
- Describes the policy for providing appropriate diversification within and among investment vehicles.
- Describes services to assist the participants in making investment decisions.

The Fiduciaries will review this Investment Policy Statement periodically, and it will be amended to reflect changes made by the Fiduciaries from time to time.

Part III. INVESTMENT OBJECTIVES

The Plan's investment options will be selected with the goal of:

- Providing reasonable returns compared to appropriate peer groups and indices, at prudent levels of risk.
- Providing a reasonably broad range of investments in appropriate asset classes.
- Providing reasonably diversified investment vehicles to reduce the risk of large losses.
- Prudently managing administrative and investment management costs.
- Providing a QDIA as defined under Pension Protection Act ("PPA") of 2006 and ERISA Section 404c-5.

Part IV. ROLES AND RESPONSIBILITIES

The Sponsor is responsible for the roles and fiduciary responsibilities in this IPS. However, if permitted by the Plan, it may appoint an Investment Committee (the "Committee"), in which case the Committee will perform the roles and responsibilities described below. This IPS refers to the Sponsor and Committee, as the case may be, as the "Fiduciaries" or the "Investment Fiduciaries."

Those responsible for the management of the Plan's investments include, but are not limited to:
The Investment Committee.

The Sponsor is responsible for:

- Selecting the trustee; and
- Appointing and monitoring the members of the Investment Committee, if applicable.

The Investment Committee intends to discharge its fiduciary responsibilities with respect to the Plan with the assistance of an independent Investment Manager. The Investment Manager shall acknowledge that it is acting in a fiduciary capacity (as defined by §3(38) of ERISA) with respect to the selection of investment manager(s) or mutual fund(s) available to the Plan within the platform provided by the Plan's Administrator which was selected by the Company as Investment Fiduciary.

The Investment Manager is responsible for:

- Educating the Committee on issues concerning the selection and performance of investment options for the Plan;

- Conducting the analysis and initial selection of investment options to be made available for participant investment;

- Conducting the on-going review of the investment universe made available within the Plan's chosen administrative environment;

- Reviewing the performance of the selected investment options, on a quarterly basis, in comparison to their stated objectives and their relative performance and pricing as compared to their peers and designated benchmarks;

- Selecting additional or replacement investment options to be made available for participant investment.

Additional responsibilities of the Investment Committee include:

- Establishing and maintaining the Investment Policy Statement;

- Overseeing participant investment education, communication, and other investment-related services.

Part V. SELECTION OF INVESTMENTS

The selection of the Plan's investment options is among the Fiduciaries' most important responsibilities. This Part discusses the considerations and guidelines for fulfilling that fiduciary duty.

Selection of Investment Categories

The Plan intends to provide an appropriate range of asset classes (or "investment categories") that will reasonably span the risk-and-return spectrum, that satisfies the "broad range" criteria of U.S. Department of Labor Regulation § 2550.404c, and that is consistent with the investment needs and abilities of the Participants. These investment categories, and the options chosen to fill the investment categories, should allow Participants to construct portfolios consistent with their individual circumstances, for example, their goals, time horizons and tolerances for risk. To accomplish that goal, the Fiduciaries will select from among the investment categories listed on Appendix A to this IPS. (However, where appropriate, the Fiduciaries may include additional categories.)

The Plan may also provide a QDIA that complies with the PPA and ERISA Section 404c-5.

Selection of Investment Options

After determining the investment categories to be used, the Fiduciaries will choose specific investment options for each of those categories.

As the Fiduciaries engage in the process of selecting the investment options, they may consider the materials provided by Pensionmark Retirement Group, including the Investment Review Scorecards provided for the Fiduciaries, as well as additional materials that may be provided by the Plan's retirement plan provider.

Attached as Appendix B & C (entitled "Investment Review Scorecard Process" and "Investment Criteria Weighting & Score") is a description of the methodology and scoring of investment options included in Pensionmark Retirement Group's investment review services. The Investment Fiduciaries have reviewed the methodology of the process and have determined that it is suitable and appropriate for the Plan and the Participants. Accordingly, the Fiduciaries adopt the criteria for their selection and monitoring of investment options for this Plan.

Special Considerations for Selection of a QDIA: The default investment may be one of the following three types of alternatives that are diversified to minimize the risk of large losses and provide long-term growth.

- A product with an investment mix that changes asset allocation and risk based on the employee's age, projected retirement date, or life expectancy (for example, a lifecycle fund);
- A product with an investment mix that takes into account a group of employees as a whole (for example, a balanced fund); and
- An investment management service that spreads contributions among plan options to provide an asset mix that takes into account the individual's age, projected retirement date, or life expectancy (for example, a professionally managed account).

Part VI. INVESTMENT MONITORING AND REPORTING

The ongoing monitoring of investments involves a regular and disciplined process. It is the mechanism for confirming that the selection process and its criteria continue to be satisfied and that an investment option continues to be suitable and appropriate for the Participants in this Plan.

While frequent change is neither expected nor desirable, the process of monitoring investment performance relative to specified guidelines is an ongoing process.

Monitoring should occur on a regular basis and utilize the same criteria that were the basis of the investment selection decision. It is contemplated, but not mandated, that a formal review will be done at least semi-annually. Further, the Investment Fiduciaries should consider any unusual, notable or extraordinary events on a current basis. Examples of such events may include portfolio manager departure, violation of investment prospectus or guidelines, material litigation against the investment management firm, violation of securities laws, or material changes in firm ownership structure.

If, upon evaluation, an investment option continues to be acceptable, no further action is required. If the evaluation of an option is not acceptable, the Investment Fiduciaries must take steps to further study and/or remedy the deficiency. If over a reasonable period the provider is unable to resolve the issue, termination may result (see Part VII).

Attached as Appendix D (entitled "Investment Selection and Monitoring Process") is a description of the process used by Pensionmark Retirement Group for determining whether an investment option has underperformed and an explanation of the process, which Pensionmark Retirement Group may follow and communicate to Plan Sponsors and Fiduciaries using their investment monitoring services. The Investment Fiduciaries have reviewed this process and have determined that it is suitable and appropriate for this Plan and its Participants. Therefore, the Fiduciaries have adopted this process for purposes of monitoring the investment options.

For monitoring purposes, the Investment Fiduciaries also adopt the methodology and scoring system described in Appendix B and C.

Part VII. INVESTMENT OPTION TERMINATION

The Investment Fiduciaries will give consideration to terminating an investment option if:

- The option significantly underperforms without a justifiable rationale.
- The option fails to achieve performance and risk objectives.
- The option fails to achieve risk objectives.
- The option fails to maintain a consistent investment style.
- The option has been on the "Watch List" for four quarters out of the previous eight.

There are no hard and fast rules for investment option termination. However, if the investment has consistently failed to adhere to one or more of the above conditions, it is reasonable to presume a lack of adherence going forward. Failure to remedy the circumstances of unsatisfactory performance, within a reasonable time, is a basis for termination.

In addition to those above, other factors may include investment option manager turnover, or material change to investment processes. Of course, the Fiduciaries may also remove any investment option at any time and for whatever reason they deem appropriate, including a determination that the investment is no longer suitable for the Participants.

An investment option to be terminated shall be removed using one of the following approaches:

- Remove and replace (map assets) to an alternative investment option.
- Continue the investment option, but add a competing investment option.
- Freeze the investment option to new investments, but add a competing investment option.
- Remove the investment option and do not provide a replacement investment option.

Replacement of a terminated option would follow the criteria outlined in Part V, Selection of Investments.

The guidelines in this IPS, and in this Part VII, are to assist, but not bind, the Fiduciaries. In that regard, the Fiduciaries should exercise discretion and considered judgment in the termination and replacement process.

Part VIII. PARTICIPANT EDUCATION AND COMMUNICATION

The Plan will communicate to employees that they direct their own investments; permit investment changes at least quarterly; and provide educational materials allowing employees to make informed decisions.

Part IX. COORDINATION WITH THE PLAN DOCUMENT

If any term or condition of this investment policy conflicts with the Plan, the terms and conditions of the Plan shall control.

APPENDIX A
INVESTMENT CATEGORIES

The Plan intends to provide an appropriate range of investment options that may span the risk/return spectrum. Further, the Plan investment options will allow Plan participants to construct portfolios consistent with their unique individual circumstances, goals, time horizons and tolerance for risk. Major asset classes to be considered will include:

Conservative Investments

Including cash and liquid investments such as money market, stable value, and guaranteed interest accounts.

Income Investments

Including income oriented managed investments such as bond accounts with low, medium, and high quality, and short, intermediate, and long term duration. Management styles include actively and passively managed.

Equity Investments

Including accounts that invest in equity securities, both domestic and foreign, including small, medium, and large market capitalization, value, blend, and growth investment objectives. Management styles include actively and passively managed.

Balanced/Asset Allocation Accounts

Including accounts that invest in a combination of conservative, income, and equity investments, "fund of funds" accounts combining several of the above investments into one or a series of investments, and "manager of managers" accounts, combining several different investment styles and fund managers into one or a series of accounts.

Other

Sector based investments, including, but not limited to, real estate and real estate investment trusts, healthcare and technology funds, insurance company separate accounts through a group annuity contract, and mutual funds.

APPENDIX B
INVESTMENT REVIEW SCORECARD PROCESS

THE SCORECARD PROCESS

The Investment Review Scorecard is typically based on the last five years of data, utilizing a weighted and scaled system to evaluate 11 criteria for equity, fixed income, and target date investments and 8 pass/fail criteria for passive investments. There is a maximum possible score of 100 points. Investment Review Scorecards are produced for equity/fixed income, target-date, and passive investments separately. They are not produced for money market or stable value funds.

Quantitative factors represent 9 of the 11 criteria, accounting for 80% of the total score for equity, fixed income, and target date investments. Quantitative factors represent 6 of the 8 criteria, accounting for 60% of the total score for passive investments. Qualitative factors represent two of the 12 criteria, or 20% of the total score for equity, fixed income, and target date investments and 40% of the total score for passive investments.

Quantitative factors for equity, fixed income, and target date investments used in the Investment Review Scorecard include:

- 24% Performance Factors
- 36% Risk & Risk/Return Factors
- 20% Qualitative Factors
- 20% Style Consistency & Market Capture

Qualitative factors for equity, fixed income, and target date investments used in the Investment Review Scorecard include:

- Fund Expense evaluation
- Manager Tenure evaluation

Quantitative factors for passive investments used in the Investment Review Scorecard include:

- 30% Performance Factors
- 30% Risk Factors

Qualitative factors for passive investments used in the Investment Review Scorecard include:

- Fund Expense evaluation
- Assets managed in product evaluation

QUANTITATIVE FACTORS

Investment Style & Market Capture

A fund's Style Consistency & Market Capture represents 20% of the overall score for equity, fixed income, & target date investments:

- Style Consistency – reflects how consistent the investment management style has been, based on returns-based style analysis of monthly data over the last five years. The higher the style drift statistic, the greater

variation in investment style. The lower the Style Consistency score has compared to its peers, the higher the value assigned to its score. This criteria is only used for equity and fixed income investments.

- Up/Down Ratio – A fund passes this criterion if it has an Up Capture measure that is not below its Down Capture measure. This criteria is only used for equity, fixed income, & target date investments.

Risk and Risk-Adjusted Return Characteristics

The Risk/Return characteristics represent 36% of the overall score for equity, fixed income, & target date investments and 30% of passive investments:

- Sharpe Ratio- Sharpe ratio, is a risk adjusted measure of the excess return (or Risk Premium) per unit of risk in an investment asset or trading strategy. If the Sharpe ratio is greater than the category average, the investment passes. This criteria is only used for equity, fixed income, & target date investments.

- Information Ratio – a more sophisticated measure of risk-adjusted return, it is defined as excess return divided by tracking error to the benchmark index. A fund with a positive information ratio will earn a passing mark. This statistic is measured on a three-year basis and on a five-year basis. This criteria is only used for equity, fixed income, & target date investments.

- Max Drawdown –Max Drawdown is the maximum loss, from peak to trough, that a portfolio experiences in a given period and is a measurement of downside risk over that period. The lower the max drawdown a portfolio experiences, compared to peers, the higher the value assigned to its score. This statistic is measured on a five-year basis. This criteria is only used for target date investments.

- Tracking Error - the Tracking Error shows the investment's consistency compared to its benchmark over a given period of time. The lower the tracking error, the more consistent the passive investment is performing like its stated index. To pass, the tracking error must be in the lowest 10% of its peer group. This criteria is only used for passive investments

Investment Performance Measurements

A fund's score in the area of investment performance represents 24% of the overall score for equity, fixed income, & target date investments and 30% of the overall score for passive investments:

- Performance versus the Peer Group Median – a fund passes these criteria if its total return is superior to the category's Peer Group median (the 50th percentile) on a one-year, three-year and five-year basis. This criteria is only used for equity, fixed income, & target date investments.

- Expense adjusted return versus the benchmark – to pass, the investments returns must remain consistent with the returns of its index, after adjusting for the investment expense. This criteria is only used for passive investments.

QUALITATIVE FACTORS

The qualitative aspects of each particular fund represent 20% of the overall score for equity, fixed income, & target date investments and 40% of the overall score for passive investments.

- Operating Expenses - compared to the category average expense ratio, as calculated by Morningstar. A favorable mark is earned if the investment's expenses do not exceed the category average expense ratio.

- Manager Tenure - the tenure of a given fund's longest tenured manager to the category average as calculated by Morningstar. A favorable mark is earned if the investment's longest tenure is not less than the category average manager tenure. This criteria is only used for equity, fixed income, & target date investments.

- Assets managed in product - the assets managed in that product have an effect on trading costs. Since passive investments tend to have a far greater number of holdings and trading costs can hurt returns an investment with more assets are better able to efficiently trade securities without significantly hurting performance. To pass, a fund must have at least 500 million dollars managed within that product. This criteria is only used for passive investments.

APPENDIX C
INVESTMENT CRITERIA WEIGHTING & SCALE

Equity/Fixed Income	Target Date	Index
• 24% Performance Factors • 36% Risk Return Factors • 20% Qualitative Factors • 20% Style Consistency & Market Capture	• 24% Performance Factors • 10% Risk Factors • 36% Risk Return Factors • 20% Qualitative Factors • 10% Market Capture	• 30% Performance Factors • 30% Risk Factors • 40% Qualitative Factors
Scaled Scoring 1st Quartile - Fund receives full score (i.e. 10%) 2nd Quartile – Fund receives partial (one-fifth) deduction (i.e. 8%) 3rd Quartile – Fund receives significant (two-fifths) deduction (i.e. 6%) 4th Quartile – Fund receives full (three-fifths) deduction (i.e. 4%)		**Binary Scoring** The fund will either pass specific criteria and receive a full score or fail criteria and receive a score of 0.

Equity/Fixed Income Criteria (Weighting)	Target Date Criteria (Weighting)	Index Criteria (Weighting)
1-Year Return (6%)	1-Year Return (6%)	1-Year Expense Adjusted Return vs. Benchmark (8%)
3-Year Return (8%)	3-Year Return (8%)	3-Year Expense Adjusted Return vs. Benchmark (10%)
5-Year Return (10%)	5-Year Return (10%)	5-Year Expense Adjusted Return vs. Benchmark (12%)
3-Year Sharpe Ratio (8%)	Max Drawdown (10%)	1-Year Tracking Error (8%)
5-Year Sharpe Ratio (10%)	3-Year Sharpe Ratio (8%)	3-Year Tracking Error (10%)
3-Year Information Ratio (8%)	5-Year Sharpe Ratio (10%)	5-Year Tracking Error (12%)
5-Year Information Ratio (10%)	3-Year Information Ratio (8%)	Expense Ratio (30%)
Manager Tenure (10%)	5-Year Information Ratio (10%)	Assets Managed in Product (10%)
Expense Ratio (10%)	Manager Tenure (10%)	
5-Year Up/Down Capture (10%)	Expense Ratio (10%)	
Style Consistency (10%)	5-Year Up/Down Capture (10%)	

APPENDIX D
INVESTMENT SELECTION AND MONITORING PROCESS

INVESTMENT SELECTION PROCESS

The particular investment under consideration should meet the following standards for selection:

1. Investment performance should be competitive with the median return for an appropriate, style-specific benchmark and peer group.

2. Specific risk and risk-adjusted return measures should be reviewed by the Sponsor and be within a reasonable range relative to appropriate benchmark as assigned by the Morningstar Analyst benchmark and peer group.

3. It should demonstrate adherence to the stated investment objective, without excess style drift over trailing performance periods, for funds in a similar asset class.

4. Fees should be competitive compared with similar investments.

5. The investment manager should be able to provide performance holdings, and other relevant information in a timely fashion, with specified frequency.

6. The investment should not score sixty-nine or fewer points on the Pensionmark Financial Group 100-point Investment Review Scorecard.

INVESTMENT MONITORING PROCESS

Based upon objective criteria derived from Modern Portfolio Theory concepts and, as described in Appendix B, each fund will be attributed an overall investment score with a maximum of 100 points. A score of sixty-nine (69) or fewer points will typically result in the fund being placed on a "Watch List."

The fund can emerge from the "Watch List" by achieving a subsequent score of seventy (70) points or higher. If the fund remains on the "Watch List" for four quarters out of the previous eight or falls below sixty (60) points, it will be subject to possible termination from the plan.

Asset allocation Risk Based portfolios or Target Date investments (or "Risk Based/Target Date") are to be reviewed as a suite of funds, resulting in the overall result for that suite based on the average score in aggregate. If more than half of the total options in the suite of Risk Based/Target Date investments are not meeting the criteria, by scoring sixty-nine or fewer points as previously noted in Appendix D, this would typically result in the entire suite being placed on the "Watch List". The suite of funds can emerge from the "Watch List" by achieving a subsequent average score of seventy points or higher, in aggregate. If the suite of funds remains on the "Watch List" for four quarters out of the previous eight or falls below sixty (60) points, the entire suite of funds will be subject to possible termination from the plan.

Of course, the committee can take other relevant, material facts and circumstances into consideration when monitoring investments, whether or not they are on the "Watch List."

4823-5236-2815, v. 1

Community Action Partnership of Kern County 401(a) Plan

Plan Review



As of Jun. 30, 2018

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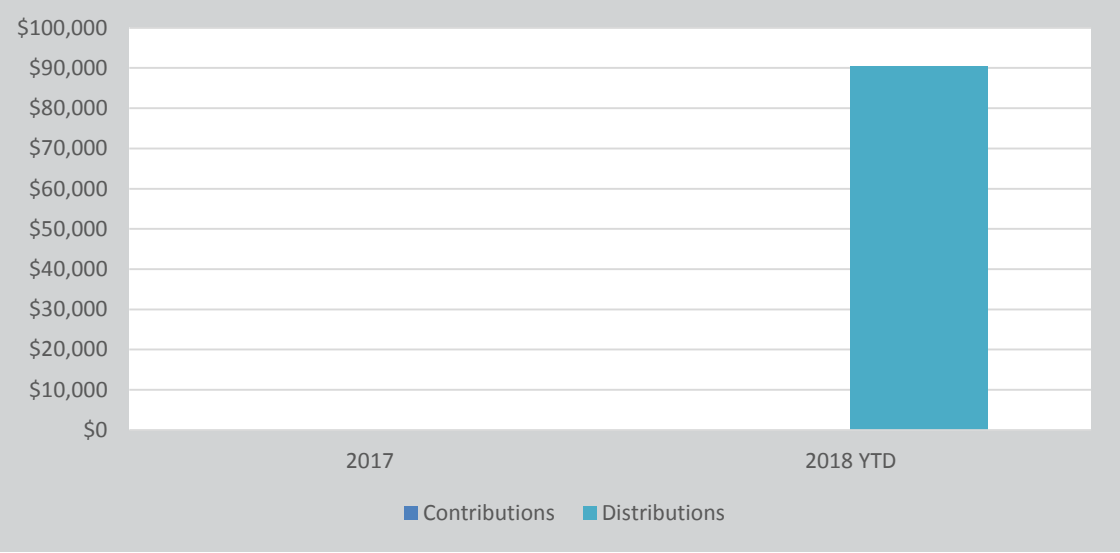
Plan Flow

Plan flow information shows the key factors that can influence your plan's assets, such as contributions, distributions and the market performance.

What has the greatest effect on your plan’s assets?

	Contributions	Distributions	Market Impact	Ending Balance
2017	$0	$0	$0	$0
2018 YTD	$0	$90,477	$132,140	$16,371,203



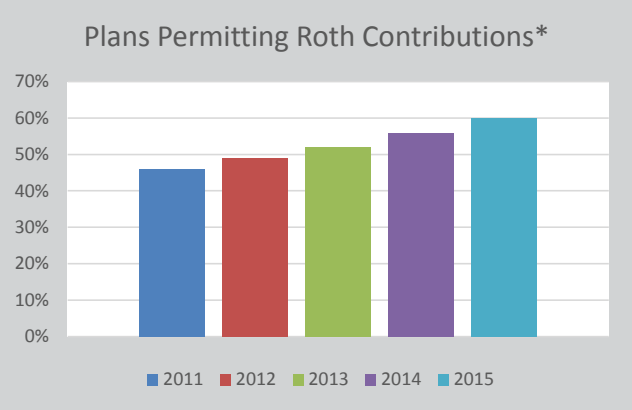
Contributions and Distributions

This section can help you understand the flow of assets within your plan, both incoming and outgoing.

Have there been significant changes year over year? Are there steps that can be taken to improve plan flow?

Plan Contribution Detail

	2017	2018



Plan Distribution Detail

	2017		2018	
LUMP SUM	$0	0	$68,185	9
ROLLOVER	$0	0	$22,292	2
IN-SERVICE	$0	0	$0	0
FORCE OUT	$0	0	$0	0
OTHER	$0	0	$0	0

* From Vanguard's "How America Saves 2016" survey

Participation

Participation is a key indicator of your plan's overall health. By evaluating your plan against the national average, you can quickly see how your plan compares and if any plan design changes may further increase engagement.

What steps can be taken to increase participation and encourage replacement of 70 to 80 percent of pre-retirement income?

Plan Contribution Detail

	2017	2018
Participation rate	0%	0%
National average*	78%	N/A
National average by number of employees*	83%	N/A

Participation by Age Range**

Range	≤ 30	31 to 40	41 to 50	51 to 60	61+
# Contributing	0	0	0	0	0
# Eligible	141	209	199	186	60
% Contributing	0%	0%	0%	0%	0%

Participation by Salary Range**

Range	< $30k	$30 - $50k	$50 - $75k	$75 - $100k	$100 - $125k	$125k +
# Contributing	0	0	0	0	0	0
# Eligible	795	0	0	0	0	0
% Contributing	0%	0%	0%	0%	0%	0%

* From Vanguard's "How America Saves 2016" survey
** as of last day of prior plan year

Average Account Balance

How confident are you that your workforce is ready to retire? Participants may need to replace more than 80 percent of their income in retirement. This information allows you to analyze the year-over-year growth in your plan as compared to national averages.

What steps can be taken to increase the health of the plan, such as targeted educational campaigns, online tools or other resources?

	2017	2018
Average account balance	$0	$18,463
Median account balance	$0	$7,750
National average*	$96,288	N/A

Average Account Balance by Age**

Range	≤ 30	31 - 40	41 - 50	51 - 60	61+
Average account balance	$0	$0	$0	$0	$0
% Contributing	0%	0%	0%	0%	0%

Average Account Balance by Salary**

Range	< $30k	$30 - $50k	$50 - $75k	$75 - $100k	$100 - $125k	$125k +
Average account balance	$0	$0	$0	$0	$0	$0
% Contributing	0%	0%	0%	0%	0%	0%

* From Vanguard's "How America Saves 2016" survey
** as of last day of prior plan year

Participant Contributions

The amount your participants save has a greater effect on retirement readiness than the investments they select.

This section can help you better understand how your employees are contributing to this important benefit by salary and age.

Does this information show a need for targeted education?

	2017	Benchmark*	2018
Average savings rate (%)	0.00	6.80	0.00
Average amount contributed	$0	$0	$0
# of Eligible	795	N/A	731
# Contributing	0	N/A	0

Average Deferral Percentage by Age**	≤ 30	31 - 40	41 - 50	51- 60	61+
Plan	0.00%	0.00%	0.00%	0.00%	0.00%

Average Deferral Percentage by Salary**	< $30k	$30 - $50k	$50 - $75k	$75 - $100k	$100 - $125k	$125k+
Plan	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

* From Vanguard's "How America Saves 2016" survey
** as of last day of prior plan year

Participation by Fund

Below is a breakout of the funds within your plan and the number of participants invested in them.

Are there ways to make your fund lineup more effective? For example, what does the fund use look like compared to the number of funds offered?

	In Portfolio	# of Participants in Fund	Balance	Percentage of Assets
Standard Stable Asset A	X	106	$1,587,013	10%
Vanguard Tot Bd Mkt Idx Adm	X	74	$423,968	3%
Putnam Dynamic AA Growth Y		16	$411,386	3%
BlackRock LifePth Idx Ret K		14	$505,830	3%
BlackRock LifePth Idx 2020 K		46	$1,508,676	9%
BlackRock LifePth Idx 2025 K		77	$1,882,808	12%
BlackRock LifePth Idx 2030 K		75	$1,329,807	8%
BlackRock LifePth Idx 2035 K		83	$1,601,725	10%
BlackRock LifePth Idx 2040 K		90	$1,155,094	7%
BlackRock LifePth Idx 2045 K		149	$1,528,084	9%
BlackRock LifePth Idx 2050 K		110	$370,225	2%
BlackRock LifePth Idx 2055 K		58	$50,387	0%
BlackRock LifePth Idx 2060 K		0	$0	0%
Putnam Dynamic AA Balanced Y		41	$835,736	5%
MFS Value R6	X	86	$953,759	6%
iShares S&P 500 Index K	X	53	$451,360	3%
Putnam Dynamic AA Conserv Y		21	$370,475	2%
TIAA-CREF Inst Lg Cp Gr Inst	X	20	$155,996	1%
Wells Fargo Spec MdCpVal Ins	X	2	$8,981	0%
Vanguard Mid Cap Index Adm		11	$57,845	0%
MassMutual Select MidCapGr I	X	80	$572,677	3%
DFA US Small Cap Value I	X	72	$190,996	1%
Janus Henderson Triton T		46	$117,479	1%
Hartford Intl Opportun R6	X	1	$3,778	0%
American Funds New World R6		84	$293,112	2%
Principal Real Estate Sec I		4	$4,007	0%

Terminated Participants

When employment ends for a retirement plan participant, you continue to be a fiduciary to the participant's retirement plan assets and held to compliance as long as these assets remain in the plan. Ongoing administrative tasks, such as tracking former employees to deliver required notices, can prove difficult and you may be paying ongoing plan expenses.

What can The Standard do to ease the administrative burden?

	< $1000	$1000 - $5000	> $5000
YTD	6	11	12
2017	22	11	12
2016	22	1	12
2015	26	5	8
< 2015	19	10	49
Total	95	38	93

Our Sweep Process Reduces Your Burden

Our sweep process helps move terminated participants out of the retirement plan when their balance is below a designated amount, either $1,000 or $5,000. This process is run three times each year and is designed to help reduce your burden by minimizing the number of potential lost participants and notices to be mailed. In addition, this process may help reduce any asset or per-participant expenses.

Forfeiture Balance	Forfeiture Handling
Your forfeiture balance is: $123344.53	Reallocate to participant accounts

Web Usage

When participants access their accounts online, not only do they save time, but they also have the chance to engage in their account by making changes or evaluating current investment selections.

Are your participants aware of the suite of online tools and resources available to them?

Participants Receiving Online Statements	Number of Eligible Participants Registered Online	Total Number of Eligible Plan Participants	% of Eligible Participants that have Registered Online
5	138	731	19%

Online Transfer and Rebalance Activity

	2017	2018
Transfers requested online	0	2
Rebalance requests initiated online	0	0

	Number Requested Online	Total Number Requested	% Requested Online
Distribution activity	0	10	0%
Loan activity	0	0	0%

Leveraging Plan Services

A plan's services can affect your fiduciary protection as well as help participants save for their retirement income. Below are your currently selected services along with other options to consider.

Are there other available services that can help reduce your fiduciary risk, administrative burden and support participant retirement readiness?

Service	Used in Plan	Description
ERISA 3(21) Investment Advisory Fiduciary	No	Plan level investment fiduciary services.
ERISA 3(38) Investment Management Fiduciary	No	Investment management fiduciary services with discretionary transactional authority over investments.
Auto Enrollment	No	Form of enrollment that makes opting out an affirmative election.
Qualified Default Investment Alternative	Yes	Default investment election for any participants that do not actively select investments. Reduces plan sponsor liability.
Mainspring Managed	No	Participant managed service that provides an investment and savings recommendation based on a gap analysis.
MAP	Yes	The Standard can approve loans and distributions on behalf of the plan sponsor.
GOLD	Yes	Online loans and distribution processing.
Portfolio	No	Participants can choose from predetermined portfolio options based on a simple quiz.
Online Enrollment	Yes	Provides participants the opportunity to enroll from anywhere they are able to connect online.
Paperless Statements	No	When a plan sponsor chooses paperless quarterly account statements for the plan, participants will receive their statements online by default. Participants then receive quarterly emails letting them know their statement is available on Personal Savings Center. If preferred, they can alternately choose paper delivery at any time.

ERISA 3(16) Services

Service	Used in Plan	Description
Compliance Testing	Yes	When providing full service administration the Standard can act as a fiduciary for certain key plan administration responsibilities when performing compliance testing.
Manager of the Approval Process	Yes	The Standard takes on a fiduciary role with the approval of loans, distributions and withdrawals.
Notices	Yes	The Standard takes on a fiduciary role by distributing certain required notices to participants.
Enrollment Alerts	Yes	The Standard takes on a fiduciary role in determining initial participant plan eligibility and notifying them accordingly.

Executive Summary

This page provides a high-level summary. More information is available inside the full Plan Review.

Plan Flow	2017	2018 YTD
Ending balance	$0	$16,371,203
Contributions	$0	$0
Deferrals	$0	$0
Employer	$0	$0
Rollover	$0	$0
Market impact	$0	$132,140
Distribution $	$0	$90,477
Distribution #	0	11

Participant Information	2017	2018 YTD
Eligible participants	795	731
Contributing participants	0	0
Employees w/ balance	0	880

Executive Summary

This page provides a high-level summary. More information is available inside the full Plan Review.

Participant Utilization	2017	2018 YTD
Participation rate	0%	0%
Savings rate	0%	0%
Average account balance	$0.00	$18,463.48
Average deferral	$0.00	$0.00

Web Utilization	2017	2018 YTD
% Registered	3%	19%
Directives updated online	0	2
Rebalance requests initiated online	0	0
Distributions initiated online	0	0
Loans initiated online	0	0

Community Action Partnership of Kern County 403(b) Plan

Plan Review



As of Jun. 30, 2018

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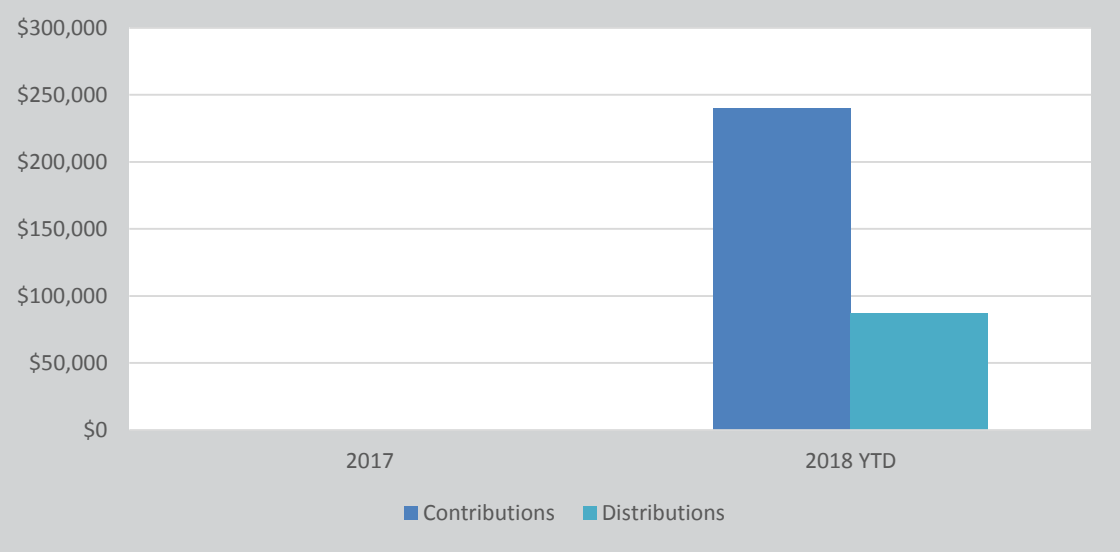
Plan Flow

Plan flow information shows the key factors that can influence your plan's assets, such as contributions, distributions and the market performance.

What has the greatest effect on your plan’s assets?

	Contributions	Distributions	Market Impact	Ending Balance
2017	$0	$0	$0	$0
2018 YTD	$240,034	$87,321	$21,973	$4,549,340



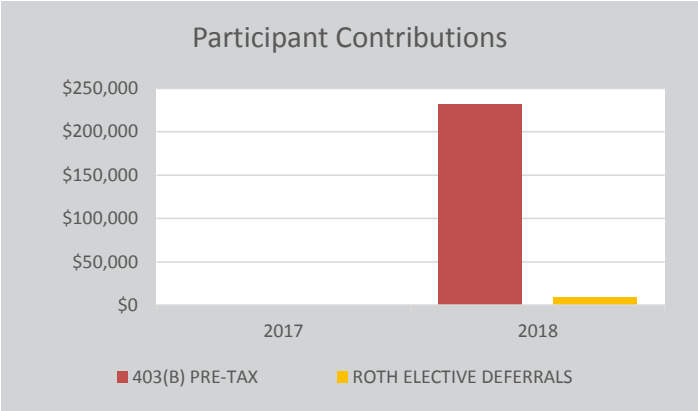
Contributions and Distributions

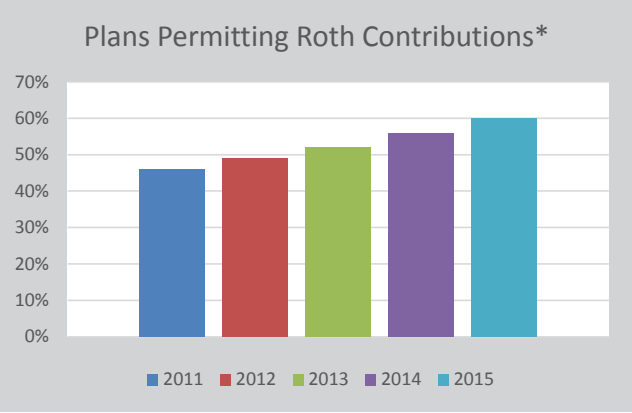
This section can help you understand the flow of assets within your plan, both incoming and outgoing.

Have there been significant changes year over year? Are there steps that can be taken to improve plan flow?

Plan Contribution Detail

	2017	2018
403(B) PRE-TAX	$0	$231,677
ROTH ELECTIVE DEFERRALS	$0	$8,357





Plan Distribution Detail

	2017		2018	
LUMP SUM	$0	0	$48,229	11
ROLLOVER	$0	0	$19,799	1
IN-SERVICE	$0	0	$0	0
FORCE OUT	$0	0	$0	0
OTHER	$0	0	$19,292	1

* From Vanguard's "How America Saves 2016" survey

Participation

Participation is a key indicator of your plan's overall health. By evaluating your plan against the national average, you can quickly see how your plan compares and if any plan design changes may further increase engagement.

What steps can be taken to increase participation and encourage replacement of 70 to 80 percent of pre-retirement income?

Plan Contribution Detail

	2017	2018
Participation rate	0%	44%
National average*	78%	N/A
National average by number of employees*	80%	N/A

Participation by Age Range**

Range	≤ 30	31 to 40	41 to 50	51 to 60	61+
# Contributing	0	0	0	0	0
# Eligible	240	255	239	200	92
% Contributing	0%	0%	0%	0%	0%

Participation by Salary Range**

Range	< $30k	$30 - $50k	$50 - $75k	$75 - $100k	$100 - $125k	$125k +
# Contributing	0	0	0	0	0	0
# Eligible	1026	0	0	0	0	0
% Contributing	0%	0%	0%	0%	0%	0%

* From Vanguard's "How America Saves 2016" survey
** as of last day of prior plan year

Average Account Balance

How confident are you that your workforce is ready to retire? Participants may need to replace more than 80 percent of their income in retirement. This information allows you to analyze the year-over-year growth in your plan as compared to national averages.

What steps can be taken to increase the health of the plan, such as targeted educational campaigns, online tools or other resources?

	2017	2018
Average account balance	$0	$7,646
Median account balance	$0	$2,458
National average*	$96,288	N/A

Average Account Balance by Age**

Range	≤ 30	31 - 40	41 - 50	51 - 60	61+
Average account balance	$0	$0	$0	$0	$0
% Contributing	0%	0%	0%	0%	0%

Average Account Balance by Salary**

Range	< $30k	$30 - $50k	$50 - $75k	$75 - $100k	$100 - $125k	$125k +
Average account balance	$0	$0	$0	$0	$0	$0
% Contributing	0%	0%	0%	0%	0%	0%

* From Vanguard's "How America Saves 2016" survey
** as of last day of prior plan year

Participant Contributions

The amount your participants save has a greater effect on retirement readiness than the investments they select.

This section can help you better understand how your employees are contributing to this important benefit by salary and age.

Does this information show a need for targeted education?

	2017	Benchmark*	2018
Average savings rate (%)	0.00	6.80	136.38
Average amount contributed	$0	$0	$270
# of Eligible	1026	N/A	889
# Contributing	0	N/A	393

Average Deferral Percentage by Age**	≤ 30	31 - 40	41 - 50	51- 60	61+
Plan	0.00%	0.00%	0.00%	0.00%	0.00%

Average Deferral Percentage by Salary**	< $30k	$30 - $50k	$50 - $75k	$75 - $100k	$100 - $125k	$125k+
Plan	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

* From Vanguard's "How America Saves 2016" survey
** as of last day of prior plan year

Guided Portfolios

Pre-mixed portfolios make it easier for employees to diversify their investments. A portfolio is recommended after an employee takes a quiz considering risk tolerance and time horizon.

The Automatic Rebalancer option can help ensure employees maintain their current investment allocation and risk tolerance.

This information outlines how many have chosen the Guided Portfolios over their own investment mix as well as those leveraging the Automatic Rebalancer.

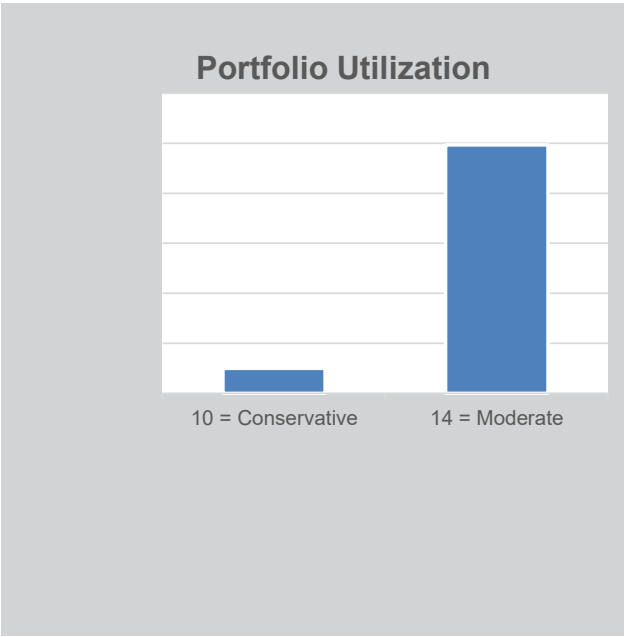
Do your employees find these tools a valuable resource for helping them manage their accounts?

	Beginning Balance	Ending Balance
Portfolio investors	$0	$55
Independent investors	$7,462	$7,756

595 Participants with a Balance

	Number of Participants	% of Participants	# Using Rebalancer	% Using Rebalancer	# Not Using Rebalancer	% Not Using Rebalancer
Portfolio investors	2	0%	0	0%	2	0%
Independent investors	593	100%	6	1%	587	99%

Portfolio	Market Value	% of Plan Assets	# of Participants
10 = Conservativ	$10	0%	1
14 = Moderate	$99	0%	1



*Beginning balances as of Jan 01, ending Jun 30

Participation by Fund

Below is a breakout of the funds within your plan and the number of participants invested in them.

Are there ways to make your fund lineup more effective? For example, what does the fund use look like compared to the number of funds offered?

	In Portfolio	# of Participants in Fund	Balance	Percentage of Assets
Standard Stable Asset A	X	89	$666,160	15%
Vanguard Tot Bd Mkt Idx Adm	X	50	$102,625	2%
Putnam Dynamic AA Growth Y		17	$195,781	4%
BlackRock LifePth Idx Ret K		15	$78,819	2%
BlackRock LifePth Idx 2020 K		56	$332,738	7%
BlackRock LifePth Idx 2025 K		91	$632,899	14%
BlackRock LifePth Idx 2030 K		89	$343,174	8%
BlackRock LifePth Idx 2035 K		75	$368,232	8%
BlackRock LifePth Idx 2040 K		78	$345,811	8%
BlackRock LifePth Idx 2045 K		102	$338,188	7%
BlackRock LifePth Idx 2050 K		81	$206,655	5%
BlackRock LifePth Idx 2055 K		31	$18,898	0%
BlackRock LifePth Idx 2060 K		10	$893	0%
Putnam Dynamic AA Balanced Y		40	$107,589	2%
MFS Value R6	X	26	$119,734	3%
iShares S&P 500 Index K	X	33	$54,696	1%
Putnam Dynamic AA Conserv Y		16	$65,627	1%
TIAA-CREF Inst Lg Cp Gr Inst	X	61	$232,162	5%
Wells Fargo Spec MdCpVal Ins	X	4	$997	0%
Vanguard Mid Cap Index Adm		10	$17,460	0%
MassMutual Select MidCapGr I	X	57	$169,505	4%
DFA US Small Cap Value I	X	44	$34,771	1%
Janus Henderson Triton T		32	$37,303	1%
Hartford Intl Opportun R6	X	4	$80	0%
American Funds New World R6		53	$68,940	2%
Principal Real Estate Sec I		5	$9,605	0%

Terminated Participants

When employment ends for a retirement plan participant, you continue to be a fiduciary to the participant's retirement plan assets and held to compliance as long as these assets remain in the plan. Ongoing administrative tasks, such as tracking former employees to deliver required notices, can prove difficult and you may be paying ongoing plan expenses.

What can The Standard do to ease the administrative burden?

	< $1000	$1000 - $5000	> $5000
YTD	9	8	2
2017	9	8	9
2016	9	15	12
2015	11	4	5
< 2015	20	23	6
Total	58	58	34

Our Sweep Process Reduces Your Burden

Our sweep process helps move terminated participants out of the retirement plan when their balance is below a designated amount, either $1,000 or $5,000. This process is run three times each year and is designed to help reduce your burden by minimizing the number of potential lost participants and notices to be mailed. In addition, this process may help reduce any asset or per-participant expenses.

Forfeiture Balance	Forfeiture Handling
Your forfeiture balance is: $0	0

Web Usage

When participants access their accounts online, not only do they save time, but they also have the chance to engage in their account by making changes or evaluating current investment selections.

Are your participants aware of the suite of online tools and resources available to them?

Participants Receiving Online Statements	Number of Eligible Participants Registered Online	Total Number of Eligible Plan Participants	% of Eligible Participants that have Registered Online
12	154	889	17%

Online Transfer and Rebalance Activity

	2017	2018
Transfers requested online	0	12
Rebalance requests initiated online	0	5

	Number Requested Online	Total Number Requested	% Requested Online
Distribution activity	7	13	54%
Loan activity	0	0	0%

Leveraging Plan Services

A plan's services can affect your fiduciary protection as well as help participants save for their retirement income. Below are your currently selected services along with other options to consider.

Are there other available services that can help reduce your fiduciary risk, administrative burden and support participant retirement readiness?

Service	Used in Plan	Description
ERISA 3(21) Investment Advisory Fiduciary	No	Plan level investment fiduciary services.
ERISA 3(38) Investment Management Fiduciary	No	Investment management fiduciary services with discretionary transactional authority over investments.
Auto Enrollment	Yes	Form of enrollment that makes opting out an affirmative election.
Qualified Default Investment Alternative	Yes	Default investment election for any participants that do not actively select investments. Reduces plan sponsor liability.
Mainspring Managed	No	Participant managed service that provides an investment and savings recommendation based on a gap analysis.
MAP	Yes	The Standard can approve loans and distributions on behalf of the plan sponsor.
GOLD	Yes	Online loans and distribution processing.
Portfolio	Yes	Participants can choose from predetermined portfolio options based on a simple quiz.
Online Enrollment	Yes	Provides participants the opportunity to enroll from anywhere they are able to connect online.
Paperless Statements	No	When a plan sponsor chooses paperless quarterly account statements for the plan, participants will receive their statements online by default. Participants then receive quarterly emails letting them know their statement is available on Personal Savings Center. If preferred, they can alternately choose paper delivery at any time.

ERISA 3(16) Services

Service	Used in Plan	Description
Compliance Testing	Yes	When providing full service administration the Standard can act as a fiduciary for certain key plan administration responsibilities when performing compliance testing.
Manager of the Approval Process	Yes	The Standard takes on a fiduciary role with the approval of loans, distributions and withdrawals.
Notices	Yes	The Standard takes on a fiduciary role by distributing certain required notices to participants.
Enrollment Alerts	No	The Standard takes on a fiduciary role in determining initial participant plan eligibility and notifying them accordingly.

Executive Summary

This page provides a high-level summary. More information is available inside the full Plan Review.

Plan Flow	2017	2018 YTD
Ending balance	$0	$4,549,340
Contributions	$0	$240,034
Deferrals	$0	$240,034
Employer	$0	$0
Rollover	$0	$0
Market impact	$0	$21,973
Distribution $	$0	$87,321
Distribution #	0	13

Participant Information	2017	2018 YTD
Eligible participants	1,026	889
Contributing participants	0	393
Employees w/ balance	0	595

Executive Summary

This page provides a high-level summary. More information is available inside the full Plan Review.

Participant Utilization	2017	2018 YTD
Participation rate	0%	44%
Savings rate	0%	136%
Average account balance	$0.00	$7,645.95
Average deferral	$0.00	$270.00

Web Utilization	2017	2018 YTD
% Registered	0%	17%
Directives updated online	0	12
Rebalance requests initiated online	0	5
Distributions initiated online	0	7
Loans initiated online	0	0

INVESTMENT REVIEW

Community Action Partnership

For Period Ending 06/30/2018

Presented By: Tom Ming

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Market & Economic Review

For Period Ending 6/30/2018

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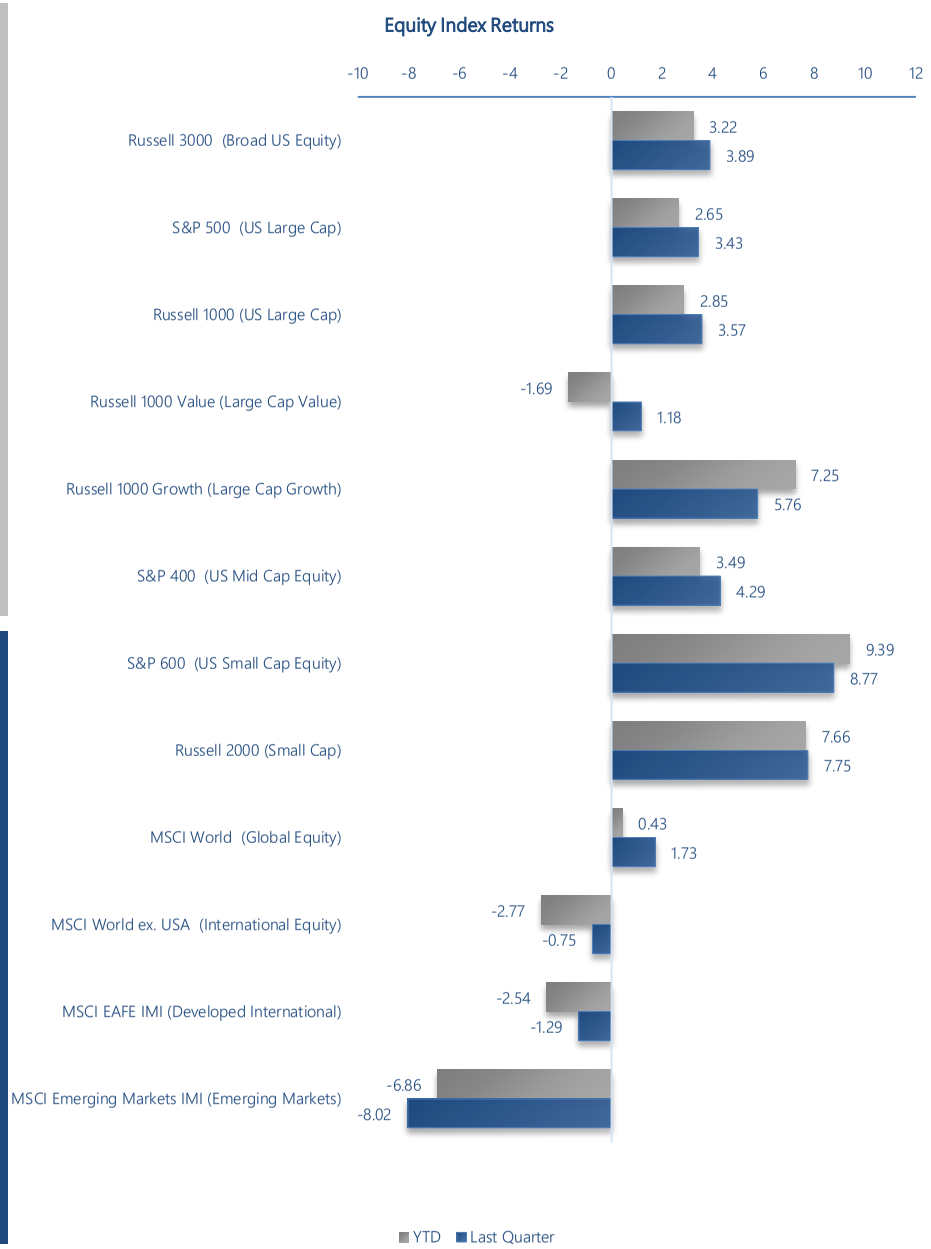
Equity Review

Domestic Equity

- S&P 500 posted a gain of 3.43% for the quarter
- Small Cap (Russell 2000) outperformed Large Cap (Russell 1000)
- Growth (Russell 1000 Growth) outperformed Value (Russell 1000 Value)
- The Consumer Discretionary, Technology, and Energy sectors were the top performing sectors in the quarter while Consumer Staples, Telecom, and Industrials posted the largest losses.
- Market volatility returned in the quarter driven primarily by rising trade tensions between the U.S., China, and it's other major trading partners.
- In the first half of 2018, the S&P had single-day moves of more than 1% 36 times. A dramatic increase relative to the 8 times it occurred in 2017, but relatively in-line with the average 68 times per year it has occurred over the last decade.

International Equity

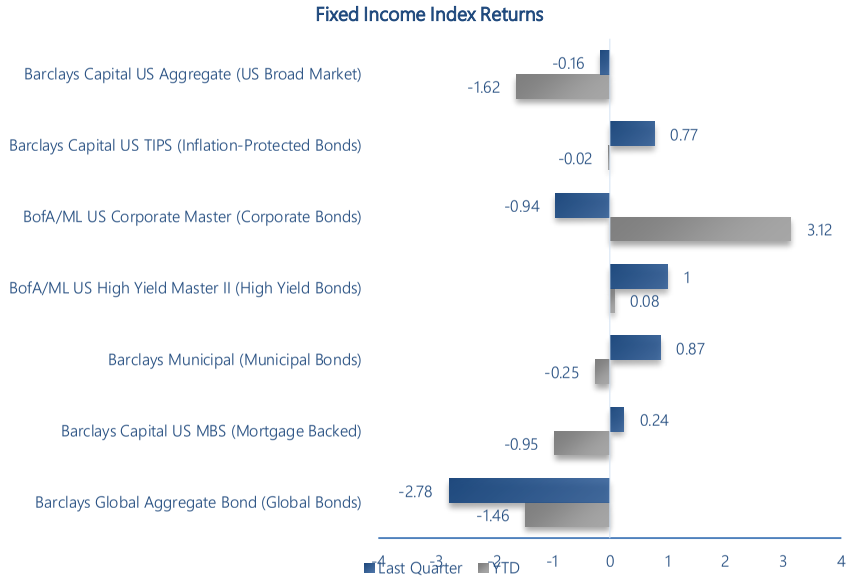
- MSCI World ex. US posted a loss of 0.75% for the quarter.
- Domestic equities outperformed international equities
- Developed market equities outperformed emerging market equities.
- European stocks advanced in the quarter but were negated (in dollar terms) by the sharp drop in the Euro against the dollar as the European Central Bank announced a longer timeline to raise interest rates than previously expected.
- Japanese equities were relatively flat in USD terms as the country's GDP declined in the quarter and markets oscillated around trade threats and action between the U.S., China, and other trading partners.
- Emerging Market equities fell 8% in the quarter as heightened global trade tensions, political uncertainty in Latin America and the strengthening U.S. dollar worried investors. Brazil was the worst performer falling 26% over central bank inaction, fiscal policy uncertainty, and a trucker strike that sent markets lower.

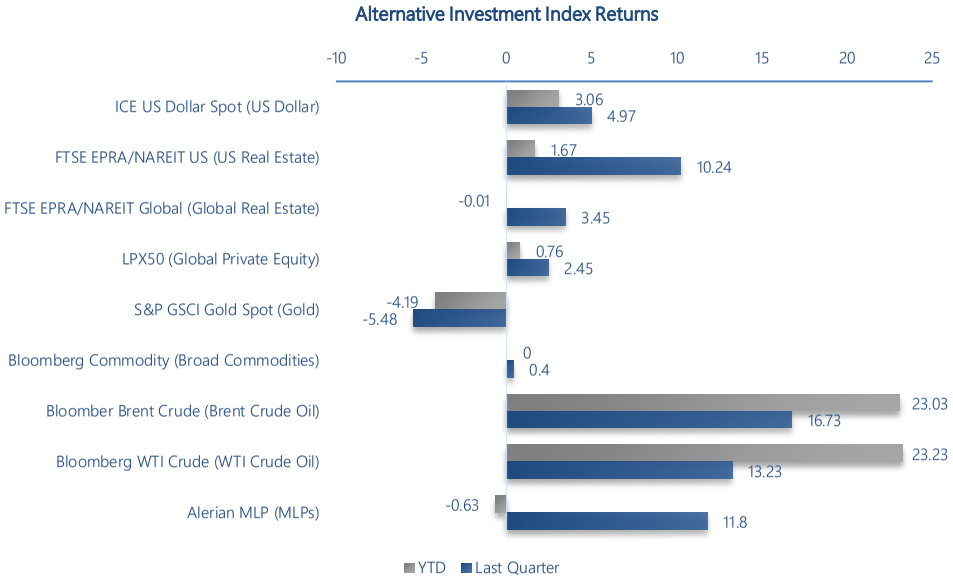


Source: Index Factsheets as of 6/30/2018 from the following index providers: MSCI Indices (www.msci.com), S&P Dow Jones Indices (www.us.spindices.com), FTSE Russell Indices (www.ftse.com).

Fixed Income

- The yield on the 10-Year Treasury ended the quarter at 2.85%
- The Treasury yield curve continued to flatten over the quarter driving speculation around the rising probability of an oncoming recession.
- In it's June meeting, the Federal Reserve voted to raise interest rates another 25 bps to a target range of 1.75% to 2.00%. It also announced it will be holding press conferences following each policy meeting.
- Global Bonds significantly underperformed during the quarter as the European Central Bank announced they would be ending their bond buying program later this year.
- Italians bonds suffered losses as political uncertainty drove volatility in the fixed income markets while bond prices in Germany rose as investor moved to more "safe-haven" assets.





Alternative Investments

- Commodities posted a 0.40% gain during the quarter.
- The US Dollar gained almost 5% during the quarter erasing losses from the previous quarter.
- Brent Crude Oil gained 16.7% for the quarter while West Texas Intermediate (WTI) Crude Oil gained 13.2%.
- US REITs outperformed Global REITS posting a 10.2% gain for the quarter compared to a 3.5% gain globally.
- Global Private Equity both gained this quarter, posting 2.5% and 11.8% returns respectively.

Source: Index Factsheets as of 6/30/2018 from the following index providers: Bloomberg Barclays Indices (www.bloomberg.com), BofA Merrill Lynch (www.bofaml.com), Intercontinental Exchange (www.theice.com), LPX Group (www.lpx-group.com), Credit Suisse (lab.credit-Suisse.com), FTSE Russell Indices (www.ftse.com). All other data was sourced from Morningstar.

Macroeconomic & Political Review

Macroeconomic Variable	Latest Data	Previous Quarter	Change
Real U.S. GDP *(% Q/Q Annualized)*	2.0% *(Q1 2018)*	2.9% *(Q4 2017)*	0.9%
Headline Inflation *(% Y/Y)*	2.9% *(June 2018)*	2.4% *(March 2018)*	0.5%
Core Inflation *(% Y/Y)*	2.3% *(June 2018)*	2.1% *(March 2018)*	0.2%
Unemployment *(%)*	4. 0% *(June 2018)*	4.1% *(March 2018)*	0.1%
Hours Worked *(Average/Week)*	34.5 *(June 2018)*	34.5 *(March 2018)*	00.0
Average Hourly Wages *($)*	$26.98 *(June 2018)*	$26.82 *(March 2018)*	$0.16
Average Price of Gas *($/Gallon - Regular)*	$2.891 *(June 2018)*	$2.591 *(March 2018)*	$0.300
Dollar/Euro *($/€)*	1.1630 *(June 2018)*	1.2320 *(March 2018)*	0.069
Yen/Dollar *(¥/$)*	109.98 *(June 2018)*	106.20 *(March 2018)*	3.78
Yuan/Dollar *(¥/$)*	6.5027 *(June 2018)*	6.2726 *(March 2018)*	0.2301
Fed Funds Rate *(% Range)*	1.75 – 2.00% *(June 2018)*	1.50 - 1.75% *(March 2018)*	0.25%
S&P 500 *(Price Level)*	2,718.37 *(June 2018)*	2,640.87 *(March 2018)*	77.50
Ten Year Treasury Yield *(%)*	2.85% *(June 2018)*	2.74% *(March 2018)*	0.11%

Macroeconomic Review

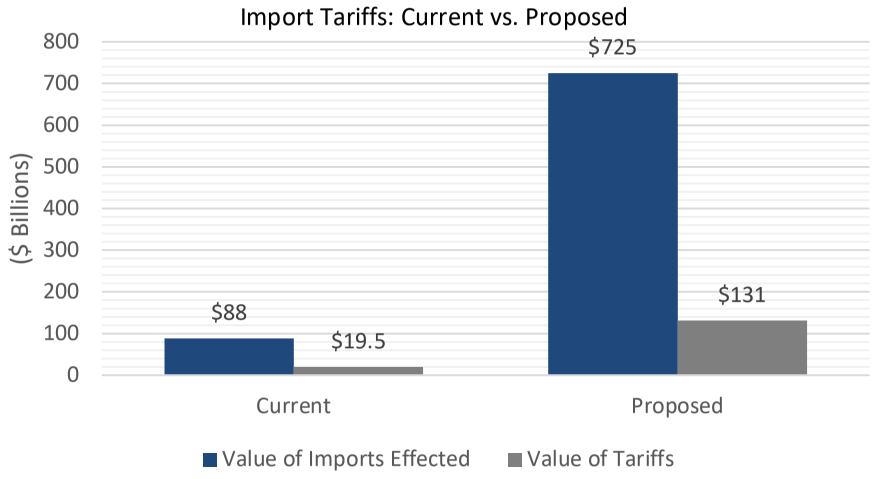
- GDP increased at an annual rate of 2.0% in Q1 compared to a 2.9% in the quarter prior.
- Headline inflation rose to 2.9% at the end of June while core inflation rose to 2.3% to end the quarter.
- The unemployment rate declined to 4.0% in June from 4.1% in March, but is up from the previous month (3.8% in May).
- The US Dollar strengthened against almost all major currencies as central bank actions and rising growth prospects fueled demand for the dollar.
- The Federal Reserve raised the Fed Funds Rates to a target range of 1.75% to 2.00% in it's second rate hike this year. The Fed increased their projected rate hikes this year to 2 additional hikes from 1.

Political Review

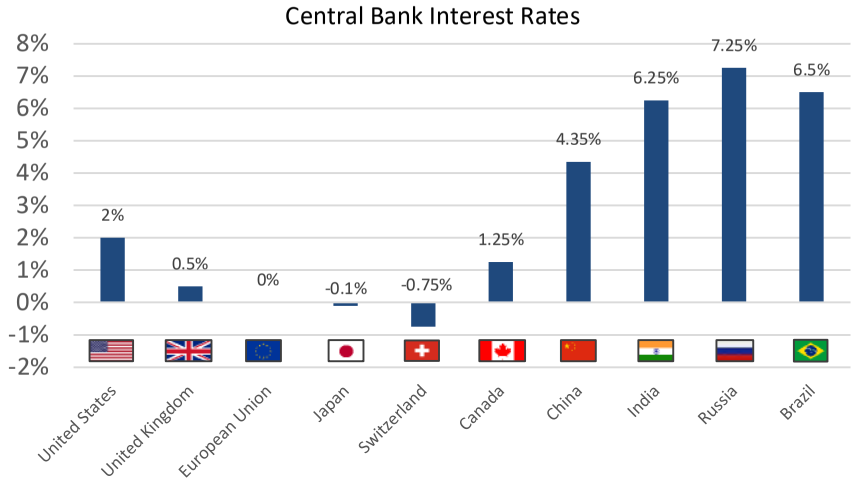
- Trade policy and tariff threats from Washington DC to China and other major trading partners was a dominant theme throughout the quarter.
- Brexit negotiations continued with progress being made over the legal text of the Withdrawal Agreement. Negotiations appear to be leaning towards a "soft" Brexit that would allow the UK to maintain a close EU relationship.
- Spain and German governments gave caution as Spain's Prime Minister lost a no-confidence vote and Germany's Chancellor struggled to keep her coalition government together.
- Political turmoil in Italy rattled European markets as the country struggled to form a firm coalition government. The initial coalition government that formed quickly readjusted over fears that they may try to leave the Euro zone.
- President Trump and Kim-Jong Un held a summit in Singapore to discuss de-escalating tensions between their respective countries. The summit concluded with an announcement that North Korea will work towards denuclearization while the U.S. will stop military exercises in the region.

Source: Bureau of Economic Analysis (www.bea.gov), Bureau of Labor Statistics (www.bls.gov), U.S. Energy Information Administration (www.eia.gov), FRED Economic Data (fred.stlouisfed.gov). Arrows depict the upwards, lateral, or downward change in direction for a given macroeconomic variable. The color of the arrow denotes the positive, neutral, or negative signal Pensionmark perceives for the change in macroeconomic variable. It is educational in nature and not designed to be taken as advice or a recommendation for any specific investment product, strategy, plan feature or other purpose in any jurisdiction. This data does not contain sufficient information for any investment decision and should not be relied upon when considering an investment strategy.

Looking Ahead



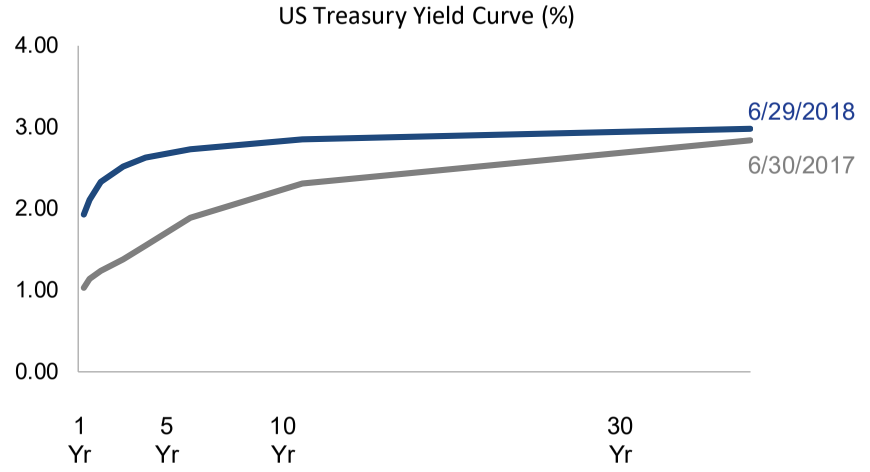
Tariffs & Trade	While the new tariffs that have been imposed by the U.S. and in retaliation to the U.S. may not account for a significant portion of total U.S. imports, the potential escalation of those tariffs may cause a more significant impact.



Central Bank Actions	As the Federal Reserve continues to raise interest rates and become a net seller of treasuries while other central banks continue to leave rates unchanged, USD demand may continue to increase; though not a trend that is likely sustainable



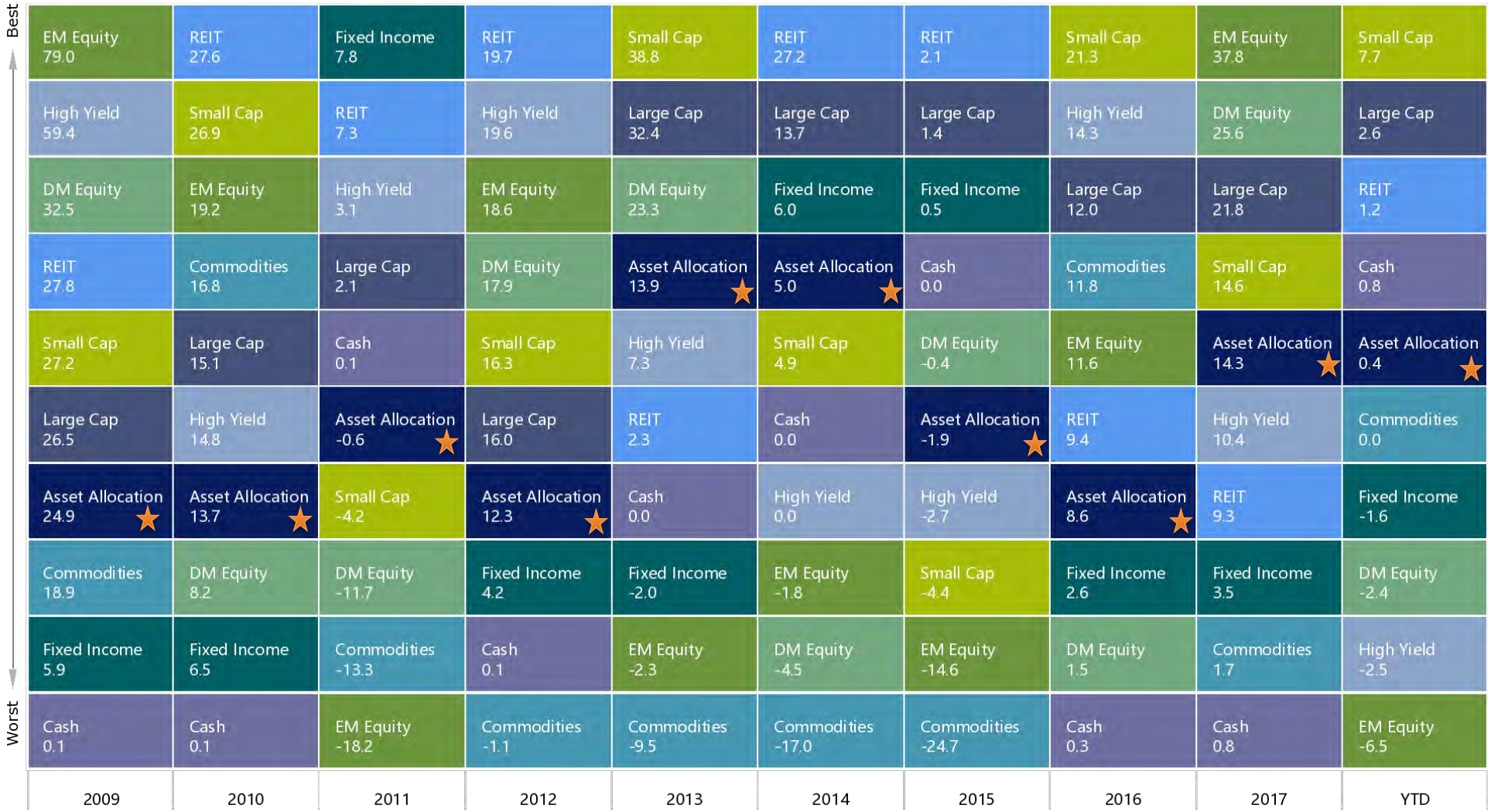
Job Market Situation	There are currently more job openings in the U.S. than available workers to fills those jobs. This will likely put upward pressure on wage growth and force companies to increase productivity to make up the difference.



Treasury Yield Curve	The Treasury Yield Curve has flattened significantly over the last 12 months. Since the Yield Curve inverting is a significant indicator of an oncoming recession, it is important to closely watch how long term yields behave relative to short term in the months ahead.

Source: United States International Trade Commission (USITC) (www.usitc.gov), Bank for International Settlements (www.bis.org), Bureau of Labor Statistics (www.bls.gov), U.S. Treasury (www.treasury.gov). This data does not contain sufficient information for any investment decision and should not be relied upon when considering an investment strategy.

The Importance of Diversification



Large Cap: S&P 500; Small Cap: Russell 2000; EM: MSCI EM; Commodities: Bloomberg Commodity; High Yield: Barclays Global High Yield; Fixed Income: Barclays US Agg Bond; DM: MSCI EAFE; Cash: Barclays US Treasury Bill 1-3 Month; REIT: FTSE NAREIT; "Asset Allocation" portfolio assumes 25% S&P 500, 10% Russell 2000, 15% MSCI EAFE, 5% MSCI EM, 25% Barclays US Agg Bond, 5% Barclays Global High Yield, 5% US Treasury Bill 1-3 Month, 5% Bloomberg Commodity, and 5% FTSE NAREIT.

Source: Morningstar Direct. This information is not intended as a solicitation or an offer to buy or sell any security or investment product. Past performance is not indicative of future returns. Information is solely intended for recipients in jurisdictions where the named advisor(s) are licensed to engage the investing public. Investments and strategies mentioned may not be suitable for all investors. The S&P 500 and other such indices are unmanaged, do not incur fees or expense, cannot be invested into directly and individual investor's results will vary. As with all investments, various risks may exist and Pensionmark Financial Group, LLC recommends you consult with your financial advisor prior to making any investment decisions.

INDEX DEFINITIONS

All indexes are unmanaged and an individual cannot invest directly in an index. Index returns do not include fees or expenses.

Equity Indexes:

The **Dow Jones Industrial Average** is a price-weighted average of 30 actively traded blue-chip U.S. stocks.

The **MSCI World Index** is a market capitalization weighted index that is designed to measure the equity market performance of developed and emerging markets.

The **MSCI World ex USA Index** is a market capitalization weighted index that is designed to measure the equity market performance of developed and emerging markets, excluding the United States.

The **MSCI EAFE Index** (Europe, Australasia, Far East) is a free float-adjusted market capitalization index that is designed to measure the equity market performance of developed markets, excluding the US & Canada.

The **MSCI Emerging Markets** Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets.

The **Russell 1000 Index®** measures the performance of the 1,000 largest companies in the Russell 3000.

The **Russell 1000 Growth Index®** measures the performance of those Russell 1000 companies with higher price-to-book ratios and higher forecasted growth values.

The **Russell 1000 Value Index®** measures the performance of those Russell 1000 companies with lower price-to-book ratios and lower forecasted growth values.

The **Russell 2000 Index®** measures the performance of the 2,000 smallest companies in the Russell 3000 Index.

The **Russell 3000 Index®** measures the performance of the 3,000 largest U.S. companies based on total market capitalization.

The **S&P 500 Index** is widely regarded as the best single gauge of the U.S. equities market. The index includes a representative sample of 500 leading companies in leading industries of the U.S. economy.

The **S&P 500 Index** focuses on the large-cap segment of the market; however, since it includes a significant portion of the total value of the market, it also represents the market.

The **S&P 400 Index** provides investors with a benchmark for mid-sized companies. The index, which is distinct from the large-cap S&P 500®, measures the performance of mid-sized companies, reflecting the distinctive risk and return characteristics of this market segment.

The **S&P 600 Index** measures the small-cap segment of the U.S. equity market. The index is designed to track companies that meet specific inclusion criteria to ensure that they are liquid and financially viable.

Fixed income:

The **Barclays US Agg Bond I**ndex measures the performance of investment grade, U.S. dollar-denominated, fixed-rate taxable bond market, including Treasuries, government-related and corporate securities, MBS (agency fixed-rate and hybrid ARM passthroughs), ABS, and CMBS. It rolls up into other Barclays flagship indices, such as the multi-currency Global Aggregate Index and the U.S. Universal Index, which includes high yield and emerging markets debt.

The **Barclays US TIPS Index** measures the performance of rules-based, market value-weighted inflation-protected securities issued by the U.S. Treasury. It is a subset of the Global Inflation-Linked Index (Series-L).

The **BofAML US Corporate Index** tracks the performance of U.S. dollar denominated investment grade corporate debt publicly issued in the US domestic market. Qualifying securities must have an investment grade rating (based on an average of Moody's, S&P and Fitch) and an investment grade rated country of risk (based on an average of Moody's, S&P and Fitch foreign currency long term sovereign debt ratings). In addition, qualifying securities must have at least one year remaining term to final maturity, a fixed coupon schedule and a minimum amount outstanding of $250 million.

The **BofAML High Yield Index** measures the performance of short-term US dollar denominated below investment grade corporate debt publicly issued in the US domestic market. Qualifying securities must have at least 18 months to final maturity at the time of issuance, at least one year remaining term to final maturity as of the rebalancing date, a fixed coupon schedule and a minimum amount outstanding of $100 million. It is capitalization-weighted.

This **Barclays Municipal Bond Index** measures the performance of the Bloomberg Barclays U.S. Municipal bond, which covers the USD-denominated Long-Term tax exempt bond market with four main sectors: state and local general obligation bonds, revenue bonds, insured bonds and pre-refunded bonds.

The **Barclays MBS Index** measures the performance of the agency mortgage-backed pass-through securities (both fixed-rate and hybrid ARM) issued by Ginnie Mae (GNMA), Fannie Mae (FNMA), and Freddie Mac (FHLMC).

The **Barclays Global Agg Bond Index** measures the performance of global investment grade fixed-rate debt markets, including the U.S. Aggregate, the Pan-European Aggregate, the Asian-Pacific Aggregate, Global Treasury, Eurodollar, Euro-Yen, Canadian, and Investment Grade 144A index-eligible securities.

INDEX DEFINITIONS

All indexes are unmanaged and an individual cannot invest directly in an index. Index returns do not include fees or expenses.

Other Asset Classes:

The **U.S. Dollar Index** is a measure of the value of the United States dollar relative to a basket of foreign currencies, often referred to as a basket of U.S. trade partners' currencies.

The **FTSE NAREIT US REITs Index** is a market capitalization-weighted index that and includes all tax-qualified real estate investment trusts (REITs) that are listed on the New York Stock Exchange, the American Stock Exchange or the NASDAQ National Market List.

The **FTSE NAREIT Global Real Estate Index** is designed to represent general trends in eligible real estate equities worldwide. Relevant activities are defined as the ownership, disposal and development of income-producing real estate. The index series now covers Global, Developed and Emerging indices, as well the UK's AIM market.

The **LPX50 Index** is a global index that consists of the 50 largest liquid listed private equity companies covered by LPX.

The **Credit Suisse Hedge Fund Index** is compiled by Credit Suisse Hedge Index LLC and CME Group Index Services LLC. It is an asset-weighted hedge fund index and includes only funds, as opposed to separate accounts. The index is calculated and rebalanced on a monthly basis, and reflects performance net of all hedge fund component performance fees and expenses.

The **S&P GSCI Gold Index**, a sub-index of the S&P GSCI, provides investors with a reliable and publicly available benchmark tracking the COMEX gold future.

The **Bloomberg Commodity Index** and related sub-indices are composed of futures contracts on physical commodities and represents twenty two separate commodities traded on U.S. exchanges, with the exception of aluminum, nickel, and zinc.

The **Alerian MLP Index** is a composite of the 50 most prominent energy Master Limited Partnerships that provides investors with an unbiased, comprehensive benchmark for this emerging asset class. The index is calculated using a float-adjusted, capitalization-weighted methodology.

Definitions:

Investing in alternative assets involves higher risks than traditional investments and is suitable only for sophisticated investors. Alternative investments involve greater risks than traditional investments and should not be deemed a complete investment program. They are not tax efficient and an investor should consult with his/her tax advisor prior to investing. Alternative investments have higher fees than traditional investments and they may also be highly leveraged and engage in speculative investment techniques, which can magnify the potential for investment loss or gain. The value of the investment may fall as well as rise and investors may get back less than they invested.

Bonds are subject to interest rate risks. Bond prices generally fall when interest rates rise.

Investments in commodities may have greater volatility than investments in traditional securities, particularly if the instruments involve leverage. The value of commodity-linked derivative instruments may be affected by changes in overall market movements, commodity index volatility, changes in interest rates, or factors affecting a particular industry or commodity, such as drought, floods, weather, livestock disease, embargoes, tariffs and international economic, political and regulatory developments. Use of leveraged commodity-linked derivatives creates an opportunity for increased return but, at the same time, creates the possibility for greater loss.

Investments in emerging markets can be more volatile. The normal risks of investing in foreign countries are heightened when investing in emerging markets. In addition, the small size of securities markets and the low trading volume may lead to a lack of liquidity, which leads to increased volatility. Also, emerging markets may not provide adequate legal protection for private or foreign investment or private property.

The price of equity securities may rise, or fall because of changes in the broad market or changes in a company's financial condition, sometimes rapidly or unpredictably. These price movements may result from factors affecting individual companies, sectors or industries, or the securities market as a whole, such as changes in economic or political conditions. Equity securities are subject to "stock market risk" meaning that stock prices in general may decline over short or extended periods of time.

International investing involves a greater degree of risk and increased volatility. Changes in currency exchange rates and differences in accounting and taxation policies outside the U.S. can raise or lower returns. Some overseas markets may not be as politically and economically stable as the United States and other nations.

There is no guarantee that the use of long and short positions will succeed in limiting an investor's exposure to domestic stock market movements, capitalization, sector swings or other risk factors. Using long and short selling strategies may have higher portfolio turnover rates. Short selling involves certain risks, including additional costs associated with covering short positions and a possibility of unlimited loss on certain short sale positions.

Real estate investments may be subject to a higher degree of market risk because of concentration in a specific industry, sector or geographical sector. Real estate investments may be subject to risks including, but not limited to, declines in the value of real estate, risks related to general and economic conditions, changes in the value of the underlying property owned by the trust and defaults by borrower.

Small-capitalization investing typically carries more risk than investing in well-established "blue-chip" companies since smaller companies generally have a higher risk of failure. Historically, smaller companies' stock has experienced a greater degree of market volatility than the average stock.

EXECUTIVE SUMMARY

Community Action Partnership

For Period Ending 06/30/2018

Investment Scoring Summary

Passing	Watch	Review	Not Scored	Total
25	0	0	1	26

Investment Additions

Investment Name	Status	Morningstar Rating
No current investment additions		

Investments on Watch

Investment Name	Status	Quarters Failing Criteria	Morningstar Rating
No investments are currently on the watch list			

Investments Targeted for Review

Investment Name	Status	Morningstar Rating
No investments are currently targeted for review		

Review : Watch : Addition :

PORTFOLIO REVIEW

Community Action Partnership

For Period Ending 06/30/2018

	Value	Blend	Growth
Large	MFS® Value R6	iShares S&P 500 Index K	TIAA-CREF Large-Cap Growth Inst
Medium	Wells Fargo Special Mid Cap Value Inst	Vanguard Mid Cap Index Admiral	MassMutual Select Mid Cap Growth I
Small	DFA US Small Cap Value I		Janus Henderson Triton T

International	
Equities	Fixed Income
Hartford International Opportunities R6 American Funds New World R6	

Asset Allocation
Putnam Dynamic Asset Allocation Bal Y
Putnam Dynamic Asset Allocation Cnsrv Y
Putnam Dynamic Asset Allocation Gr Y
BlackRock LifePath® Index Retire K
BlackRock LifePath® Index 2020 K
BlackRock LifePath® Index 2025 K
BlackRock LifePath® Index 2030 K
BlackRock LifePath® Index 2035 K
BlackRock LifePath® Index 2040 K
BlackRock LifePath® Index 2045 K
BlackRock LifePath® Index 2050 K
BlackRock LifePath® Index 2055 K
BlackRock LifePath® Index 2060 K

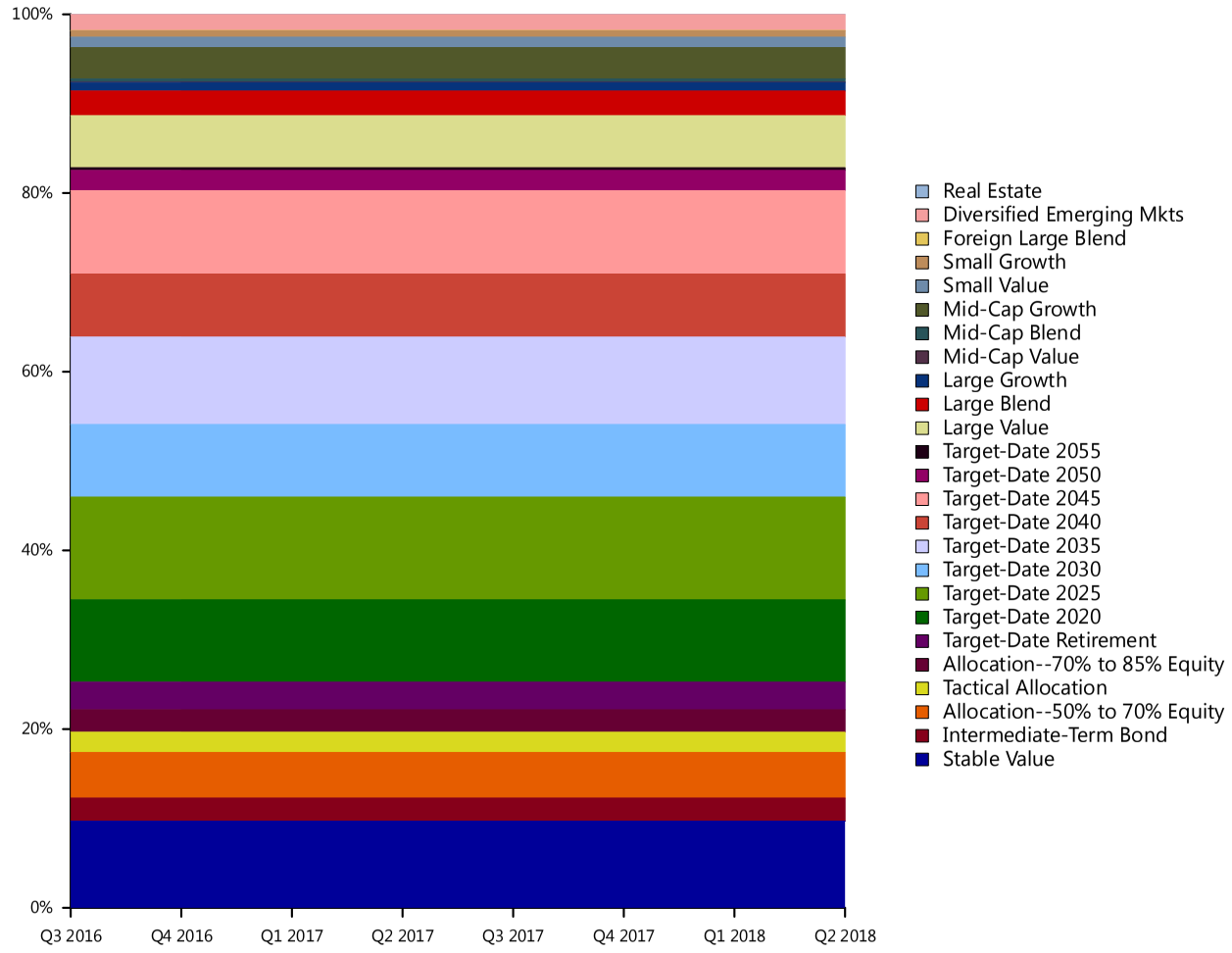
Fixed Income	Cash/Stable Value
Vanguard Total Bond Market Index Adm	The Standard Stable Asset A

Other
Principal Real Estate Securities Inst

Review : Watch : Addition :

Asset classes are defined as broad, distinct types of investments that behave similarly and are subject to most of the same market forces. When evaluating the diversification of assets in the investment portfolio, it is an important factor in assessing risk and return.

Historical Allocation



Investment Name	# of Participants	06/30/2018 Balance	% of Plan	03/31/2018 Balance	% Change
Stable Value					
The Standard Stable Asset A	105	$1,587,012.86	9.69%	$0.00	0.00%
Intermediate-Term Bond					
Vanguard Total Bond Market Index Adm	73	$423,968.00	2.59%	$0.00	0.00%
Allocation--50% to 70% Equity					
Putnam Dynamic Asset Allocation Bal Y	41	$835,735.96	5.10%	$0.00	0.00%
Tactical Allocation					
Putnam Dynamic Asset Allocation Cnsrv Y	21	$370,474.70	2.26%	$0.00	0.00%
Allocation--70% to 85% Equity					
Putnam Dynamic Asset Allocation Gr Y	16	$411,386.24	2.51%	$0.00	0.00%
Target-Date Retirement					
BlackRock LifePath® Index Retire K	14	$505,830.45	3.09%	$0.00	0.00%
Target-Date 2020					
BlackRock LifePath® Index 2020 K	46	$1,508,675.93	9.22%	$0.00	0.00%
Target-Date 2025					
BlackRock LifePath® Index 2025 K	77	$1,882,807.66	11.50%	$0.00	0.00%
Target-Date 2030					
BlackRock LifePath® Index 2030 K	75	$1,329,806.50	8.12%	$0.00	0.00%
Target-Date 2035					
BlackRock LifePath® Index 2035 K	83	$1,601,725.09	9.78%	$0.00	0.00%
Target-Date 2040					
BlackRock LifePath® Index 2040 K	90	$1,155,094.32	7.06%	$0.00	0.00%

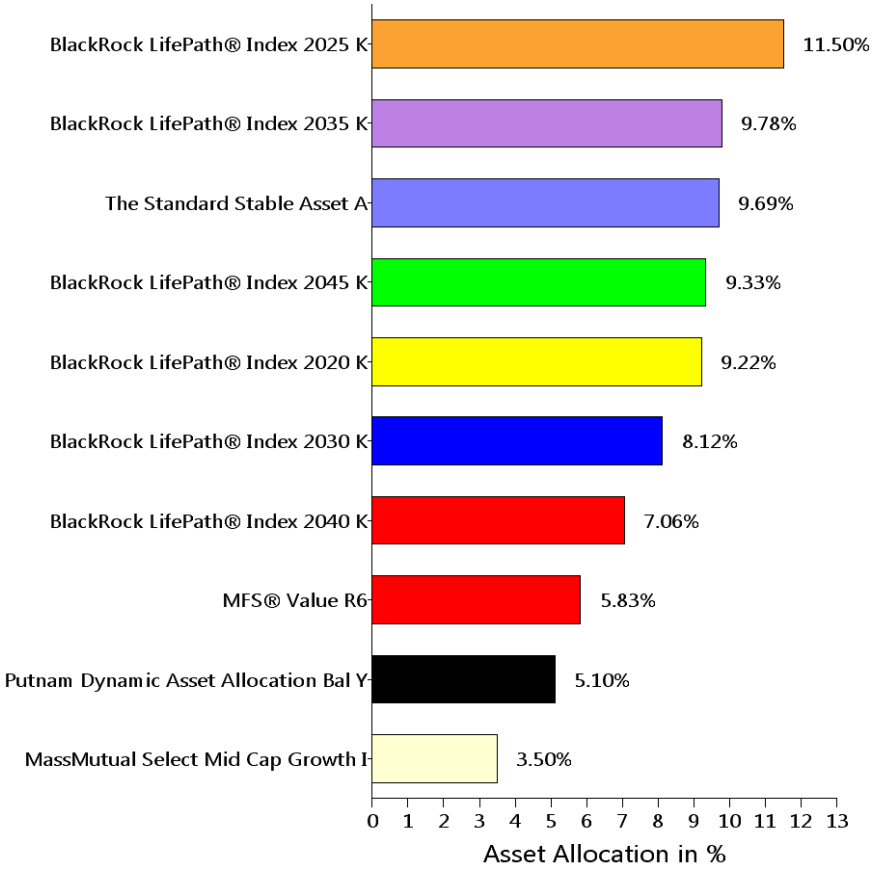
Investment Name	# of Participants	06/30/2018 Balance	% of Plan	03/31/2018 Balance	% Change
Target-Date 2045					
BlackRock LifePath® Index 2045 K	149	$1,528,084.19	9.33%	$0.00	0.00%
Target-Date 2050					
BlackRock LifePath® Index 2050 K	110	$370,224.91	2.26%	$0.00	0.00%
Target-Date 2055					
BlackRock LifePath® Index 2055 K	58	$50,387.07	0.31%	$0.00	0.00%
Target-Date 2060+					
BlackRock LifePath® Index 2060 K	0	$0.00	0.00%	$0.00	0.00%
Large Value					
MFS® Value R6	86	$953,758.63	5.83%	$0.00	0.00%
Large Blend					
iShares S&P 500 Index K	53	$451,359.59	2.76%	$0.00	0.00%
Large Growth					
TIAA-CREF Large-Cap Growth Inst	20	$155,996.22	0.95%	$0.00	0.00%
Mid-Cap Value					
Wells Fargo Special Mid Cap Value Inst	2	$8,980.62	0.05%	$0.00	0.00%
Mid-Cap Blend					
Vanguard Mid Cap Index Admiral	11	$57,844.70	0.35%	$0.00	0.00%
Mid-Cap Growth					
MassMutual Select Mid Cap Growth I	80	$572,677.29	3.50%	$0.00	0.00%
Small Value					
DFA US Small Cap Value I	72	$190,996.20	1.17%	$0.00	0.00%

Investment Name	# of Participants	06/30/2018 Balance	% of Plan	03/31/2018 Balance	% Change
Small Growth					
Janus Henderson Triton T	46	$117,479.01	0.72%	$0.00	0.00%
Foreign Large Blend					
Hartford International Opportunities R6	1	$3,778.05	0.02%	$0.00	0.00%
Diversified Emerging Mkts					
American Funds New World R6	84	$293,111.84	1.79%	$0.00	0.00%
Real Estate					
Principal Real Estate Securities Inst	4	$4,006.98	0.02%	$0.00	0.00%
Total:		$16,371,203.01		$0.00	0.00%

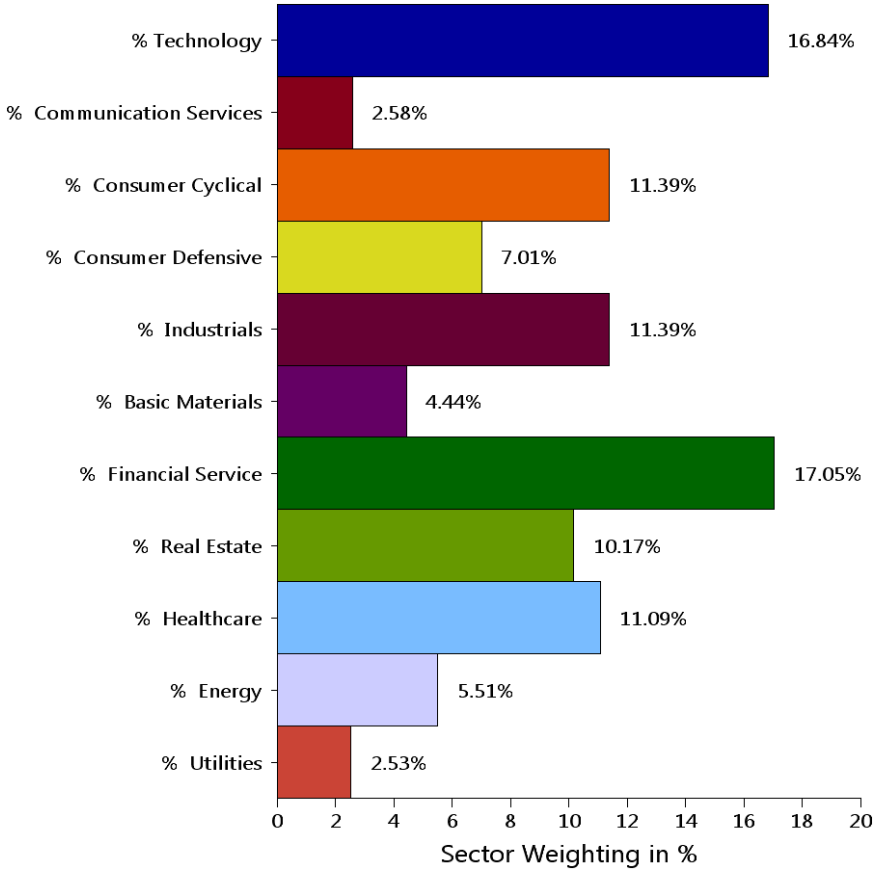
Review : Watch : Addition :

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.

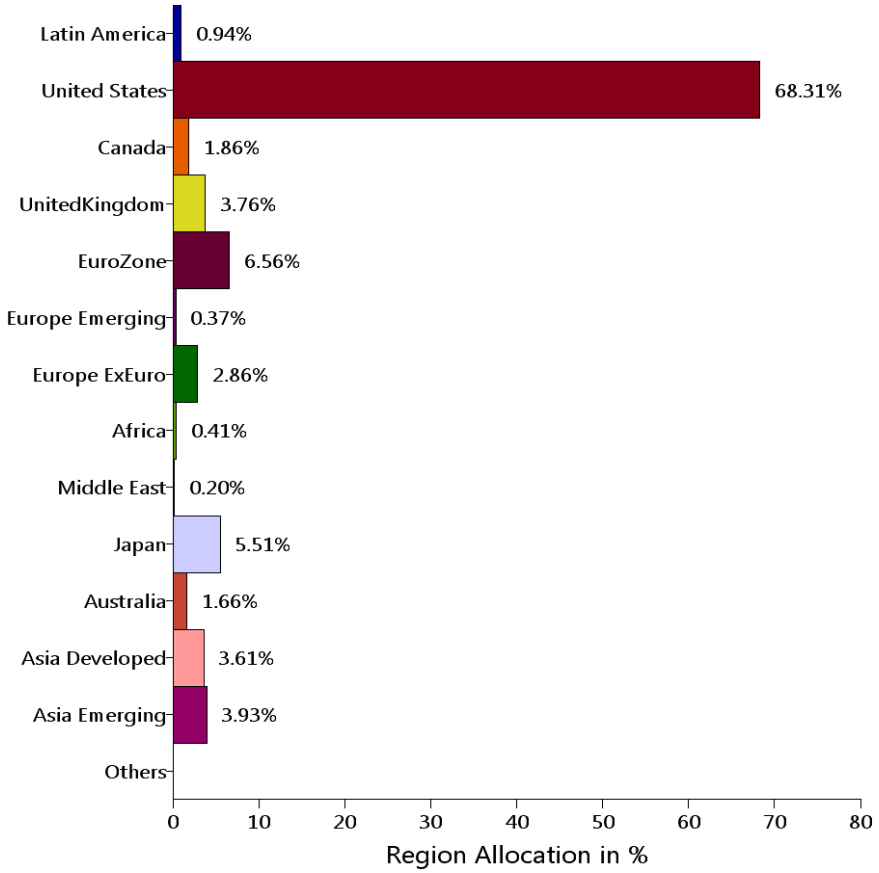
Top 10 Holdings



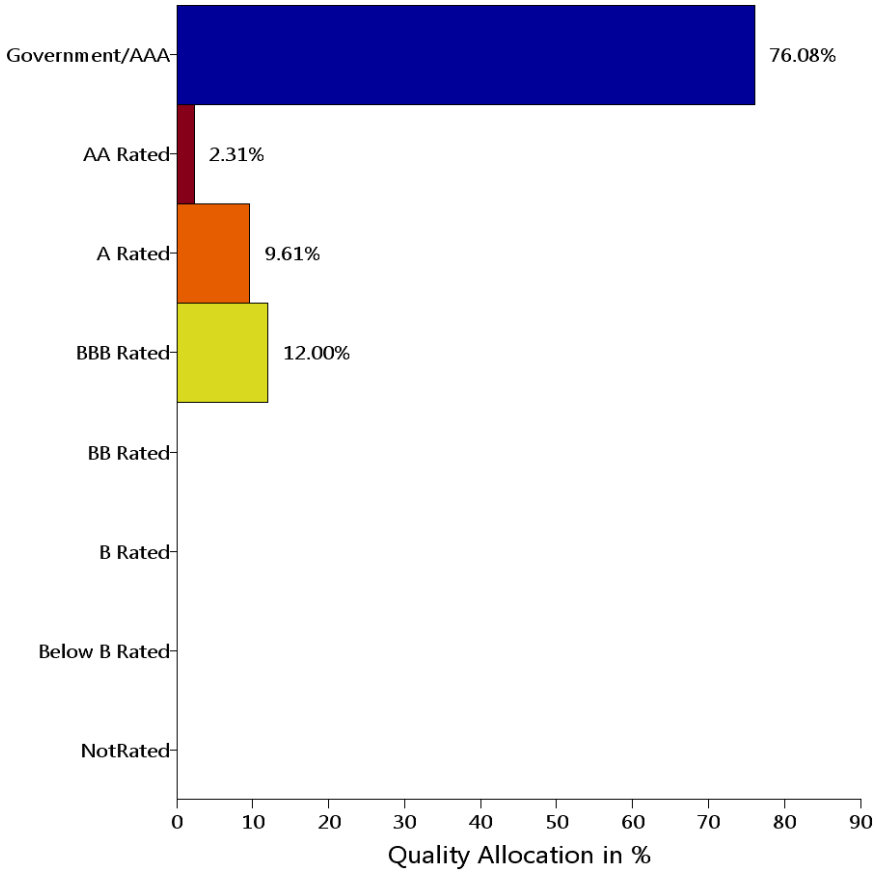
Sector Allocation



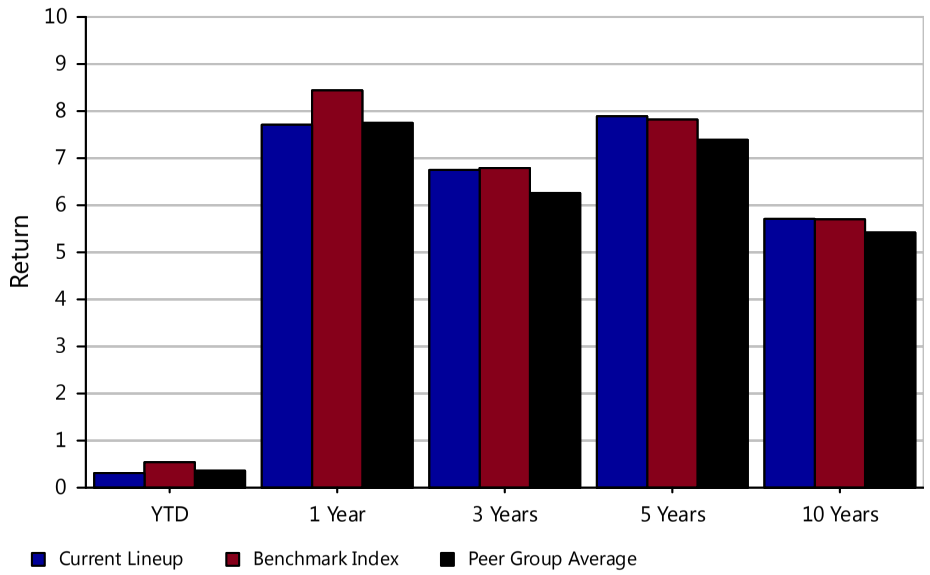
Region Allocation



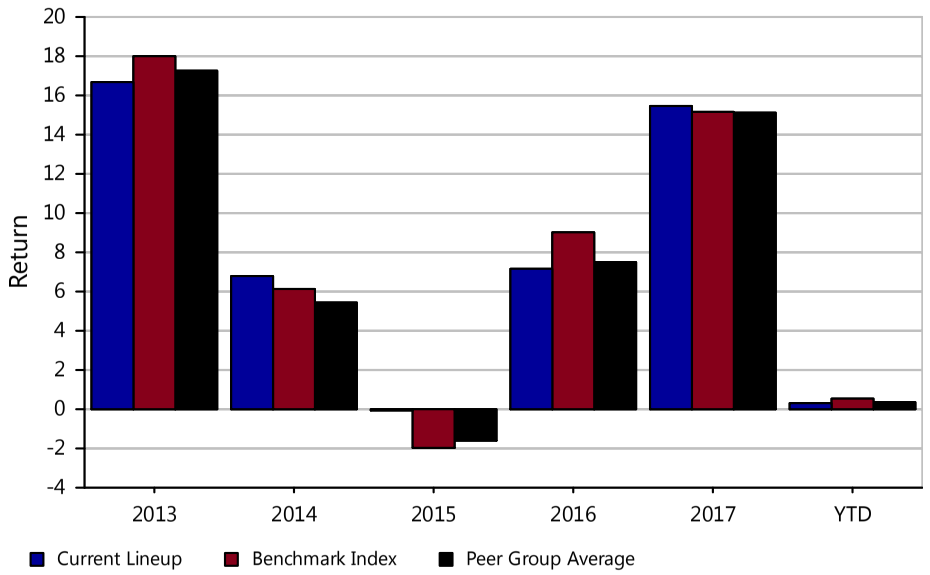
Quality Allocation



Annualized Returns



Calendar Year Returns



Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	0.31	7.71	6.75	7.89	5.71	0.25
Benchmark Index	0.54	8.44	6.79	7.82	5.70	NA
Peer Group Average	0.36	7.75	6.26	7.39	5.42	0.91

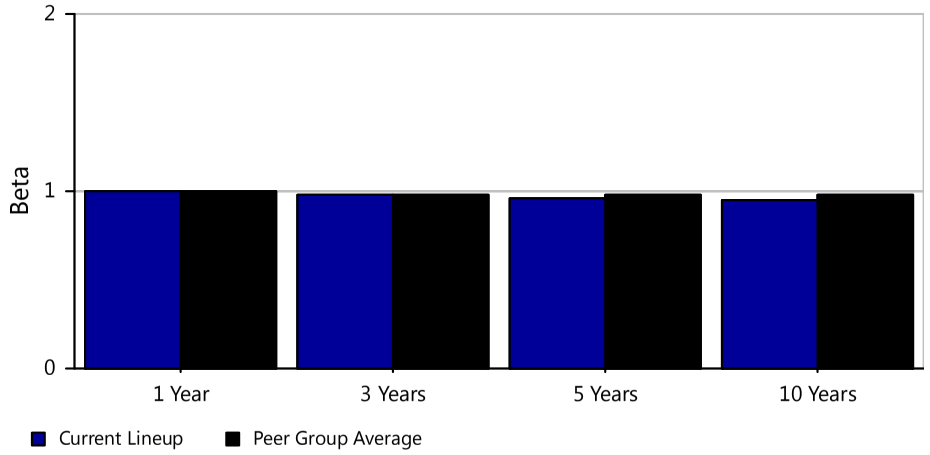
Calendar Year Returns

	2013	2014	2015	2016	2017	YTD	Net Exp.Ratio
Current Lineup	16.68	6.79	-0.06	7.16	15.46	0.31	0.25
Benchmark Index	18.00	6.13	-1.97	9.02	15.16	0.54	NA
Peer Group Average	17.26	5.44	-1.60	7.50	15.12	0.36	0.91

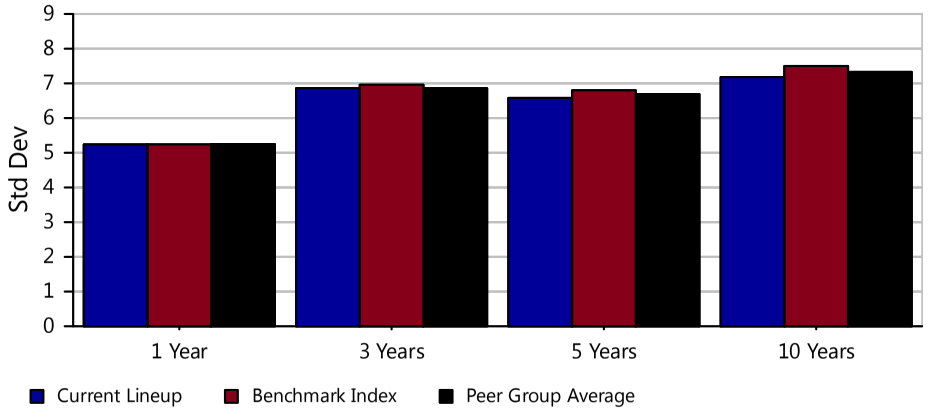
The Benchmark Index is constructed utilizing the underlying indexes of the Plan's investment options weighted in proportion to the asset allocation of the Plan. The underlying indexes are illustrated on the standardized performance pages of the report.

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please call 888-201-5488.

Annualized Beta



Annualized Standard Deviation



Trailing Beta

	1 Year	3 Years	5 Years	10 Years
Current Lineup	1.00	0.98	0.96	0.95
Peer Group Average	1.00	0.98	0.98	0.98

Trailing Standard Deviation

	1 Year	3 Years	5 Years	10 Years
Current Lineup	5.24	6.86	6.58	7.18
Benchmark Index	5.24	6.96	6.80	7.50
Peer Group Average	5.25	6.86	6.69	7.33

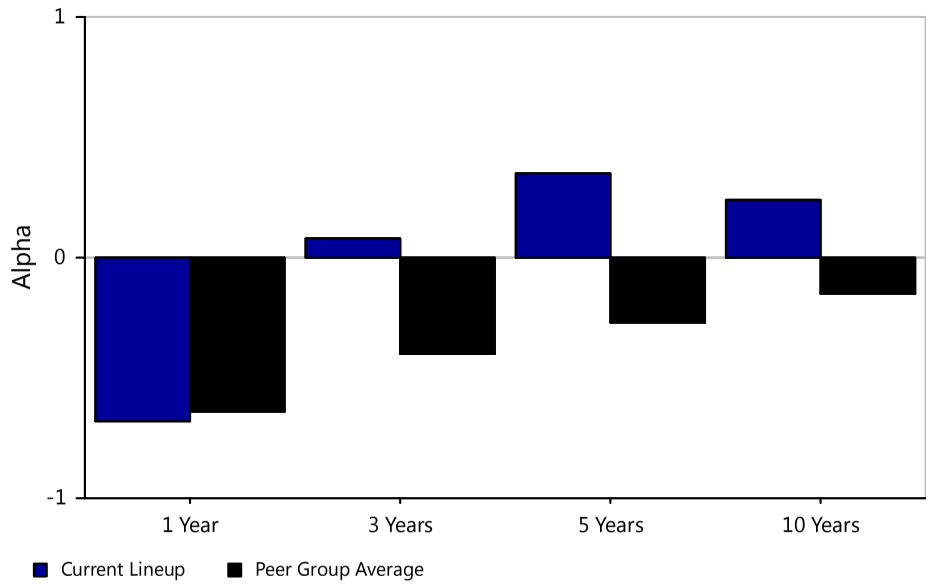
Calendar Year Beta

	2013	2014	2015	2016	2017
Current Lineup	0.96	0.90	1.00	0.95	0.90
Peer Group Average	0.98	0.97	1.00	0.95	0.92

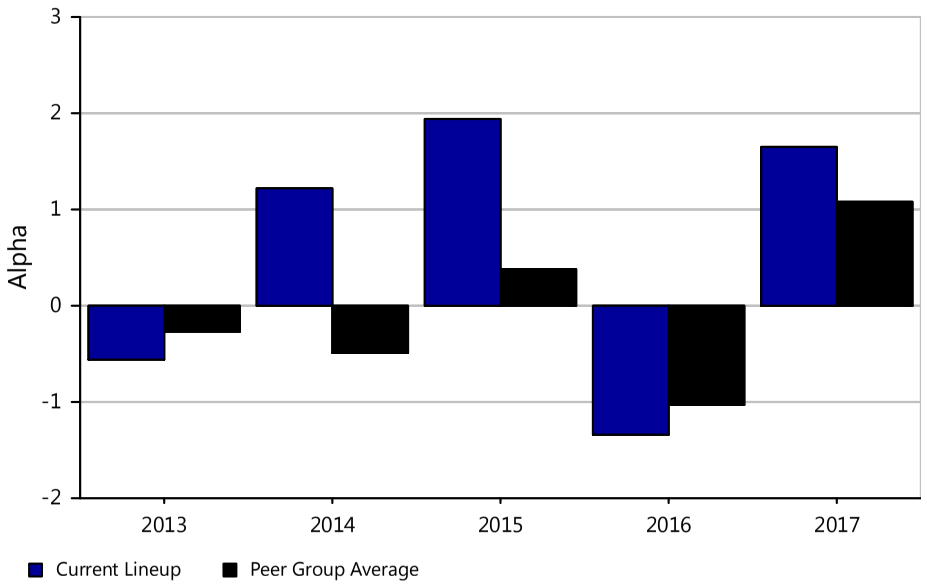
Calendar Year Standard Deviation

	2013	2014	2015	2016	2017
Current Lineup	6.31	5.96	8.59	7.55	1.85
Benchmark Index	6.47	6.60	8.49	7.90	2.03
Peer Group Average	6.34	6.43	8.53	7.56	1.88

Annualized Alpha



Calendar Year Alpha



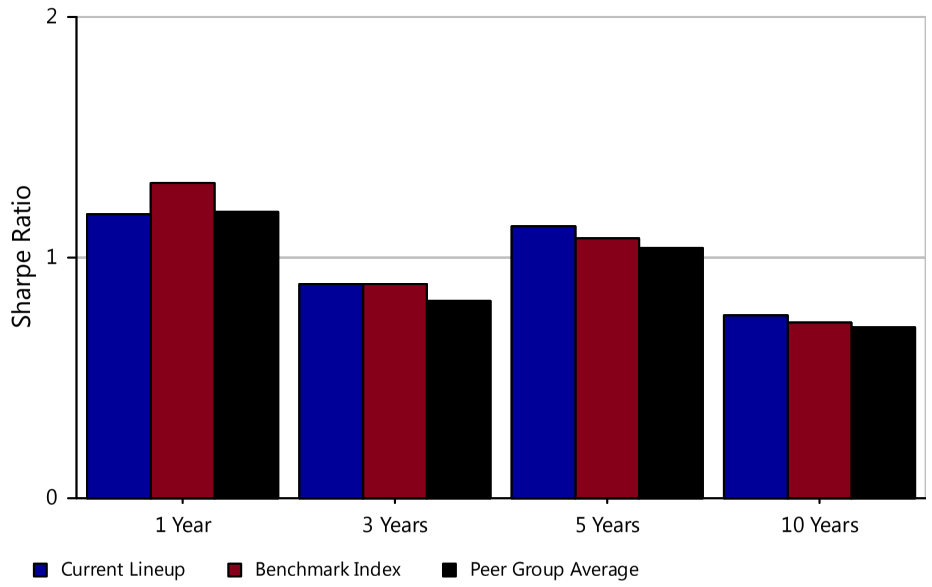
Trailing Alpha

	1 Year	3 Years	5 Years	10 Years
Current Lineup	-0.68	0.08	0.35	0.24
Peer Group Average	-0.64	-0.40	-0.27	-0.15

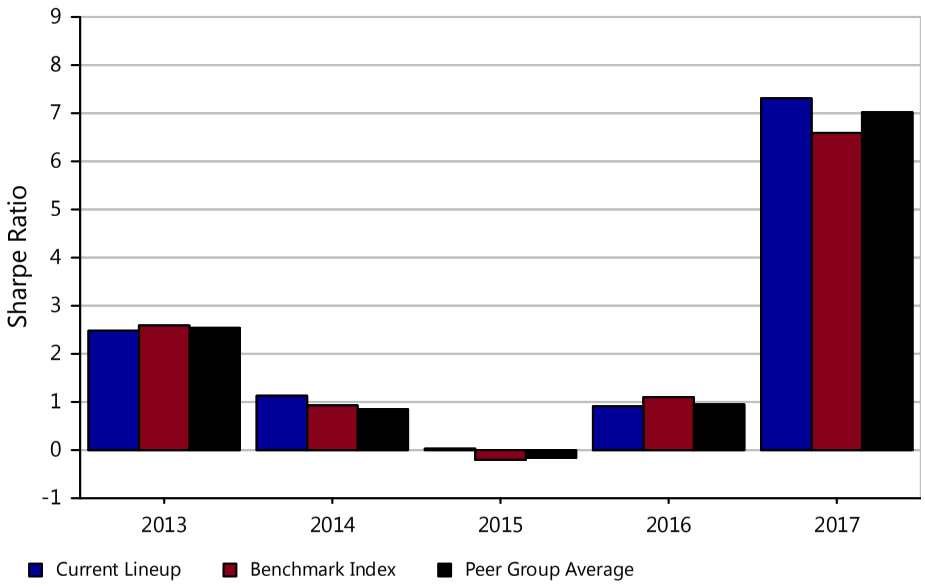
Calendar Year Alpha

	2013	2014	2015	2016	2017
Current Lineup	-0.56	1.22	1.94	-1.34	1.65
Peer Group Average	-0.27	-0.49	0.38	-1.03	1.08

Annualized Sharpe Ratio



Calendar Year Sharpe Ratio



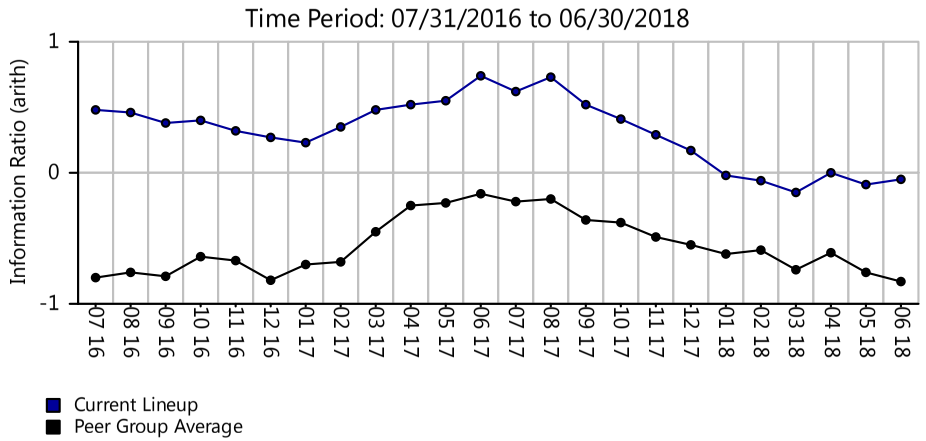
Trailing Sharpe Ratio

	1 Year	3 Years	5 Years	10 Years
Current Lineup	1.18	0.89	1.13	0.76
Benchmark Index	1.31	0.89	1.08	0.73
Peer Group Average	1.19	0.82	1.04	0.71

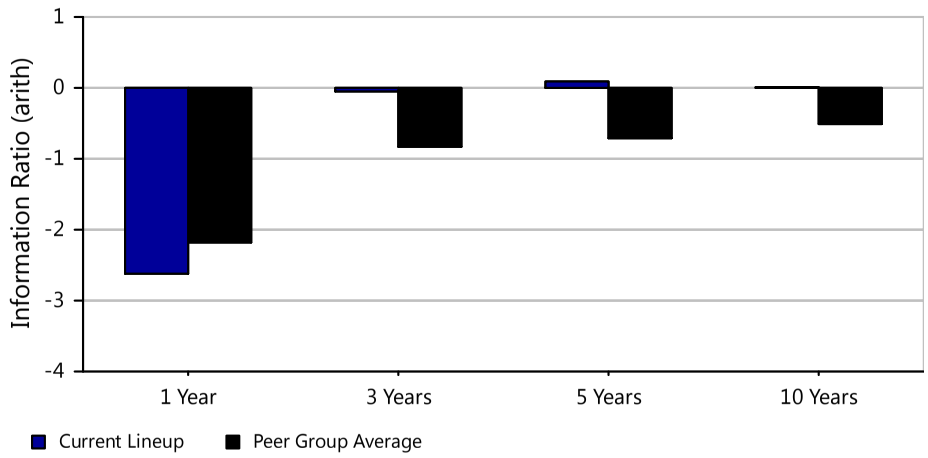
Calendar Year Sharpe Ratio

	2013	2014	2015	2016	2017
Current Lineup	2.48	1.13	0.03	0.91	7.31
Benchmark Index	2.59	0.93	-0.20	1.10	6.59
Peer Group Average	2.54	0.85	-0.16	0.95	7.02

Rolling Information Ratio(Trailing 3 Year)



Annualized Information Ratios



Rolling Information Ratio (Rolling - 3 Year)

	YTD	1 Year	3 Years	5 Years	10 Years
Current Lineup	-0.06	0.20	0.35	0.09	0.17
Peer Group Average	-0.69	-0.53	-0.57	-0.70	-0.24

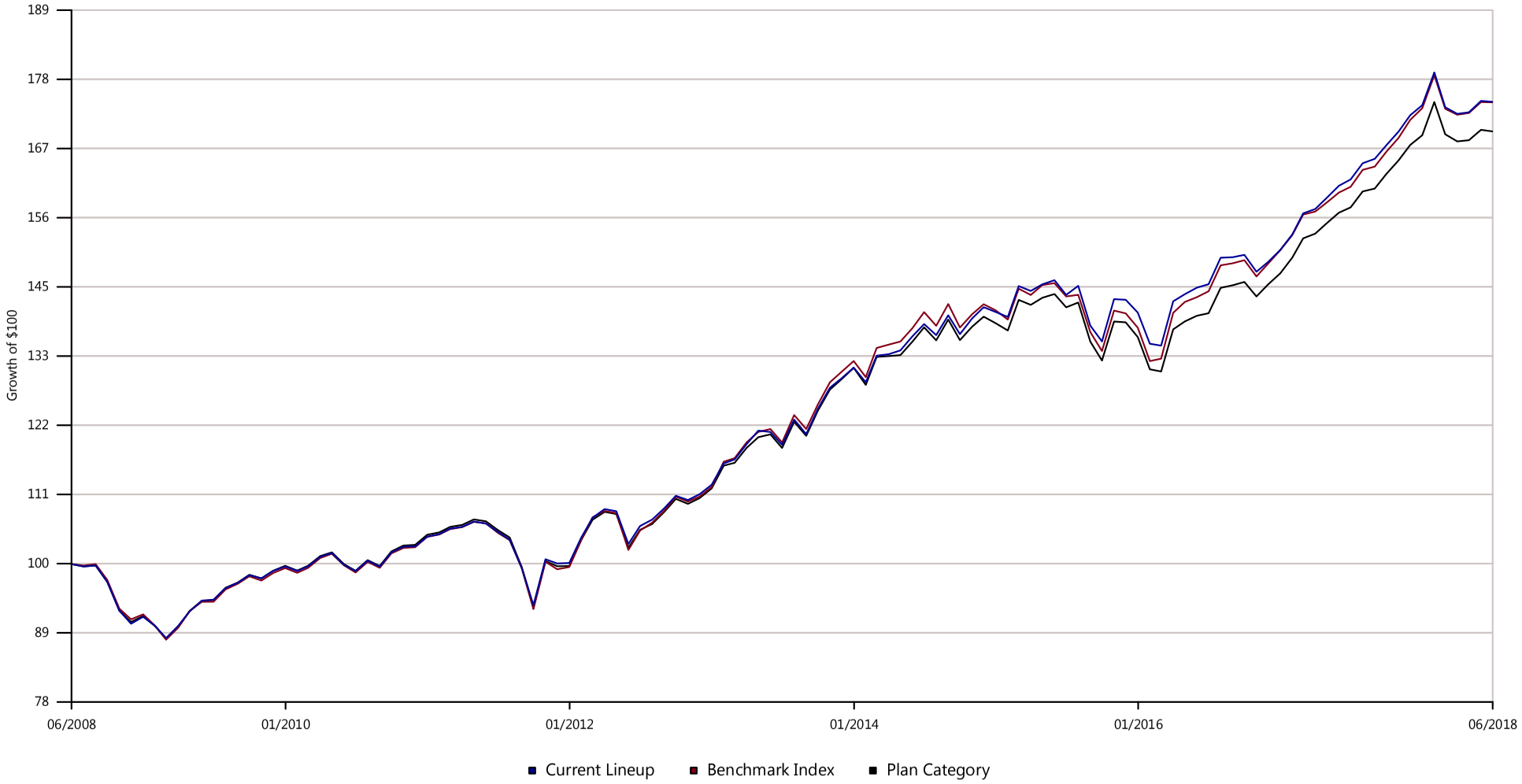
Calendar Year Information Ratio

	2013	2014	2015	2016	2017
Current Lineup	-1.38	0.69	1.67	-2.18	0.63
Peer Group Average	-1.74	-1.27	0.53	-1.84	-0.09

Trailing Information Ratio

	1 Year	3 Years	5 Years	10 Years
Current Lineup	-2.62	-0.05	0.09	0.01
Peer Group Average	-2.18	-0.83	-0.71	-0.51

Time period : June 2008 - June 2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

	1 YR	3 YR	5 YR	10 YR
Current Lineup	7.71%	21.65%	46.22%	74.23%
Benchmark Index	8.44%	21.80%	45.69%	74.14%
Plan Category	7.75%	19.99%	42.84%	69.47%

Total Plan Assets	Weighted Investment Cost	Weighted Investment Expense
$16,371,203.01	$37,391.22	0.25%

Investment	#of Participants	2018-06-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Stable Value					
The Standard Stable Asset A	105	$1,587,012.86	9.69%	-	$0.00
Intermediate-Term Bond					
Vanguard Total Bond Market Index Adm - VBTLX	73	$423,968.00	2.59%	0.05%	$211.98
Allocation--50% to 70% Equity					
Putnam Dynamic Asset Allocation Bal Y - PABYX	41	$835,735.96	5.10%	0.74%	$6,184.45
Tactical Allocation					
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	21	$370,474.70	2.26%	0.77%	$2,852.66
Allocation--70% to 85% Equity					
Putnam Dynamic Asset Allocation Gr Y - PAGYX	16	$411,386.24	2.51%	0.84%	$3,455.64
Target-Date Retirement					
BlackRock LifePath® Index Retire K - LIRKX	14	$505,830.45	3.09%	0.11%	$556.41
Target-Date 2020					
BlackRock LifePath® Index 2020 K - LIMKX	46	$1,508,675.93	9.22%	0.11%	$1,659.54
Target-Date 2025					
BlackRock LifePath® Index 2025 K - LIBKX	77	$1,882,807.66	11.50%	0.11%	$2,071.09

Investment	#of Participants	2018-06-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Target-Date 2030					
BlackRock LifePath® Index 2030 K - LINKX	75	$1,329,806.50	8.12%	0.11%	$1,462.79
Target-Date 2035					
BlackRock LifePath® Index 2035 K - LIJKX	83	$1,601,725.09	9.78%	0.11%	$1,761.90
Target-Date 2040					
BlackRock LifePath® Index 2040 K - LIKKX	90	$1,155,094.32	7.06%	0.11%	$1,270.60
Target-Date 2045					
BlackRock LifePath® Index 2045 K - LIHKX	149	$1,528,084.19	9.33%	0.11%	$1,680.89
Target-Date 2050					
BlackRock LifePath® Index 2050 K - LIPKX	110	$370,224.91	2.26%	0.11%	$407.25
Target-Date 2055					
BlackRock LifePath® Index 2055 K - LIVKX	58	$50,387.07	0.31%	0.10%	$50.39
Target-Date 2060+					
BlackRock LifePath® Index 2060 K - LIZKX	0	$0.00	0.00%	0.11%	-
Large Value					
MFS® Value R6 - MEIKX	86	$953,758.63	5.83%	0.49%	$4,673.42
Large Blend					
iShares S&P 500 Index K - WFSPX	53	$451,359.59	2.76%	0.04%	$180.54
Large Growth					
TIAA-CREF Large-Cap Growth Inst - TILGX	20	$155,996.22	0.95%	0.43%	$670.78

Investment	#of Participants	2018-06-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Mid-Cap Value					
Wells Fargo Special Mid Cap Value Inst - WFMIX	2	$8,980.62	0.05%	0.85%	$76.34
Mid-Cap Blend					
Vanguard Mid Cap Index Admiral - VIMAX	11	$57,844.70	0.35%	0.05%	$28.92
Mid-Cap Growth					
MassMutual Select Mid Cap Growth I - MEFZX	80	$572,677.29	3.50%	0.72%	$4,123.28
Small Value					
DFA US Small Cap Value I - DFSVX	72	$190,996.20	1.17%	0.52%	$993.18
Small Growth					
Janus Henderson Triton T - JATTX	46	$117,479.01	0.72%	0.92%	$1,080.81
Foreign Large Blend					
Hartford International Opportunities R6 - IHOVX	1	$3,778.05	0.02%	0.73%	$27.58
Diversified Emerging Mkts					
American Funds New World R6 - RNWGX	84	$293,111.84	1.79%	0.64%	$1,875.92
Real Estate					
Principal Real Estate Securities Inst - PIREX	4	$4,006.98	0.02%	0.87%	$34.86

Review : Watch : Addition :

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INVESTMENT REVIEW - 100 POINT

Community Action Partnership

For Period Ending 06/30/2018

Investment Scorecard | Current & Historical Scoring

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q1/18	Q4/17	Q3/17	Q2/17	Q1/17	Q4/16	Q3/16
Intermediate-Term Bond											
Vanguard Total Bond Market Index Adm - VBTLX	100	73	$423,968.00	2.59%	100	100	92	92	100	100	100
Allocation--50% to 70% Equity											
Putnam Dynamic Asset Allocation Bal Y - PABYX	93	41	$835,735.96	5.10%	90	98	96	96	96	95	94
Tactical Allocation											
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	86	21	$370,474.70	2.26%	86	89	96	98	98	98	98
Allocation--70% to 85% Equity											
Putnam Dynamic Asset Allocation Gr Y - PAGYX	96	16	$411,386.24	2.51%	96	100	96	98	96	99	96
Target-Date Retirement											
BlackRock LifePath® Index Retire K - LIRKX	96	14	$505,830.45	3.09%	94	96	96	95	95	94	96
Target-Date 2020											
BlackRock LifePath® Index 2020 K - LIMKX	85	46	$1,508,675.93	9.22%	76	82	86	88	90	89	91
Target-Date 2025											
BlackRock LifePath® Index 2025 K - LIBKX	88	77	$1,882,807.66	11.50%	76	82	84	84	84	84	90
Target-Date 2030											
BlackRock LifePath® Index 2030 K - LINKX	87	75	$1,329,806.50	8.12%	77	79	84	82	84	84	91
Target-Date 2035											
BlackRock LifePath® Index 2035 K - LIJKX	87	83	$1,601,725.09	9.78%	79	79	80	81	84	84	88
Target-Date 2040											
BlackRock LifePath® Index 2040 K - LIKKX	89	90	$1,155,094.32	7.06%	83	84	83	88	86	89	92
Target-Date 2045											
BlackRock LifePath® Index 2045 K - LIHKX	93	149	$1,528,084.19	9.33%	83	87	86	86	86	89	90

Investment Scorecard | Current & Historical Scoring

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q1/18	Q4/17	Q3/17	Q2/17	Q1/17	Q4/16	Q3/16
Target-Date 2050											
BlackRock LifePath® Index 2050 K - LIPKX	93	110	$370,224.91	2.26%	83	91	90	90	90	93	96
Target-Date 2055											
BlackRock LifePath® Index 2055 K - LIVKX	93	58	$50,387.07	0.31%	83	93	92	93	90	93	96
Target-Date 2060+											
BlackRock LifePath® Index 2060 K - LIZKX	72	0	$0.00	0.00%	68	72	63	63	63	70	70
Large Value											
MFS® Value R6 - MEIKX	78	86	$953,758.63	5.83%	91	93	93	95	94	91	94
Large Blend											
iShares S&P 500 Index K - WFSPX	100	53	$451,359.59	2.76%	100	100	100	100	100	100	100
Large Growth											
TIAA-CREF Large-Cap Growth Inst - TILGX	92	20	$155,996.22	0.95%	94	88	94	89	86	80	89
Mid-Cap Value											
Wells Fargo Special Mid Cap Value Inst - WFMIX	78	2	$8,980.62	0.05%	87	90	95	97	95	96	96
Mid-Cap Blend											
Vanguard Mid Cap Index Admiral - VIMAX	100	11	$57,844.70	0.35%	100	100	100	100	100	100	100
Mid-Cap Growth											
MassMutual Select Mid Cap Growth I - MEFZX	90	80	$572,677.29	3.50%	97	97	97	97	99	97	97
Small Value											
DFA US Small Cap Value I - DFSVX	76	72	$190,996.20	1.17%	75	72	72	76	79	77	76
Small Growth											
Janus Henderson Triton T - JATTX	91	46	$117,479.01	0.72%	90	90	89	88	86	89	90

INVESTMENT SCORECARD | CURRENT & HISTORICAL SCORING

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q1/18	Q4/17	Q3/17	Q2/17	Q1/17	Q4/16	Q3/16
Foreign Large Blend											
Hartford International Opportunities R6 - IHOVX	85	1	$3,778.05	0.02%	91	88	90	92	95	95	93
Diversified Emerging Mkts											
American Funds New World R6 - RNWGX	98	84	$293,111.84	1.79%	92	92	94	92	93	92	94
Real Estate											
Principal Real Estate Securities Inst - PIREX	96	4	$4,006.98	0.02%	96	94	92	91	91	94	95

Review : Watch : Addition :

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INVESTMENT SCORECARD | CRITERIA DATA

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Allocation--50% to 70% Equity												
Putnam Dynamic Asset Allocation Bal Y - PABYX	93	8.11% (23)	6.55% (28)	8.81% (10)	0.86 (31)	1.24 (12)	-0.41 (32)	0.03 (9)	16.08 (12)	0.74% (23)	3.24 (15)	1.03 (17)
DJ US Moderate TR USD		8.87%	7.32%	8.76%	1.06	1.30	-	-	-	-	-	-
Morningstar Allocation--50% to 70% Equity		6.58%	5.60%	6.86%	0.75	0.98	-0.66	-0.69	9.23	1.14%	5.53	0.88
Tactical Allocation												
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	86	3.83% (71)	4.09% (57)	5.91% (40)	0.83 (18)	1.33 (2)	-0.88 (76)	-0.36 (46)	16.08 (3)	0.77% (6)	2.27 (1)	1.37 (8)
Morningstar Mod Tgt Risk TR USD		6.92%	6.41%	6.92%	0.93	1.07	-	-	-	-	-	-
Morningstar Tactical Allocation		6.16%	4.13%	4.83%	0.51	0.63	-0.52	-0.49	6.35	1.59%	8.49	0.91
Allocation--70% to 85% Equity												
Putnam Dynamic Asset Allocation Gr Y - PAGYX	96	10.77% (16)	7.98% (17)	10.33% (5)	0.82 (32)	1.14 (9)	0.06 (14)	0.65 (3)	16.08 (9)	0.84% (24)	4.25 (10)	1.05 (9)
DJ Moderately Aggressive TR USD		10.37%	7.87%	9.06%	0.85	1.05	-	-	-	-	-	-
Morningstar Allocation--70% to 85% Equity		8.47%	6.41%	8.00%	0.70	0.92	-0.52	-0.40	8.46	1.24%	7.01	0.93
Large Value												
MFS® Value R6 - MEIKX	78	4.13% (95)	8.48% (51)	10.78% (30)	0.78 (44)	1.02 (31)	0.09 (48)	0.18 (26)	16.41 (16)	0.49% (13)	10.55 (61)	1.05 (34)
Russell 1000 Value TR USD		6.77%	8.26%	10.34%	0.76	1.00	-	-	-	-	-	-
Morningstar Large Value		9.04%	8.35%	9.94%	0.75	0.94	-0.01	-0.16	9.26	0.96%	9.93	1.02
Large Growth												
TIAA-CREF Large-Cap Growth Inst - TILGX	92	27.49% (13)	15.05% (19)	17.58% (11)	1.14 (26)	1.40 (16)	0.02 (19)	0.35 (9)	12.25 (35)	0.43% (7)	8.16 (33)	0.95 (32)
Russell 1000 Growth TR USD		22.51%	14.98%	16.36%	1.26	1.47	-	-	-	-	-	-
Morningstar Large Growth		20.57%	12.17%	14.36%	0.98	1.22	-0.80	-0.61	10.10	1.07%	10.86	0.89

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Mid-Cap Value												
Wells Fargo Special Mid Cap Value Inst - WFMIX	78	4.68% (90)	7.68% (57)	11.32% (28)	0.74 (40)	1.07 (16)	-0.37 (63)	0.02 (28)	9.41 (36)	0.85% (31)	9.89 (29)	1.05 (19)
Russell Mid Cap Value TR USD		7.60%	8.80%	11.27%	0.79	1.06	-	-	-	-	-	-
Morningstar Mid-Cap Value		8.86%	7.99%	10.12%	0.68	0.89	-0.26	-0.32	8.22	1.08%	13.24	0.94
Mid-Cap Growth												
MassMutual Select Mid Cap Growth I - MEFZX	90	13.96% (80)	10.65% (37)	14.58% (15)	0.94 (28)	1.29 (8)	-0.04 (38)	0.51 (5)	18.08 (11)	0.72% (12)	10.62 (43)	1.11 (12)
Russell Mid Cap Growth TR USD		18.52%	10.73%	13.37%	0.92	1.17	-	-	-	-	-	-
Morningstar Mid-Cap Growth		18.06%	9.68%	12.31%	0.79	1.02	-0.37	-0.36	10.12	1.18%	12.62	0.95
Small Value												
DFA US Small Cap Value I - DFSVX	76	15.01% (22)	9.18% (53)	10.80% (41)	0.61 (63)	0.74 (55)	-0.81 (75)	-0.14 (43)	6.33 (61)	0.52% (7)	3.70 (13)	0.98 (61)
Russell 2000 Value TR USD		13.10%	11.22%	11.18%	0.77	0.80	-	-	-	-	-	-
Morningstar Small Value		12.44%	9.13%	9.87%	0.64	0.73	-0.47	-0.22	9.63	1.23%	9.09	1.00
Small Growth												
Janus Henderson Triton T - JATTX	91	22.59% (46)	13.15% (20)	15.69% (12)	1.04 (12)	1.27 (3)	0.61 (18)	0.46 (10)	5.08 (68)	0.92% (23)	14.63 (79)	1.30 (5)
Russell 2000 Growth TR USD		21.86%	10.60%	13.65%	0.72	0.93	-	-	-	-	-	-
Morningstar Small Growth		22.68%	11.07%	12.78%	0.79	0.92	0.09	-0.15	9.74	1.24%	10.49	1.04
Foreign Large Blend												
Hartford International Opportunities R6 - IHOVX	85	5.34% (67)	5.11% (36)	6.90% (21)	0.44 (36)	0.63 (17)	0.06 (37)	0.14 (22)	11.50 (20)	0.73% (29)	7.70 (70)	1.07 (20)
MSCI EAFE NR USD		6.84%	4.90%	6.44%	0.40	0.56	-	-	-	-	-	-
Morningstar Foreign Large Blend		6.08%	4.56%	5.92%	0.39	0.53	-0.08	-0.14	7.32	1.00%	6.35	1.01

INVESTMENT SCORECARD | CRITERIA DATA

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Diversified Emerging Mkts												
American Funds New World R6 - RNWGX	98	10.45% (17)	7.46% (13)	6.71% (9)	0.62 (2)	0.61 (1)	0.27 (19)	0.24 (16)	19.00 (3)	0.64% (10)	8.40 (42)	1.26 (1)
MSCI EM NR USD		8.20%	5.60%	5.01%	0.38	0.37	-	-	-	-	-	-
Morningstar Diversified Emerging Mkts		6.08%	4.74%	4.03%	0.33	0.32	-0.17	-0.20	6.52	1.33%	10.06	0.98
Real Estate												
Principal Real Estate Securities Inst - PIREX	96	6.18% (7)	8.82% (12)	9.64% (2)	0.68 (14)	0.72 (9)	0.42 (9)	0.61 (1)	17.50 (18)	0.87% (32)	38.17 (35)	1.11 (12)
DJ US Select REIT TR USD		4.23%	7.71%	8.29%	0.57	0.61	-	-	-	-	-	-
Morningstar Real Estate		3.40%	7.23%	7.71%	0.58	0.62	-0.33	-0.37	10.78	1.11%	37.95	1.09

Review : Watch : Addition :

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please call 888-201-5488.

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Index Funds

Investment Name	IPS Score	Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
Intermediate-Term Bond									
Vanguard Total Bond Market Index Adm - VBTLX	100	0.25% (7)	0.26% (6)	0.26% (5)	0.05% (3)	$198,044,896,093	-0.48% (52)	1.72% (46)	2.25% (46)
BBgBarc US Agg Float Adj TR USD		-	-	-	-	-	-0.45%	1.74%	2.26%
Morningstar Intermediate-Term Bond		0.75%	1.05%	1.03%	0.75%	-	-	-	-
Large Blend									
iShares S&P 500 Index K - WFSPX	100	0.02% (2)	0.02% (2)	0.02% (2)	0.04% (3)	$15,028,217,958	14.39% (27)	11.92% (11)	13.40% (11)
S&P 500 TR USD		-	-	-	-	-	14.37%	11.93%	13.42%
Morningstar Large Blend		2.38%	2.72%	2.50%	0.90%	-	-	-	-
Mid-Cap Blend									
Vanguard Mid Cap Index Admiral - VIMAX	100	0.01% (2)	0.02% (2)	0.02% (2)	0.05% (2)	$97,856,808,109	12.14% (48)	9.26% (43)	12.35% (20)
CRSP US Mid Cap TR USD		-	-	-	-	-	12.12%	9.25%	12.35%
Morningstar Mid-Cap Blend		4.09%	4.70%	4.28%	1.01%	-	-	-	-

Review : Watch : Addition :

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Target Date Funds

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date Retirement												
BlackRock LifePath® Index Retire K - LIRKX	96	4.74% (16)	4.80% (10)	5.55% (7)	4.41 (39)	0.95 (12)	1.19 (5)	0.64 (6)	1.00 (3)	7.08 (61)	0.11% (3)	1.08 (18)
Morningstar Lifetime Mod Incm TR USD		4.97%	4.14%	4.55%	-	0.94	1.09	-	-	-	-	-
Morningstar Target-Date Retirement		3.50%	3.66%	4.26%	4.94	0.77	0.99	-0.36	-0.16	7.65	0.79%	0.98
Target-Date 2020												
BlackRock LifePath® Index 2020 K - LIMKX	85	5.55% (57)	5.33% (43)	6.35% (50)	5.54 (12)	0.88 (21)	1.12 (16)	-0.36 (56)	-0.18 (53)	7.08 (51)	0.11% (2)	1.06 (21)
Morningstar Lifetime Mod 2020 TR USD		6.54%	5.65%	6.51%	-	0.90	1.09	-	-	-	-	-
Morningstar Target-Date 2020		5.65%	5.07%	6.07%	6.98	0.79	1.01	-0.33	-0.24	7.03	0.81%	1.00
Target-Date 2025												
BlackRock LifePath® Index 2025 K - LIBKX	88	6.75% (56)	6.21% (36)	7.19% (47)	6.71 (16)	0.88 (17)	1.10 (15)	-0.07 (41)	-0.14 (49)	7.08 (42)	0.11% (3)	1.05 (14)
Morningstar Lifetime Mod 2025 TR USD		7.45%	6.28%	7.33%	-	0.88	1.07	-	-	-	-	-
Morningstar Target-Date 2025		6.79%	5.83%	6.94%	8.37	0.79	1.00	-0.27	-0.22	6.42	0.79%	0.98
Target-Date 2030												
BlackRock LifePath® Index 2030 K - LINKX	87	7.92% (51)	6.92% (35)	7.90% (45)	7.95 (6)	0.86 (26)	1.06 (16)	-0.09 (37)	-0.26 (46)	7.08 (50)	0.11% (2)	1.04 (17)
Morningstar Lifetime Mod 2030 TR USD		8.64%	7.02%	8.20%	-	0.86	1.05	-	-	-	-	-
Morningstar Target-Date 2030		7.88%	6.48%	7.64%	9.47	0.79	0.99	-0.31	-0.30	6.98	0.83%	0.98
Target-Date 2035												
BlackRock LifePath® Index 2035 K - LIJKX	87	8.92% (55)	7.61% (31)	8.54% (42)	8.98 (5)	0.85 (27)	1.04 (22)	-0.07 (31)	-0.27 (41)	7.08 (41)	0.11% (3)	1.04 (22)
Morningstar Lifetime Mod 2035 TR USD		9.81%	7.70%	8.91%	-	0.84	1.03	-	-	-	-	-

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Morningstar Target-Date 2035		8.94%	7.13%	8.36%	10.70	0.79	0.98	-0.35	-0.31	6.37	0.80%	0.99
Target-Date 2040												
BlackRock LifePath® Index 2040 K - LIKKX	89	9.86% (42)	8.22% (20)	9.14% (37)	10.01 (9)	0.84 (26)	1.02 (36)	0.06 (20)	-0.11 (37)	7.08 (50)	0.11% (2)	1.03 (31)
Morningstar Lifetime Mod 2040 TR USD		10.62%	8.14%	9.30%	-	0.84	1.01	-	-	-	-	-
Morningstar Target-Date 2040		9.56%	7.46%	8.73%	11.19	0.79	0.98	-0.39	-0.29	6.98	0.84%	1.00
Target-Date 2045												
BlackRock LifePath® Index 2045 K - LIHKX	93	10.52% (37)	8.64% (13)	9.59% (25)	10.51 (16)	0.85 (30)	1.02 (32)	0.22 (15)	0.13 (25)	7.08 (41)	0.11% (3)	1.06 (25)
Morningstar Lifetime Mod 2045 TR USD		10.96%	8.31%	9.39%	-	0.83	0.99	-	-	-	-	-
Morningstar Target-Date 2045		10.12%	7.79%	9.06%	11.78	0.79	0.97	-0.32	-0.18	6.32	0.81%	1.01
Target-Date 2050												
BlackRock LifePath® Index 2050 K - LIPKX	93	10.72% (36)	8.76% (9)	9.85% (22)	10.65 (15)	0.85 (31)	1.03 (33)	0.31 (9)	0.35 (22)	7.08 (49)	0.11% (2)	1.07 (30)
Morningstar Lifetime Mod 2050 TR USD		11.00%	8.30%	9.35%	-	0.82	0.98	-	-	-	-	-
Morningstar Target-Date 2050		10.22%	7.83%	9.15%	11.73	0.79	0.98	-0.26	-0.08	6.51	0.85%	1.03
Target-Date 2055												
BlackRock LifePath® Index 2055 K - LIVKX	93	10.75% (40)	8.79% (11)	10.04% (22)	10.63 (16)	0.85 (30)	1.03 (30)	0.34 (11)	0.52 (23)	7.08 (23)	0.10% (2)	1.08 (27)
Morningstar Lifetime Mod 2055 TR USD		10.98%	8.26%	9.27%	-	0.81	0.97	-	-	-	-	-
Morningstar Target-Date 2055		10.47%	7.97%	9.38%	11.71	0.79	0.99	-0.17	0.07	4.79	0.82%	1.04
Target-Date 2060+												
BlackRock LifePath® Index 2060 K - LIZKX	72	10.80% (43)	-	-	-	-	-	-	-	2.33 (47)	0.11% (3)	-
Morningstar Lifetime Mod 2060 TR USD		10.93%	8.19%	9.19%	-	0.80	0.96	-	-	-	-	-

INVESTMENT SCORECARD | CRITERIA DATA

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Morningstar Target-Date 2060+		10.64%	8.29%	9.65%	11.59	0.83	1.02	0.04	0.36	2.29	0.82%	1.08

Review : Watch : Addition :

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Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.

INVESTMENT SCORECARD | CRITERIA SCORING

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Allocation--50% to 70% Equity												
Putnam Dynamic Asset Allocation Bal Y - PABYX	93	6	6.4	10	6.4	10	6.4	10	10	10	10	8
Tactical Allocation												
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	86	3.6	4.8	8	8	10	3.2	8	10	10	10	10
Allocation--70% to 85% Equity												
Putnam Dynamic Asset Allocation Gr Y - PAGYX	96	6	8	10	6.4	10	8	10	10	10	10	8
Large Value												
MFS® Value R6 - MEIKX	78	2.4	4.8	8	6.4	8	6.4	8	10	10	6	8
Large Growth												
TIAA-CREF Large-Cap Growth Inst - TILGX	92	6	8	10	6.4	10	8	10	10	10	8	6
Mid-Cap Value												
Wells Fargo Special Mid Cap Value Inst - WFMIX	78	2.4	4.8	8	6.4	10	4.8	8	10	8	8	8
Mid-Cap Growth												
MassMutual Select Mid Cap Growth I - MEFZX	90	2.4	6.4	10	6.4	10	6.4	10	10	10	8	10
Small Value												
DFA US Small Cap Value I - DFSVX	76	6	4.8	8	4.8	6	4.8	8	8	10	10	6
Small Growth												
Janus Henderson Triton T - JATTX	91	4.8	8	10	8	10	8	10	8	10	4	10
Foreign Large Blend												
Hartford International Opportunities R6 - IHOVX	85	3.6	6.4	10	6.4	10	6.4	10	10	8	6	8

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Diversified Emerging Mkts												
American Funds New World R6 - RNWGX	98	6	8	10	8	10	8	10	10	10	8	10
Real Estate												
Principal Real Estate Securities Inst - PIREX	96	6	8	10	8	10	8	10	10	8	8	10

Review : Watch : Addition :

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Index Funds

Investment Name	IPS Score	Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
Intermediate-Term Bond									
Vanguard Total Bond Market Index Adm - VBTLX	100	8	10	12	30	10	8	10	12
Large Blend									
iShares S&P 500 Index K - WFSPX	100	8	10	12	30	10	8	10	12
Mid-Cap Blend									
Vanguard Mid Cap Index Admiral - VIMAX	100	8	10	12	30	10	8	10	12

Review : Watch : Addition :

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Target Date Funds

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date Retirement												
BlackRock LifePath® Index Retire K - LIRKX	96	6	8	10	8	8	10	8	10	10	10	8
Target-Date 2020												
BlackRock LifePath® Index 2020 K - LIMKX	85	3.6	6.4	8	10	8	10	4.8	6	10	10	8
Target-Date 2025												
BlackRock LifePath® Index 2025 K - LIBKX	88	3.6	6.4	8	10	8	10	6.4	8	10	10	8
Target-Date 2030												
BlackRock LifePath® Index 2030 K - LINKX	87	3.6	6.4	8	10	6.4	10	6.4	8	10	10	8
Target-Date 2035												
BlackRock LifePath® Index 2035 K - LIJKX	87	3.6	6.4	8	10	6.4	10	6.4	8	10	10	8
Target-Date 2040												
BlackRock LifePath® Index 2040 K - LIKKX	89	4.8	8	8	10	6.4	8	8	8	10	10	8
Target-Date 2045												
BlackRock LifePath® Index 2045 K - LIHKX	93	4.8	8	10	10	6.4	8	8	10	10	10	8
Target-Date 2050												
BlackRock LifePath® Index 2050 K - LIPKX	93	4.8	8	10	10	6.4	8	8	10	10	10	8
Target-Date 2055												
BlackRock LifePath® Index 2055 K - LIVKX	93	4.8	8	10	10	6.4	8	8	10	10	10	8

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date 2060+												
BlackRock LifePath® Index 2060 K - LIZKX	72	4.8	-	-	-	-	-	-	-	4	10	-

Review : Watch : Addition :

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please call 888-201-5488.

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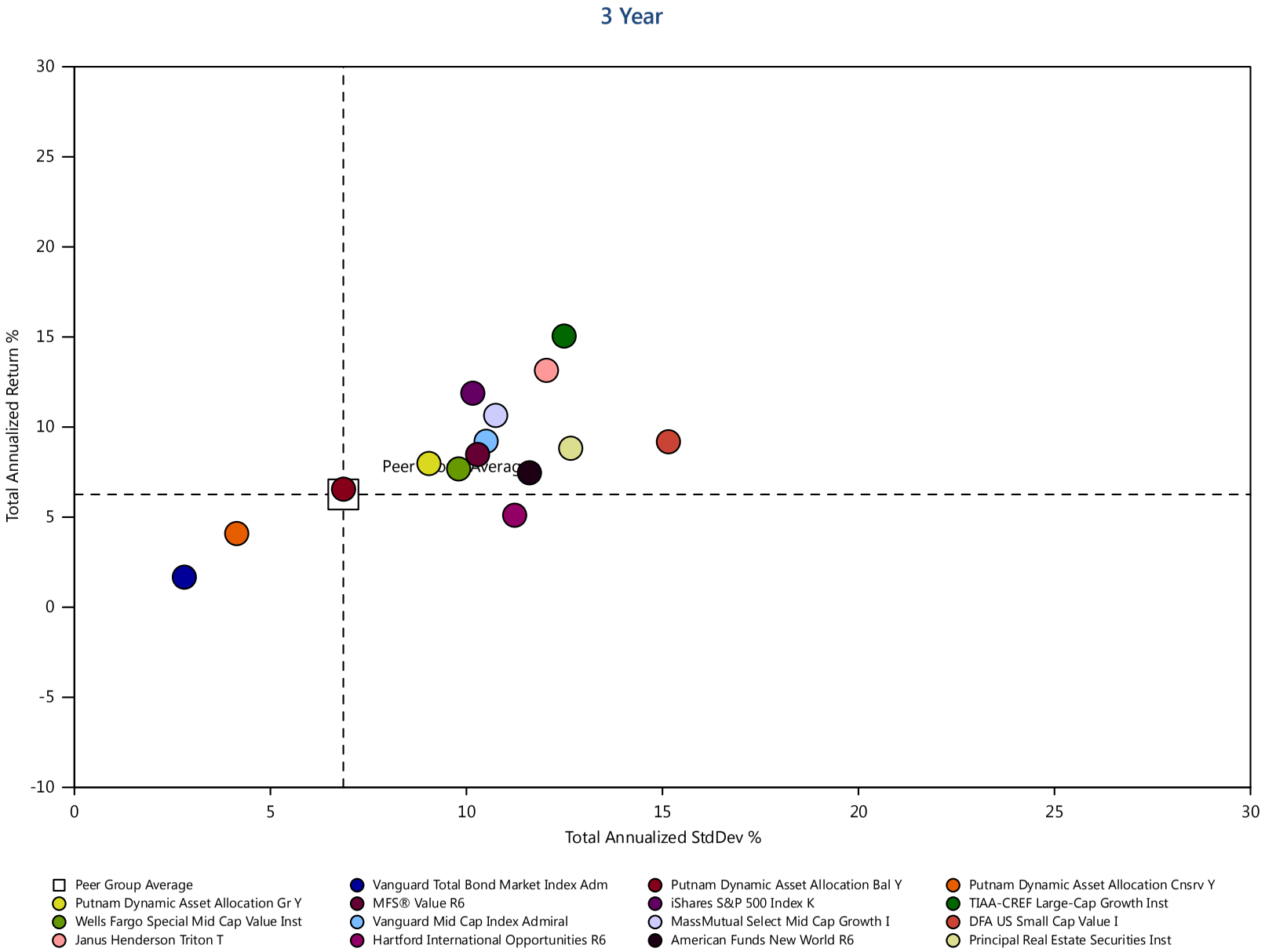
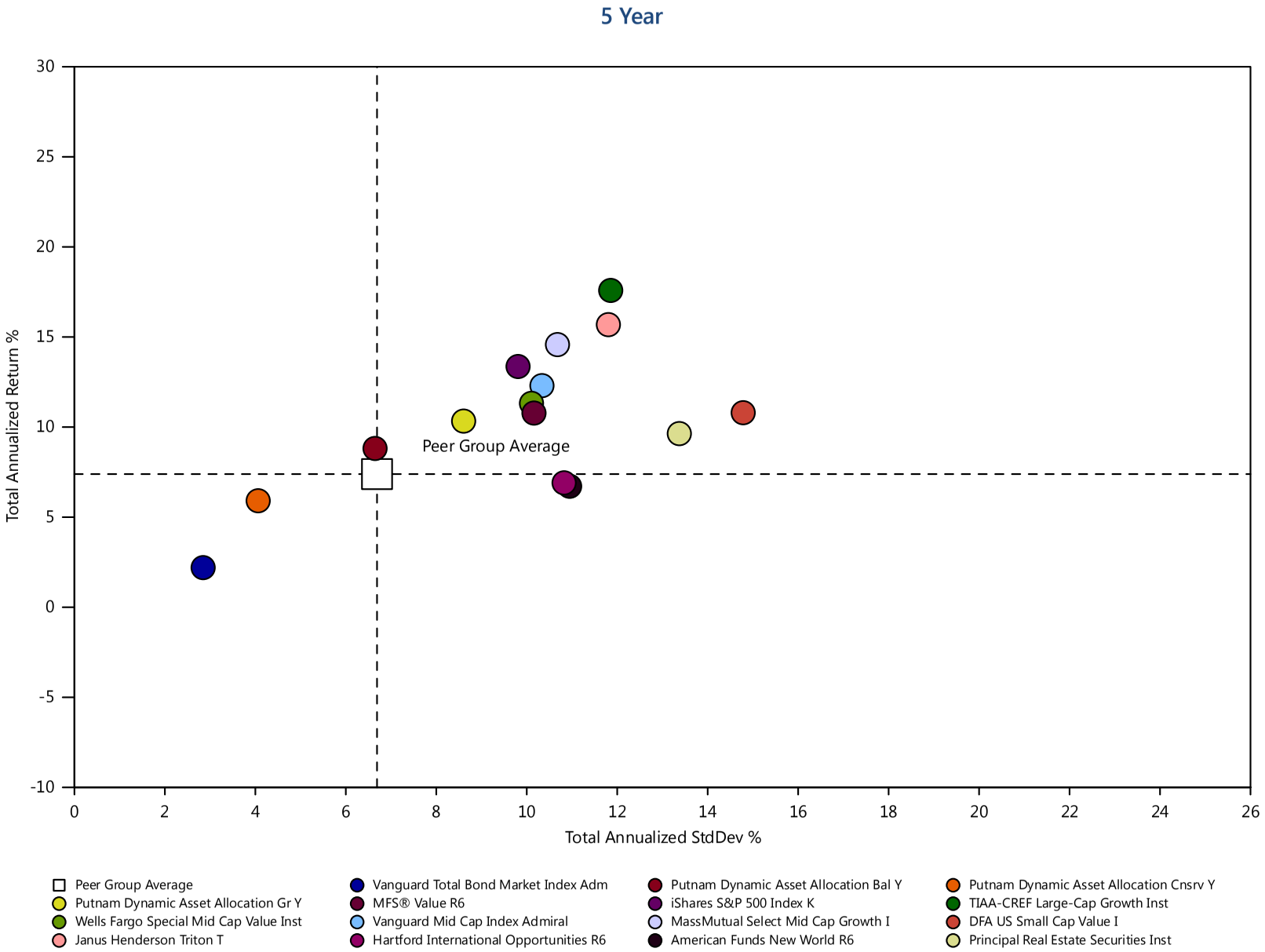

3 Year
Total Annualized Return %
Total Annualized StdDev %
30
25
20
15
10
5
0
-5
-10
0
5
10
15
20
25
30
Peer Group Average
Putnam Dynamic Asset Allocation Gr Y
Wells Fargo Special Mid Cap Value Inst
Janus Henderson Triton T
Vanguard Total Bond Market Index Adm
MFS® Value R6
Vanguard Mid Cap Index Admiral
Hartford International Opportunities R6
Putnam Dynamic Asset Allocation Bal Y
iShares S&P 500 Index K
MassMutual Select Mid Cap Growth I
American Funds New World R6
Putnam Dynamic Asset Allocation Cnsrv Y
TIAA-CREF Large-Cap Growth Inst
DFA US Small Cap Value I
Principal Real Estate Securities Inst


5 Year
Total Annualized Return %
Total Annualized StdDev %
Peer Group Average
30
25
20
15
10
5
0
-5
-10
0
2
4
6
8
10
12
14
16
18
20
22
24
26
Peer Group Average
Putnam Dynamic Asset Allocation Gr Y
Wells Fargo Special Mid Cap Value Inst
Janus Henderson Triton T
Vanguard Total Bond Market Index Adm
MFS® Value R6
Vanguard Mid Cap Index Admiral
Hartford International Opportunities R6
Putnam Dynamic Asset Allocation Bal Y
iShares S&P 500 Index K
MassMutual Select Mid Cap Growth I
American Funds New World R6
Putnam Dynamic Asset Allocation Cnsrv Y
TIAA-CREF Large-Cap Growth Inst
DFA US Small Cap Value I
Principal Real Estate Securities Inst

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2017	2016	2015	2014	2013
Stable Value													
The Standard Stable Asset A	-	-	-	-	-	-	-	-	-	-	-	-	-
USTREAS T-Bill Sec Mkt 3 Mon	*0.42%*	*0.73%*	*1.20%*	*0.57%*	*0.36%*	*-*	*-*	*-*	*0.71%*	*0.25%*	*0.03%*	*0.04%*	*0.07%*
Morningstar US SA Stable Value	*0.42%*	*0.76%*	*1.62%*	*1.54%*	*1.45%*	*2.03%*	*-*	*-*	*1.58%*	*1.46%*	*1.40%*	*1.28%*	*1.41%*
Intermediate-Term Bond													
Vanguard Total Bond Market Index Adm	(0.17%)	(1.64%)	(0.53%)	1.67%	2.20%	3.66%	5.87%	12/11/1986	3.56%	2.60%	0.40%	5.89%	(2.15%)
BBgBarc US Agg Float Adj TR USD	*(0.20%)*	*(1.67%)*	*(0.45%)*	*1.74%*	*2.26%*	*-*	*-*	*-*	*3.63%*	*2.75%*	*0.44%*	*5.85%*	*(1.97%)*
Morningstar Intermediate-Term Bond	*(0.24%)*	*(1.55%)*	*(0.36%)*	*1.69%*	*2.21%*	*3.89%*	*-*	*-*	*3.75%*	*3.23%*	*(0.14%)*	*5.19%*	*(1.42%)*
Allocation--50% to 70% Equity													
Putnam Dynamic Asset Allocation Bal Y	1.88%	(0.09%)	8.11%	6.55%	8.81%	7.51%	7.41%	02/07/1994	15.44%	6.99%	0.55%	9.70%	19.24%
DJ US Moderate TR USD	*2.33%*	*1.91%*	*8.87%*	*7.32%*	*8.76%*	*8.20%*	*-*	*-*	*13.12%*	*9.26%*	*(0.13%)*	*9.08%*	*19.56%*
Morningstar Allocation--50% to 70% Equity	*1.16%*	*(0.11%)*	*6.58%*	*5.60%*	*6.86%*	*6.27%*	*-*	*-*	*13.35%*	*7.57%*	*(2.18%)*	*6.22%*	*16.84%*
Tactical Allocation													
Putnam Dynamic Asset Allocation Cnsrv Y	0.97%	(1.21%)	3.83%	4.09%	5.91%	5.90%	6.10%	02/07/1994	10.04%	4.84%	0.51%	8.55%	9.76%
Morningstar Mod Tgt Risk TR USD	*0.56%*	*(0.31%)*	*6.92%*	*6.41%*	*6.92%*	*6.28%*	*-*	*-*	*14.66%*	*8.57%*	*(1.79%)*	*4.89%*	*14.31%*
Morningstar Tactical Allocation	*0.63%*	*(0.86%)*	*6.16%*	*4.13%*	*4.83%*	*4.29%*	*-*	*-*	*13.09%*	*6.10%*	*(4.91%)*	*3.58%*	*11.05%*
Allocation--70% to 85% Equity													
Putnam Dynamic Asset Allocation Gr Y	1.71%	0.17%	10.77%	7.98%	10.33%	7.93%	8.18%	02/08/1994	20.08%	8.14%	(0.06%)	9.26%	25.13%
DJ Moderately Aggressive TR USD	*1.02%*	*0.94%*	*10.37%*	*7.87%*	*9.06%*	*7.35%*	*-*	*-*	*19.08%*	*9.31%*	*(1.89%)*	*5.90%*	*20.73%*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2017	2016	2015	2014	2013
Morningstar Allocation--70% to 85% Equity	*1.64%*	*0.45%*	*8.47%*	*6.41%*	*8.00%*	*6.28%*	*-*	*-*	*16.02%*	*8.11%*	*(2.81%)*	*5.66%*	*21.73%*
Target-Date Retirement													
BlackRock LifePath® Index Retire K	0.72%	(0.28%)	4.74%	4.80%	5.55%	-	5.29%	05/31/2011	10.75%	5.82%	(0.31%)	5.78%	7.72%
Morningstar Lifetime Mod Incm TR USD	*0.75%*	*0.40%*	*4.97%*	*4.14%*	*4.55%*	*-*	*-*	*-*	*8.55%*	*5.98%*	*(1.30%)*	*4.09%*	*6.45%*
Morningstar Target-Date Retirement	*0.34%*	*(0.60%)*	*3.50%*	*3.66%*	*4.26%*	*4.45%*	*-*	*-*	*8.74%*	*5.20%*	*(1.25%)*	*4.33%*	*6.26%*
Target-Date 2020													
BlackRock LifePath® Index 2020 K	0.74%	(0.31%)	5.55%	5.33%	6.35%	-	5.92%	05/31/2011	12.34%	6.32%	(0.42%)	6.15%	11.36%
Morningstar Lifetime Mod 2020 TR USD	*0.77%*	*(0.07%)*	*6.54%*	*5.65%*	*6.51%*	*-*	*-*	*-*	*12.79%*	*7.66%*	*(1.88%)*	*5.87%*	*12.98%*
Morningstar Target-Date 2020	*0.54%*	*(0.25%)*	*5.65%*	*5.07%*	*6.07%*	*5.33%*	*-*	*-*	*12.48%*	*6.36%*	*(1.26%)*	*5.10%*	*12.45%*
Target-Date 2025													
BlackRock LifePath® Index 2025 K	0.90%	(0.05%)	6.75%	6.21%	7.19%	-	6.55%	05/31/2011	14.43%	6.87%	(0.45%)	6.47%	13.48%
Morningstar Lifetime Mod 2025 TR USD	*0.87%*	*(0.01%)*	*7.45%*	*6.28%*	*7.33%*	*-*	*-*	*-*	*14.54%*	*8.39%*	*(2.06%)*	*6.04%*	*16.28%*
Morningstar Target-Date 2025	*0.64%*	*(0.10%)*	*6.79%*	*5.83%*	*6.94%*	*5.91%*	*-*	*-*	*14.65%*	*6.90%*	*(1.40%)*	*5.30%*	*15.73%*
Target-Date 2030													
BlackRock LifePath® Index 2030 K	1.15%	0.12%	7.92%	6.92%	7.90%	-	7.09%	05/31/2011	16.36%	7.29%	(0.50%)	6.64%	15.40%
Morningstar Lifetime Mod 2030 TR USD	*1.01%*	*0.15%*	*8.64%*	*7.02%*	*8.20%*	*-*	*-*	*-*	*16.59%*	*9.26%*	*(2.30%)*	*6.01%*	*19.64%*
Morningstar Target-Date 2030	*0.78%*	*0.04%*	*7.88%*	*6.48%*	*7.64%*	*6.06%*	*-*	*-*	*16.56%*	*7.39%*	*(1.53%)*	*5.43%*	*17.32%*
Target-Date 2035													
BlackRock LifePath® Index 2035 K	1.30%	0.21%	8.92%	7.61%	8.54%	-	7.58%	05/31/2011	18.29%	7.74%	(0.56%)	6.82%	17.02%

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2017	2016	2015	2014	2013
Morningstar Lifetime Mod 2035 TR USD	*1.16%*	*0.33%*	*9.81%*	*7.70%*	*8.91%*	-	-	-	*18.52%*	*10.07%*	*(2.58%)*	*5.80%*	*22.03%*
Morningstar Target-Date 2035	*0.86%*	*0.26%*	*8.94%*	*7.13%*	*8.36%*	*6.55%*	-	-	*18.43%*	*7.72%*	*(1.66%)*	*5.43%*	*20.25%*
Target-Date 2040													
BlackRock LifePath® Index 2040 K	1.45%	0.37%	9.86%	8.22%	9.14%	-	8.04%	05/31/2011	19.95%	8.10%	(0.56%)	6.90%	18.66%
Morningstar Lifetime Mod 2040 TR USD	*1.23%*	*0.43%*	*10.62%*	*8.14%*	*9.30%*	-	-	-	*19.87%*	*10.61%*	*(2.83%)*	*5.51%*	*23.05%*
Morningstar Target-Date 2040	*0.95%*	*0.30%*	*9.56%*	*7.46%*	*8.73%*	*6.57%*	-	-	*19.52%*	*7.98%*	*(1.71%)*	*5.62%*	*20.74%*
Target-Date 2045													
BlackRock LifePath® Index 2045 K	1.50%	0.49%	10.52%	8.64%	9.59%	-	8.35%	05/31/2011	21.07%	8.28%	(0.64%)	7.10%	20.32%
Morningstar Lifetime Mod 2045 TR USD	*1.22%*	*0.42%*	*10.96%*	*8.31%*	*9.39%*	-	-	-	*20.53%*	*10.84%*	*(3.03%)*	*5.25%*	*23.07%*
Morningstar Target-Date 2045	*0.98%*	*0.45%*	*10.12%*	*7.79%*	*9.06%*	*6.78%*	-	-	*20.50%*	*8.11%*	*(1.74%)*	*5.52%*	*22.27%*
Target-Date 2050													
BlackRock LifePath® Index 2050 K	1.55%	0.49%	10.72%	8.76%	9.85%	-	8.56%	05/31/2011	21.43%	8.41%	(0.67%)	7.28%	21.61%
Morningstar Lifetime Mod 2050 TR USD	*1.15%*	*0.36%*	*11.00%*	*8.30%*	*9.35%*	-	-	-	*20.78%*	*10.89%*	*(3.19%)*	*5.00%*	*22.83%*
Morningstar Target-Date 2050	*0.99%*	*0.38%*	*10.22%*	*7.83%*	*9.15%*	*6.82%*	-	-	*20.67%*	*8.22%*	*(1.74%)*	*5.70%*	*21.81%*
Target-Date 2055													
BlackRock LifePath® Index 2055 K	1.61%	0.49%	10.75%	8.79%	10.04%	-	8.73%	05/31/2011	21.51%	8.38%	(0.60%)	7.50%	22.95%
Morningstar Lifetime Mod 2055 TR USD	*1.08%*	*0.28%*	*10.98%*	*8.26%*	*9.27%*	-	-	-	*20.95%*	*10.90%*	*(3.34%)*	*4.74%*	*22.49%*
Morningstar Target-Date 2055	*1.02%*	*0.51%*	*10.47%*	*7.97%*	*9.38%*	*7.24%*	-	-	*21.08%*	*8.18%*	*(1.72%)*	*5.66%*	*23.05%*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2017	2016	2015	2014	2013
Target-Date 2060+													
BlackRock LifePath® Index 2060 K	1.58%	0.50%	10.80%	-	-	-	15.90%	02/29/2016	21.51%	-	-	-	-
Morningstar Lifetime Mod 2060 TR USD	*1.00%*	*0.21%*	*10.93%*	*8.19%*	*9.19%*	-	-	-	*21.06%*	*10.88%*	*(3.48%)*	*4.53%*	*22.18%*
Morningstar Target-Date 2060+	*1.12%*	*0.53%*	*10.64%*	*8.29%*	*9.65%*	-	-	-	*21.27%*	*8.05%*	*(1.02%)*	*5.25%*	*24.35%*
Large Value													
MFS® Value R6	(0.56%)	(3.55%)	4.13%	8.48%	10.78%	8.69%	10.11%	01/02/1996	17.86%	14.25%	(0.42%)	10.68%	35.95%
Russell 1000 Value TR USD	*1.18%*	*(1.69%)*	*6.77%*	*8.26%*	*10.34%*	*8.49%*	-	-	*13.66%*	*17.34%*	*(3.83%)*	*13.45%*	*32.53%*
Morningstar Large Value	*1.63%*	*(0.95%)*	*9.04%*	*8.35%*	*9.94%*	*8.29%*	-	-	*16.00%*	*15.19%*	*(3.60%)*	*10.93%*	*31.85%*
Large Blend													
iShares S&P 500 Index K	3.42%	2.64%	14.35%	11.88%	13.36%	10.10%	9.45%	07/30/1993	21.77%	11.92%	1.35%	13.61%	32.21%
S&P 500 TR USD	*3.43%*	*2.65%*	*14.37%*	*11.93%*	*13.42%*	*10.17%*	-	-	*21.83%*	*11.96%*	*1.38%*	*13.69%*	*32.39%*
Morningstar Large Blend	*2.69%*	*1.59%*	*12.58%*	*9.92%*	*11.74%*	*9.08%*	-	-	*20.46%*	*10.98%*	*(0.81%)*	*11.61%*	*32.23%*
Large Growth													
TIAA-CREF Large-Cap Growth Inst	6.99%	11.04%	27.49%	15.05%	17.58%	11.56%	10.35%	03/31/2006	34.51%	(0.85%)	9.20%	11.22%	39.80%
Russell 1000 Growth TR USD	*5.76%*	*7.25%*	*22.51%*	*14.98%*	*16.36%*	*11.83%*	-	-	*30.21%*	*7.08%*	*5.67%*	*13.05%*	*33.48%*
Morningstar Large Growth	*5.14%*	*7.52%*	*20.57%*	*12.17%*	*14.36%*	*10.23%*	-	-	*27.51%*	*3.59%*	*3.74%*	*10.57%*	*34.50%*
Mid-Cap Value													
Wells Fargo Special Mid Cap Value Inst	0.46%	(2.24%)	4.68%	7.68%	11.32%	10.80%	12.03%	04/08/2005	11.16%	21.59%	(2.73%)	12.04%	39.12%
Russell Mid Cap Value TR USD	*2.41%*	*(0.16%)*	*7.60%*	*8.80%*	*11.27%*	*10.06%*	-	-	*13.34%*	*20.00%*	*(4.78%)*	*14.75%*	*33.46%*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2017	2016	2015	2014	2013
Morningstar Mid-Cap Value	*2.55%*	*0.19%*	*8.86%*	*7.99%*	*10.12%*	*9.16%*	*-*	*-*	*13.54%*	*18.60%*	*(5.62%)*	*9.77%*	*35.49%*
Mid-Cap Blend													
Vanguard Mid Cap Index Admiral	2.57%	2.58%	12.09%	9.21%	12.30%	10.09%	10.12%	05/21/1998	19.25%	11.22%	(1.34%)	13.76%	35.15%
CRSP US Mid Cap TR USD	*2.58%*	*2.60%*	*12.12%*	*9.25%*	*12.35%*	*10.00%*	*-*	*-*	*19.30%*	*11.25%*	*(1.28%)*	*13.83%*	*35.27%*
Morningstar Mid-Cap Blend	*2.96%*	*1.95%*	*11.33%*	*8.03%*	*10.66%*	*8.96%*	*-*	*-*	*15.99%*	*14.63%*	*(4.19%)*	*8.30%*	*34.79%*
Mid-Cap Growth													
MassMutual Select Mid Cap Growth I	1.08%	4.66%	13.96%	10.65%	14.58%	11.53%	9.66%	05/31/2000	24.66%	6.19%	5.95%	13.00%	36.31%
Russell Mid Cap Growth TR USD	*3.16%*	*5.40%*	*18.52%*	*10.73%*	*13.37%*	*10.45%*	*-*	*-*	*25.27%*	*7.33%*	*(0.20%)*	*11.90%*	*35.74%*
Morningstar Mid-Cap Growth	*4.16%*	*6.38%*	*18.06%*	*9.68%*	*12.31%*	*9.45%*	*-*	*-*	*24.06%*	*6.94%*	*(0.73%)*	*7.26%*	*35.27%*
Small Value													
DFA US Small Cap Value I	7.76%	5.24%	15.01%	9.18%	10.80%	10.57%	11.98%	03/02/1993	7.21%	28.26%	(7.81%)	3.48%	42.38%
Russell 2000 Value TR USD	*8.30%*	*5.44%*	*13.10%*	*11.22%*	*11.18%*	*9.88%*	*-*	*-*	*7.84%*	*31.74%*	*(7.47%)*	*4.22%*	*34.52%*
Morningstar Small Value	*6.61%*	*3.72%*	*12.44%*	*9.13%*	*9.87%*	*9.71%*	*-*	*-*	*8.70%*	*27.21%*	*(7.92%)*	*3.22%*	*37.04%*
Small Growth													
Janus Henderson Triton T	4.96%	9.86%	22.59%	13.15%	15.69%	14.30%	13.44%	02/25/2005	26.90%	10.42%	1.21%	9.45%	36.28%
Russell 2000 Growth TR USD	*7.23%*	*9.70%*	*21.86%*	*10.60%*	*13.65%*	*11.24%*	*-*	*-*	*22.17%*	*11.32%*	*(1.38%)*	*5.60%*	*43.30%*
Morningstar Small Growth	*8.52%*	*11.02%*	*22.68%*	*11.07%*	*12.78%*	*10.80%*	*-*	*-*	*21.44%*	*12.27%*	*(2.21%)*	*2.61%*	*41.94%*
Foreign Large Blend													
Hartford International Opportunities R6	(3.54%)	(3.38%)	5.34%	5.11%	6.90%	3.97%	5.92%	07/22/1996	24.77%	1.15%	1.49%	(4.10%)	20.96%

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2017	2016	2015	2014	2013
MSCI EAFE NR USD	*(1.24%)*	*(2.75%)*	*6.84%*	*4.90%*	*6.44%*	*2.84%*	-	-	*25.03%*	*1.00%*	*(0.81%)*	*(4.90%)*	*22.78%*
Morningstar Foreign Large Blend	*(2.14%)*	*(3.06%)*	*6.08%*	*4.56%*	*5.92%*	*2.61%*	-	-	*25.11%*	*1.54%*	*(1.71%)*	*(4.95%)*	*19.82%*
Diversified Emerging Mkts													
American Funds New World R6	(3.85%)	(2.56%)	10.45%	7.46%	6.71%	3.90%	8.20%	06/17/1999	33.06%	4.31%	(5.62%)	(3.29%)	10.46%
MSCI EM NR USD	*(7.96%)*	*(6.66%)*	*8.20%*	*5.60%*	*5.01%*	*2.26%*	-	-	*37.28%*	*11.19%*	*(14.92%)*	*(2.19%)*	*(2.60%)*
Morningstar Diversified Emerging Mkts	*(8.90%)*	*(7.06%)*	*6.08%*	*4.74%*	*4.03%*	*2.09%*	-	-	*34.28%*	*8.93%*	*(13.68%)*	*(2.45%)*	*0.20%*
Real Estate													
Principal Real Estate Securities Inst	6.64%	1.18%	6.18%	8.82%	9.64%	9.18%	11.35%	12/06/2000	9.03%	5.93%	4.22%	32.36%	4.05%
DJ US Select REIT TR USD	*9.99%*	*1.82%*	*4.23%*	*7.71%*	*8.29%*	*7.63%*	-	-	*3.76%*	*6.68%*	*4.48%*	*32.00%*	*1.22%*
Morningstar Real Estate	*7.99%*	*0.54%*	*3.40%*	*7.23%*	*7.71%*	*7.28%*	-	-	*6.31%*	*7.85%*	*1.98%*	*28.11%*	*2.24%*

Review : Watch : Addition :

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please call 888-201-5488.

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.

INVESTMENT FACT SHEETS - 100 POINT

Community Action Partnership

For Period Ending 06/30/2018

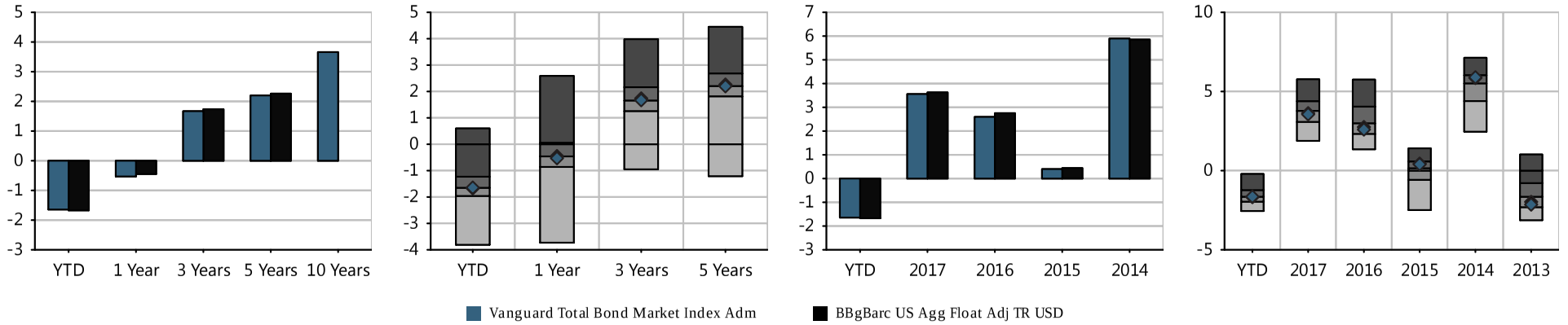
VANGUARD TOTAL BOND MARKET INDEX ADM | FUND FACT SHEET

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.25%	0.26%	0.26%	0.05%	$198,044,896,093	-0.48%	1.72%	2.25%
	Peer Group Scoring	*0.75%*	*1.05%*	*1.03%*	*0.75%*	-	-	-	-
	Criteria Peer Ranking	7	6	5	3	-	52	46	46

Investment Strategy

The investment seeks the performance of Bloomberg Barclays U.S. Aggregate Float Adjusted Index. Bloomberg Barclays U.S. Aggregate Float Adjusted Index represents a wide spectrum of public, investment-grade, taxable, fixed income securities in the United States-including government, corporate, and international dollar-denominated bonds, as well as mortgage-backed and asset-backed securities-all with maturities of more than 1 year. All of its investments will be selected through the sampling process, and at least 80% of its assets will be invested in bonds held in the index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
Vanguard Total Bond Market Index Adm	(0.17%)	(1.64%)	(0.53%)	1.67%	2.20%	3.66%	5.87%	12/11/1986	3.56%	2.60%	0.40%	5.89%	(2.15%)
BBgBarc US Agg Float Adj TR USD	*(0.20%)*	*(1.67%)*	*(0.45%)*	*1.74%*	*2.26%*	-	-	-	*3.63%*	*2.75%*	*0.44%*	*5.85%*	*(1.97%)*
Morningstar Intermediate-Term Bond	*(0.24%)*	*(1.55%)*	*(0.36%)*	*1.69%*	*2.21%*	*3.89%*	-	-	*3.75%*	*3.23%*	*(0.14%)*	*5.19%*	*(1.42%)*

Morningstar Rating: ***

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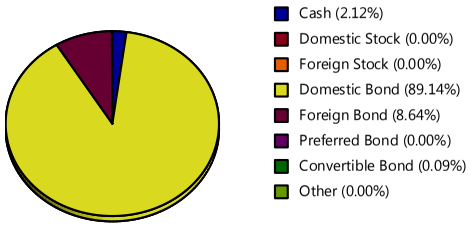
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

VANGUARD TOTAL BOND MARKET INDEX ADM | FUND FACT SHEET

Asset Allocation



Maturity Distribution

	Fund
Less than 1 Yr	0.04
1 to 3 Yrs	22.75
3 to 5 Yrs	16.43
5 to 7 Yrs	10.85
7 to 10 Yrs	10.76
10 Yrs or more	39.17

Regional Distribution

United States	91.16
Supranational	1.74
Canada	1.33
United Kingdom	1.21
Germany	0.82
Mexico	0.60
Netherlands	0.51
Japan	0.47
Australia	0.36
France	0.19

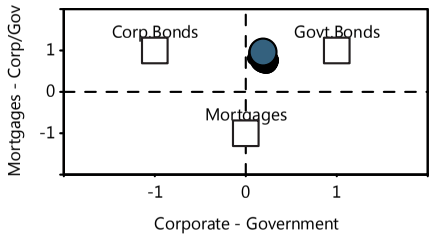
Sector Distribution

	Fund	Index
Government	46.41	-
Corporate	26.69	-
Securitized	24.10	-
Municipal	-	-
Cash & Equivalents	2.12	-
Other	0.68	-

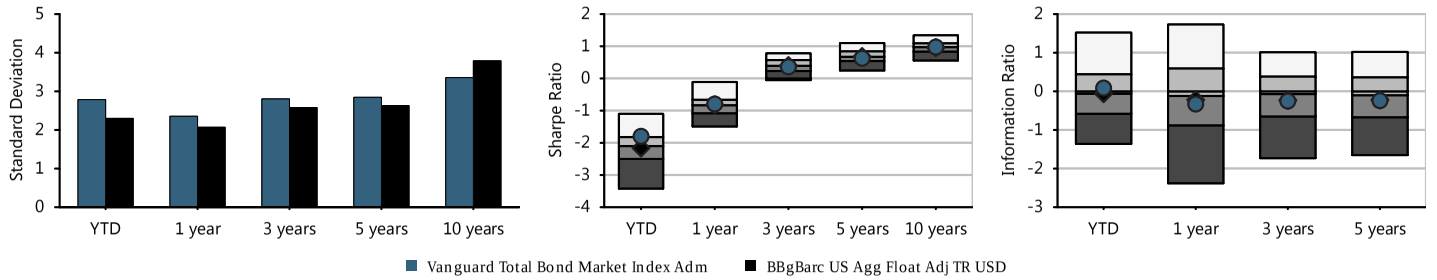
Credit Quality

	Fund	Index
AAA	70.07	-
AA	3.44	-
A	12.14	-
BBB	14.35	-
BB	0.00	-
B	0.00	-
Below B	0.00	-
Not Rated	0.00	-

Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	VBTLX
Category	Intermediate-Term Bond
Net Assets(This Class $mn)	198,045 m
Net Assets(All Classes $mn)	-
Manager	Joshua Barrickman
Manager Tenure	5.33
Fund Inception	Dec 11,1986
Avg Maturity	8.40
Avg Duration	6.09

Fee And Expenses

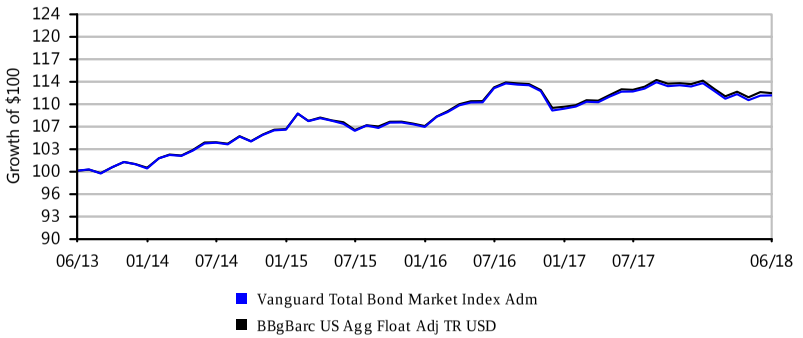
Expense Ratio	0.05
Gross Expense Ratio	0.05
Prospectus Net Expense Ratio	0.05
Prospectus Gross Expense Ratio	0.05
Actual 12b1	0.00
Management Fee	0.04

Top 10 Holdings (%)

United States Treasury ...	0.46
United States Treasury ...	0.42
United States Treasury ...	0.42
United States Treasury ...	0.42
United States Treasury ...	0.40
United States Treasury ...	0.39
United States Treasury ...	0.39
United States Treasury ...	0.39
United States Treasury ...	0.38
United States Treasury ...	0.36

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

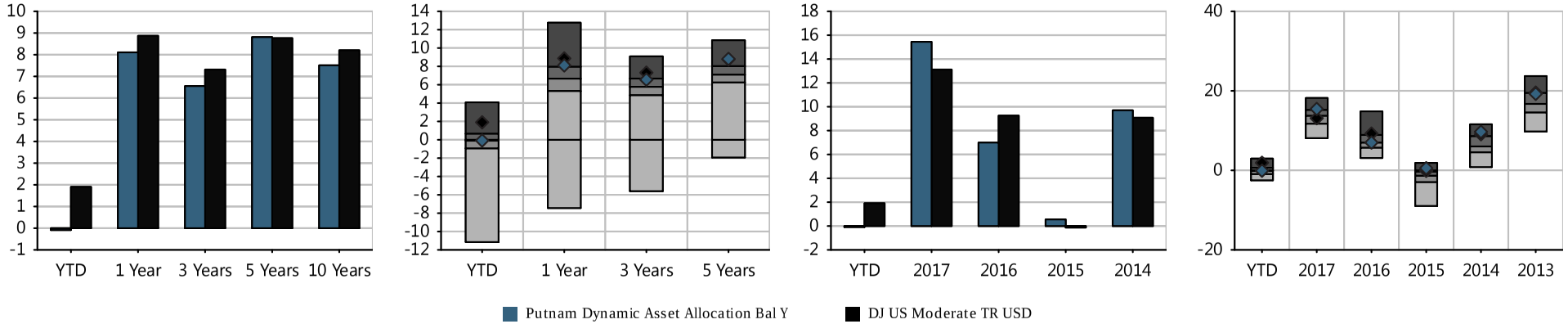
PUTNAM DYNAMIC ASSET ALLOCATION BAL Y | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
93 Passing	Criteria Scoring	8.11%	6.55%	8.81%	0.86	1.24	-0.41	0.03	16.08	0.74%	3.24	1.03
	Peer Group Scoring	*6.58%*	*5.60%*	*6.86%*	*0.75*	*0.98*	*-0.66*	*-0.69*	*9.23*	*1.14%*	*5.53*	*0.88*
	Criteria Peer Ranking	23	28	10	31	12	32	9	12	23	15	17

Investment Strategy

The investment seeks total return. The fund allocates 45% to 75% of its assets in equities and 25% to 55% in fixed income securities. It invests mainly in equity securities (growth or value stocks or both) of both U.S. and foreign companies of any size. The fund also invests in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments (such as mortgage-backed investments).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2017	2016	2015	2014	2013
Putnam Dynamic Asset Allocation Bal Y	1.88%	(0.09%)	8.11%	6.55%	8.81%	7.51%	7.41%	02/07/1994	15.44%	6.99%	0.55%	9.70%	19.24%
DJ US Moderate TR USD	*2.33%*	*1.91%*	*8.87%*	*7.32%*	*8.76%*	*8.20%*	-	-	*13.12%*	*9.26%*	*(0.13%)*	*9.08%*	*19.56%*
Morningstar Allocation--50% to 70% Equity	*1.16%*	*(0.11%)*	*6.58%*	*5.60%*	*6.86%*	*6.27%*	-	-	*13.35%*	*7.57%*	*(2.18%)*	*6.22%*	*16.84%*

Morningstar Rating: ****

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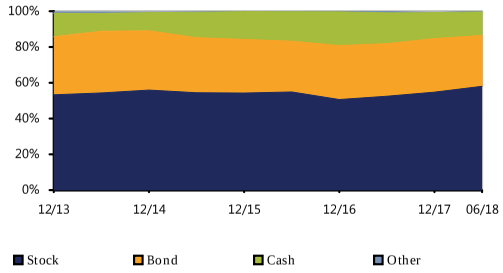
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PUTNAM DYNAMIC ASSET ALLOCATION BAL Y | FUND FACT SHEET

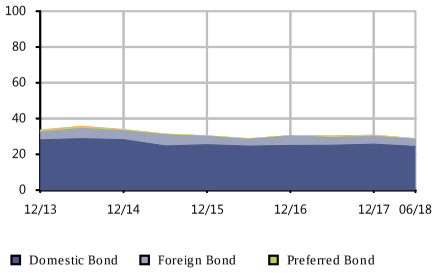
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



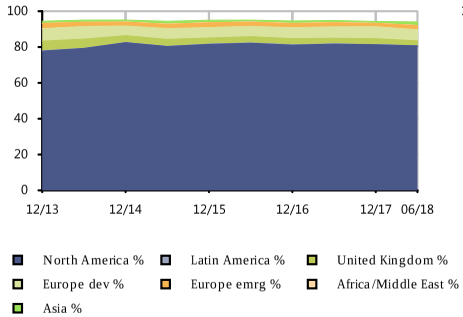
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



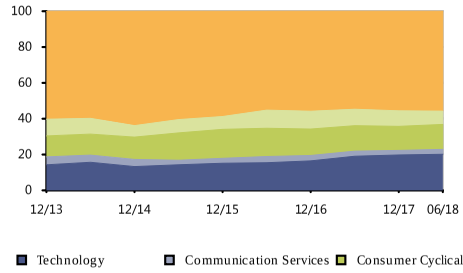
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

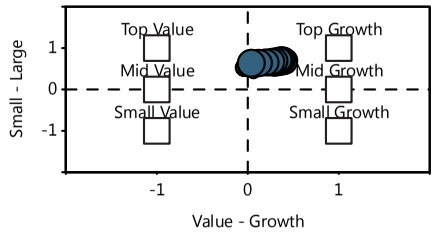


Sector Distribution

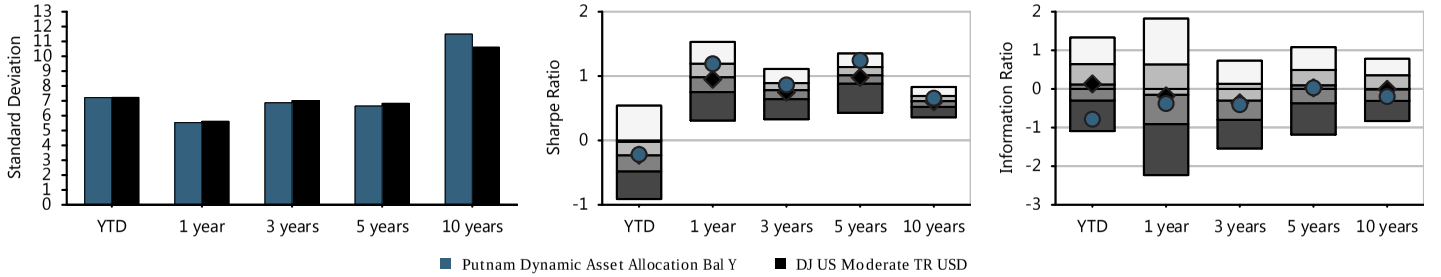
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PABYX
Category	Allocation--50% to 70% Equity
Net Assets(This Class $mn)	2,759 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Schoen
Manager Tenure	16.08
Fund Inception	Feb 07,1994

Fee And Expenses

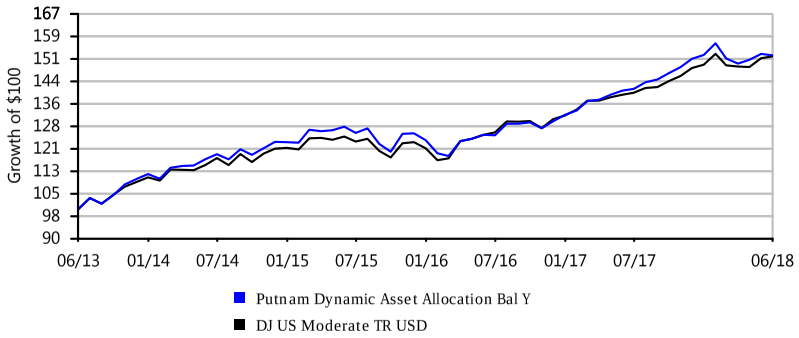
Expense Ratio	0.73
Gross Expense Ratio	0.73
Prospectus Net Expense Ratio	0.74
Prospectus Gross Expense Ratio	0.74
Actual 12b1	0.00
Management Fee	0.53

Top 10 Holdings (%)

Government National Mor...	2.21
Microsoft Corp	1.95
Federal National Mortga...	1.84
Alphabet Inc A	1.78
JPMorgan Chase & Co	1.46
S&P Gsci 3x Note 04/01/...	1.45
Apple Inc	1.18
UnitedHealth Group Inc	1.02
Verizon Communications Inc	0.98
Citigroup Inc	0.94

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



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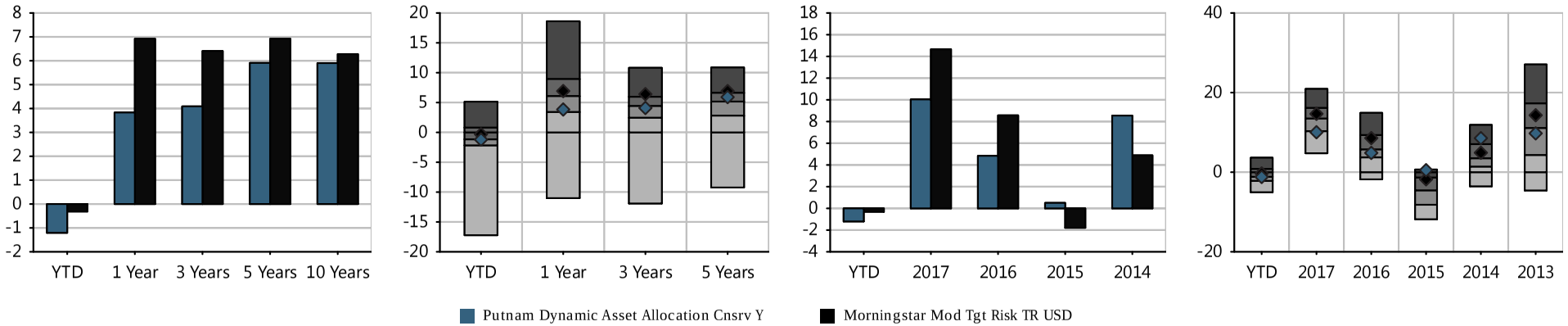
PUTNAM DYNAMIC ASSET ALLOCATION CNSRV Y | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
86 Passing	Criteria Scoring	3.83%	4.09%	5.91%	0.83	1.33	-0.88	-0.36	16.08	0.77%	2.27	1.37
	Peer Group Scoring	*6.16%*	*4.13%*	*4.83%*	*0.51*	*0.63*	*-0.52*	*-0.49*	*6.35*	*1.59%*	*8.49*	*0.91*
	Criteria Peer Ranking	71	57	40	18	2	76	46	3	6	1	8

Investment Strategy

The investment seeks total return consistent with preservation of capital. The fund allocates 15% to 45% of its assets in equities and 55% to 85% in fixed income securities. It invests mainly in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments. The fund also invests, to a lesser extent, in equity securities (growth or value stocks or both) of U.S. and foreign companies of any size.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
Putnam Dynamic Asset Allocation Cnsrv Y	0.97%	(1.21%)	3.83%	4.09%	5.91%	5.90%	6.10%	02/07/1994	10.04%	4.84%	0.51%	8.55%	9.76%
Morningstar Mod Tgt Risk TR USD	*0.56%*	*(0.31%)*	*6.92%*	*6.41%*	*6.92%*	*6.28%*	-	-	*14.66%*	*8.57%*	*(1.79%)*	*4.89%*	*14.31%*
Morningstar Tactical Allocation	*0.63%*	*(0.86%)*	*6.16%*	*4.13%*	*4.83%*	*4.29%*	-	-	*13.09%*	*6.10%*	*(4.91%)*	*3.58%*	*11.05%*

Morningstar Rating: ****

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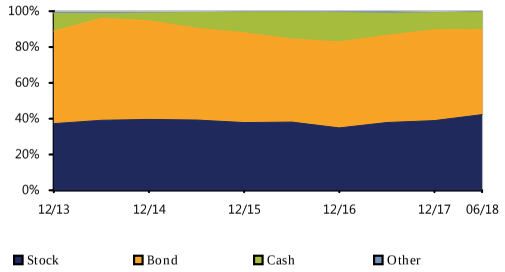
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PUTNAM DYNAMIC ASSET ALLOCATION CNSRV Y | FUND FACT SHEET

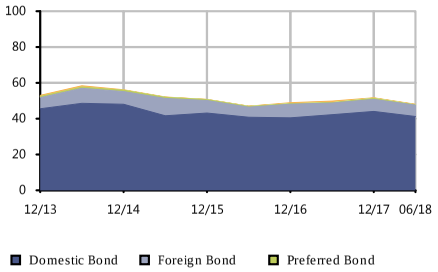
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



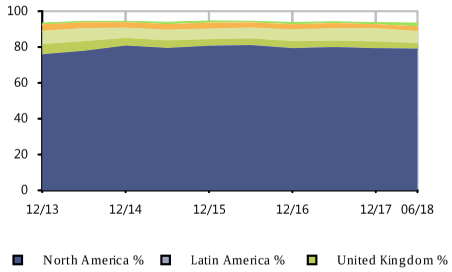
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Equity Regional Distribution

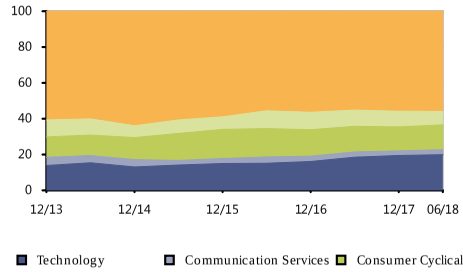
Time Period: 07/30/2013 - 06/30/2018



North America %
Latin America %
United Kingdom %
Europe dev %
Europe emrg %
Africa/Middle East %
Asia %

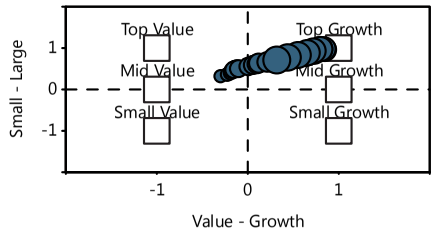
Sector Distribution

Time Period: 07/30/2013 - 06/30/2018

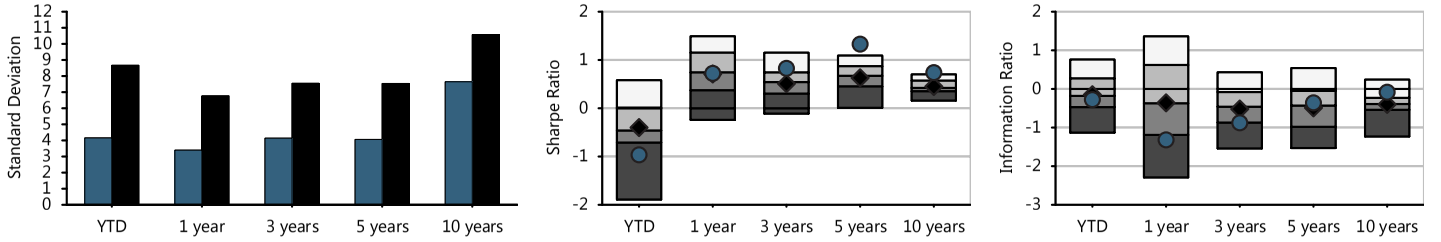


Technology
Communication Services
Consumer Cyclical
Consumer Defensive
Other

Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PACYX
Category	Tactical Allocation
Net Assets(This Class $mn)	1,111 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Schoen
Manager Tenure	16.08
Fund Inception	Feb 07,1994

Fee And Expenses

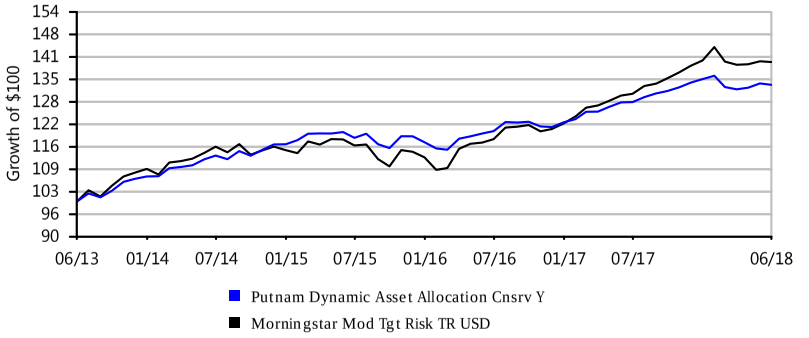
Expense Ratio	0.76
Gross Expense Ratio	0.76
Prospectus Net Expense Ratio	0.77
Prospectus Gross Expense Ratio	0.77
Actual 12b1	0.00
Management Fee	0.53

Top 10 Holdings (%)

Government National Mor...	4.20
Federal National Mortga...	3.72
Federal National Mortga...	1.84
Federal Home Loan Mortg...	1.69
Federal National Mortga...	1.60
Microsoft Corp	1.40
Alphabet Inc A	1.28
JPMorgan Chase & Co	1.05
S&P Gsci 3x Note 04/01/...	0.90
Apple Inc	0.84

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

300

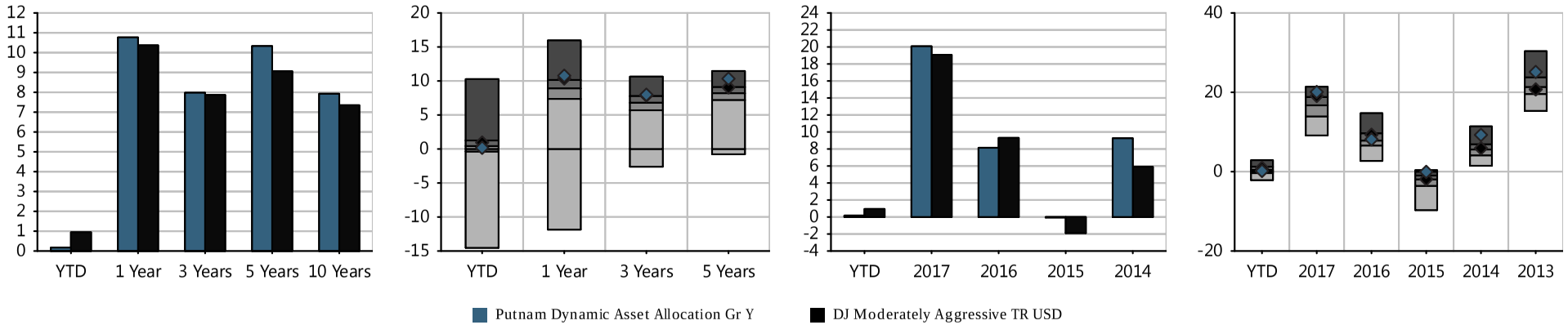
PUTNAM DYNAMIC ASSET ALLOCATION GR Y | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	10.77%	7.98%	10.33%	0.82	1.14	0.06	0.65	16.08	0.84%	4.25	1.05
	Peer Group Scoring	*8.47%*	*6.41%*	*8.00%*	*0.70*	*0.92*	*-0.52*	*-0.40*	*8.46*	*1.24%*	*7.01*	*0.93*
	Criteria Peer Ranking	16	17	5	32	9	14	3	9	24	10	9

Investment Strategy

The investment seeks capital appreciation. The fund allocates 65% to 95% of its assets in equities and 5% to 35% in fixed income securities. It invests mainly in equity securities (growth or value stocks or both) of both U.S. and foreign companies of any size. The fund also invests, to a lesser extent, in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments (such as mortgage-backed investments).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
Putnam Dynamic Asset Allocation Gr Y	1.71%	0.17%	10.77%	7.98%	10.33%	7.93%	8.18%	02/08/1994	20.08%	8.14%	(0.06%)	9.26%	25.13%
DJ Moderately Aggressive TR USD	*1.02%*	*0.94%*	*10.37%*	*7.87%*	*9.06%*	*7.35%*	-	-	*19.08%*	*9.31%*	*(1.89%)*	*5.90%*	*20.73%*
Morningstar Allocation--70% to 85% Equity	*1.64%*	*0.45%*	*8.47%*	*6.41%*	*8.00%*	*6.28%*	-	-	*16.02%*	*8.11%*	*(2.81%)*	*5.66%*	*21.73%*

Morningstar Rating: ****

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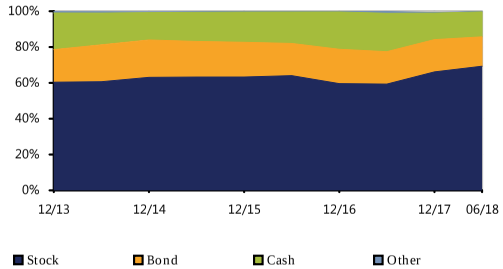
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PUTNAM DYNAMIC ASSET ALLOCATION GR Y | FUND FACT SHEET

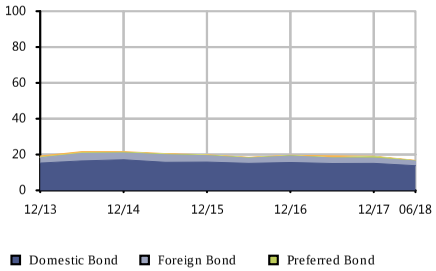
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



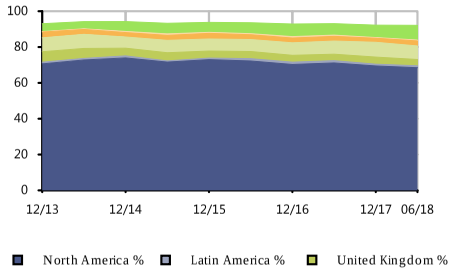
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Equity Regional Distribution

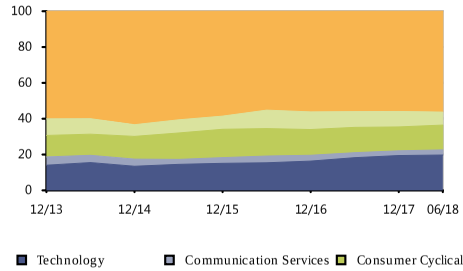
Time Period: 07/30/2013 - 06/30/2018



North America %
Latin America %
United Kingdom %
Europe dev %
Europe emrg %
Africa/Middle East %
Asia %

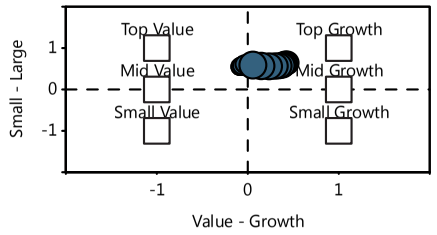
Sector Distribution

Time Period: 07/30/2013 - 06/30/2018

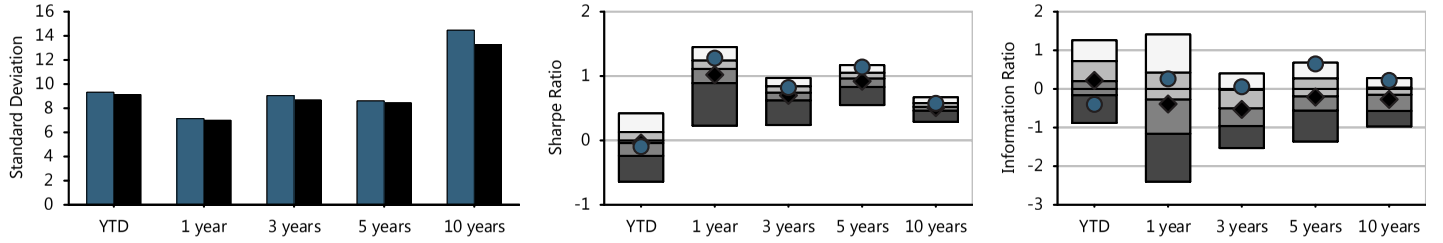


Technology
Communication Services
Consumer Cyclical
Consumer Defensive
Other

Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PAGYX
Category	Allocation--70% to 85% Equity
Net Assets(This Class $mn)	2,940 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Schoen
Manager Tenure	16.08
Fund Inception	Feb 08,1994

Fee And Expenses

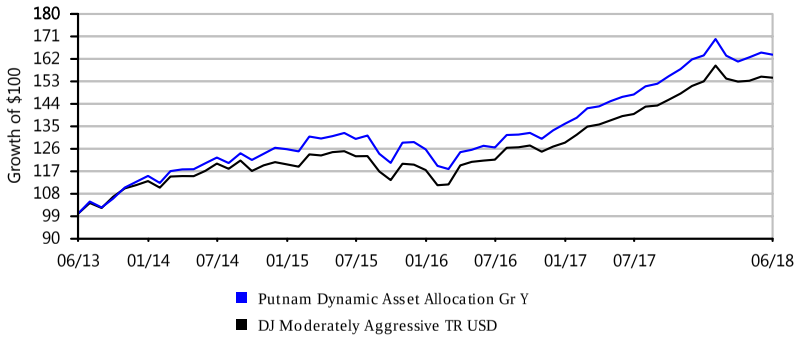
Expense Ratio	0.83
Gross Expense Ratio	0.83
Prospectus Net Expense Ratio	0.84
Prospectus Gross Expense Ratio	0.84
Actual 12b1	0.00
Management Fee	0.60

Top 10 Holdings (%)

Microsoft Corp	1.96
Alphabet Inc A	1.80
JPMorgan Chase & Co	1.49
S&P Gsci 3x Note 04/01/...	1.46
Apple Inc	1.19
UnitedHealth Group Inc	1.03
Verizon Communications Inc	0.99
Citigroup Inc	0.95
Boeing Co	0.89
Government National Mor...	0.89

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

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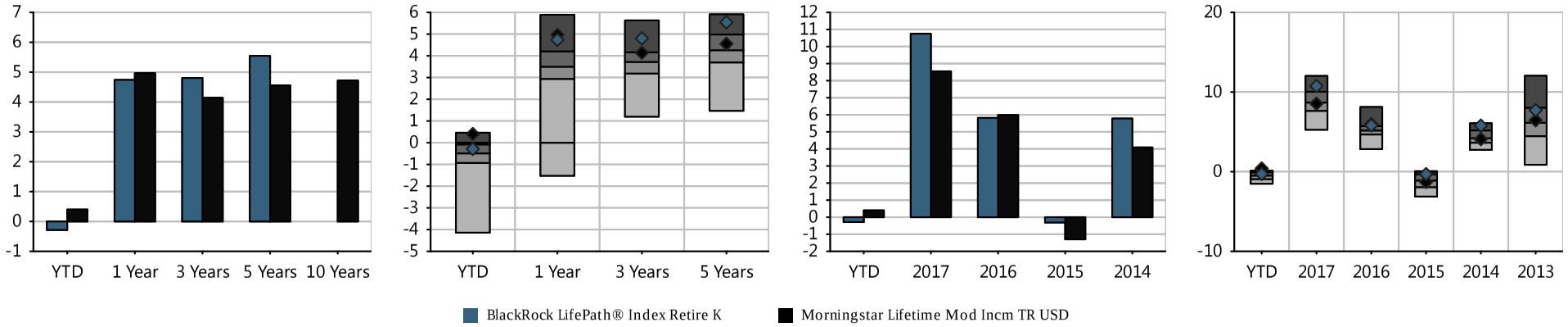
IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	4.74%	4.80%	5.55%	4.41	0.95	1.19	0.64	1.00	7.08	0.11%	1.08
	Peer Group Scoring	*3.50%*	*3.66%*	*4.26%*	*4.94*	*0.77*	*0.99*	*-0.36*	*-0.16*	*7.65*	*0.79%*	*0.98*
	Criteria Peer Ranking	16	10	7	39	12	5	6	3	61	3	18

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds in proportions based on its own comprehensive investment strategy. It will invest, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index Retire K	0.72%	(0.28%)	4.74%	4.80%	5.55%	-	5.29%	05/31/2011	10.75%	5.82%	(0.31%)	5.78%	7.72%
Morningstar Lifetime Mod Incm TR USD	*0.75%*	*0.40%*	*4.97%*	*4.14%*	*4.55%*	-	-	-	*8.55%*	*5.98%*	*(1.30%)*	*4.09%*	*6.45%*
Morningstar Target-Date Retirement	*0.34%*	*(0.60%)*	*3.50%*	*3.66%*	*4.26%*	*4.45%*	-	-	*8.74%*	*5.20%*	*(1.25%)*	*4.33%*	*6.26%*

Morningstar Rating: *****

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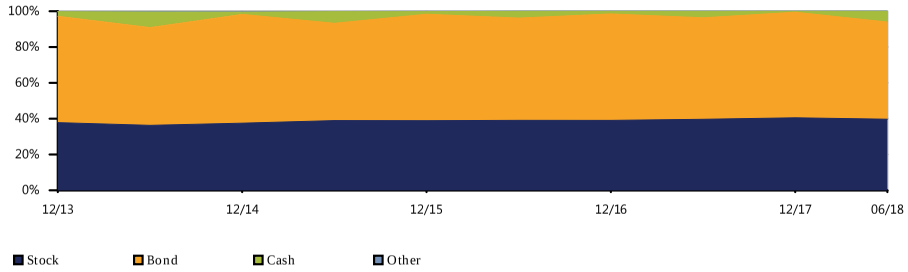
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

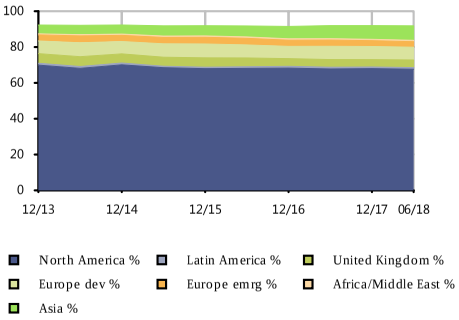
Historical Glidepath

Time Period: 07/30/2013 - 06/30/2018



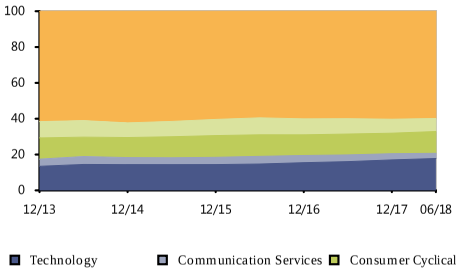
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018



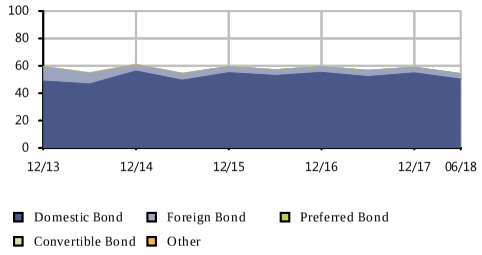
Sector Distribution

Time Period: 07/30/2013 - 06/30/2018

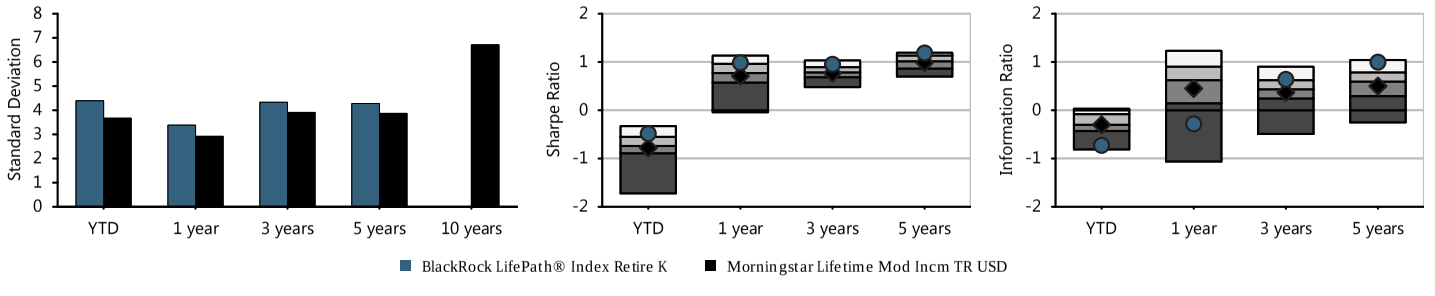


Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

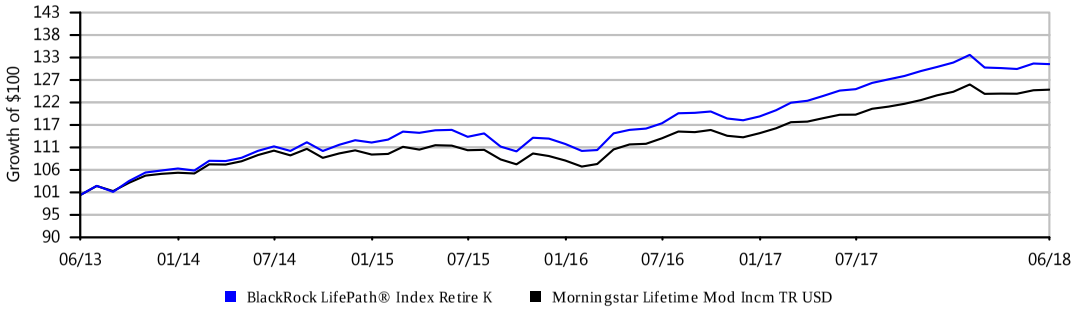
Ticker	LIRKX
Category	Target-Date Retirement
Net Assets(This Class $mn)	1,317 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	7.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.09
Gross Expense Ratio	0.13
Prospectus Net Expense Ratio	0.11
Prospectus Gross Expense Ratio	0.17
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



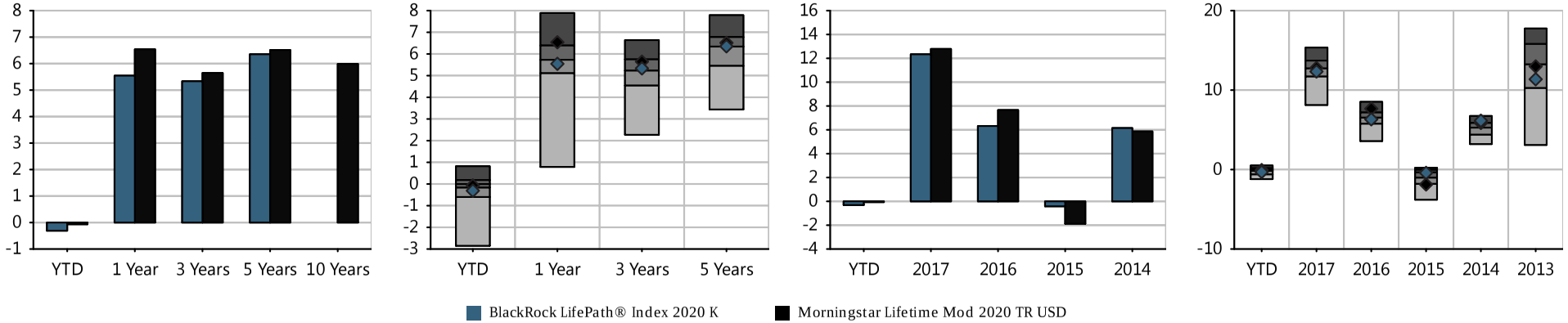
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
85 Passing	Criteria Scoring	5.55%	5.33%	6.35%	5.54	0.88	1.12	-0.36	-0.18	7.08	0.11%	1.06
	Peer Group Scoring	*5.65%*	*5.07%*	*6.07%*	*6.98*	*0.79*	*1.01*	*-0.33*	*-0.24*	*7.03*	*0.81%*	*1.00*
	Criteria Peer Ranking	57	43	50	12	21	16	56	53	51	2	21

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index 2020 K	0.74%	(0.31%)	5.55%	5.33%	6.35%	-	5.92%	05/31/2011	12.34%	6.32%	(0.42%)	6.15%	11.36%
Morningstar Lifetime Mod 2020 TR USD	*0.77%*	*(0.07%)*	*6.54%*	*5.65%*	*6.51%*	*-*	*-*	*-*	*12.79%*	*7.66%*	*(1.88%)*	*5.87%*	*12.98%*
Morningstar Target-Date 2020	*0.54%*	*(0.25%)*	*5.65%*	*5.07%*	*6.07%*	*5.33%*	*-*	*-*	*12.48%*	*6.36%*	*(1.26%)*	*5.10%*	*12.45%*

Morningstar Rating: ***

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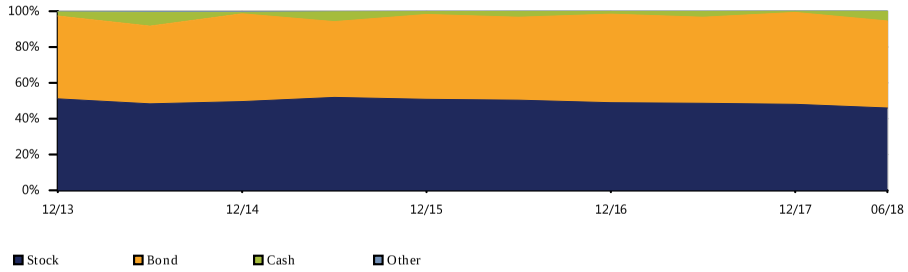
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPATH® INDEX 2020 K | FUND FACT SHEET

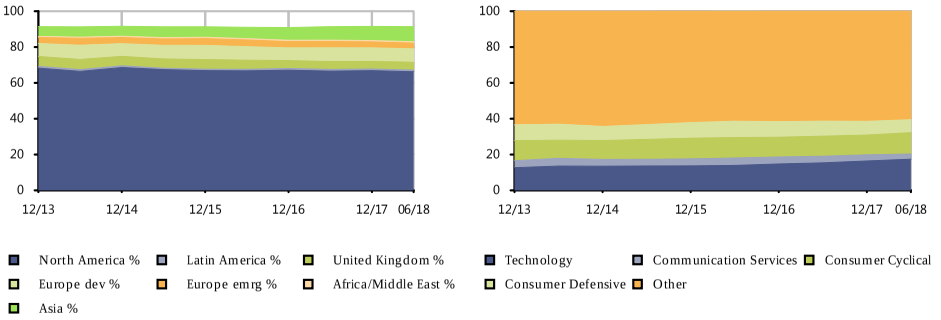
Historical Glidepath

Time Period: 07/30/2013 - 06/30/2018



Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

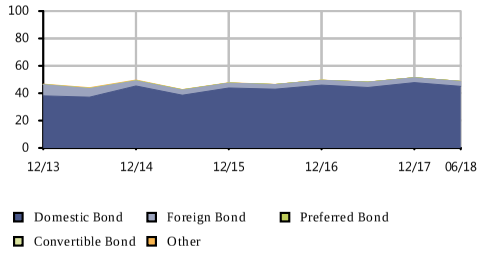


Sector Distribution

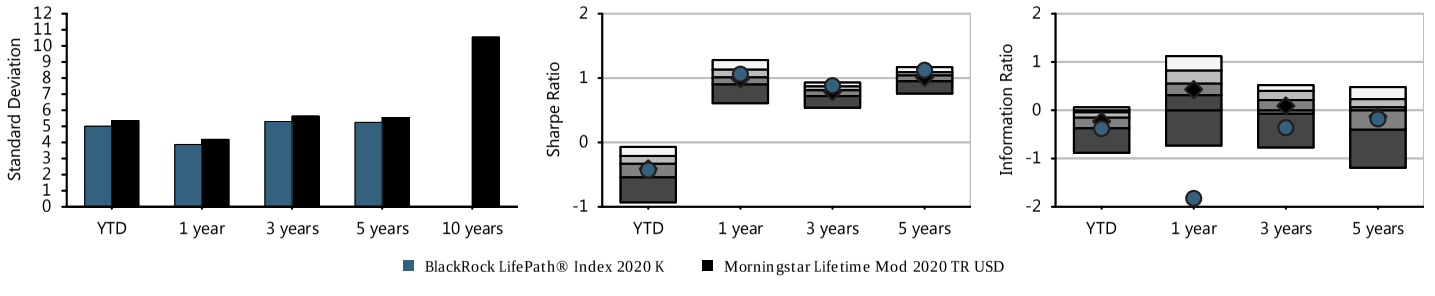
Time Period: 07/30/2013 - 06/30/2018

Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

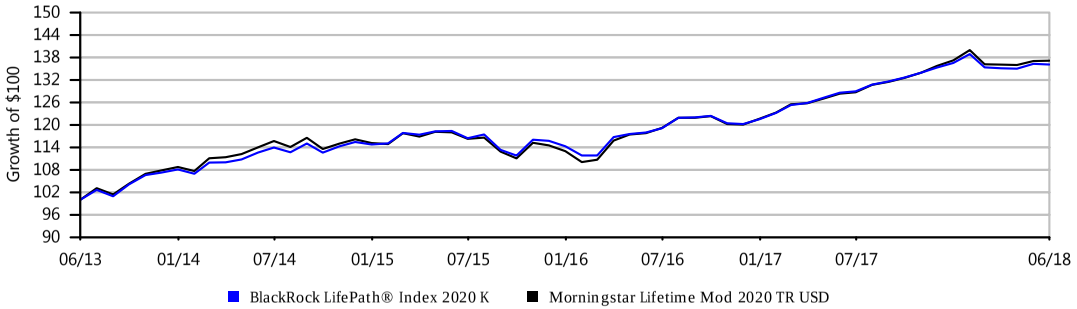
Ticker	LIMKX
Category	Target-Date 2020
Net Assets(This Class $mn)	2,568 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	7.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.09
Gross Expense Ratio	0.13
Prospectus Net Expense Ratio	0.11
Prospectus Gross Expense Ratio	0.15
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

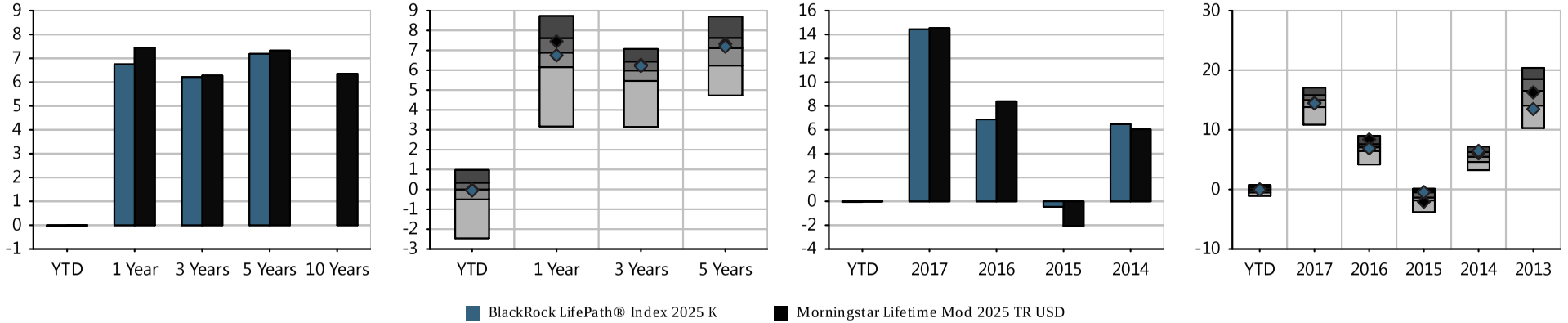
BlackRock LifePath® Index 2025 K | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
88 Passing	Criteria Scoring	6.75%	6.21%	7.19%	6.71	0.88	1.10	-0.07	-0.14	7.08	0.11%	1.05
	Peer Group Scoring	*6.79%*	*5.83%*	*6.94%*	*8.37*	*0.79*	*1.00*	*-0.27*	*-0.22*	*6.42*	*0.79%*	*0.98*
	Criteria Peer Ranking	56	36	47	16	17	15	41	49	42	3	14

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index 2025 K	0.90%	(0.05%)	6.75%	6.21%	7.19%	-	6.55%	05/31/2011	14.43%	6.87%	(0.45%)	6.47%	13.48%
Morningstar Lifetime Mod 2025 TR USD	*0.87%*	*(0.01%)*	*7.45%*	*6.28%*	*7.33%*	-	-	-	*14.54%*	*8.39%*	*(2.06%)*	*6.04%*	*16.28%*
Morningstar Target-Date 2025	*0.64%*	*(0.10%)*	*6.79%*	*5.83%*	*6.94%*	*5.91%*	-	-	*14.65%*	*6.90%*	*(1.40%)*	*5.30%*	*15.73%*

Morningstar Rating: ***

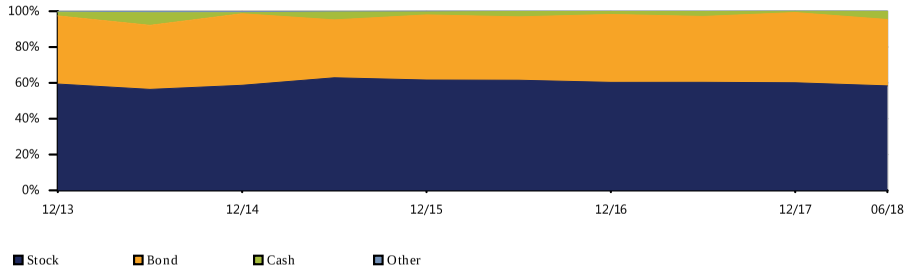
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please call 888-201-5488.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPATH® INDEX 2025 K | FUND FACT SHEET

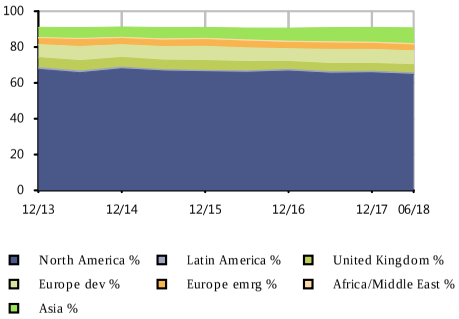
Historical Glidepath

Time Period: 07/30/2013 - 06/30/2018



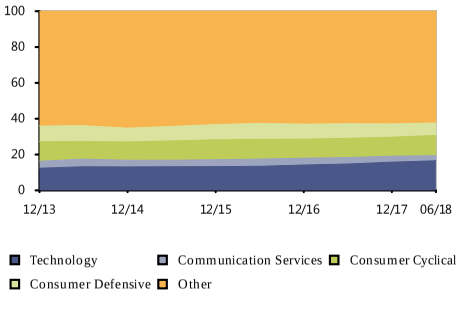
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018



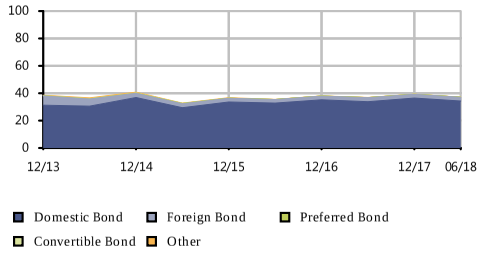
Sector Distribution

Time Period: 07/30/2013 - 06/30/2018

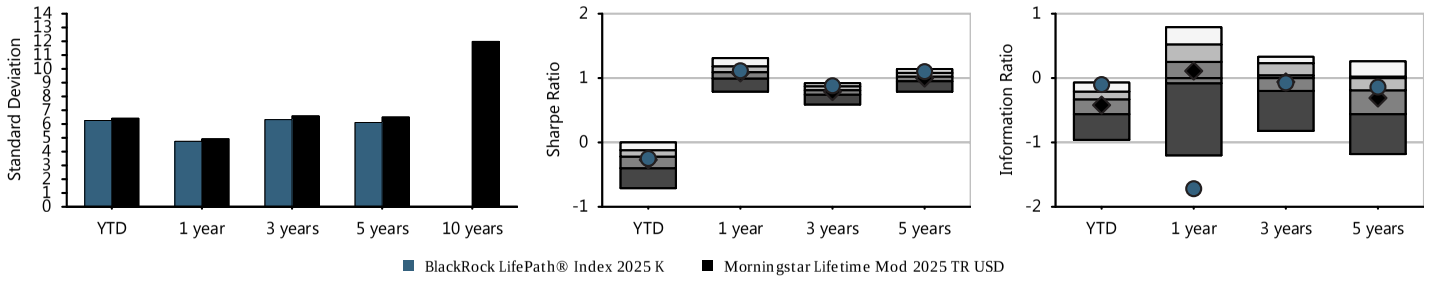


Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

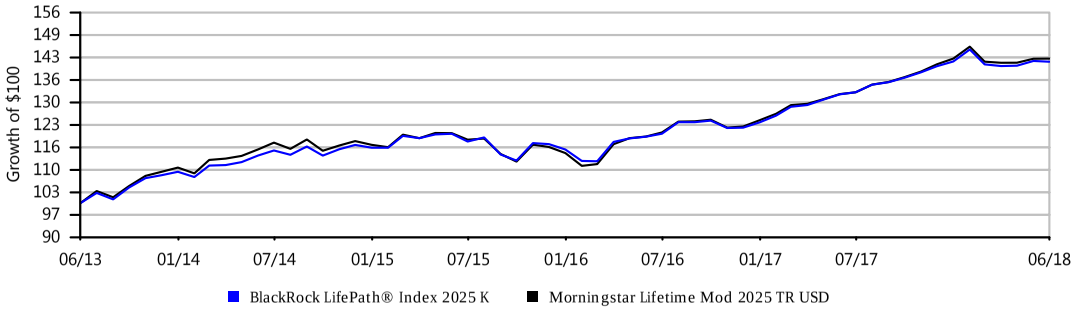
Ticker	LIBKX
Category	Target-Date 2025
Net Assets(This Class $mn)	2,894 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	7.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.12
Prospectus Net Expense Ratio	0.11
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

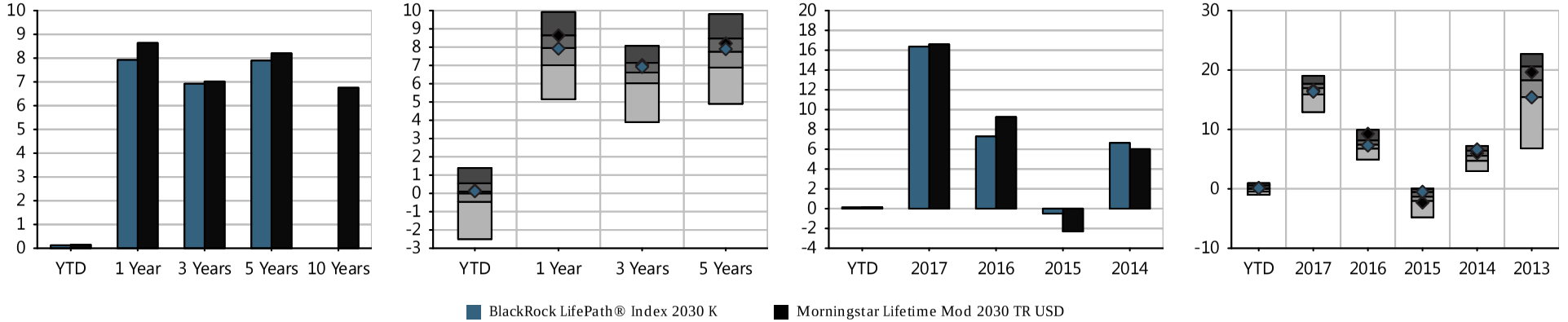
BLACKROCK LIFEPATH® INDEX 2030 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
87 Passing	Criteria Scoring	7.92%	6.92%	7.90%	7.95	0.86	1.06	-0.09	-0.26	7.08	0.11%	1.04
	Peer Group Scoring	*7.88%*	*6.48%*	*7.64%*	*9.47*	*0.79*	*0.99*	*-0.31*	*-0.30*	*6.98*	*0.83%*	*0.98*
	Criteria Peer Ranking	51	35	45	6	26	16	37	46	50	2	17

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index 2030 K	1.15%	0.12%	7.92%	6.92%	7.90%	-	7.09%	05/31/2011	16.36%	7.29%	(0.50%)	6.64%	15.40%
Morningstar Lifetime Mod 2030 TR USD	*1.01%*	*0.15%*	*8.64%*	*7.02%*	*8.20%*	*-*	*-*	*-*	*16.59%*	*9.26%*	*(2.30%)*	*6.01%*	*19.64%*
Morningstar Target-Date 2030	*0.78%*	*0.04%*	*7.88%*	*6.48%*	*7.64%*	*6.06%*	*-*	*-*	*16.56%*	*7.39%*	*(1.53%)*	*5.43%*	*17.32%*

Morningstar Rating: ***

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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

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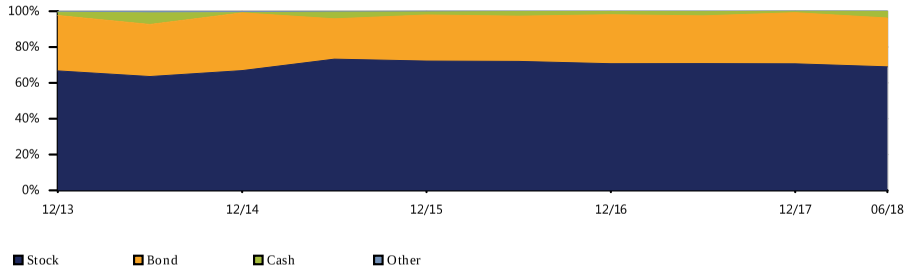
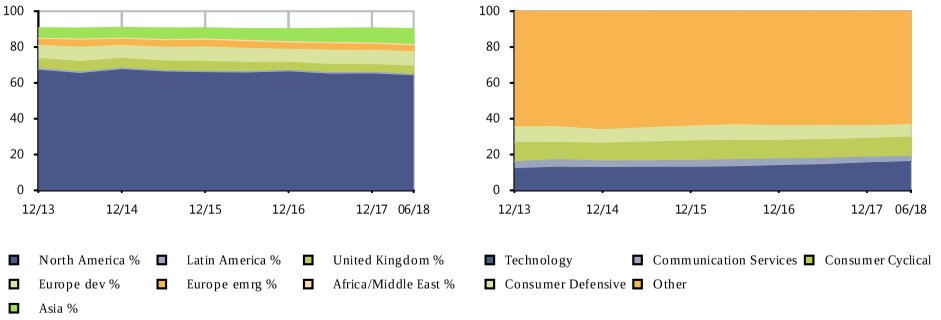
Historical Glidepath

Time Period: 07/30/2013 - 06/30/2018



Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

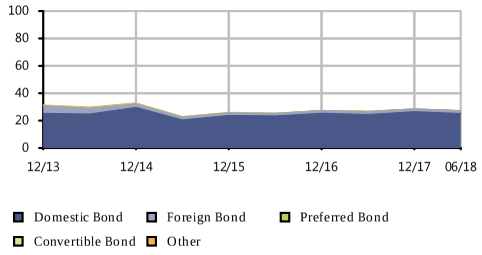


Sector Distribution

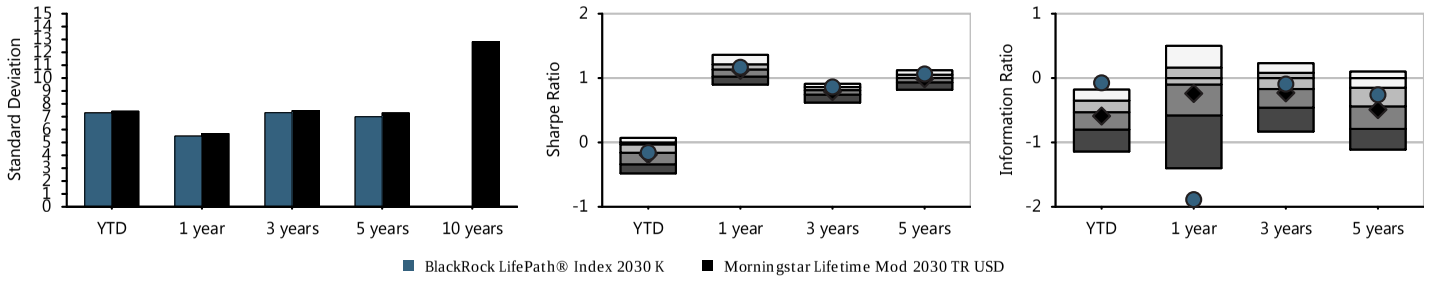
Time Period: 07/30/2013 - 06/30/2018

Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

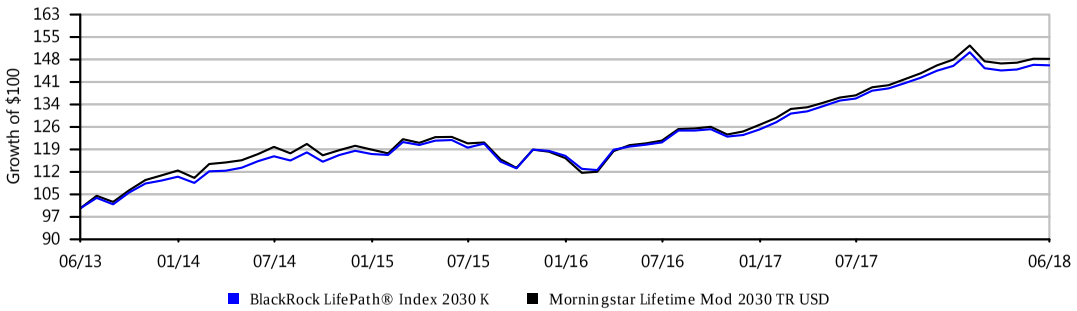
Ticker	LINKX
Category	Target-Date 2030
Net Assets(This Class $mn)	3,553 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	7.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.09
Gross Expense Ratio	0.12
Prospectus Net Expense Ratio	0.11
Prospectus Gross Expense Ratio	0.17
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

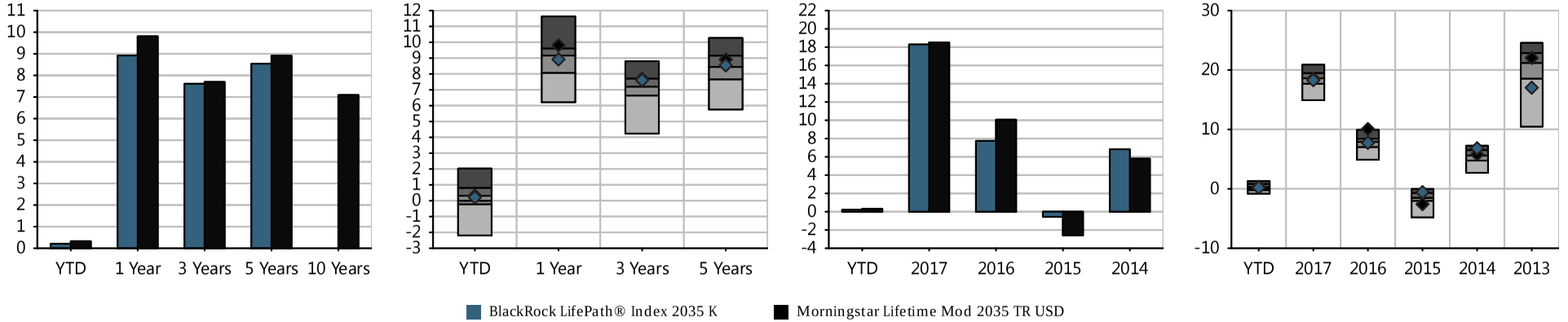
BLACKROCK LIFEPATH® INDEX 2035 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
87 Passing	Criteria Scoring	8.92%	7.61%	8.54%	8.98	0.85	1.04	-0.07	-0.27	7.08	0.11%	1.04
	Peer Group Scoring	*8.94%*	*7.13%*	*8.36%*	*10.70*	*0.79*	*0.98*	*-0.35*	*-0.31*	*6.37*	*0.80%*	*0.99*
	Criteria Peer Ranking	55	31	42	5	27	22	31	41	41	3	22

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index 2035 K	1.30%	0.21%	8.92%	7.61%	8.54%	-	7.58%	05/31/2011	18.29%	7.74%	(0.56%)	6.82%	17.02%
Morningstar Lifetime Mod 2035 TR USD	*1.16%*	*0.33%*	*9.81%*	*7.70%*	*8.91%*	-	-	-	*18.52%*	*10.07%*	*(2.58%)*	*5.80%*	*22.03%*
Morningstar Target-Date 2035	*0.86%*	*0.26%*	*8.94%*	*7.13%*	*8.36%*	*6.55%*	-	-	*18.43%*	*7.72%*	*(1.66%)*	*5.43%*	*20.25%*

Morningstar Rating: ***

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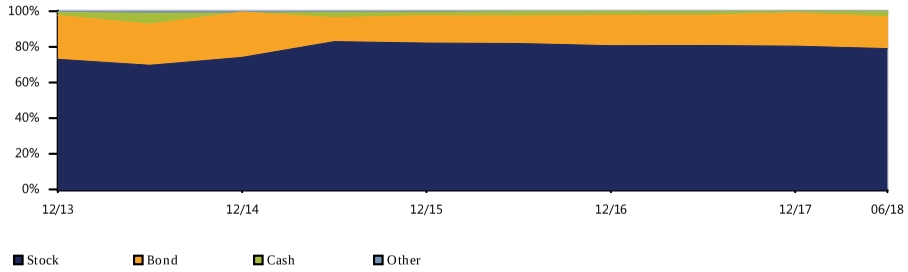
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPATH® INDEX 2035 K | FUND FACT SHEET

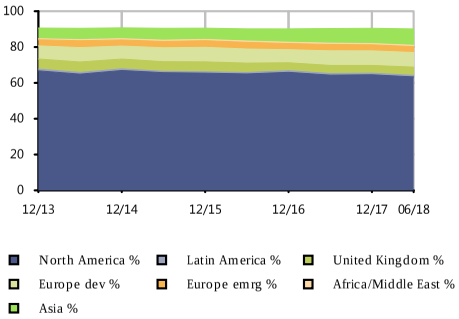
Historical Glidepath

Time Period: 07/30/2013 - 06/30/2018



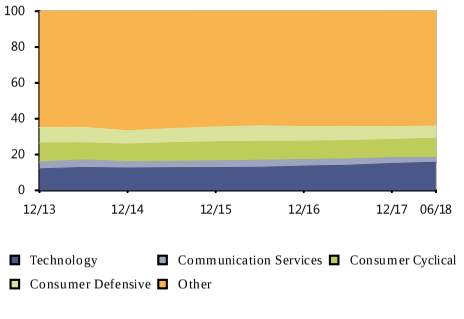
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018



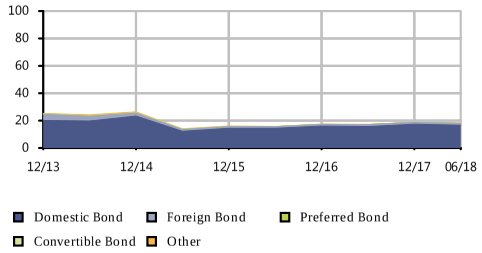
Sector Distribution

Time Period: 07/30/2013 - 06/30/2018

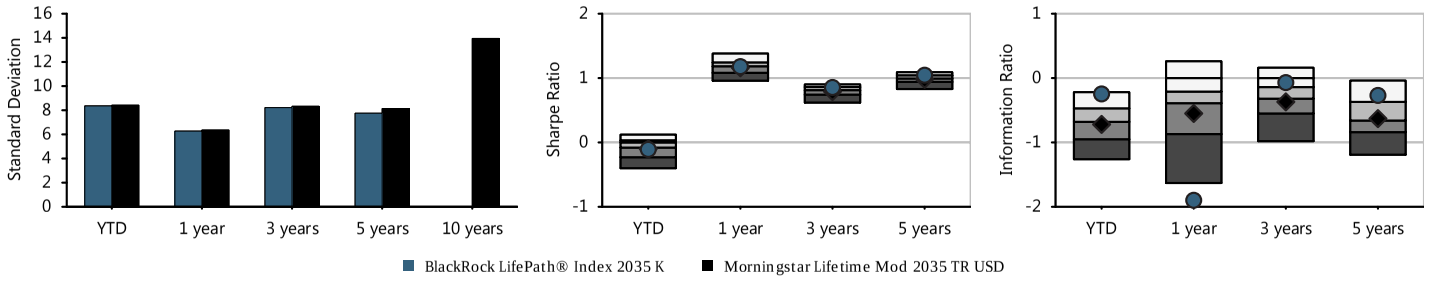


Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

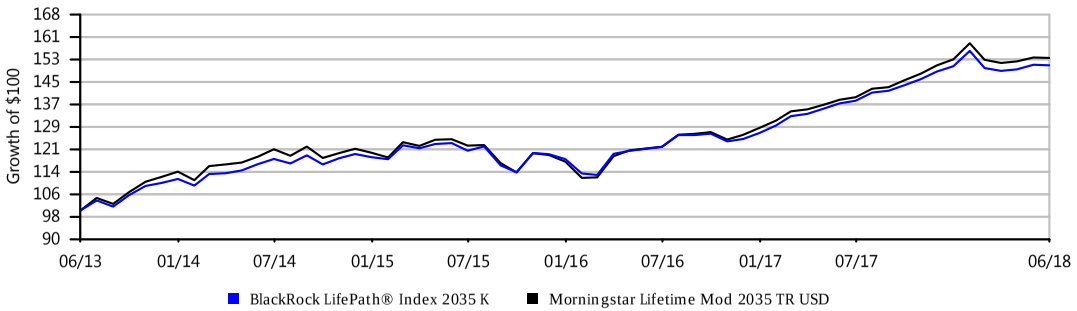
Ticker	LIJKX
Category	Target-Date 2035
Net Assets(This Class $mn)	2,511 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	7.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.12
Prospectus Net Expense Ratio	0.11
Prospectus Gross Expense Ratio	0.17
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

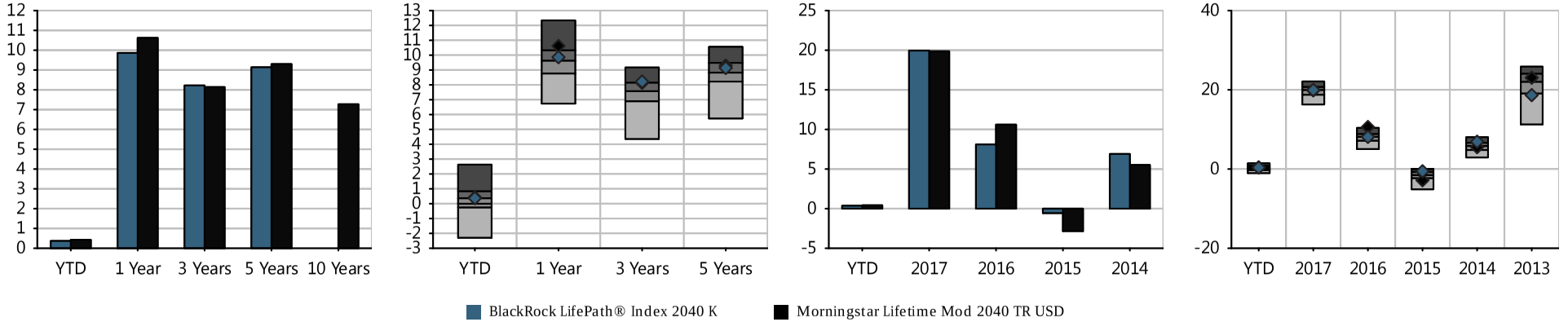
BLACKROCK LIFEPATH® INDEX 2040 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
89 Passing	Criteria Scoring	9.86%	8.22%	9.14%	10.01	0.84	1.02	0.06	-0.11	7.08	0.11%	1.03
	Peer Group Scoring	*9.56%*	*7.46%*	*8.73%*	*11.19*	*0.79*	*0.98*	*-0.39*	*-0.29*	*6.98*	*0.84%*	*1.00*
	Criteria Peer Ranking	42	20	37	9	26	36	20	37	50	2	31

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index 2040 K	1.45%	0.37%	9.86%	8.22%	9.14%	-	8.04%	05/31/2011	19.95%	8.10%	(0.56%)	6.90%	18.66%
Morningstar Lifetime Mod 2040 TR USD	*1.23%*	*0.43%*	*10.62%*	*8.14%*	*9.30%*	*-*	*-*	*-*	*19.87%*	*10.61%*	*(2.83%)*	*5.51%*	*23.05%*
Morningstar Target-Date 2040	*0.95%*	*0.30%*	*9.56%*	*7.46%*	*8.73%*	*6.57%*	*-*	*-*	*19.52%*	*7.98%*	*(1.71%)*	*5.62%*	*20.74%*

Morningstar Rating: ***

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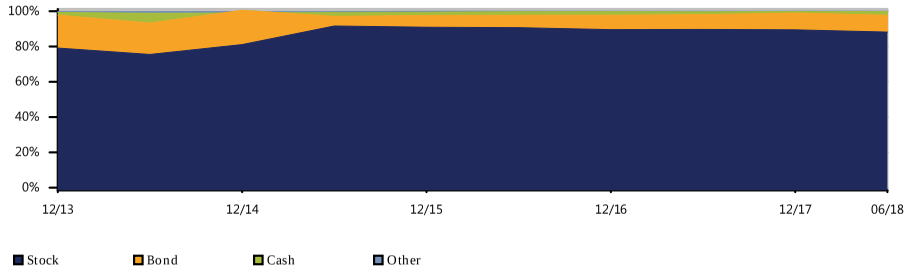
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

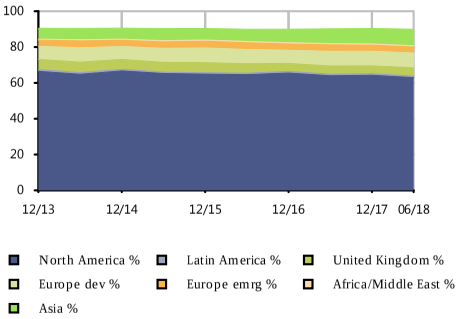
Historical Glidepath

Time Period: 07/30/2013 - 06/30/2018



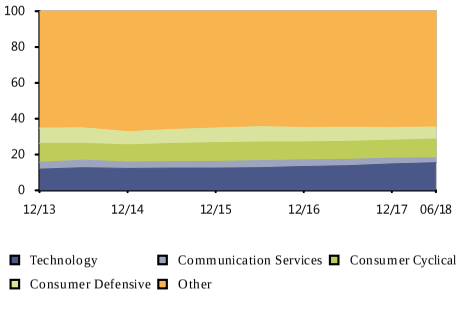
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018



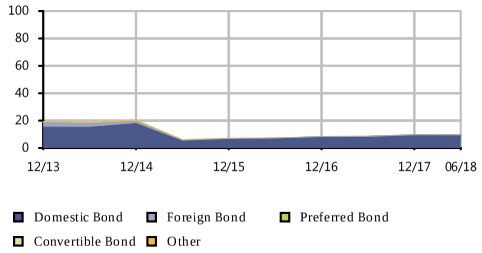
Sector Distribution

Time Period: 07/30/2013 - 06/30/2018

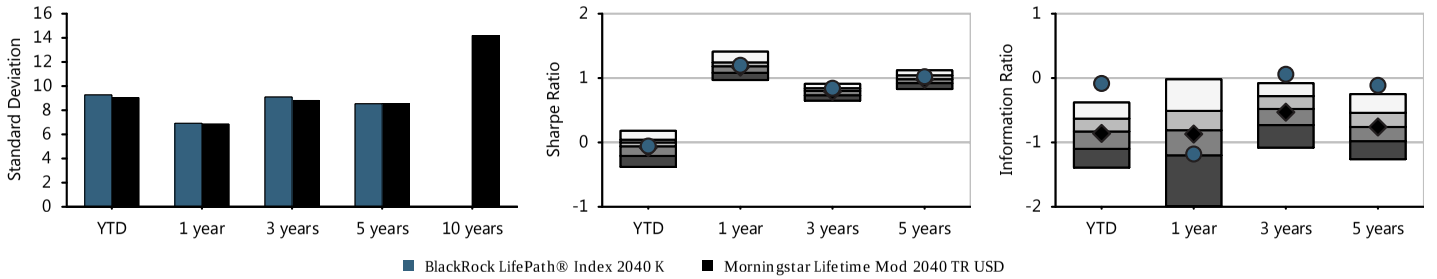


Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

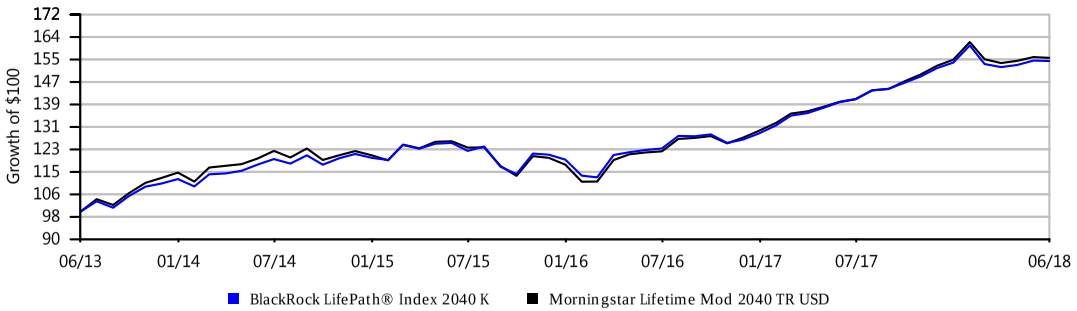
Ticker	LIKKX
Category	Target-Date 2040
Net Assets(This Class $mn)	2,709 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	7.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.06
Gross Expense Ratio	0.10
Prospectus Net Expense Ratio	0.11
Prospectus Gross Expense Ratio	0.19
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



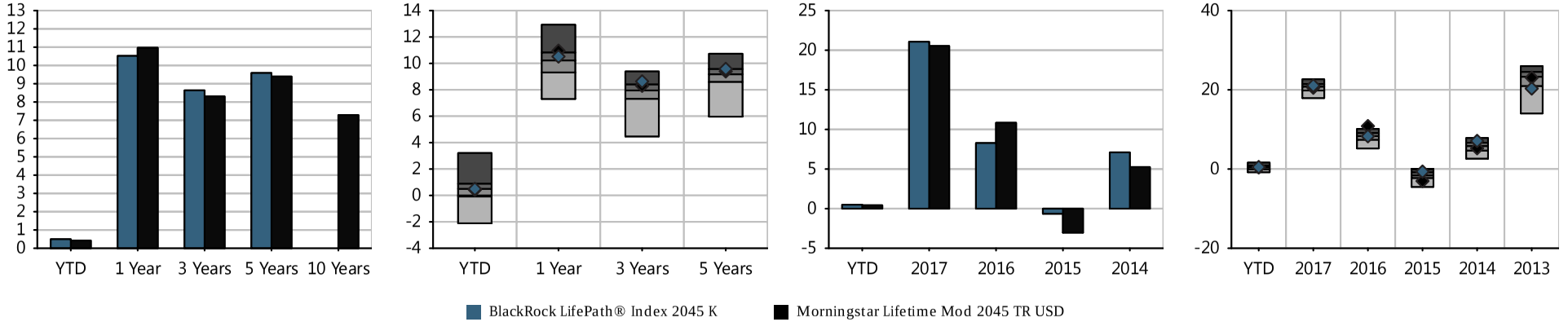
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
93 Passing	Criteria Scoring	10.52%	8.64%	9.59%	10.51	0.85	1.02	0.22	0.13	7.08	0.11%	1.06
	Peer Group Scoring	*10.12%*	*7.79%*	*9.06%*	*11.78*	*0.79*	*0.97*	*-0.32*	*-0.18*	*6.32*	*0.81%*	*1.01*
	Criteria Peer Ranking	37	13	25	16	30	32	15	25	41	3	25

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index 2045 K	1.50%	0.49%	10.52%	8.64%	9.59%	-	8.35%	05/31/2011	21.07%	8.28%	(0.64%)	7.10%	20.32%
Morningstar Lifetime Mod 2045 TR USD	*1.22%*	*0.42%*	*10.96%*	*8.31%*	*9.39%*	*-*	*-*	*-*	*20.53%*	*10.84%*	*(3.03%)*	*5.25%*	*23.07%*
Morningstar Target-Date 2045	*0.98%*	*0.45%*	*10.12%*	*7.79%*	*9.06%*	*6.78%*	*-*	*-*	*20.50%*	*8.11%*	*(1.74%)*	*5.52%*	*22.27%*

Morningstar Rating: ****

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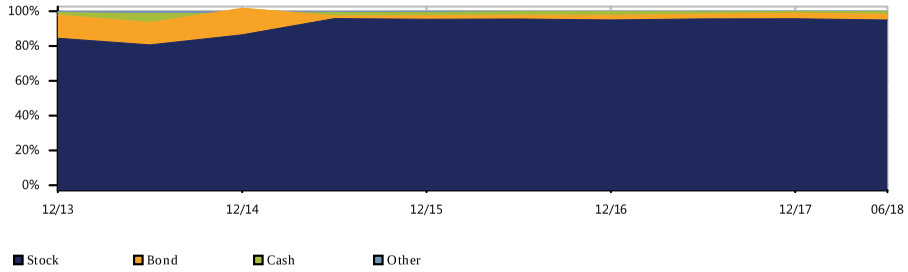
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

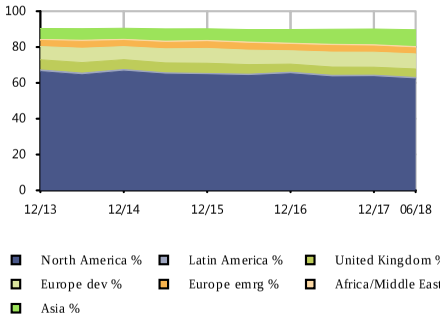
Historical Glidepath

Time Period: 07/30/2013 - 06/30/2018



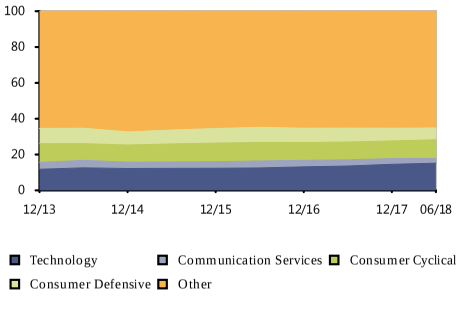
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018



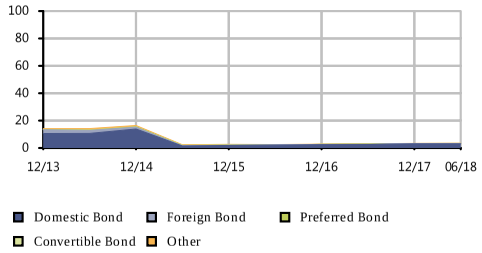
Sector Distribution

Time Period: 07/30/2013 - 06/30/2018

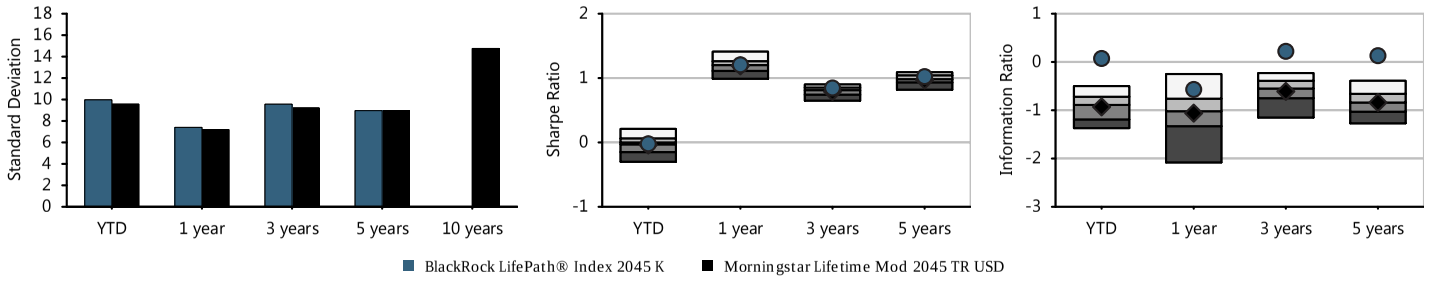


Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

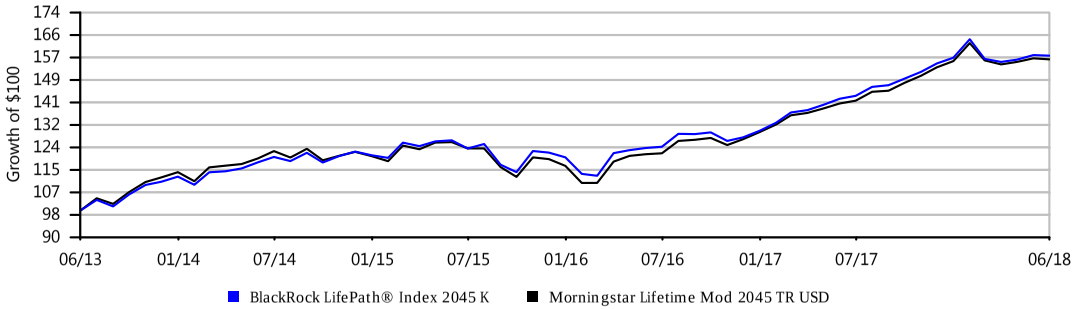
Ticker	LIHKX
Category	Target-Date 2045
Net Assets(This Class $mn)	1,736 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	7.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.12
Prospectus Net Expense Ratio	0.11
Prospectus Gross Expense Ratio	0.18
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



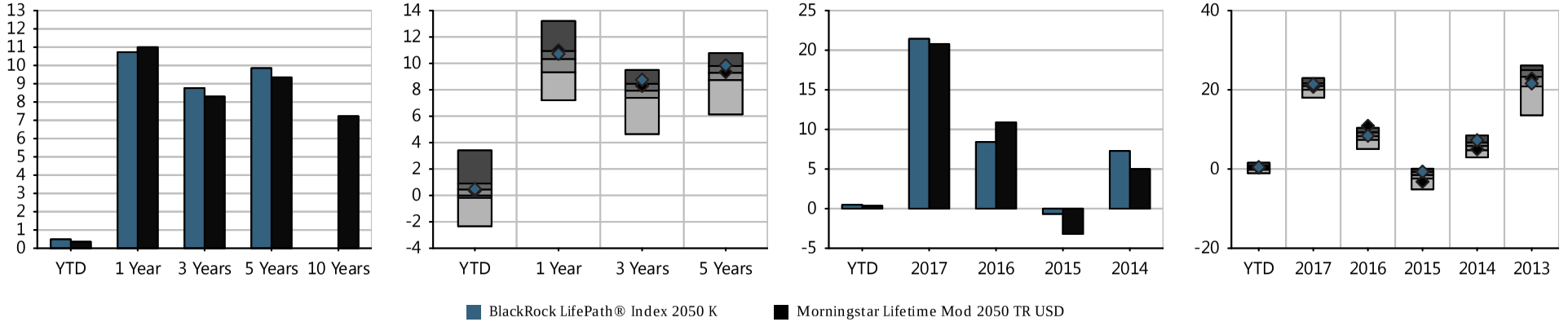
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
93 Passing	Criteria Scoring	10.72%	8.76%	9.85%	10.65	0.85	1.03	0.31	0.35	7.08	0.11%	1.07
	Peer Group Scoring	*10.22%*	*7.83%*	*9.15%*	*11.73*	*0.79*	*0.98*	*-0.26*	*-0.08*	*6.51*	*0.85%*	*1.03*
	Criteria Peer Ranking	36	9	22	15	31	33	9	22	49	2	30

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2017	2016	2015	2014	2013
BlackRock LifePath® Index 2050 K	1.55%	0.49%	10.72%	8.76%	9.85%	-	8.56%	05/31/2011	21.43%	8.41%	(0.67%)	7.28%	21.61%
Morningstar Lifetime Mod 2050 TR USD	*1.15%*	*0.36%*	*11.00%*	*8.30%*	*9.35%*	*-*	*-*	*-*	*20.78%*	*10.89%*	*(3.19%)*	*5.00%*	*22.83%*
Morningstar Target-Date 2050	*0.99%*	*0.38%*	*10.22%*	*7.83%*	*9.15%*	*6.82%*	*-*	*-*	*20.67%*	*8.22%*	*(1.74%)*	*5.70%*	*21.81%*

Morningstar Rating: ****

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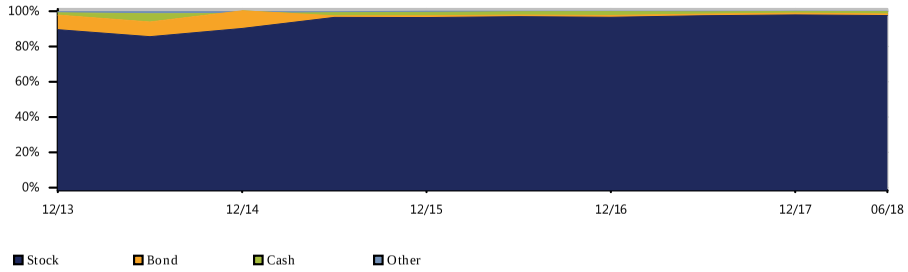
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

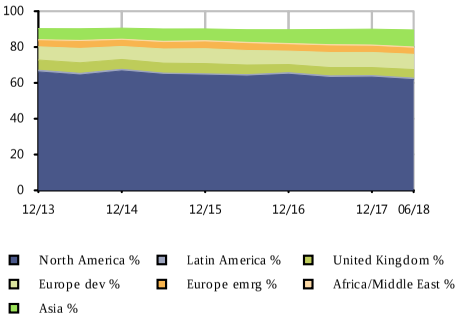
Historical Glidepath

Time Period: 07/30/2013 - 06/30/2018



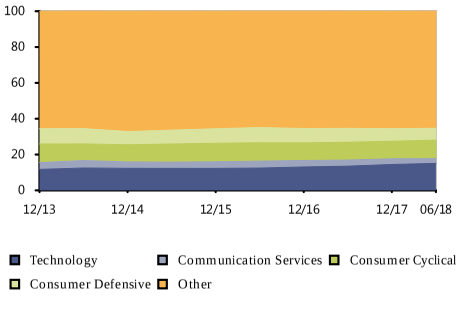
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018



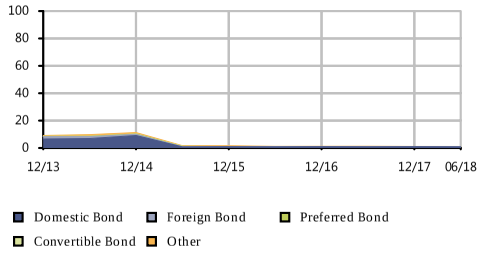
Sector Distribution

Time Period: 07/30/2013 - 06/30/2018

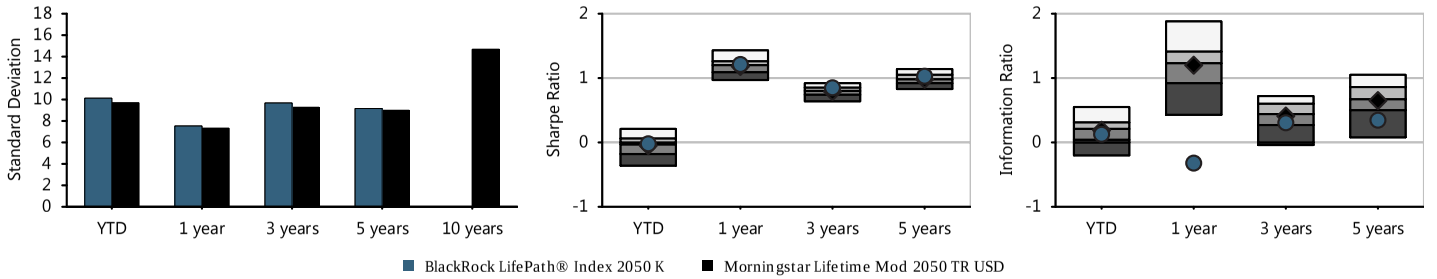


Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

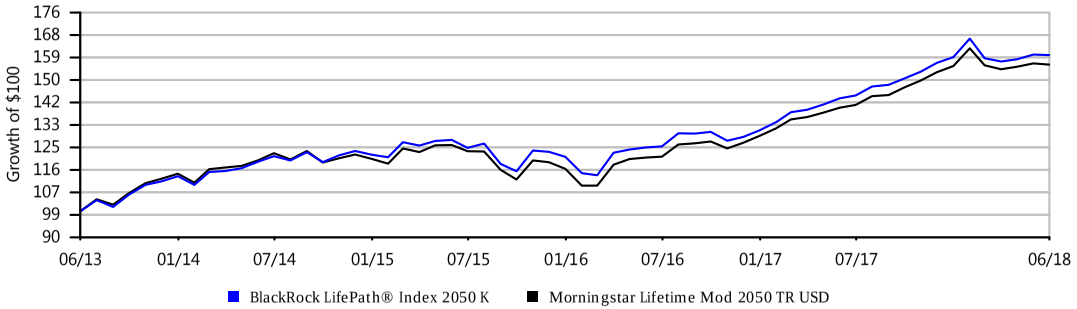
Ticker	LIPKX
Category	Target-Date 2050
Net Assets(This Class $mn)	1,538 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	7.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.13
Prospectus Net Expense Ratio	0.11
Prospectus Gross Expense Ratio	0.19
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

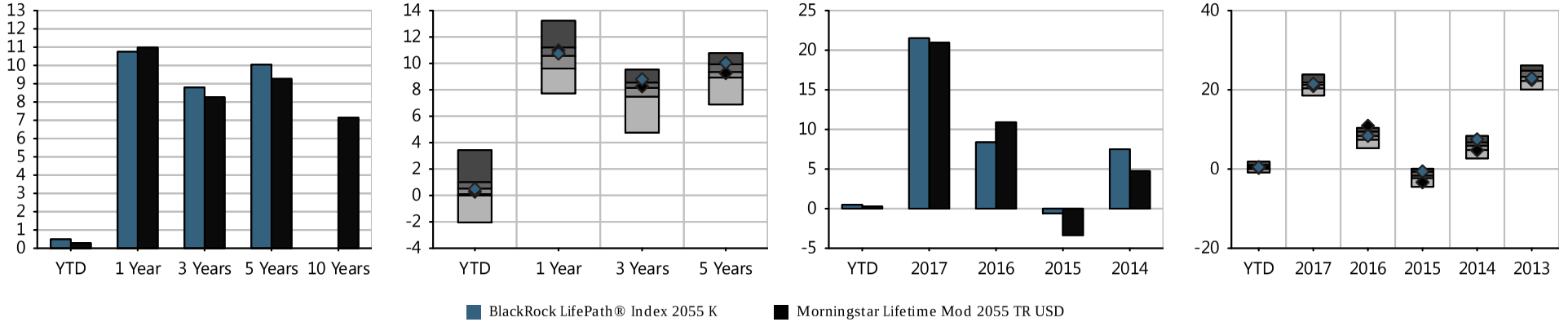
BLACKROCK LIFEPATH® INDEX 2055 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
93 Passing	Criteria Scoring	10.75%	8.79%	10.04%	10.63	0.85	1.03	0.34	0.52	7.08	0.10%	1.08
	Peer Group Scoring	*10.47%*	*7.97%*	*9.38%*	*11.71*	*0.79*	*0.99*	*-0.17*	*0.07*	*4.79*	*0.82%*	*1.04*
	Criteria Peer Ranking	40	11	22	16	30	30	11	23	23	2	27

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index 2055 K	1.61%	0.49%	10.75%	8.79%	10.04%	-	8.73%	05/31/2011	21.51%	8.38%	(0.60%)	7.50%	22.95%
Morningstar Lifetime Mod 2055 TR USD	*1.08%*	*0.28%*	*10.98%*	*8.26%*	*9.27%*	-	-	-	*20.95%*	*10.90%*	*(3.34%)*	*4.74%*	*22.49%*
Morningstar Target-Date 2055	*1.02%*	*0.51%*	*10.47%*	*7.97%*	*9.38%*	*7.24%*	-	-	*21.08%*	*8.18%*	*(1.72%)*	*5.66%*	*23.05%*

Morningstar Rating: ****

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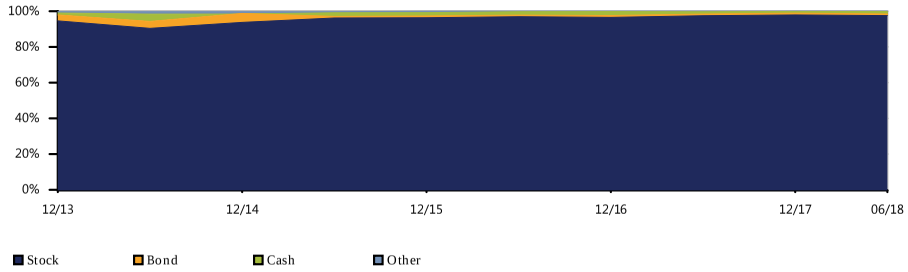
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

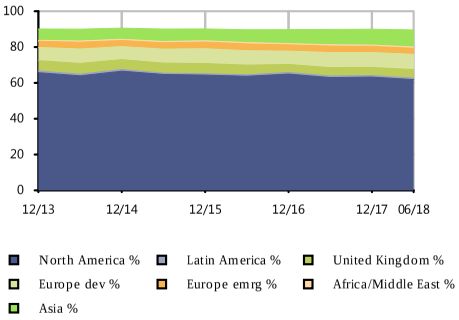
Historical Glidepath

Time Period: 07/30/2013 - 06/30/2018



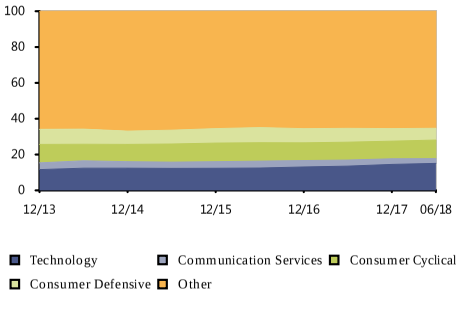
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018



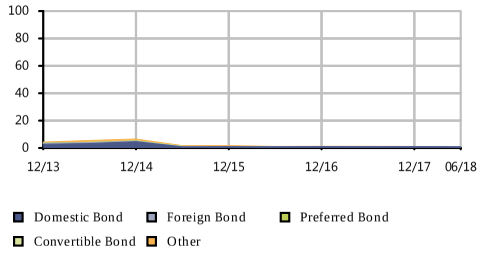
Sector Distribution

Time Period: 07/30/2013 - 06/30/2018

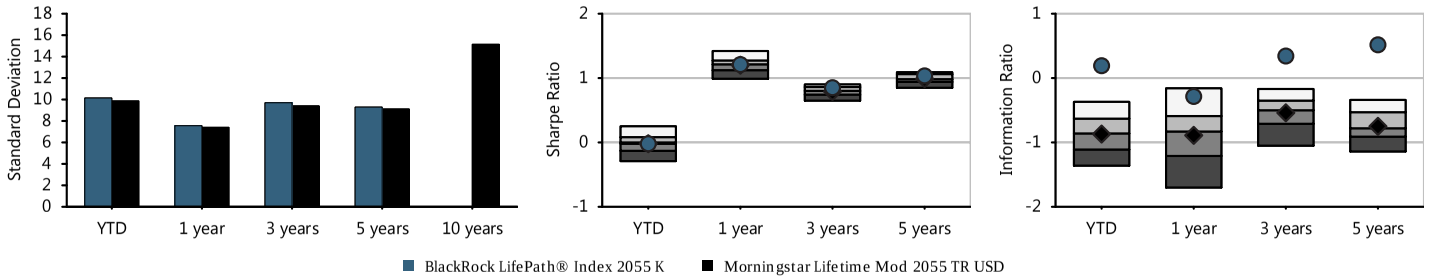


Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

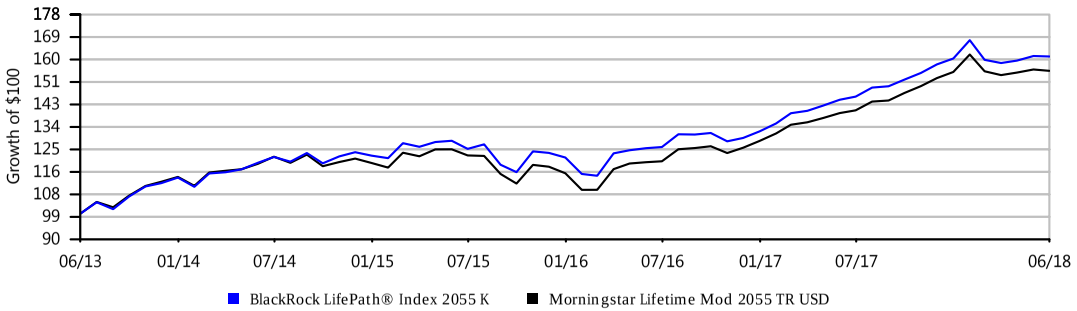
Ticker	LIVKX
Category	Target-Date 2055
Net Assets(This Class $mn)	754 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	7.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.14
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.21
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

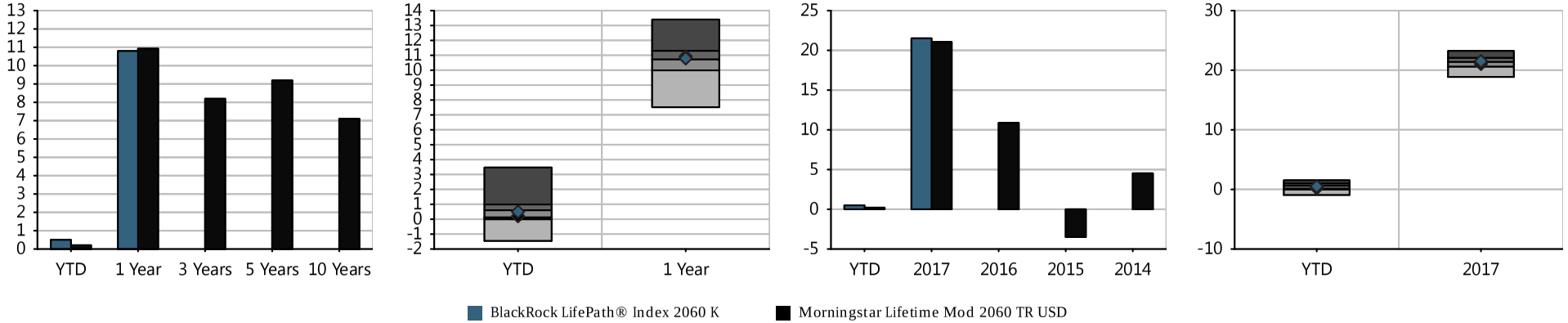
BLACKROCK LIFEPATH® INDEX 2060 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
72 Passing	Criteria Scoring	10.80%	-	-	-	-	-	-	-	2.33	0.11%	-
	Peer Group Scoring	*10.64%*	*8.29%*	*9.65%*	*11.59*	*0.83*	*1.02*	*0.04*	*0.36*	*2.29*	*0.82%*	*1.08*
	Criteria Peer Ranking	43	-	-	-	-	-	-	-	47	3	-

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index 2060 K	1.58%	0.50%	10.80%	-	-	-	15.90%	02/29/2016	21.51%	-	-	-	-
Morningstar Lifetime Mod 2060 TR USD	*1.00%*	*0.21%*	*10.93%*	*8.19%*	*9.19%*	-	-	-	*21.06%*	*10.88%*	*(3.48%)*	*4.53%*	*22.18%*
Morningstar Target-Date 2060+	*1.12%*	*0.53%*	*10.64%*	*8.29%*	*9.65%*	-	-	-	*21.27%*	*8.05%*	*(1.02%)*	*5.25%*	*24.35%*

Morningstar Rating: -

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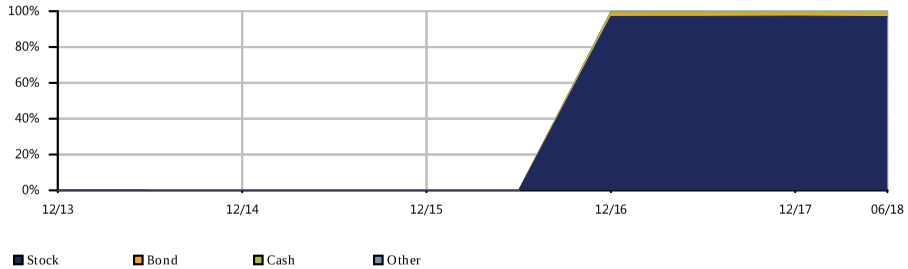
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPATH® INDEX 2060 K | FUND FACT SHEET

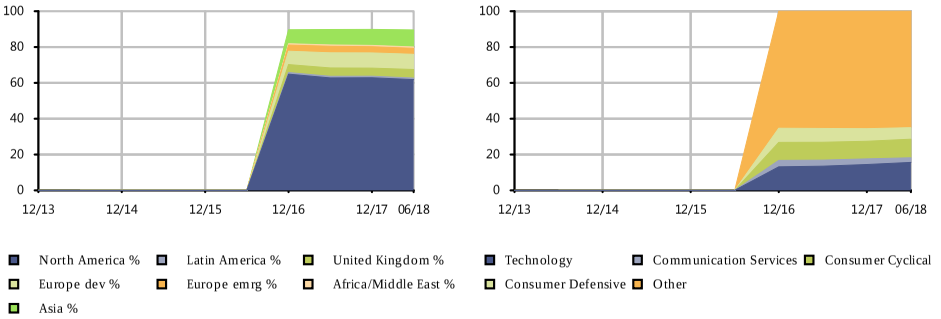
Historical Glidepath

Time Period: 03/31/2016 - 06/30/2018



Equity Regional Distribution

Time Period: 03/31/2016 - 06/30/2018

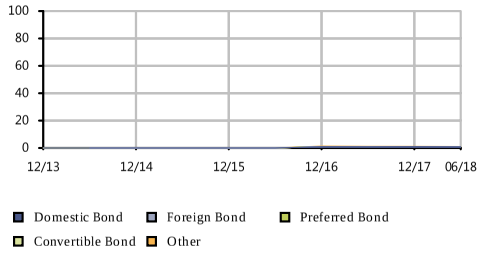


Sector Distribution

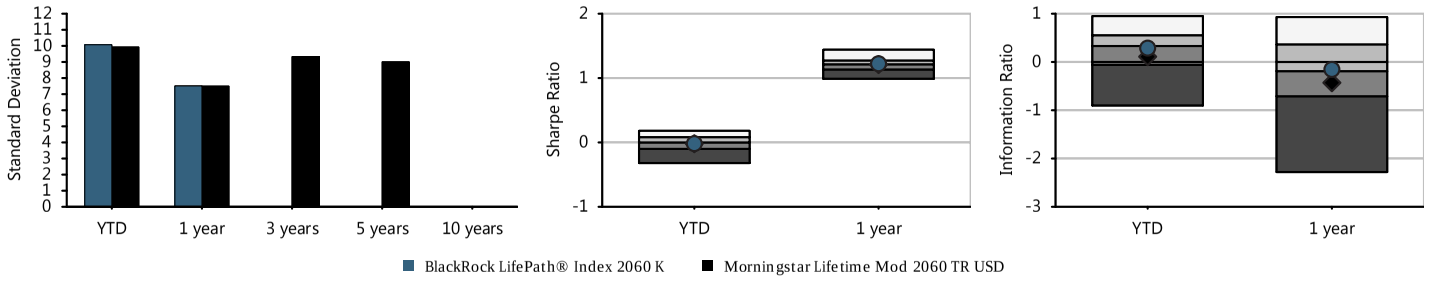
Time Period: 03/31/2016 - 06/30/2018

Bond Distribution

Time Period: 03/31/2016 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

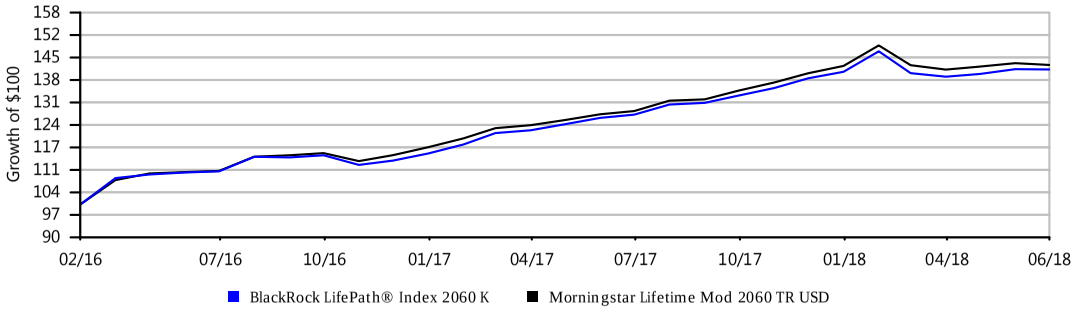
Ticker	LIZKX
Category	Target-Date 2060+
Net Assets(This Class $mn)	119 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	2.33
Fund Inception	Feb 29,2016

Fee And Expenses

Expense Ratio	0.15
Gross Expense Ratio	0.59
Prospectus Net Expense Ratio	0.11
Prospectus Gross Expense Ratio	0.60
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 03/31/2016 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

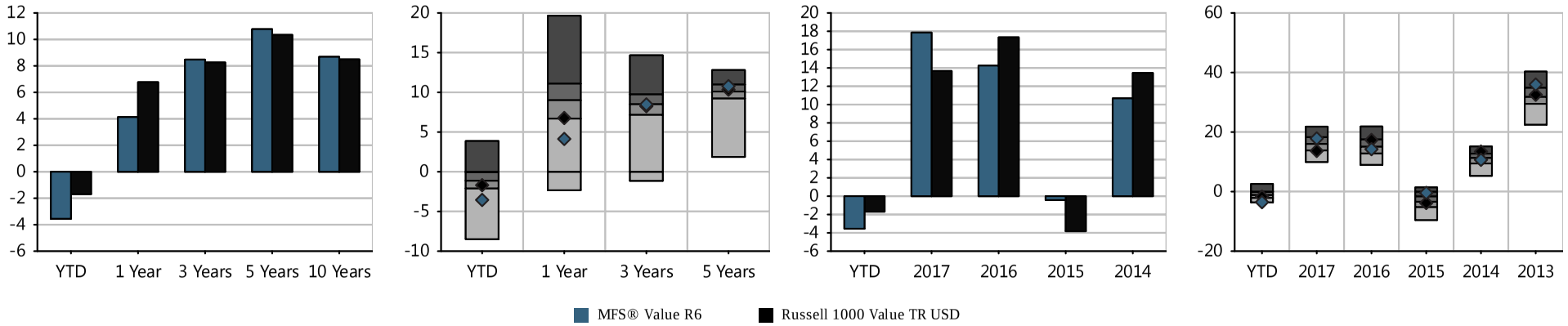
MFS® Value R6 | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
78 Passing	Criteria Scoring	4.13%	8.48%	10.78%	0.78	1.02	0.09	0.18	16.41	0.49%	10.55	1.05
	Peer Group Scoring	*9.04%*	*8.35%*	*9.94%*	*0.75*	*0.94*	*-0.01*	*-0.16*	*9.26*	*0.96%*	*9.93*	*1.02*
	Criteria Peer Ranking	95	51	30	44	31	48	26	16	13	61	34

Investment Strategy

The investment seeks capital appreciation. The fund normally invests the fund's assets primarily in equity securities. Equity securities include common stocks and other securities that represent an ownership interest (or right to acquire an ownership interest) in a company or other issuer. MFS focuses on investing the fund's assets in the stocks of companies it believes are undervalued compared to their perceived worth (value companies).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
MFS® Value R6	(0.56%)	(3.55%)	4.13%	8.48%	10.78%	8.69%	10.11%	01/02/1996	17.86%	14.25%	(0.42%)	10.68%	35.95%
Russell 1000 Value TR USD	*1.18%*	*(1.69%)*	*6.77%*	*8.26%*	*10.34%*	*8.49%*	-	-	*13.66%*	*17.34%*	*(3.83%)*	*13.45%*	*32.53%*
Morningstar Large Value	*1.63%*	*(0.95%)*	*9.04%*	*8.35%*	*9.94%*	*8.29%*	-	-	*16.00%*	*15.19%*	*(3.60%)*	*10.93%*	*31.85%*

Morningstar Rating: ***

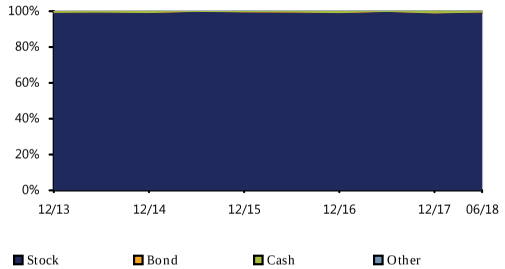
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please call 888-201-5488.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

MFS® Value R6 | Fund Fact Sheet

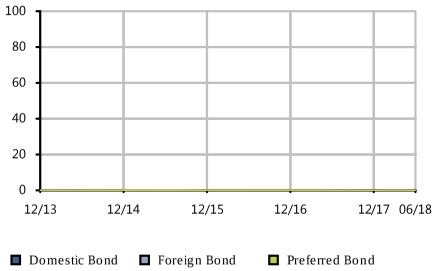
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



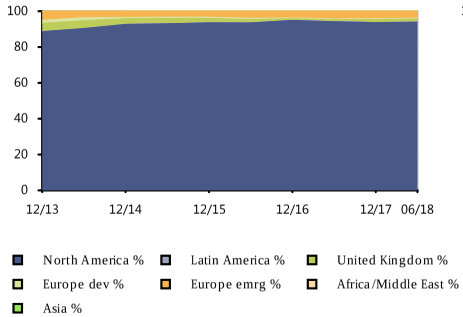
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



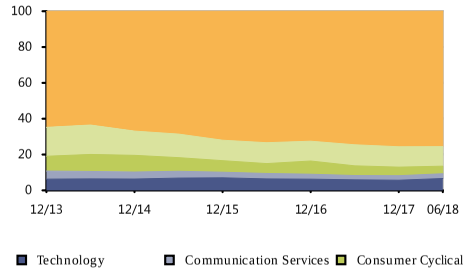
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

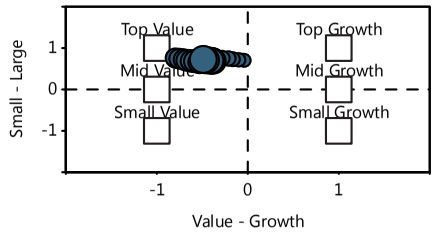


Sector Distribution

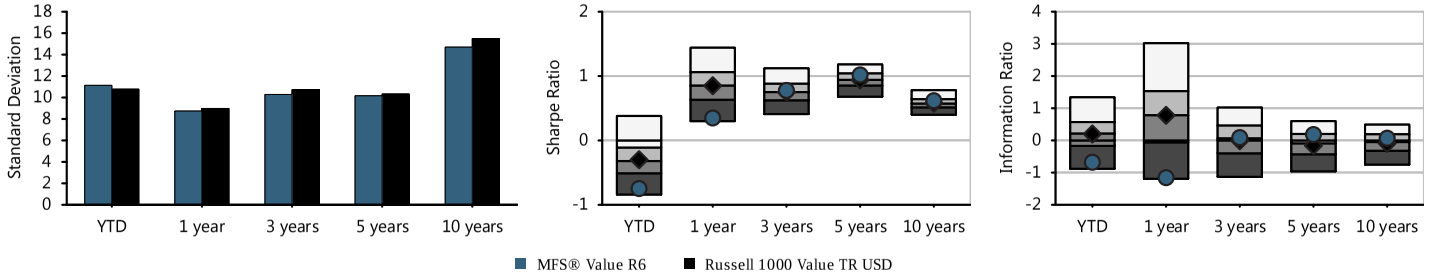
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	MEIKX
Category	Large Value
Net Assets(This Class $mn)	46,705 m
Net Assets(All Classes $mn)	0 m
Manager	Steven Gorham
Manager Tenure	16.41
Fund Inception	Jan 02,1996

Fee And Expenses

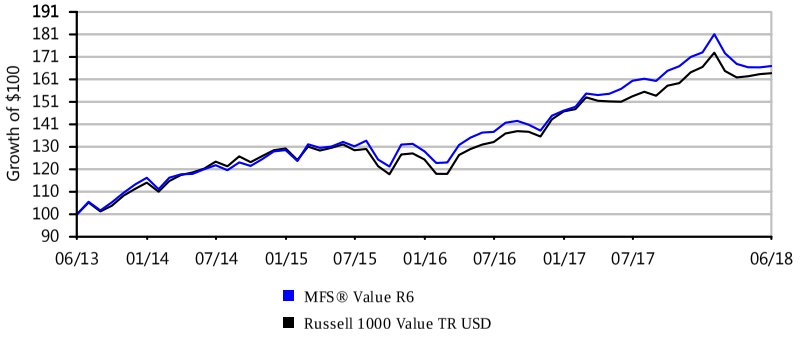
Expense Ratio	0.49
Gross Expense Ratio	0.51
Prospectus Net Expense Ratio	0.49
Prospectus Gross Expense Ratio	0.49
Actual 12b1	0.00
Management Fee	0.47

Top 10 Holdings (%)

JPMorgan Chase & Co	4.79
Johnson & Johnson	3.29
Wells Fargo & Co	3.28
Accenture PLC A	2.94
Philip Morris Internati...	2.56
Medtronic PLC	2.53
Goldman Sachs Group Inc	2.37
Pfizer Inc	2.28
Citigroup Inc	2.23
US Bancorp	2.18

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

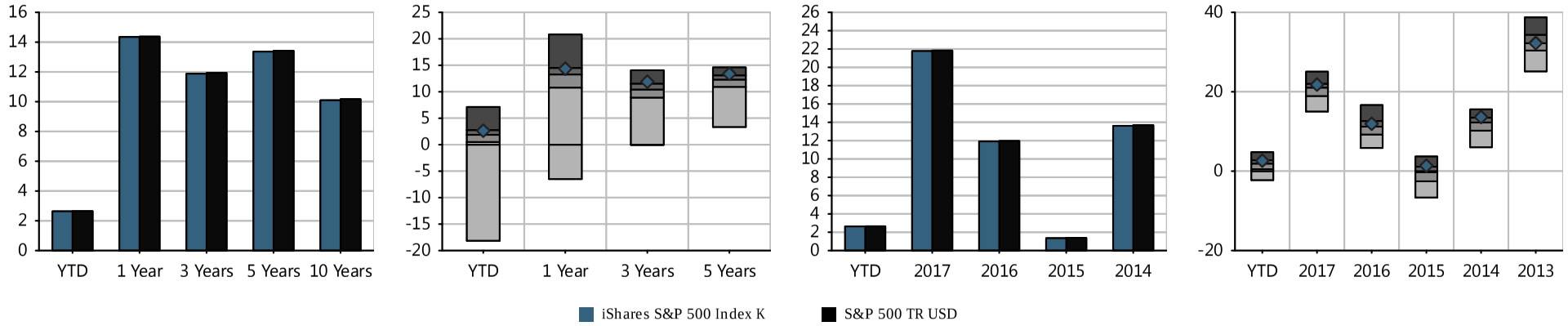
iSHARES 500 INDEX K | FUND FACT SHEET

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.02%	0.02%	0.02%	0.04%	$15,028,217,958	14.39%	11.92%	13.40%
	Peer Group Scoring	*2.38%*	*2.72%*	*2.50%*	*0.90%*	-	-	-	-
	Criteria Peer Ranking	2	2	2	3	-	27	11	11

Investment Strategy

The investment seeks to provide investment results that correspond to the total return performance of publicly-traded common stocks in the aggregate, as represented by the Standard & Poor's 500® Index. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio of MIP, which has the same investment objective and strategies as the fund. At least 90% of the value of the fund's assets is invested in securities comprising the S&P 500 Index. The percentage of the fund's assets invested in a given stock is approximately the same as the percentage such stock represents in the S&P 500 Index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
iShares S&P 500 Index K	3.42%	2.64%	14.35%	11.88%	13.36%	10.10%	9.45%	07/30/1993	21.77%	11.92%	1.35%	13.61%	32.21%
S&P 500 TR USD	*3.43%*	*2.65%*	*14.37%*	*11.93%*	*13.42%*	*10.17%*	-	-	*21.83%*	*11.96%*	*1.38%*	*13.69%*	*32.39%*
Morningstar Large Blend	*2.69%*	*1.59%*	*12.58%*	*9.92%*	*11.74%*	*9.08%*	-	-	*20.46%*	*10.98%*	*(0.81%)*	*11.61%*	*32.23%*

Morningstar Rating: ****

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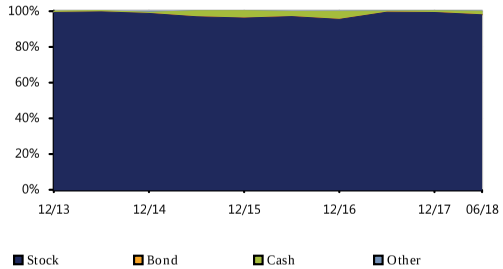
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

iSHARES 500 INDEX K | FUND FACT SHEETS&PS

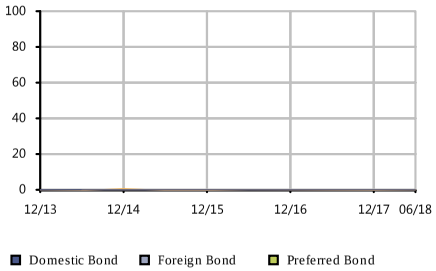
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



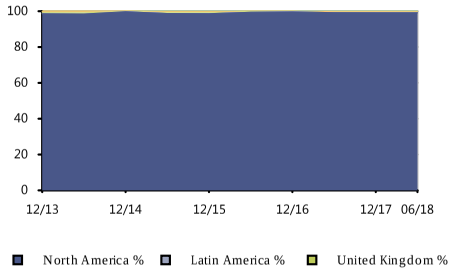
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



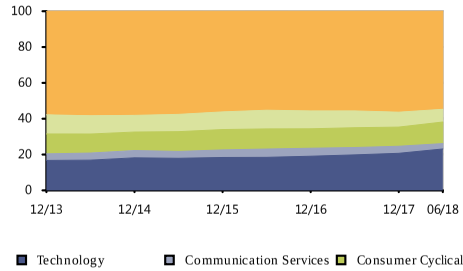
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

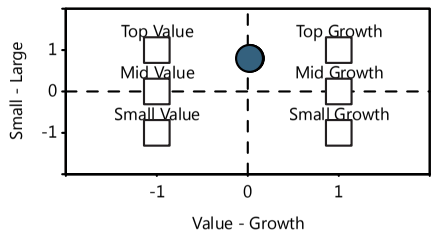


Sector Distribution

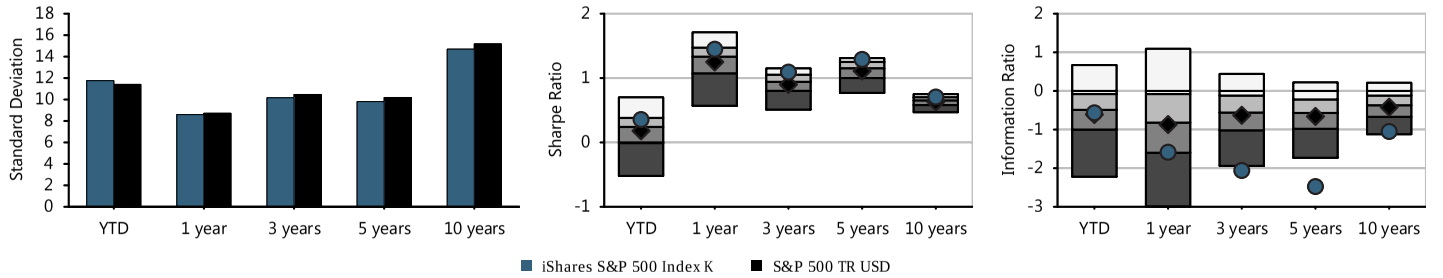
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	WFSPX
Category	Large Blend
Net Assets(This Class $mn)	15,028 m
Net Assets(All Classes $mn)	0 m
Manager	Greg Savage
Manager Tenure	10.41
Fund Inception	Jul 30,1993

Fee And Expenses

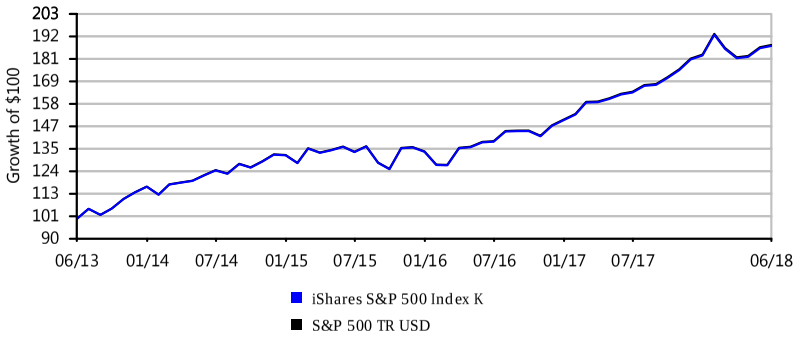
Expense Ratio	0.04
Gross Expense Ratio	0.04
Prospectus Net Expense Ratio	0.04
Prospectus Gross Expense Ratio	0.04
Actual 12b1	0.00
Management Fee	0.04

Top 10 Holdings (%)

Apple Inc	4.03
Microsoft Corp	3.23
Amazon.com Inc	2.78
Facebook Inc A	1.95
Berkshire Hathaway Inc B	1.57
JPMorgan Chase & Co	1.56
Exxon Mobil Corp	1.46
Alphabet Inc C	1.40
Alphabet Inc A	1.40
Johnson & Johnson	1.36

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

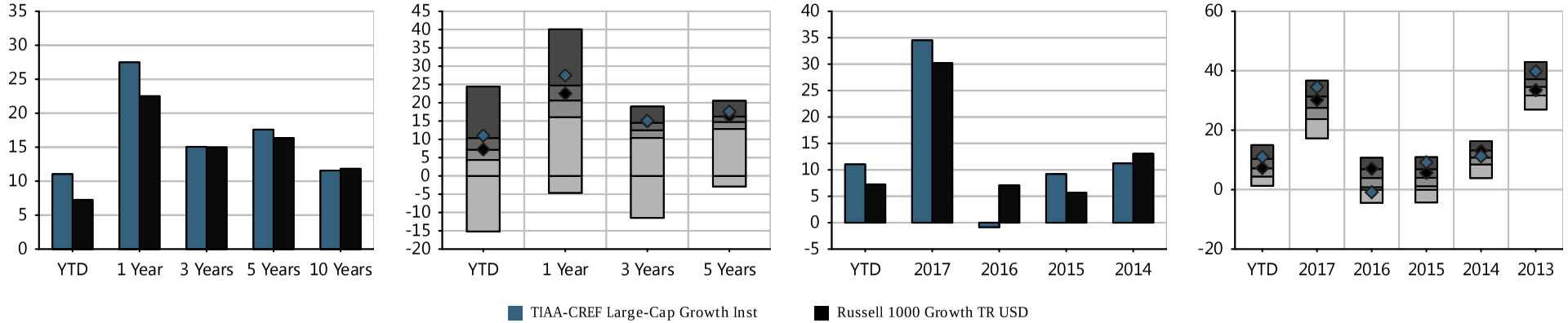
TIAA-CREF Large-Cap Growth Inst | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
92 Passing	Criteria Scoring	27.49%	15.05%	17.58%	1.14	1.40	0.02	0.35	12.25	0.43%	8.16	0.95
	Peer Group Scoring	*20.57%*	*12.17%*	*14.36%*	*0.98*	*1.22*	*-0.80*	*-0.61*	*10.10*	*1.07%*	*10.86*	*0.89*
	Criteria Peer Ranking	13	19	11	26	16	19	9	35	7	33	32

Investment Strategy

The investment seeks a favorable long-term return, mainly through capital appreciation, primarily from equity securities. Under normal circumstances, the fund invests at least 80% of its assets in large-cap equity securities. It will invest primarily in large-cap equity securities that the fund's investment adviser believes present the opportunity for growth. The fund also seeks to invest in companies expected to benefit from prospective acquisitions, reorganizations, corporate restructurings or other special situations. It may invest up to 20% of its assets in foreign investments.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
TIAA-CREF Large-Cap Growth Inst	6.99%	11.04%	27.49%	15.05%	17.58%	11.56%	10.35%	03/31/2006	34.51%	(0.85%)	9.20%	11.22%	39.80%
Russell 1000 Growth TR USD	*5.76%*	*7.25%*	*22.51%*	*14.98%*	*16.36%*	*11.83%*	-	-	*30.21%*	*7.08%*	*5.67%*	*13.05%*	*33.48%*
Morningstar Large Growth	*5.14%*	*7.52%*	*20.57%*	*12.17%*	*14.36%*	*10.23%*	-	-	*27.51%*	*3.59%*	*3.74%*	*10.57%*	*34.50%*

Morningstar Rating: ****

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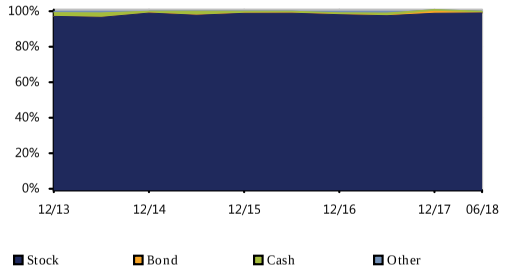
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

TIAA-CREF Large-Cap Growth Inst | Fund Fact Sheet

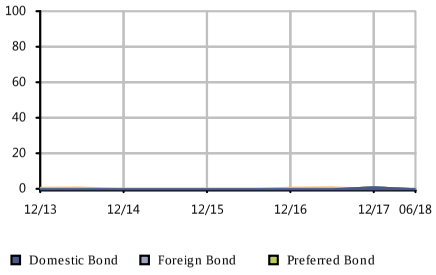
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



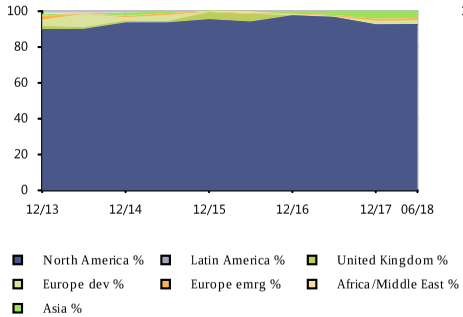
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



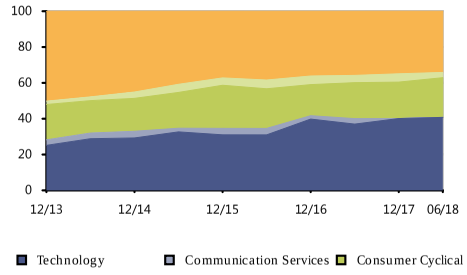
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

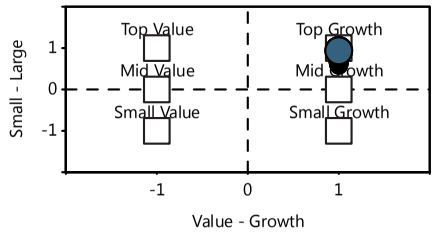


Sector Distribution

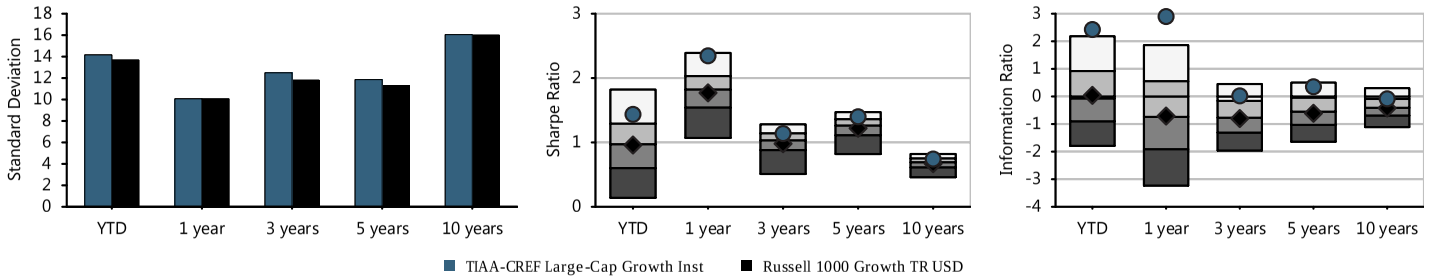
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	TILGX
Category	Large Growth
Net Assets(This Class $mn)	5,274 m
Net Assets(All Classes $mn)	0 m
Manager	Susan Hirsch
Manager Tenure	12.25
Fund Inception	Mar 31,2006

Fee And Expenses

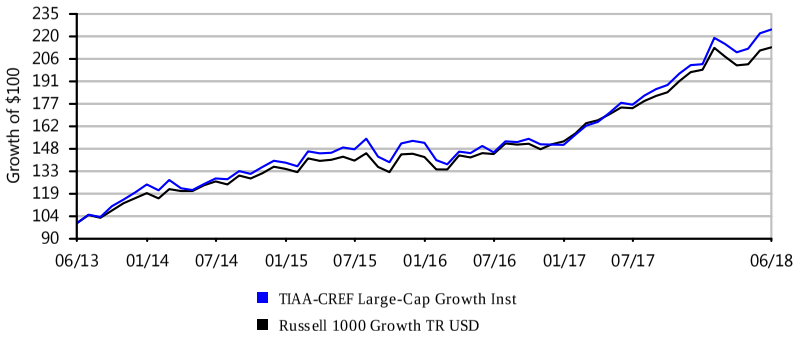
Expense Ratio	0.43
Gross Expense Ratio	0.43
Prospectus Net Expense Ratio	0.43
Prospectus Gross Expense Ratio	0.43
Actual 12b1	0.00
Management Fee	0.41

Top 10 Holdings (%)

Microsoft Corp	5.85
Amazon.com Inc	5.42
Alphabet Inc C	3.35
Facebook Inc A	3.11
Intuit Inc	2.88
Adobe Systems Inc	2.88
Mastercard Inc A	2.87
Visa Inc Class A	2.74
Salesforce.com Inc	2.73
Apple Inc	2.36

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

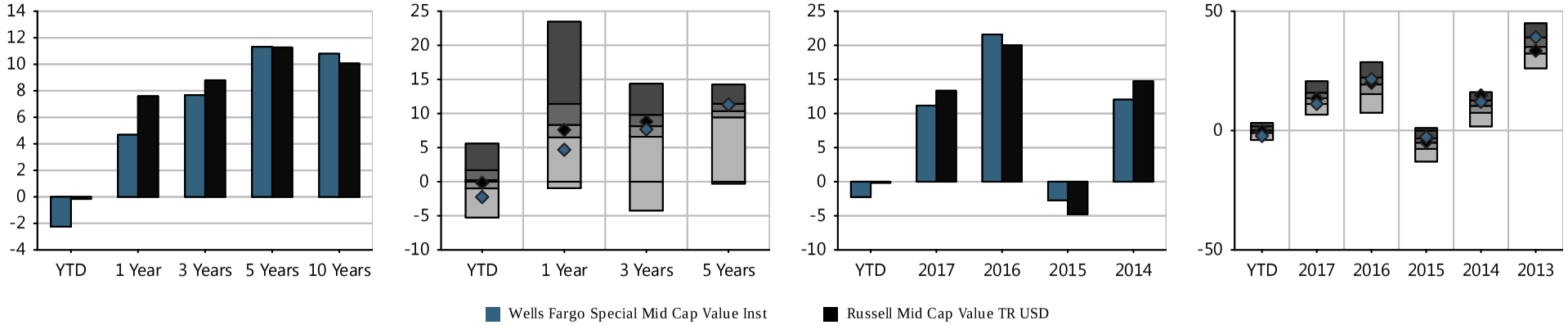
WELLS FARGO SPECIAL MID CAP VALUE INST | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
78 Passing	Criteria Scoring	4.68%	7.68%	11.32%	0.74	1.07	-0.37	0.02	9.41	0.85%	9.89	1.05
	Peer Group Scoring	*8.86%*	*7.99%*	*10.12%*	*0.68*	*0.89*	*-0.26*	*-0.32*	*8.22*	*1.08%*	*13.24*	*0.94*
	Criteria Peer Ranking	90	57	28	40	16	63	28	36	31	29	19

Investment Strategy

The investment seeks long-term capital appreciation. The fund normally invests at least 80% of its net assets in equity securities of medium-capitalization companies. It invests principally in equity securities of medium-capitalization companies, which the manager defines as securities of companies with market capitalizations within the range of the Russell Midcap® Index at the time of purchase.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
Wells Fargo Special Mid Cap Value Inst	0.46%	(2.24%)	4.68%	7.68%	11.32%	10.80%	12.03%	04/08/2005	11.16%	21.59%	(2.73%)	12.04%	39.12%
Russell Mid Cap Value TR USD	*2.41%*	*(0.16%)*	*7.60%*	*8.80%*	*11.27%*	*10.06%*	-	-	*13.34%*	*20.00%*	*(4.78%)*	*14.75%*	*33.46%*
Morningstar Mid-Cap Value	*2.55%*	*0.19%*	*8.86%*	*7.99%*	*10.12%*	*9.16%*	-	-	*13.54%*	*18.60%*	*(5.62%)*	*9.77%*	*35.49%*

Morningstar Rating: ****

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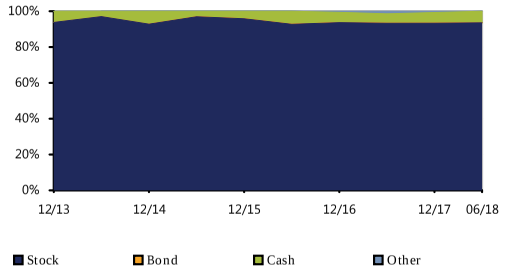
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

WELLS FARGO SPECIAL MID CAP VALUE INST | FUND FACT SHEET

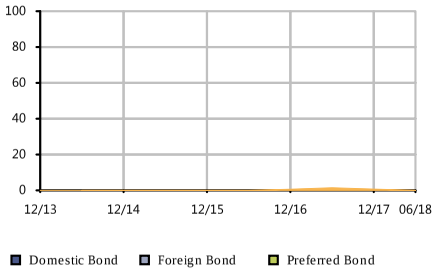
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



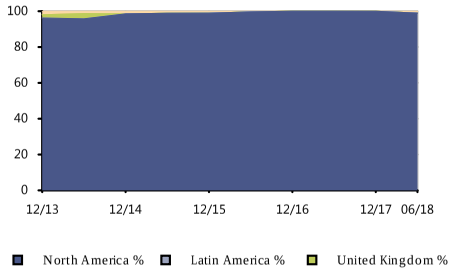
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



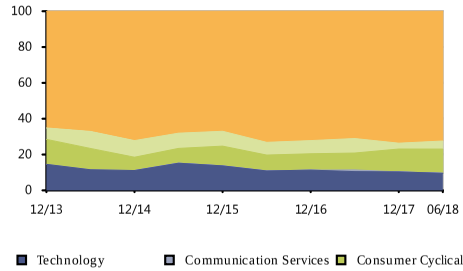
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

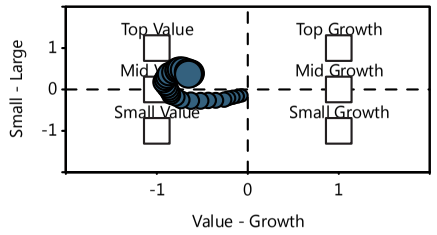


Sector Distribution

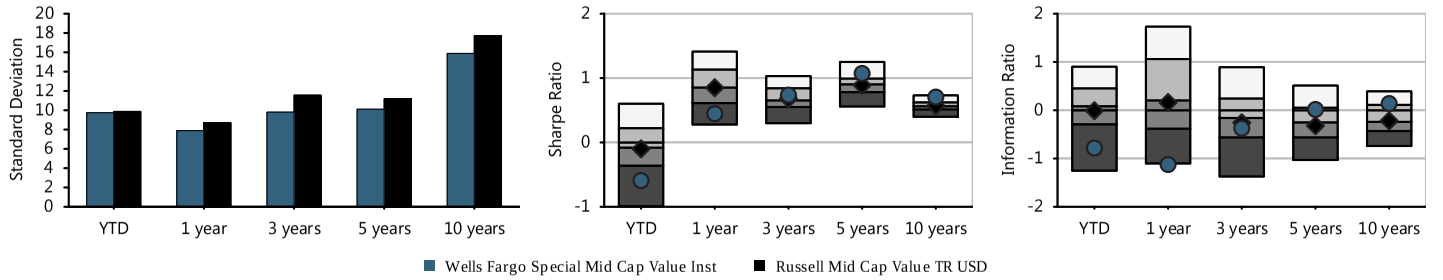
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	WFMIX
Category	Mid-Cap Value
Net Assets(This Class $mn)	8,566 m
Net Assets(All Classes $mn)	0 m
Manager	Bryant VanCronkhite
Manager Tenure	9.41
Fund Inception	Apr 08,2005

Fee And Expenses

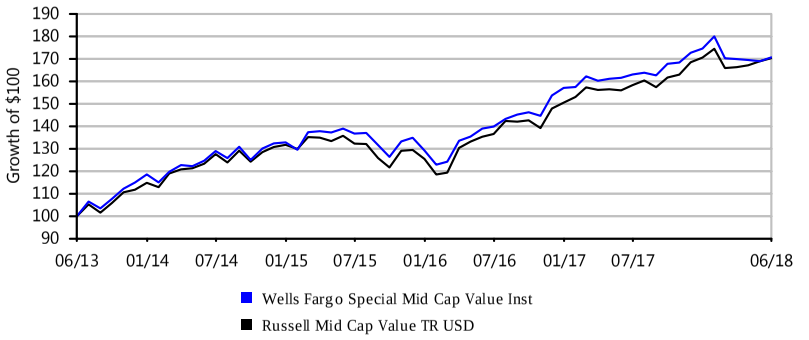
Expense Ratio	0.84
Gross Expense Ratio	0.84
Prospectus Net Expense Ratio	0.85
Prospectus Gross Expense Ratio	0.85
Actual 12b1	0.00
Management Fee	0.68

Top 10 Holdings (%)

Jacobs Engineering Grou...	2.82
Sealed Air Corp	2.55
Kansas City Southern	2.41
Fidelity National Infor...	2.40
Ameren Corp	2.40
Brown & Brown Inc	2.38
Loews Corp	2.29
Molson Coors Brewing Co B	2.20
American Electric Power...	2.09
Republic Services Inc C...	2.08

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

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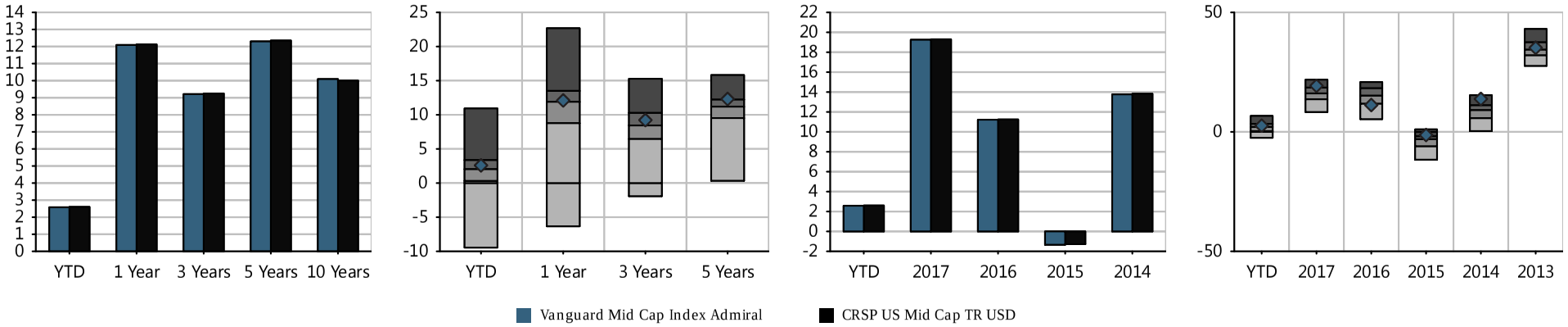
VANGUARD MID CAP INDEX ADMIRAL | FUND FACT SHEET

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.01%	0.02%	0.02%	0.05%	$97,856,808,109	12.14%	9.26%	12.35%
	Peer Group Scoring	*4.09%*	*4.70%*	*4.28%*	*1.01%*	-	-	-	-
	Criteria Peer Ranking	2	2	2	2	-	48	43	20

Investment Strategy

The investment seeks to track the performance of a benchmark index that measures the investment return of mid-capitalization stocks. The fund employs an indexing investment approach designed to track the performance of the CRSP US Mid Cap Index, a broadly diversified index of stocks of mid-size U.S. companies. The advisor attempts to replicate the target index by investing all, or substantially all, of its assets in the stocks that make up the index, holding each stock in approximately the same proportion as its weighting in the index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
Vanguard Mid Cap Index Admiral	2.57%	2.58%	12.09%	9.21%	12.30%	10.09%	10.12%	05/21/1998	19.25%	11.22%	(1.34%)	13.76%	35.15%
CRSP US Mid Cap TR USD	*2.58%*	*2.60%*	*12.12%*	*9.25%*	*12.35%*	*10.00%*	-	-	*19.30%*	*11.25%*	*(1.28%)*	*13.83%*	*35.27%*
Morningstar Mid-Cap Blend	*2.96%*	*1.95%*	*11.33%*	*8.03%*	*10.66%*	*8.96%*	-	-	*15.99%*	*14.63%*	*(4.19%)*	*8.30%*	*34.79%*

Morningstar Rating: ***

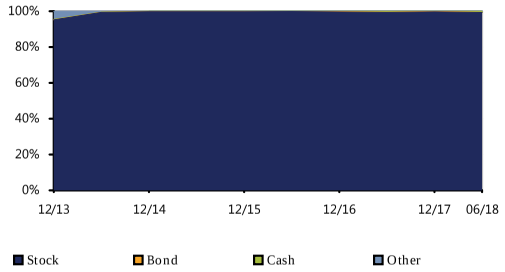
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please call 888-201-5488.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

VANGUARD MID CAP INDEX ADMIRAL | FUND FACT SHEET

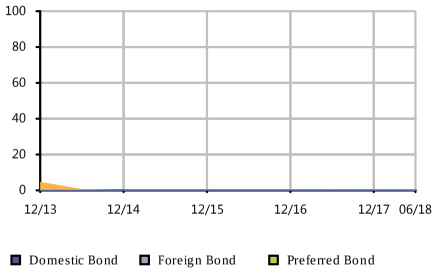
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



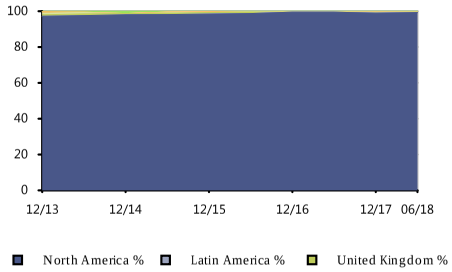
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



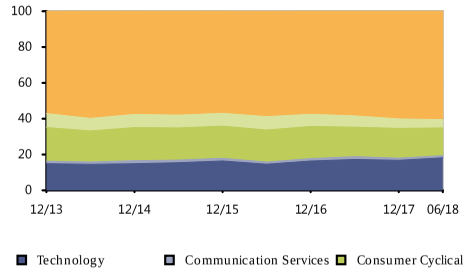
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

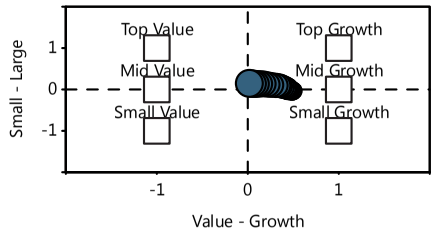


Sector Distribution

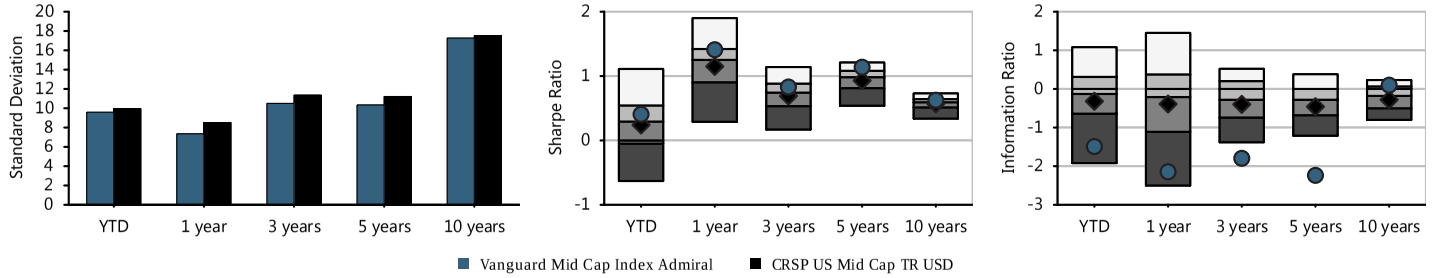
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	VIMAX
Category	Mid-Cap Blend
Net Assets(This Class $mn)	97,857 m
Net Assets(All Classes $mn)	0 m
Manager	Donald Butler
Manager Tenure	20.08
Fund Inception	May 21,1998

Fee And Expenses

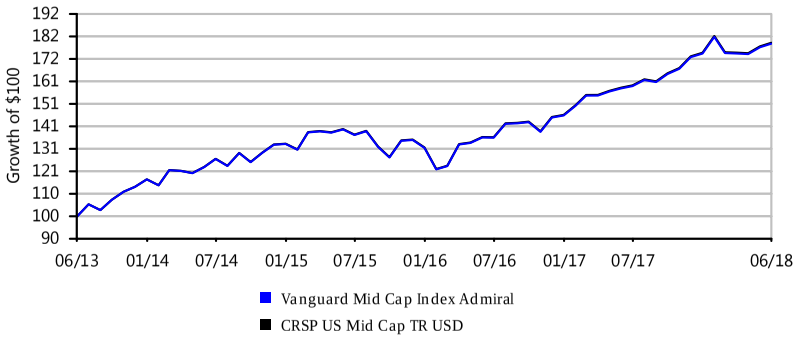
Expense Ratio	0.05
Gross Expense Ratio	0.05
Prospectus Net Expense Ratio	0.05
Prospectus Gross Expense Ratio	0.05
Actual 12b1	0.00
Management Fee	0.04

Top 10 Holdings (%)

ServiceNow Inc	0.76
Fiserv Inc	0.75
Edwards Lifesciences Corp	0.71
Red Hat Inc	0.71
Roper Technologies Inc	0.70
Autodesk Inc	0.70
ONEOK Inc	0.69
Moody's Corporation	0.69
Amphenol Corp Class A	0.66
Align Technology Inc	0.63

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

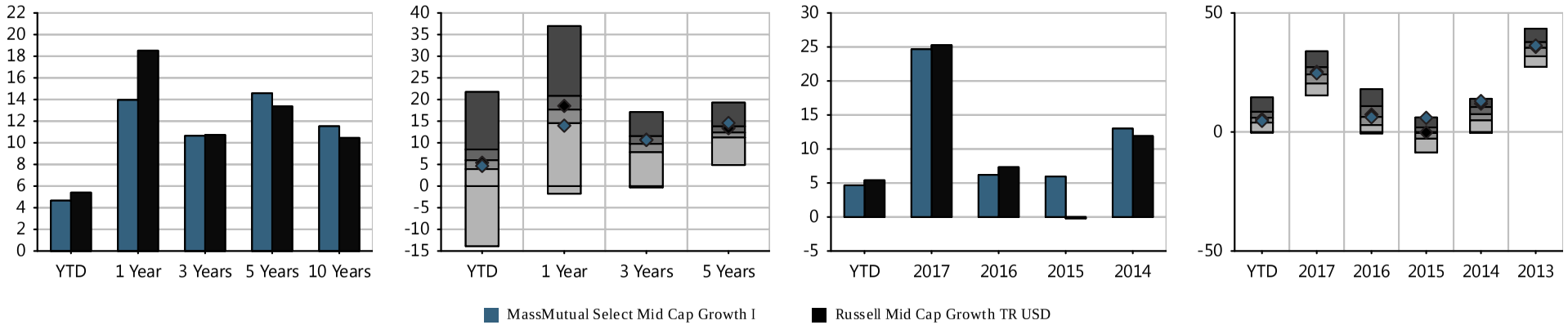
MassMutual Select Mid Cap Growth I | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
90 Passing	Criteria Scoring	13.96%	10.65%	14.58%	0.94	1.29	-0.04	0.51	18.08	0.72%	10.62	1.11
	Peer Group Scoring	*18.06%*	*9.68%*	*12.31%*	*0.79*	*1.02*	*-0.37*	*-0.36*	*10.12*	*1.18%*	*12.62*	*0.95*
	Criteria Peer Ranking	80	37	15	28	8	38	5	11	12	43	12

Investment Strategy

The investment seeks growth of capital over the long-term. The fund invests primarily in equity securities of mid-capitalization companies that the fund's subadvisers believe offer the potential for long-term growth. It invests at least 80% of its net assets (plus the amount of any borrowings for investment purposes) in a broadly diversified portfolio of common stocks of mid-cap companies whose earnings the subadvisers expect to grow at a faster rate than the average company.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
MassMutual Select Mid Cap Growth I	1.08%	4.66%	13.96%	10.65%	14.58%	11.53%	9.66%	05/31/2000	24.66%	6.19%	5.95%	13.00%	36.31%
Russell Mid Cap Growth TR USD	*3.16%*	*5.40%*	*18.52%*	*10.73%*	*13.37%*	*10.45%*	-	-	*25.27%*	*7.33%*	*(0.20%)*	*11.90%*	*35.74%*
Morningstar Mid-Cap Growth	*4.16%*	*6.38%*	*18.06%*	*9.68%*	*12.31%*	*9.45%*	-	-	*24.06%*	*6.94%*	*(0.73%)*	*7.26%*	*35.27%*

Morningstar Rating: ****

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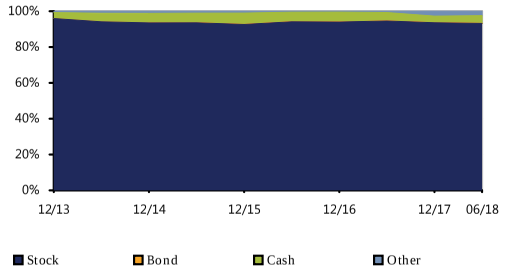
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

MassMutual Select Mid Cap Growth I | Fund Fact Sheet

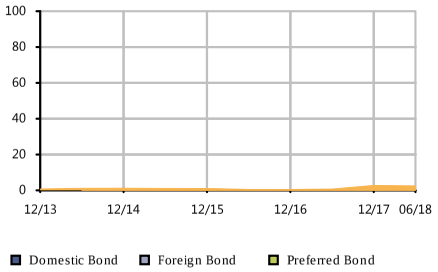
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



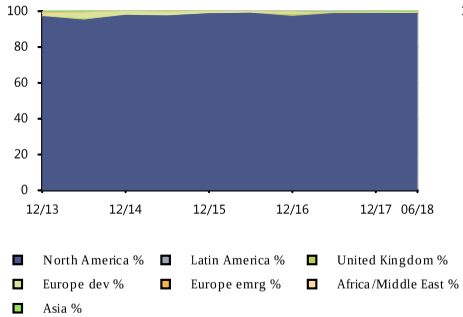
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



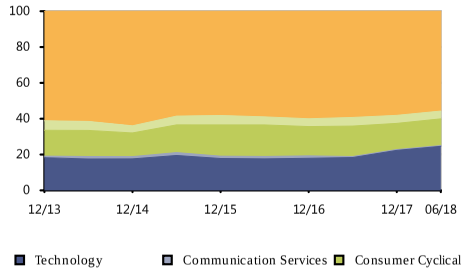
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

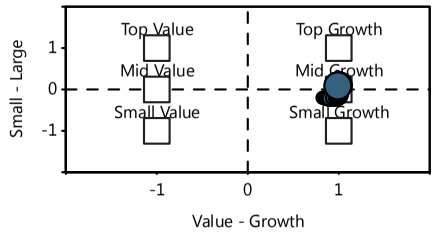


Sector Distribution

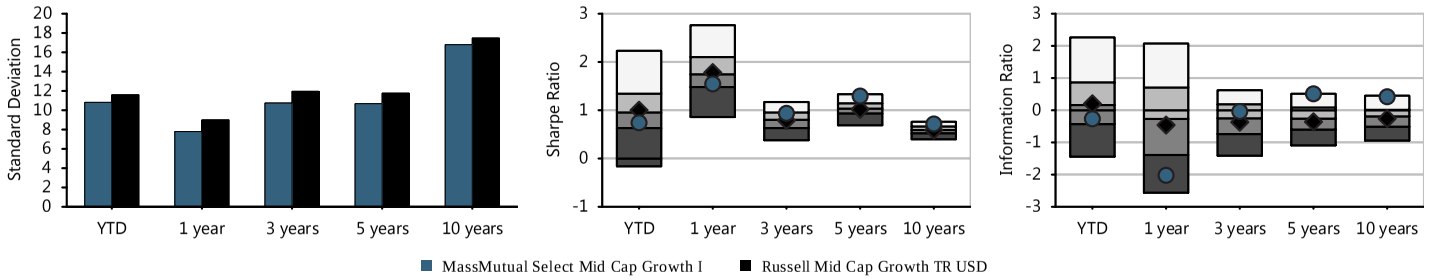
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	MEFZX
Category	Mid-Cap Growth
Net Assets(This Class $mn)	7,296 m
Net Assets(All Classes $mn)	0 m
Manager	Brian Berghuis
Manager Tenure	18.08
Fund Inception	May 31,2000

Fee And Expenses

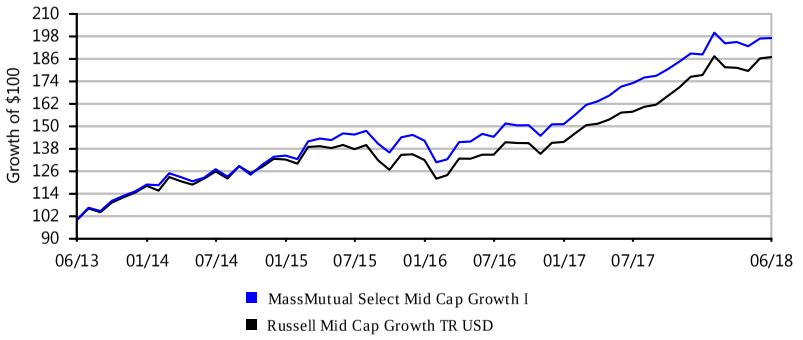
Expense Ratio	0.72
Gross Expense Ratio	0.72
Prospectus Net Expense Ratio	0.72
Prospectus Gross Expense Ratio	0.72
Actual 12b1	0.00
Management Fee	0.69

Top 10 Holdings (%)

Teleflex Inc	2.01
Reserve Invt Fds	1.92
Textron Inc	1.77
Dollar General Corp	1.67
Microchip Technology Inc	1.65
Tapestry Inc	1.60
The Cooper Companies Inc	1.58
Global Payments Inc	1.48
Roper Technologies Inc	1.47
Willis Towers Watson PLC	1.40

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

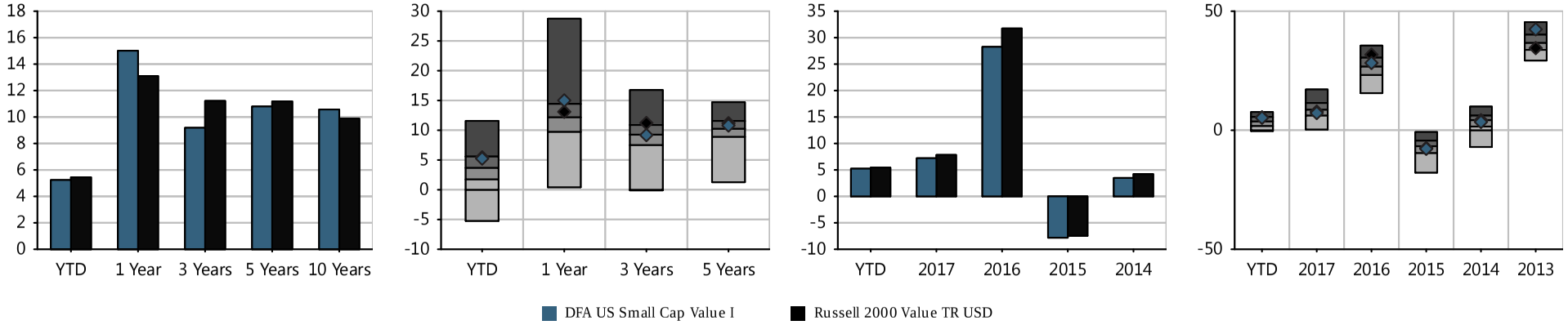
DFA US Small Cap Value I | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
76 Passing	Criteria Scoring	15.01%	9.18%	10.80%	0.61	0.74	-0.81	-0.14	6.33	0.52%	3.70	0.98
	Peer Group Scoring	*12.44%*	*9.13%*	*9.87%*	*0.64*	*0.73*	*-0.47*	*-0.22*	*9.63*	*1.23%*	*9.09*	*1.00*
	Criteria Peer Ranking	22	53	41	63	55	75	43	61	7	13	61

Investment Strategy

The investment seeks to achieve long-term capital appreciation. The fund normally will invest at least 80% of its net assets in securities of small cap U.S. companies. It may purchase or sell futures contracts and options on futures contracts for U.S. equity securities and indices, to adjust market exposure based on actual or expected cash inflows to or outflows from the Portfolio.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
DFA US Small Cap Value I	7.76%	5.24%	15.01%	9.18%	10.80%	10.57%	11.98%	03/02/1993	7.21%	28.26%	(7.81%)	3.48%	42.38%
Russell 2000 Value TR USD	*8.30%*	*5.44%*	*13.10%*	*11.22%*	*11.18%*	*9.88%*	-	-	*7.84%*	*31.74%*	*(7.47%)*	*4.22%*	*34.52%*
Morningstar Small Value	*6.61%*	*3.72%*	*12.44%*	*9.13%*	*9.87%*	*9.71%*	-	-	*8.70%*	*27.21%*	*(7.92%)*	*3.22%*	*37.04%*

Morningstar Rating: ***

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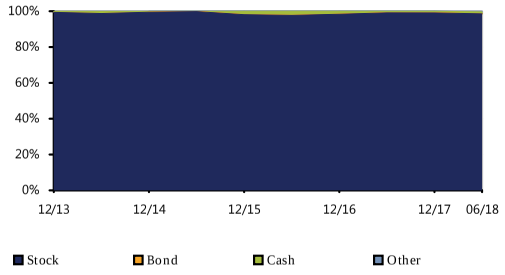
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

DFA US Small Cap Value I | Fund Fact Sheet

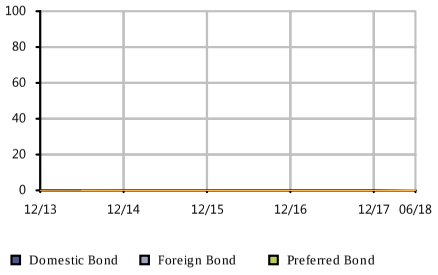
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



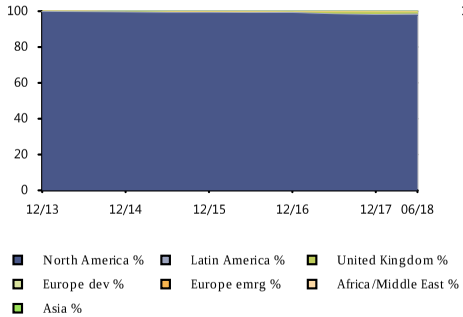
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



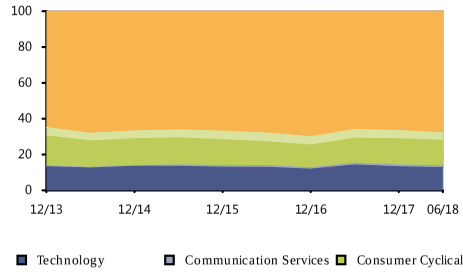
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

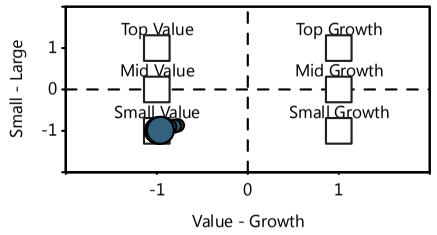


Sector Distribution

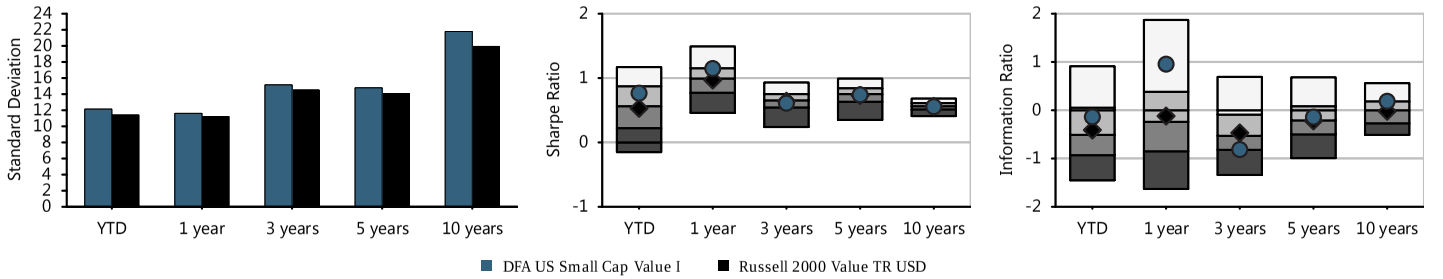
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	DFSVX
Category	Small Value
Net Assets(This Class $mn)	16,148 m
Net Assets(All Classes $mn)	0 m
Manager	Jed Fogdall
Manager Tenure	6.33
Fund Inception	Mar 02,1993

Fee And Expenses

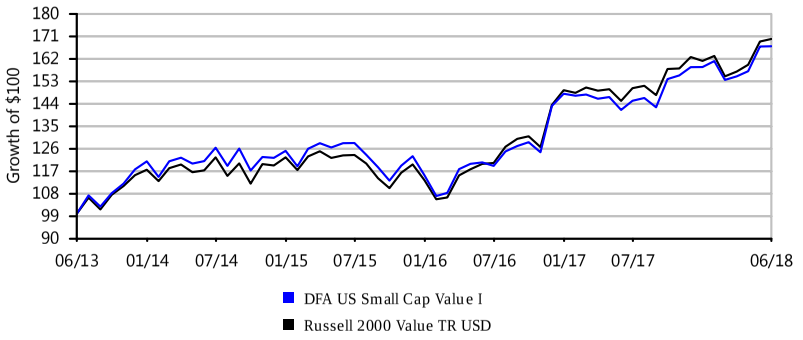
Expense Ratio	0.52
Gross Expense Ratio	0.52
Prospectus Net Expense Ratio	0.52
Prospectus Gross Expense Ratio	0.52
Actual 12b1	0.00
Management Fee	0.50

Top 10 Holdings (%)

S+p500 Emini Fut Jun18 ...	1.04
CACI International Inc ...	0.87
Kemper Corp	0.80
The Hanover Insurance G...	0.77
Delek US Holdings Inc	0.73
Cree Inc	0.72
PBF Energy Inc Class A	0.72
American Equity Investm...	0.71
Darling Ingredients Inc	0.71
Associated Banc-Corp	0.65

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



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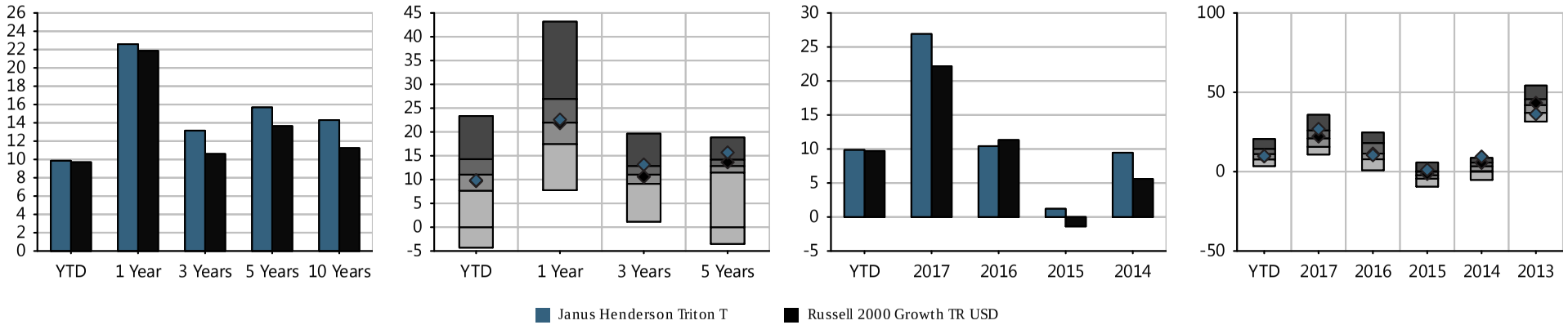
IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
91 Passing	Criteria Scoring	22.59%	13.15%	15.69%	1.04	1.27	0.61	0.46	5.08	0.92%	14.63	1.30
	Peer Group Scoring	*22.68%*	*11.07%*	*12.78%*	*0.79*	*0.92*	*0.09*	*-0.15*	*9.74*	*1.24%*	*10.49*	*1.04*
	Criteria Peer Ranking	46	20	12	12	3	18	10	68	23	79	5

Investment Strategy

The investment seeks long-term growth of capital. The fund pursues its investment objective by investing primarily in common stocks selected for their growth potential. In pursuing that objective, it invests in equity securities of small- and medium-sized companies. Generally, small- and medium-sized companies have a market capitalization of less than $10 billion. Market capitalization is a commonly used measure of the size and value of a company. The fund may also invest in foreign securities, which may include investments in emerging markets.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
Janus Henderson Triton T	4.96%	9.86%	22.59%	13.15%	15.69%	14.30%	13.44%	02/25/2005	26.90%	10.42%	1.21%	9.45%	36.28%
Russell 2000 Growth TR USD	*7.23%*	*9.70%*	*21.86%*	*10.60%*	*13.65%*	*11.24%*	-	-	*22.17%*	*11.32%*	*(1.38%)*	*5.60%*	*43.30%*
Morningstar Small Growth	*8.52%*	*11.02%*	*22.68%*	*11.07%*	*12.78%*	*10.80%*	-	-	*21.44%*	*12.27%*	*(2.21%)*	*2.61%*	*41.94%*

Morningstar Rating: *****

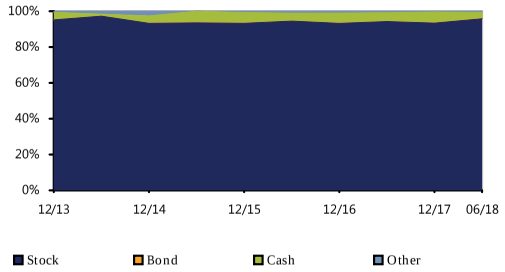
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please call 888-201-5488.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

JANUS HENDERSON TRITON T | FUND FACT SHEET

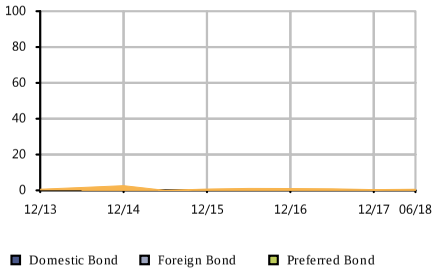
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



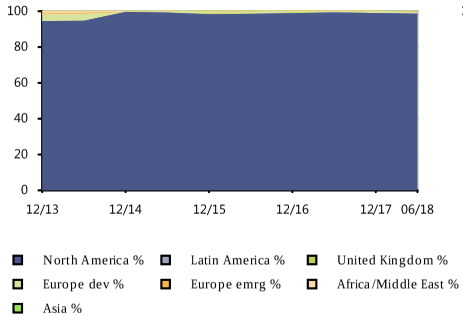
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



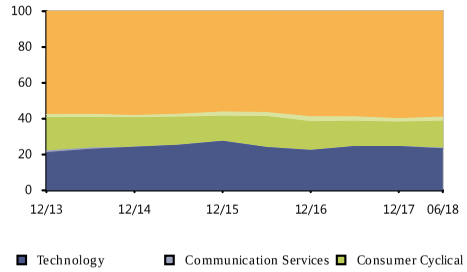
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

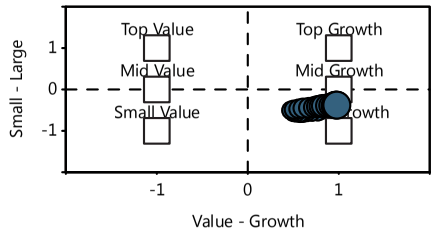


Sector Distribution

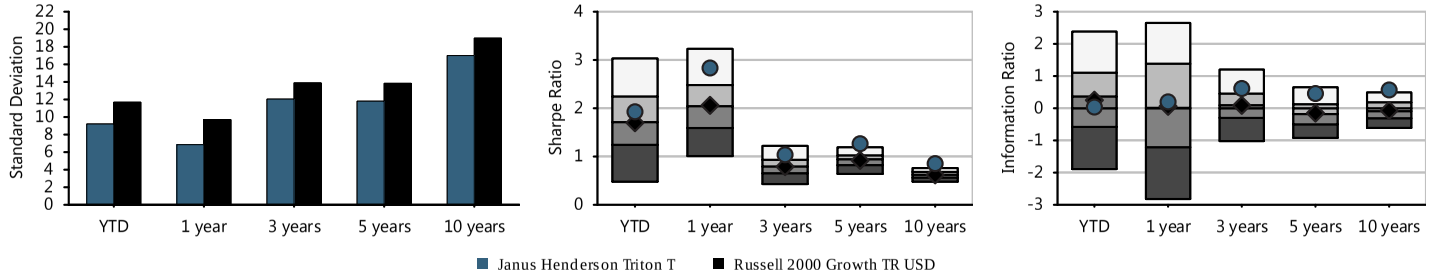
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	JATTX
Category	Small Growth
Net Assets(This Class $mn)	10,754 m
Net Assets(All Classes $mn)	0 m
Manager	Jonathan Coleman
Manager Tenure	5.08
Fund Inception	Feb 25,2005

Fee And Expenses

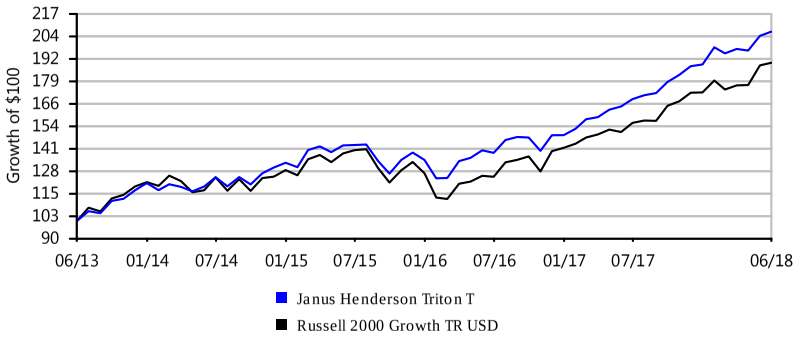
Expense Ratio	0.91
Gross Expense Ratio	0.92
Prospectus Net Expense Ratio	0.92
Prospectus Gross Expense Ratio	0.92
Actual 12b1	0.00
Management Fee	0.64

Top 10 Holdings (%)

Broadridge Financial So...	2.49
SS&C Technologies Holdi...	2.41
ON Semiconductor Corp	2.06
Heico Corp Class A	2.04
Blackbaud Inc	1.95
ServiceMaster Global Ho...	1.94
STERIS PLC	1.67
Catalent Inc	1.66
LPL Financial Holdings Inc	1.58
Sensient Technologies Corp	1.50

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

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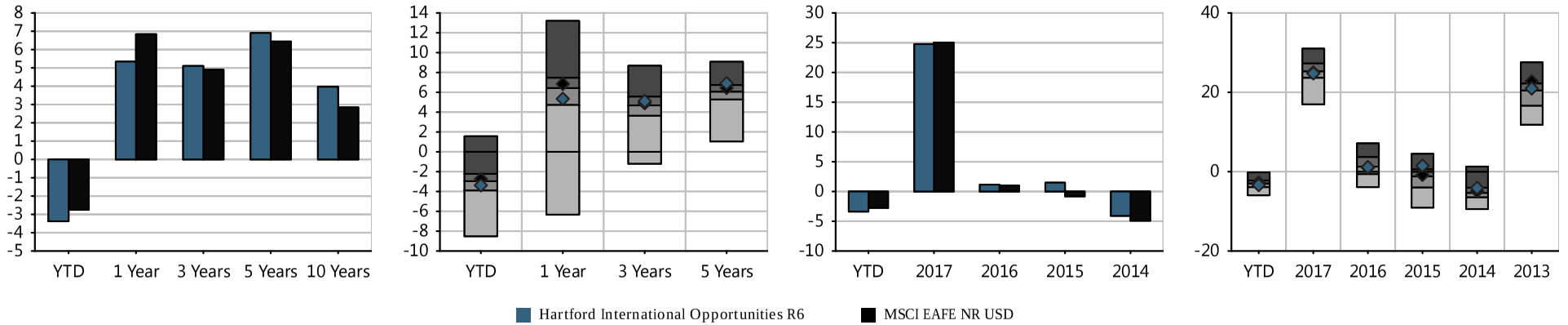
HARTFORD INTERNATIONAL OPPORTUNITIES R6 | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
85 Passing	Criteria Scoring	5.34%	5.11%	6.90%	0.44	0.63	0.06	0.14	11.50	0.73%	7.70	1.07
	Peer Group Scoring	*6.08%*	*4.56%*	*5.92%*	*0.39*	*0.53*	*-0.08*	*-0.14*	*7.32*	*1.00%*	*6.35*	*1.01*
	Criteria Peer Ranking	67	36	21	36	17	37	22	20	29	70	20

Investment Strategy

The investment seeks long-term growth of capital. The fund normally invests at least 65% of its net assets in equity securities, including non-dollar securities, of foreign issuers. It may invest in companies domiciled in emerging markets as a percentage of its net assets up to the greater of: (a) 25% or (b) the weight of emerging markets in the MSCI All Country World ex USA Index ('MSCI AC World ex USA Index') plus 10%.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
Hartford International Opportunities R6	(3.54%)	(3.38%)	5.34%	5.11%	6.90%	3.97%	5.92%	07/22/1996	24.77%	1.15%	1.49%	(4.10%)	20.96%
MSCI EAFE NR USD	*(1.24%)*	*(2.75%)*	*6.84%*	*4.90%*	*6.44%*	*2.84%*	-	-	*25.03%*	*1.00%*	*(0.81%)*	*(4.90%)*	*22.78%*
Morningstar Foreign Large Blend	*(2.14%)*	*(3.06%)*	*6.08%*	*4.56%*	*5.92%*	*2.61%*	-	-	*25.11%*	*1.54%*	*(1.71%)*	*(4.95%)*	*19.82%*

Morningstar Rating: ***

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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

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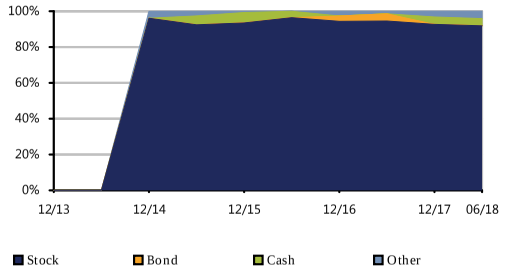
HARTFORD INTERNATIONAL OPPORTUNITIES R6 | FUND FACT SHEET

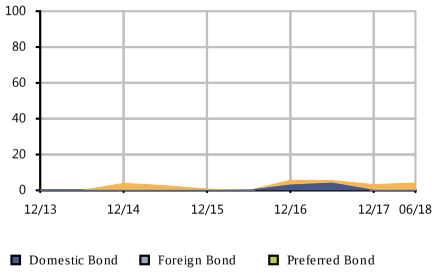
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



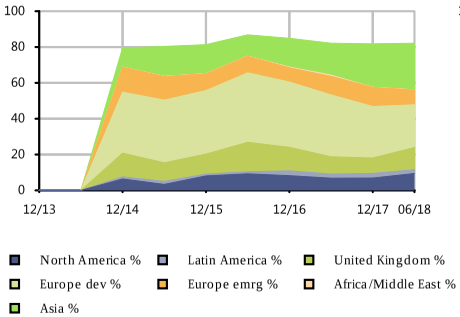
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



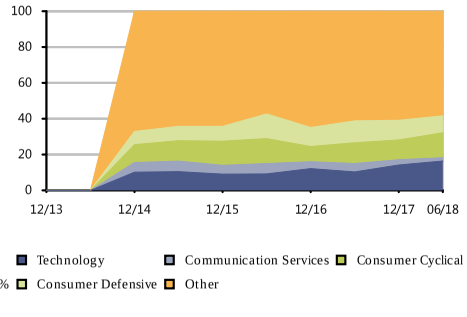
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

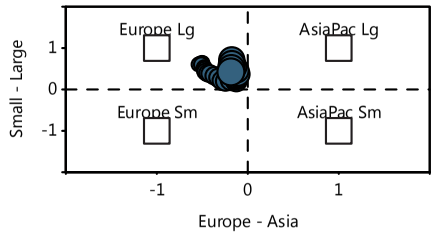


Sector Distribution

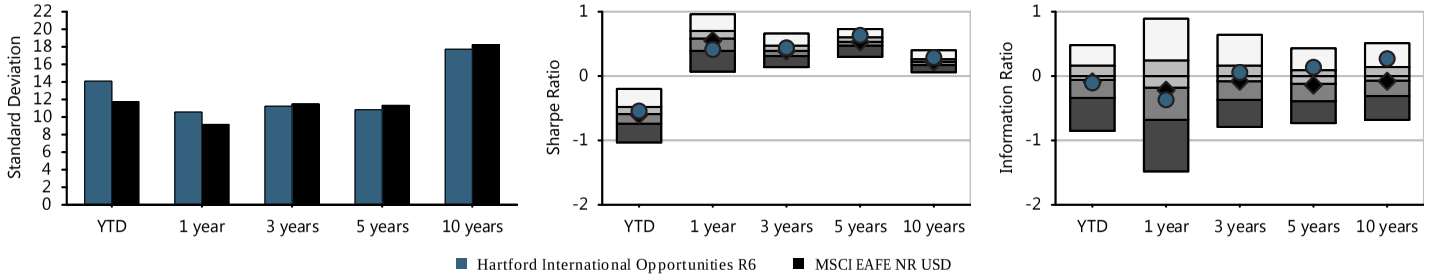
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	IHOVX
Category	Foreign Large Blend
Net Assets(This Class $mn)	3,938 m
Net Assets(All Classes $mn)	0 m
Manager	Nicolas Choumenkovitch
Manager Tenure	11.50
Fund Inception	Jul 22,1996

Fee And Expenses

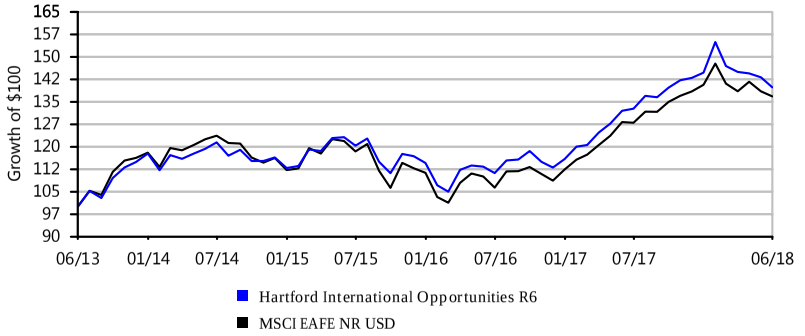
Expense Ratio	0.71
Gross Expense Ratio	0.71
Prospectus Net Expense Ratio	0.73
Prospectus Gross Expense Ratio	0.73
Actual 12b1	0.00
Management Fee	0.66

Top 10 Holdings (%)

Nestle SA	2.89
Alibaba Group Holding L...	2.87
Canadian National Railw...	2.35
Taiwan Semiconductor Ma...	2.20
Rio Tinto PLC	2.20
Samsung Electronics Co Ltd	2.17
Tencent Holdings Ltd	2.17
Sumitomo Mitsui Financi...	2.08
Canadian Natural Resour...	2.02
Safran SA	1.85

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

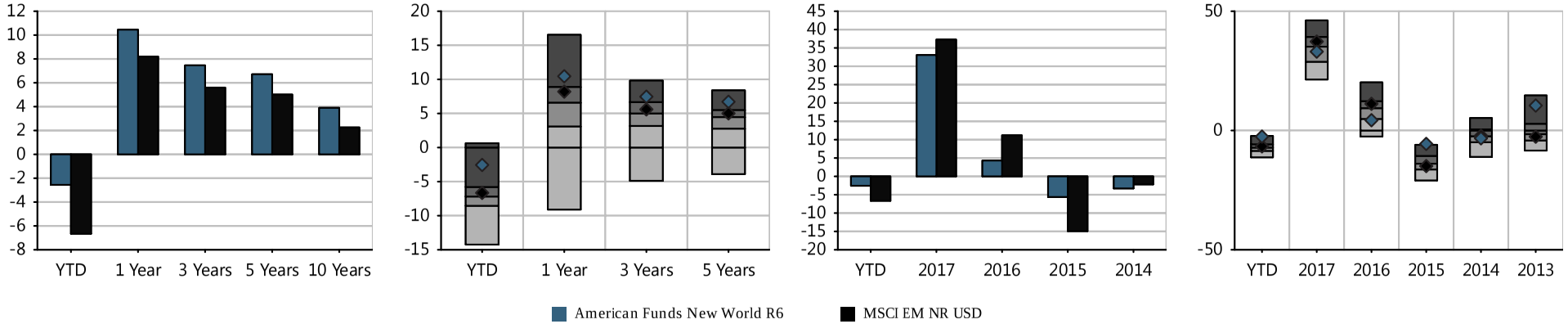
American Funds New World R6 | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
98 Passing	Criteria Scoring	10.45%	7.46%	6.71%	0.62	0.61	0.27	0.24	19.00	0.64%	8.40	1.26
	Peer Group Scoring	*6.08%*	*4.74%*	*4.03%*	*0.33*	*0.32*	*-0.17*	*-0.20*	*6.52*	*1.33%*	*10.06*	*0.98*
	Criteria Peer Ranking	17	13	9	2	1	19	16	3	10	42	1

Investment Strategy

The investment seeks long-term capital appreciation. The fund invests primarily in common stocks of companies with significant exposure to countries with developing economies and/or markets. Under normal market conditions, the fund will invest at least 35% of its assets in equity and debt securities of issuers primarily based in qualified countries that have developing economies and/or markets.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
American Funds New World R6	(3.85%)	(2.56%)	10.45%	7.46%	6.71%	3.90%	8.20%	06/17/1999	33.06%	4.31%	(5.62%)	(3.29%)	10.46%
MSCI EM NR USD	*(7.96%)*	*(6.66%)*	*8.20%*	*5.60%*	*5.01%*	*2.26%*	-	-	*37.28%*	*11.19%*	*(14.92%)*	*(2.19%)*	*(2.60%)*
Morningstar Diversified Emerging Mkts	*(8.90%)*	*(7.06%)*	*6.08%*	*4.74%*	*4.03%*	*2.09%*	-	-	*34.28%*	*8.93%*	*(13.68%)*	*(2.45%)*	*0.20%*

Morningstar Rating: *****

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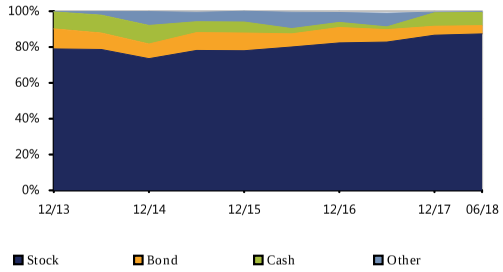
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

American Funds New World R6 | Fund Fact Sheet

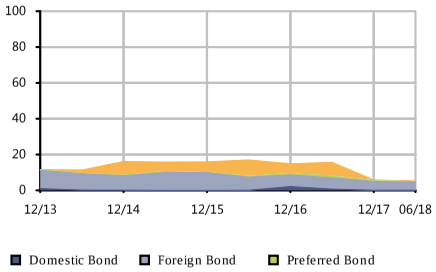
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



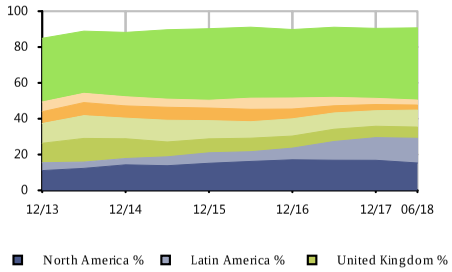
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



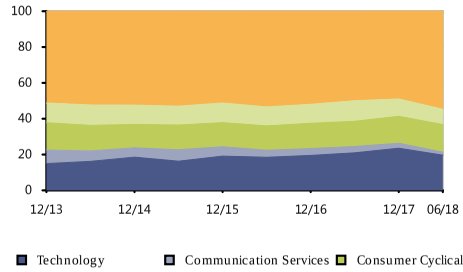
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

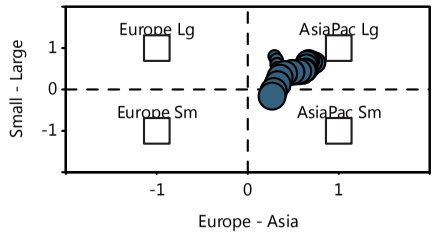


Sector Distribution

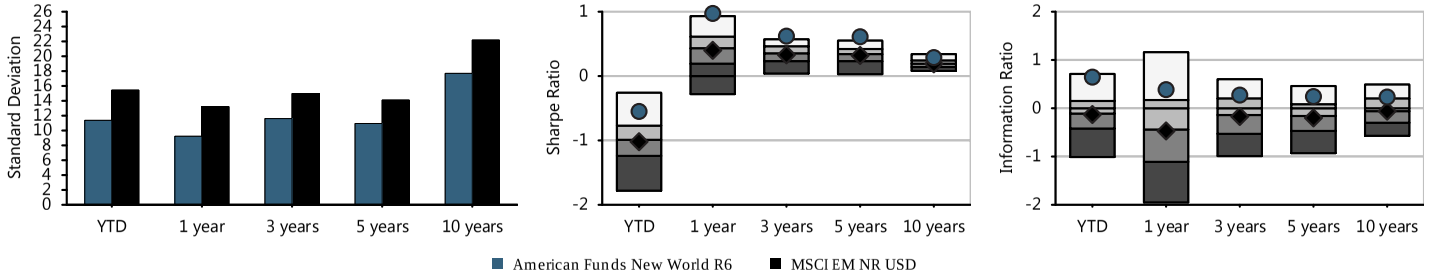
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	RNWGX
Category	Diversified Emerging Mkts
Net Assets(This Class $mn)	36,133 m
Net Assets(All Classes $mn)	0 m
Manager	Mark Denning
Manager Tenure	19.00
Fund Inception	Jun 17,1999

Fee And Expenses

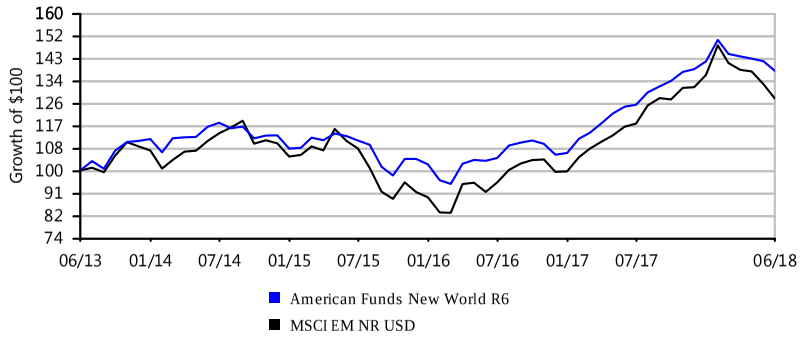
Expense Ratio	0.64
Gross Expense Ratio	0.64
Prospectus Net Expense Ratio	0.64
Prospectus Gross Expense Ratio	0.64
Actual 12b1	0.00
Management Fee	0.54

Top 10 Holdings (%)

Reliance Industries Ltd	1.81
Samsung Electronics Co Ltd	1.67
Taiwan Semiconductor Ma...	1.64
Tencent Holdings Ltd	1.59
AIA Group Ltd	1.59
Grupo Financiero Galici...	1.33
HDFC Bank Ltd	1.29
Airbus SE	1.15
Alphabet Inc C	1.14
First Quantum Minerals Ltd	1.14

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



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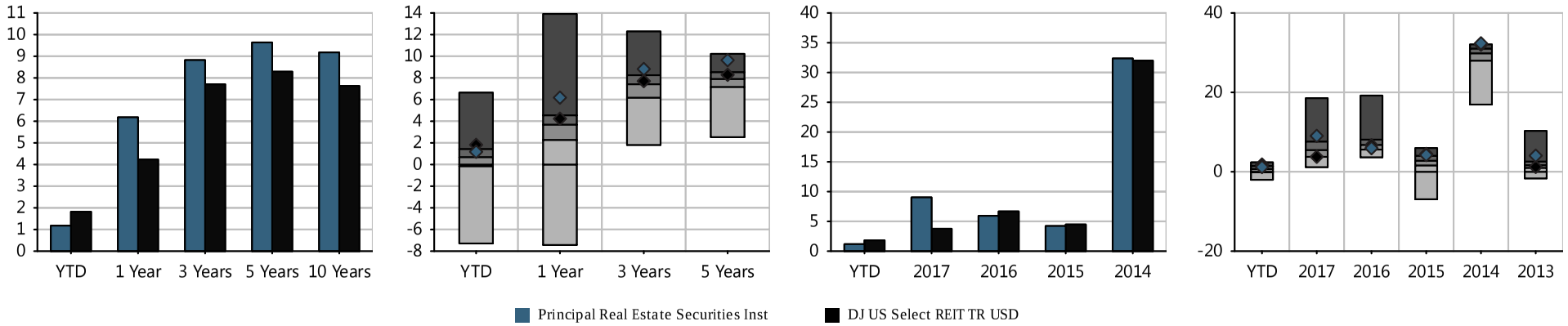
PRINCIPAL REAL ESTATE SECURITIES INST | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	6.18%	8.82%	9.64%	0.68	0.72	0.42	0.61	17.50	0.87%	38.17	1.11
	Peer Group Scoring	*3.40%*	*7.23%*	*7.71%*	*0.58*	*0.62*	*-0.33*	*-0.37*	*10.78*	*1.11%*	*37.95*	*1.09*
	Criteria Peer Ranking	7	12	2	14	9	9	1	18	32	35	12

Investment Strategy

The investment seeks to generate a total return. Under normal circumstances, the fund invests at least 80% of its net assets, plus any borrowings for investment purposes, in equity securities of companies principally engaged in the real estate industry at the time of purchase. It invests in value equity securities, an investment strategy that emphasizes buying securities that appear to be undervalued. The fund concentrates its investments (invest more than 25% of its net assets) in securities in the real estate industry. It is non-diversified.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
Principal Real Estate Securities Inst	6.64%	1.18%	6.18%	8.82%	9.64%	9.18%	11.35%	12/06/2000	9.03%	5.93%	4.22%	32.36%	4.05%
DJ US Select REIT TR USD	*9.99%*	*1.82%*	*4.23%*	*7.71%*	*8.29%*	*7.63%*	-	-	*3.76%*	*6.68%*	*4.48%*	*32.00%*	*1.22%*
Morningstar Real Estate	*7.99%*	*0.54%*	*3.40%*	*7.23%*	*7.71%*	*7.28%*	-	-	*6.31%*	*7.85%*	*1.98%*	*28.11%*	*2.24%*

Morningstar Rating: *****

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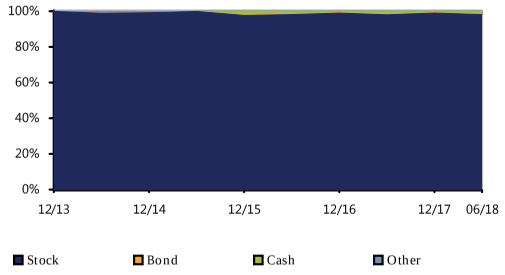
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PRINCIPAL REAL ESTATE SECURITIES INST | FUND FACT SHEET

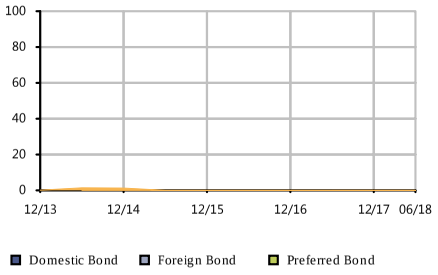
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



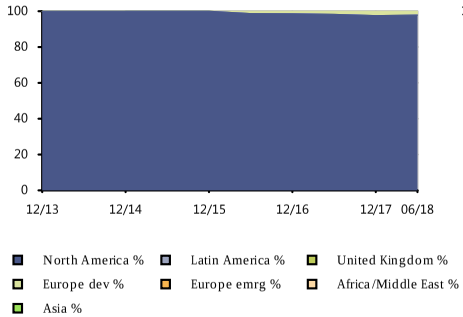
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



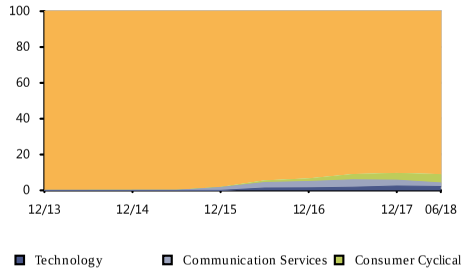
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

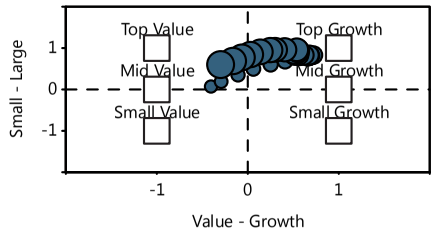


Sector Distribution

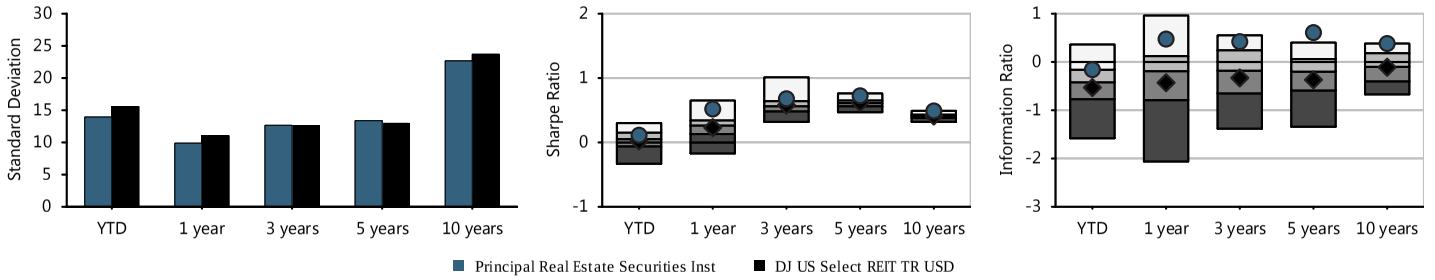
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PIREX
Category	Real Estate
Net Assets(This Class $mn)	3,837 m
Net Assets(All Classes $mn)	0 m
Manager	Kelly Rush
Manager Tenure	17.50
Fund Inception	Dec 06,2000

Fee And Expenses

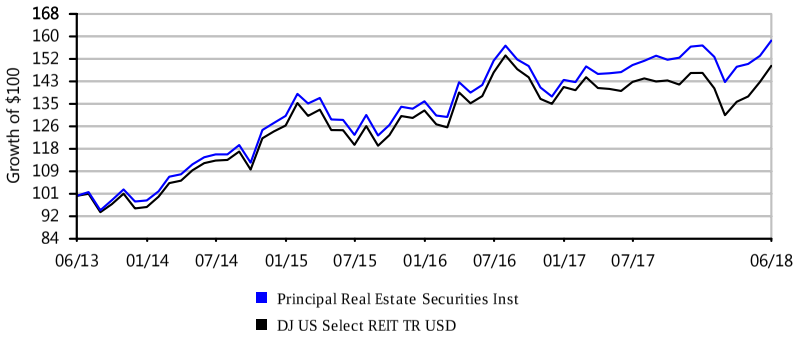
Expense Ratio	0.87
Gross Expense Ratio	0.87
Prospectus Net Expense Ratio	0.87
Prospectus Gross Expense Ratio	0.87
Actual 12b1	0.00
Management Fee	0.81

Top 10 Holdings (%)

Simon Property Group Inc	7.38
Equinix Inc	7.02
AvalonBay Communities Inc	5.58
Prologis Inc	4.82
Essex Property Trust Inc	4.69
Invitation Homes Inc	4.45
Alexandria Real Estate ...	3.95
Welltower Inc	3.60
Hilton Worldwide Holdin...	2.99
Apartment Investment & ...	2.81

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IMPORTANT DISCLOSURES

Community Action Partnership

For Period Ending 06/30/2018

The performance data quoted represents past performance. **Past performance does not guarantee future results.** Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. To obtain current month-end performance information, please call 888-201-5488.

The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses.

Investing in mutual funds involves risk, including possible loss of principal.

All indices are unmanaged and cannot be invested into directly. Unmanaged index returns do not reflect fees, expenses, or sales charges. Index performance is not indicative of the performance of any investment.

Investors should consider the investment objectives, risks, charges and expenses of the investment company carefully before investing. The prospectus and, if available, the summary prospectus contain this and other important information about the investment company. You can obtain a prospectus and summary prospectus from your financial representative. Read carefully before investing.

RISK DISCLOSURES:

Bond Funds- An increase in interest rates may cause the price of bonds and bond mutual funds to decline.

Government Bond Funds- An investor can lose money when investing in government bond funds. Fund itself is not guaranteed and fund's performance will vary.

International/Emerging Markets Funds- International and emerging market investing involves special risks such as currency fluctuation and political instability and may not be suitable for all investors.

Real Estate Funds- Investing in real estate involves special risks such as potential illiquidity and may not be suitable for all investors. There is no assurance that the investment objectives of the fund will be attained.

Small and Mid Cap Funds- The prices of small and mid-cap stocks are generally more volatile than large cap stocks.

Target Date Funds- The target date is the approximate date when investors plan to start withdrawing their money. The glidepath is how the asset allocation of the fund changes over time. The principal value of a target fund is not guaranteed at any time, including at the target date.

MORNINGSTAR RATINGS:

For each fund with at least a three year history, Morningstar calculates a Morningstar Rating based on a Morningstar Risk-Adjusted Return measure that accounts for variations in a fund's monthly performance (including the effects of sales charges, loads, and redemption fees), placing more emphasis on downward variations and rewarding consistent performance. The top 10% of funds in each category receive five stars, the next 22.5% receive four stars, the next 35% receive three stars, the next 22.5% receive two stars and the bottom 10% receive one star. The overall Morningstar Rating for a fund is derived from a weighted-average of the performance figures associated with its three-, five- and ten-year (if applicable) Morningstar Ratings metrics.

BarCap US Aggregate Bond is a market value-weighted index consisting of government bonds, SEC-registered corporate bonds and mortgage-related and asset backed securities with at least one year to maturity and an outstanding par value of $150 million or greater. This index is a broad measure of the performance of the investment grade U.S. fixed income market.

BarCap Intermediate Government Bond is a market value-weighted index of U.S. Treasury and agency bonds with maturities from one to (but not including) ten years.

BarCap Global Aggregate provides a broad-based measure of the global investment-grade fixed-rate debt markets. It contains 3 major components: U.S. Aggregate Index, Pan-European Aggregate Index, and the Asian-Pacific Aggregate Index. It includes a wide range of standard and customized sub indices by liquidity constraint, sector, quality, and maturity.

BarCap Long Term Government Bond is the Long component of the Lehman Brothers US Government index. It consists of securities in the long maturity range of the U.S. Government Index. Securities must have a maturity of 10 years or more.

BarCap Long Term Treasury Bond is the 20+ Year component of the Lehman Brothers US Treasury index. It consists of securities in the Treasury Index (i.e. public obligations of the U.S. Treasury) with a maturity of 20 years or more.

BarCap 1-3 Year Government s the 1-3 Yr. component of the Lehman Brothers US Government index. It consists of securities in the U.S. Government Index with a maturity from 1 up to (but not including) 3 years.

Barclays Global High Yield Index is a broad-based index of the global high-yield fixed income markets.

Barclays U.S. Treasury Bill 1-3 Month includes all publicly issued zero-coupon U.S. Treasury Bills that have a remaining maturity of less than 3 months and more than 1 month, are rated investment grade, and have $250 million or more of outstanding face value.

Bloomberg Commodity Index is a broadly-diversified commodity price index distributed Bloomberg Indexes.

Citigroup 1 year Treasury Index is an unmanaged index generally representative of the average yield on 1-Year U.S. Treasury bills.

Credit Suisse High Yield Index measures the performance of the investable universe of the high yield bond public debt market. All bonds are U.S. dollar denominated and rated Split BBB and below with par amounts greater than $75 Million.

FTSE NAREIT Composite REIT Index is a free-float adjusted, market-capitalization-weighted index of U.S. Equity and Mortgage REITS.

MSCI ACWI (All Country World Index) Index℠ is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global developed and emerging markets.

MSCI EAFE® Index (Europe, Australasia, Far East) is a free float-adjusted market capitalization index that is designed to measure developed market equity performance, excluding the US & Canada.

MSCI Emerging Markets Index℠ is a free float-adjusted market capitalization index that is designed to measure equity market performance in global emerging markets. As of May 2005 the Index consisted of 26 emerging market country indices.

MSCI Europe Index℠ is a free float-adjusted market capitalization index that is designed to measure developed market equity performance in Europe.

MSCI Pacific Index℠ is a free float-adjusted market capitalization index that is designed to measure equity market performance in the Pacific region. As of May 2005, the MSCI Pacific Index consisted of the following 5 Developed Market countries: Australia, Hong Kong, Japan, New Zealand, and Singapore.

MSCI Small Cap Index℠ is a refinement of the EAFE index, targeting 40% of the eligible Small Cap universe within each industry group, within each country. MSCI defines the Small Cap universe as all listed securities that have a market capitalization in the range of USD200-1,500 million.

Russell 3000E™ Index measures performance of the Russell 3000 Index extended to include securities of the Russell Microcap Index. It represents ~99% of the U.S. Equity Market.

Russell 2000® Index measures the performance of the 2,000 smallest companies in the Russell 3000 Index, which represents approximately 8% of the total market capitalization of the Russell 3000 Index. As of the latest reconstitution, the average market capitalization was approximately $664.9 M; the median market capitalization was approximately $539.5 M. The largest company in the index had an approximate market capitalization of $1.8 B.

Russell 1000® Value Index measures the performance of those Russell 1000 companies with lower price-to-book ratios and lower forecasted growth values. (Russell 1000® Index measures the performance of the 1,000 largest companies in the Russell 3000 Index).

Russell 1000® Growth Index measures the performance of those Russell 1000 companies with higher price-to-book ratios and higher forecasted growth values.

Russell 2000® Value Index measures the performance of those Russell 2000 companies with lower price-to-book ratios and lower forecasted growth values.

Russell 2000® Growth Index measures the performance of those Russell 2000 companies with higher price-to-book ratios and higher forecasted growth values.

Russell Midcap® Index measures the performance of the 800 smallest companies in the Russell 1000 Index, which represent approximately 25% of the total market capitalization of the Russell 1000 Index. As of the latest reconstitution, the average market capitalization was approximately $4.7 billion; the median market capitalization was approximately $3.6 billion. The largest company in the index had an approximate market capitalization of $13.7 B.

Russell Midcap® Value Index measures the performance of those Russell Midcap companies with lower price-to-book ratios and lower forecasted growth values. The stocks are also members of the Russell 1000 Value index.

Russell Midcap® Growth Index measures the performance of those Russell Midcap companies with higher price-to-book ratios and higher forecasted growth values. The stocks are also members of the Russell 1000 Growth index.

Standard & Poor's 500® consists of 500 US stocks chosen for market size, liquidity, and industry group representation. It is a market-value weighted index (stock price times number of shares outstanding), with each stock's weight in the Index proportionate to its market value.

Notes:

For MSCI Indexes, MCSI = Morgan Stanley Capital Index, ND=net of dividends, TR=total returns

All Russell U.S. Equity Indexes are subsets of the Russell 3000E™ Index.

Definitions:

Benchmark: A standard against which the performance of a mutual fund can be measured.

Index: an imaginary portfolio of securities representing a particular market or a portion of it. Each index has its own calculation methodology and is usually expressed in terms of a change from a base value.

GLOSSARY

Community Action Partnership

For Period Ending 06/30/2018

Investment Scoring Methodology

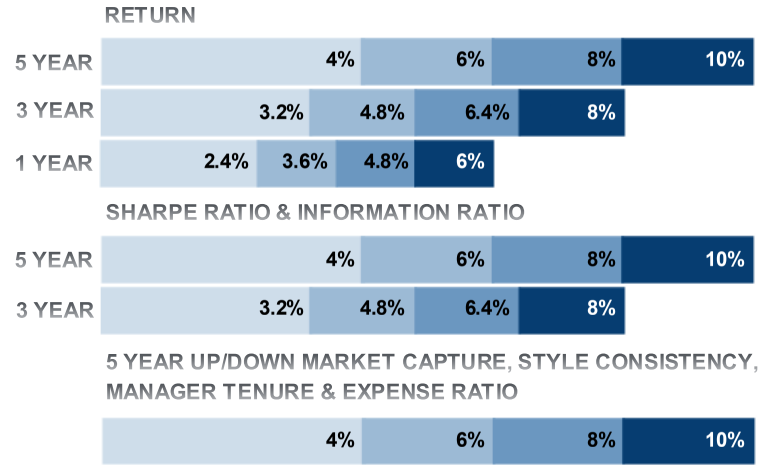
-Equity, Fixed Income, and Target Date Investments are reviewed on 11 distinct criteria. Each criteria is scale-scored; the better an investment performs in a given criteria, the higher score the investment will receive.

-Index investments are reviewed on 8 distinct criteria. Each criteria is scored on a binary pass/fail method.

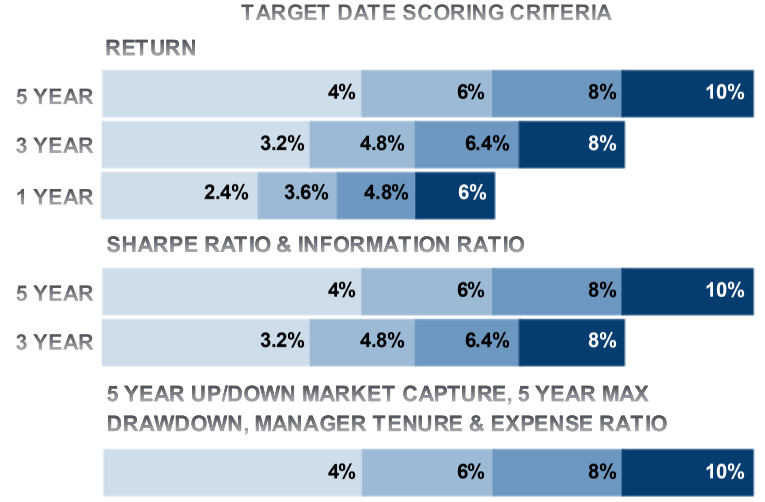
-A fund that does not have at least a score of 70 will be identified as an investment on watch. Any investment on watch for any four quarters out of the previous eight quarters, or any investment with a score below 60 will be marked for review and potential replacement.

-Investments such as Stable Value and Money Market investments are not included on the quantitative IPS scoring methodology but are evaluated on a qualitative basis.

EQUITY/FIXED INCOME SCORING CRITERIA



TARGET DATE SCORING CRITERIA



INDEX SCORING CRITERIA

TRACKING ERROR			EXPENSE RATIO	ASSETS IN PRODUCT	EXPENSE-ADJUSTED RETURN VS. BENCHMARK		
1 YEAR	3 YEAR	5 YEAR	QUARTER END	QUARTER END	1 YEAR	3 YEAR	5 YEAR
8%	10%	12%	30%	10%	8%	10%	12%

For Plan Sponsor Use Only

Active Scoring - Glossary

1, 3, & 5 Year Return	When selecting an investment, you want to know that it has demonstrated an ability to outperform relative to its peers. The higher the return an investment experiences in a given period compared to peers, the higher the value assigned to its score.
3 & 5 Year Sharpe Ratio	When selecting an investment, the Sharpe ratio is a way to compare the return of portfolios on a risk-adjusted basis rather than a less informative, pure return basis. The higher the Sharpe Ratio an investment experiences in a given period compared to peers, the higher the value assigned to its score.
3 & 5 Year Information Ratio	When selecting an investment, you want to know how its returns compare to the index and to the amount of risk it took to generate those returns. The higher the Information Ratio an investment experiences in a given period compared to peers, the higher the value assigned to its score.
5 Year Upside/ Downside Capture	When selecting an investment, you want to know that it "captures" more than 100% of market returns in up markets and helps "cushion" the loss in down markets by capturing less than 100% of the fall. A ratio of greater than 1 implies that the investment captures more when the market is up than when it is down. The higher the ratio the higher the value assigned to it's score.
Style Consistency (Equity & Fixed Income Only)	When selecting an investment, you want to know how consistency that fund's style (Value vs. Growth/Large vs. Mid vs. Small) is compared to it's category. Investments with low scores are considered more consistent, while investments with high scores are considered less consistent. The lower the Style Consistency score compared to peers, the higher the value assigned to its score.
Manager Tenure	When selecting an investment, you want to know that the track record being reviewed is primarily one from the current management team. The longer a manager has managed the specific investment being evaluated the higher the value assigned to its score.
Expense Ratio	When selecting an investment, you want to know how much it costs as total fees reduce the total return captured by the investor. The lower the Expense Ratio has compared to peers, the higher the value assigned to its score.
5 Year Max Drawdown (Target Date Only)	When selecting an investment, Max Drawdown is the maximum loss, from peak to trough, that a portfolio experiences in a given period and is a measurement of downside risk over that period. The lower the max drawdown a portfolio experiences, compared to peers, the higher the value assigned to its score.

Passive Scoring - Glossary

1, 3, & 5 Year Return – Expense Adjusted	When selecting an index investment, you want to know that it has demonstrated an ability to perform in-line with the index it is meant to track. To pass, an investment must not underperform it's stated index by more than 20 basis point (-0.20%).
Expense Ratio	When selecting an investment, you want to know how much it costs as total fees reduce the total return captured by the investor. If the Index fund is ranked in the top quartile (lowest 25% of expense ratios) of it's peer group, it passes this criteria.
1, 3, & 5 Year Tracking Error	When selecting a passive investment, the tracking error shows the investment's consistency compared to its benchmark over a given period of time. The lower the tracking error, the more consistent the passive investment is performing like its stated index. To pass, the tracking error must be in the lowest 10% of its peer group.
Assets Managed in Product	When selecting a passive investment, the assets managed in that product have an effect on trading costs. Since passive investments tend to have a far greater number of holdings and trading costs can hurt returns an investment with more assets are better able to efficiently trade securities without significantly hurting performance. To pass, a fund must have at least 500 million dollars managed within that product.

ALPHA

Measures risk-adjusted performance, factoring in the risk due to the specific manager rather than the overall market. A high value for alpha implies that the manager has performed better than would have been expected, given its beta (volatility). In contrast, a negative alpha indicates the manager has under performed, given the expectations established by beta.

WHY IT'S IMPORTANT

Alpha can be used to directly measure the value added or subtracted by a manager. Alpha depends on two factors: (1) the assumption that market risk, as measured by beta, is the only risk measure necessary, and (2) the strength of the linear relationship between the manager and the index, as it has been measured by R-Squared. In addition, a negative alpha can sometimes result from the additional expenses that are present in a manager's returns as compared to the benchmark index.

BETA

Shows the volatility of a manager as compared to the volatility of the benchmark; specifically, the performance the fund, or portfolio has experienced in a given period of time as the index moved 1% up or down. A beta above 1 is more volatile than the index, while a beta below 1 is less volatile.

WHY IT'S IMPORTANT

Beta can be used to show how sensitive a manager is to movements in the markets. It is important to note that a low beta for a manager does not necessarily imply that the manager has a low level of volatility. A low beta signifies only that the manager's market-related risk is low. (Standard deviation is a measure of a fund's absolute volatility.) R-Squared is a necessary statistic to factor into the equation because it reflects the percentage of a manager's movements that are explained by movements in its benchmark index, and thus whether it is an appropriate benchmark.

STANDARD DEVIATION

The statistical measurement of dispersion of returns spread around their historical average, or in other words, how widely a fund's or portfolio's returns varied over a certain period or time.

WHY IT'S IMPORTANT

Investors use the standard deviation of historical performance to try to predict the range of returns that are most likely for a given investment. When a fund or portfolio has a high standard deviation, the predicted range of performance is wide, implying greater volatility.

SHARPE RATIO

A risk-adjusted measure developed by William F. Sharpe, calculated using standard deviation and excess return to determine reward per unit of risk -the higher the Sharpe ratio, the better the manager's historical risk-adjusted performance.

WHY IT'S IMPORTANT

Sharpe ratio is a measure of investment efficiency expressed as the amount of return earned per unit of associated risk. It can be used to compare two managers directly on how much excess return each manager achieved for a certain level of risk.

INFORMATION RATIO

Is determined by taking the annualized excess return over a benchmark and dividing it by the standard deviation of excess return (tracking error). This measure relates the magnitude and consistency with which an investment outperformed its benchmark. The higher the information ratio, the better.

WHY IT'S IMPORTANT

The information ratio is a risk-adjusted measure, which captures excess or active returns and relates them to excess or active risk. The information ratio is used as a way to compare more-and less-aggressive managers at the same time. A convenient way to think of the information ratio is a measure of how well one was rewarded for each incremental "unit" of risk. The information ratio can be a very valuable tool in evaluating a manager's ability to add incremental value relative to incremental risk. This tool is only valuable, however, when the benchmark is carefully chosen and appropriate.

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INVESTMENT REVIEW

Community Action Partnership

For Period Ending 06/30/2018

Presented By: Tom Ming

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Market & Economic Review

For Period Ending 6/30/2018

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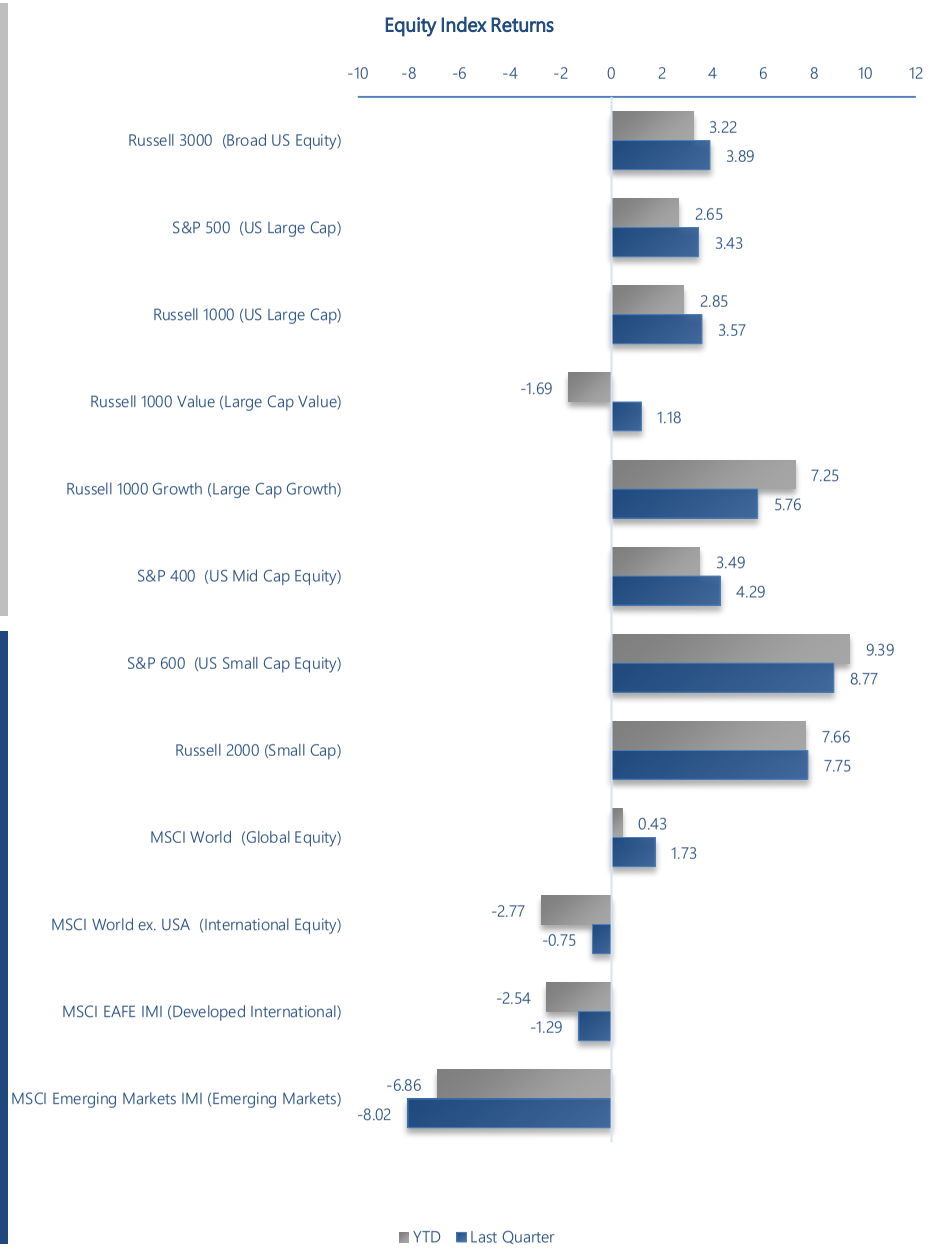
Equity Review

Domestic Equity

- S&P 500 posted a gain of 3.43% for the quarter
- Small Cap (Russell 2000) outperformed Large Cap (Russell 1000)
- Growth (Russell 1000 Growth) outperformed Value (Russell 1000 Value)
- The Consumer Discretionary, Technology, and Energy sectors were the top performing sectors in the quarter while Consumer Staples, Telecom, and Industrials posted the largest losses.
- Market volatility returned in the quarter driven primarily by rising trade tensions between the U.S., China, and it's other major trading partners.
- In the first half of 2018, the S&P had single-day moves of more than 1% 36 times. A dramatic increase relative to the 8 times it occurred in 2017, but relatively in-line with the average 68 times per year it has occurred over the last decade.

International Equity

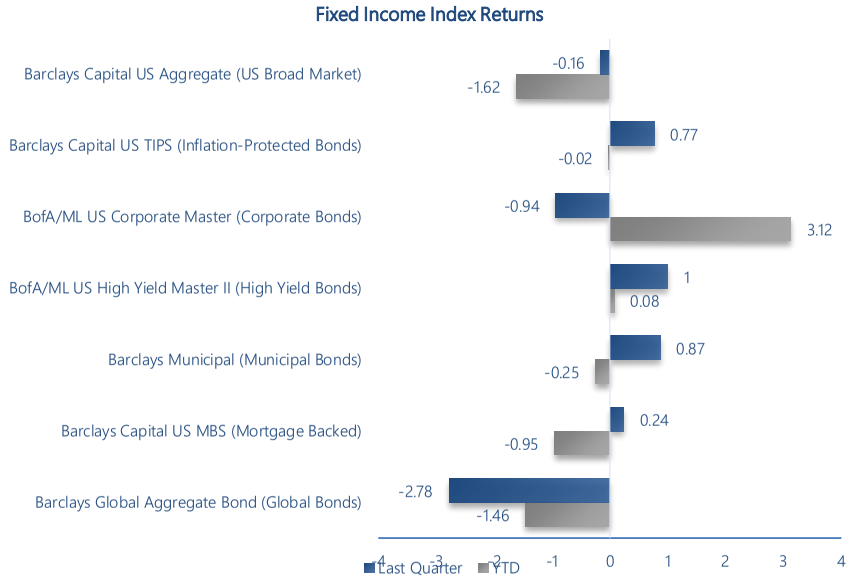
- MSCI World ex. US posted a loss of 0.75% for the quarter.
- Domestic equities outperformed international equities
- Developed market equities outperformed emerging market equities.
- European stocks advanced in the quarter but were negated (in dollar terms) by the sharp drop in the Euro against the dollar as the European Central Bank announced a longer timeline to raise interest rates than previously expected.
- Japanese equities were relatively flat in USD terms as the country's GDP declined in the quarter and markets oscillated around trade threats and action between the U.S., China, and other trading partners.
- Emerging Market equities fell 8% in the quarter as heightened global trade tensions, political uncertainty in Latin America and the strengthening U.S. dollar worried investors. Brazil was the worst performer falling 26% over central bank inaction, fiscal policy uncertainty, and a trucker strike that sent markets lower.

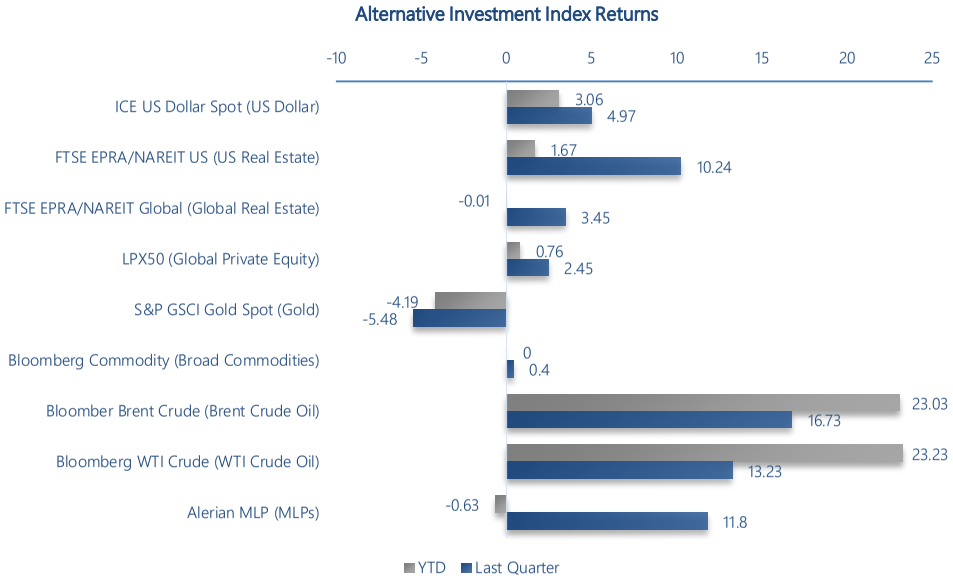


Source: Index Factsheets as of 6/30/2018 from the following index providers: MSCI Indices (www.msci.com), S&P Dow Jones Indices (www.us.spindices.com), FTSE Russell Indices (www.ftse.com).

Fixed Income

- The yield on the 10-Year Treasury ended the quarter at 2.85%
- The Treasury yield curve continued to flatten over the quarter driving speculation around the rising probability of an oncoming recession.
- In it's June meeting, the Federal Reserve voted to raise interest rates another 25 bps to a target range of 1.75% to 2.00%. It also announced it will be holding press conferences following each policy meeting.
- Global Bonds significantly underperformed during the quarter as the European Central Bank announced they would be ending their bond buying program later this year.
- Italians bonds suffered losses as political uncertainty drove volatility in the fixed income markets while bond prices in Germany rose as investor moved to more "safe-haven" assets.





Alternative Investments

- Commodities posted a 0.40% gain during the quarter.
- The US Dollar gained almost 5% during the quarter erasing losses from the previous quarter.
- Brent Crude Oil gained 16.7% for the quarter while West Texas Intermediate (WTI) Crude Oil gained 13.2%.
- US REITs outperformed Global REITS posting a 10.2% gain for the quarter compared to a 3.5% gain globally.
- Global Private Equity both gained this quarter, posting 2.5% and 11.8% returns respectively.

Source: Index Factsheets as of 6/30/2018 from the following index providers: Bloomberg Barclays Indices (www.bloomberg.com), BofA Merrill Lynch (www.bofaml.com), Intercontinental Exchange (www.theice.com), LPX Group (www.lpx-group.com), Credit Suisse (lab.credit-Suisse.com), FTSE Russell Indices (www.ftse.com). All other data was sourced from Morningstar.

Macroeconomic & Political Review

Macroeconomic Variable	Latest Data	Previous Quarter	Change
Real U.S. GDP *(% Q/Q Annualized)*	2.0% *(Q1 2018)*	2.9% *(Q4 2017)*	0.9%
Headline Inflation *(% Y/Y)*	2.9% *(June 2018)*	2.4% *(March 2018)*	0.5%
Core Inflation *(% Y/Y)*	2.3% *(June 2018)*	2.1% *(March 2018)*	0.2%
Unemployment *(%)*	4. 0% *(June 2018)*	4.1% *(March 2018)*	0.1%
Hours Worked *(Average/Week)*	34.5 *(June 2018)*	34.5 *(March 2018)*	00.0
Average Hourly Wages *($)*	$26.98 *(June 2018)*	$26.82 *(March 2018)*	$0.16
Average Price of Gas *($/Gallon - Regular)*	$2.891 *(June 2018)*	$2.591 *(March 2018)*	$0.300
Dollar/Euro *($/€)*	1.1630 *(June 2018)*	1.2320 *(March 2018)*	0.069
Yen/Dollar *(¥/$)*	109.98 *(June 2018)*	106.20 *(March 2018)*	3.78
Yuan/Dollar *(¥/$)*	6.5027 *(June 2018)*	6.2726 *(March 2018)*	0.2301
Fed Funds Rate *(% Range)*	1.75 – 2.00% *(June 2018)*	1.50 - 1.75% *(March 2018)*	0.25%
S&P 500 *(Price Level)*	2,718.37 *(June 2018)*	2,640.87 *(March 2018)*	77.50
Ten Year Treasury Yield *(%)*	2.85% *(June 2018)*	2.74% *(March 2018)*	0.11%

Macroeconomic Review

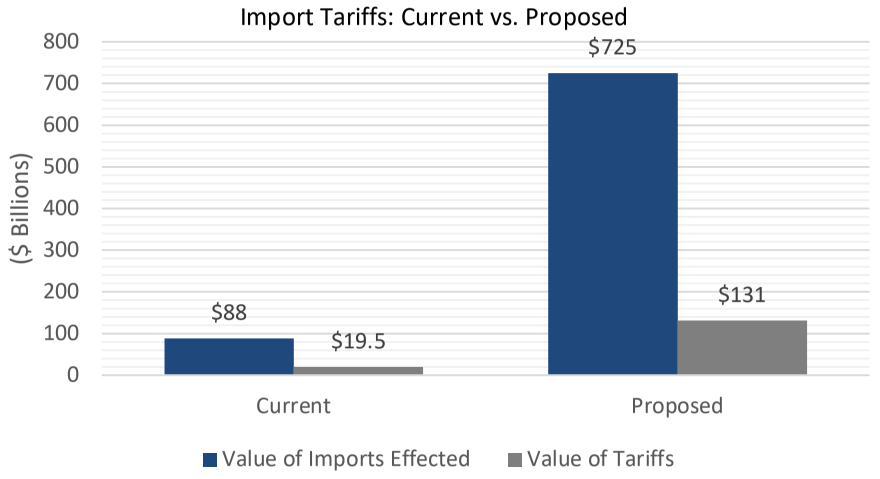
- GDP increased at an annual rate of 2.0% in Q1 compared to a 2.9% in the quarter prior.
- Headline inflation rose to 2.9% at the end of June while core inflation rose to 2.3% to end the quarter.
- The unemployment rate declined to 4.0% in June from 4.1% in March, but is up from the previous month (3.8% in May).
- The US Dollar strengthened against almost all major currencies as central bank actions and rising growth prospects fueled demand for the dollar.
- The Federal Reserve raised the Fed Funds Rates to a target range of 1.75% to 2.00% in it's second rate hike this year. The Fed increased their projected rate hikes this year to 2 additional hikes from 1.

Political Review

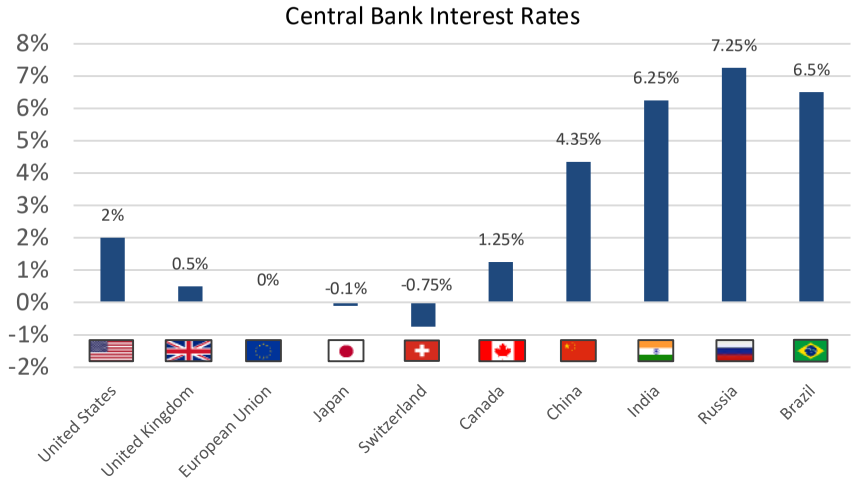
- Trade policy and tariff threats from Washington DC to China and other major trading partners was a dominant theme throughout the quarter.
- Brexit negotiations continued with progress being made over the legal text of the Withdrawal Agreement. Negotiations appear to be leaning towards a "soft" Brexit that would allow the UK to maintain a close EU relationship.
- Spain and German governments gave caution as Spain's Prime Minister lost a no-confidence vote and Germany's Chancellor struggled to keep her coalition government together.
- Political turmoil in Italy rattled European markets as the country struggled to form a firm coalition government. The initial coalition government that formed quickly readjusted over fears that they may try to leave the Euro zone.
- President Trump and Kim-Jong Un held a summit in Singapore to discuss de-escalating tensions between their respective countries. The summit concluded with an announcement that North Korea will work towards denuclearization while the U.S. will stop military exercises in the region.

Source: Bureau of Economic Analysis (www.bea.gov), Bureau of Labor Statistics (www.bls.gov), U.S. Energy Information Administration (www.eia.gov), FRED Economic Data (fred.stlouisfed.gov). Arrows depict the upwards, lateral, or downward change in direction for a given macroeconomic variable. The color of the arrow denotes the positive, neutral, or negative signal Pensionmark perceives for the change in macroeconomic variable. It is educational in nature and not designed to be taken as advice or a recommendation for any specific investment product, strategy, plan feature or other purpose in any jurisdiction. This data does not contain sufficient information for any investment decision and should not be relied upon when considering an investment strategy.

Looking Ahead



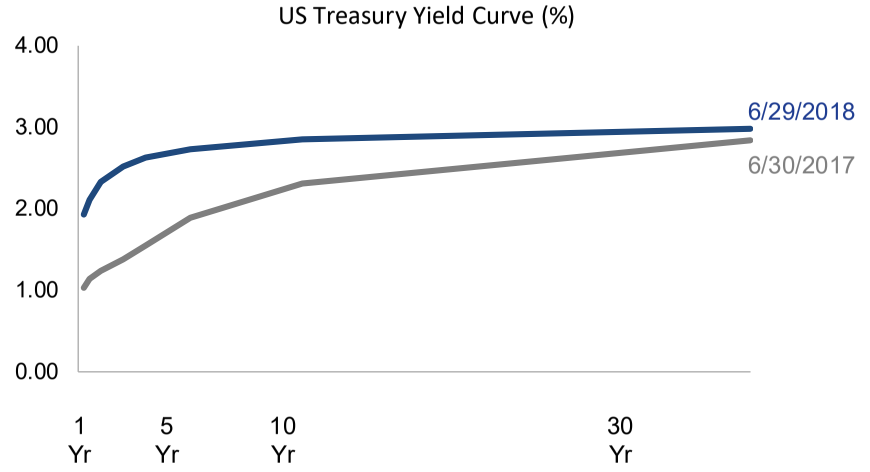
Tariffs & Trade	While the new tariffs that have been imposed by the U.S. and in retaliation to the U.S. may not account for a significant portion of total U.S. imports, the potential escalation of those tariffs may cause a more significant impact.



Central Bank Actions	As the Federal Reserve continues to raise interest rates and become a net seller of treasuries while other central banks continue to leave rates unchanged, USD demand may continue to increase; though not a trend that is likely sustainable



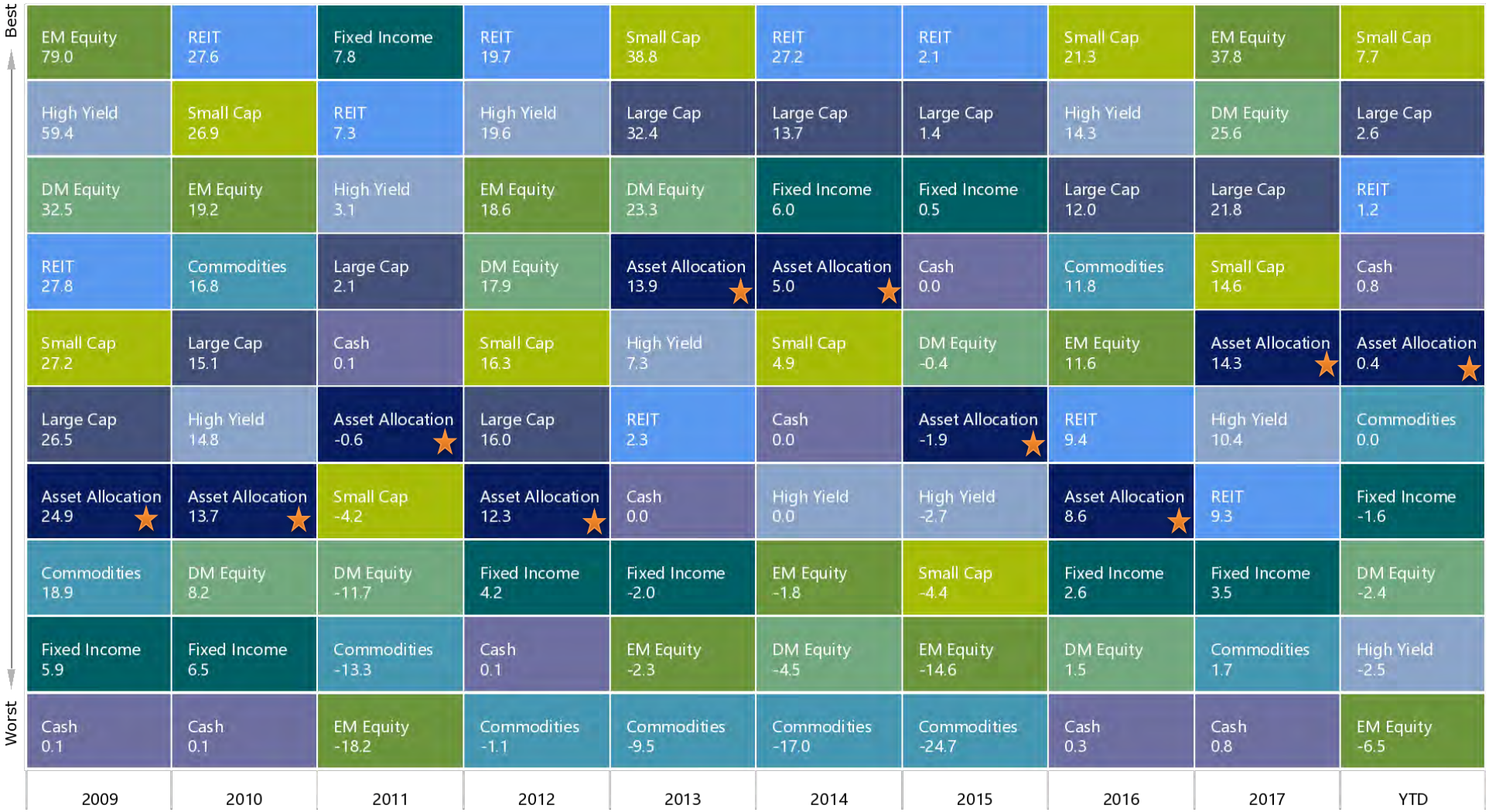
Job Market Situation	There are currently more job openings in the U.S. than available workers to fills those jobs. This will likely put upward pressure on wage growth and force companies to increase productivity to make up the difference.



Treasury Yield Curve	The Treasury Yield Curve has flattened significantly over the last 12 months. Since the Yield Curve inverting is a significant indicator of an oncoming recession, it is important to closely watch how long term yields behave relative to short term in the months ahead.

Source: United States International Trade Commission (USITC) (www.usitc.gov), Bank for International Settlements (www.bis.org), Bureau of Labor Statistics (www.bls.gov), U.S. Treasury (www.treasury.gov). This data does not contain sufficient information for any investment decision and should not be relied upon when considering an investment strategy.

The Importance of Diversification



Large Cap: S&P 500; Small Cap: Russell 2000; EM: MSCI EM; Commodities: Bloomberg Commodity; High Yield: Barclays Global High Yield; Fixed Income: Barclays US Agg Bond; DM: MSCI EAFE; Cash: Barclays US Treasury Bill 1-3 Month; REIT: FTSE NAREIT; "Asset Allocation" portfolio assumes 25% S&P 500, 10% Russell 2000, 15% MSCI EAFE, 5% MSCI EM, 25% Barclays US Agg Bond, 5% Barclays Global High Yield, 5% US Treasury Bill 1-3 Month, 5% Bloomberg Commodity, and 5% FTSE NAREIT.

Source: Morningstar Direct. This information is not intended as a solicitation or an offer to buy or sell any security or investment product. Past performance is not indicative of future returns. Information is solely intended for recipients in jurisdictions where the named advisor(s) are licensed to engage the investing public. Investments and strategies mentioned may not be suitable for all investors. The S&P 500 and other such indices are unmanaged, do not incur fees or expense, cannot be invested into directly and individual investor's results will vary. As with all investments, various risks may exist and Pensionmark Financial Group, LLC recommends you consult with your financial advisor prior to making any investment decisions.

INDEX DEFINITIONS

All indexes are unmanaged and an individual cannot invest directly in an index. Index returns do not include fees or expenses.

Equity Indexes:

The **Dow Jones Industrial Average** is a price-weighted average of 30 actively traded blue-chip U.S. stocks.

The **MSCI World Index** is a market capitalization weighted index that is designed to measure the equity market performance of developed and emerging markets.

The **MSCI World ex USA Index** is a market capitalization weighted index that is designed to measure the equity market performance of developed and emerging markets, excluding the United States.

The **MSCI EAFE Index** (Europe, Australasia, Far East) is a free float-adjusted market capitalization index that is designed to measure the equity market performance of developed markets, excluding the US & Canada.

The **MSCI Emerging Markets** Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets.

The **Russell 1000 Index®** measures the performance of the 1,000 largest companies in the Russell 3000.

The **Russell 1000 Growth Index®** measures the performance of those Russell 1000 companies with higher price-to-book ratios and higher forecasted growth values.

The **Russell 1000 Value Index®** measures the performance of those Russell 1000 companies with lower price-to-book ratios and lower forecasted growth values.

The **Russell 2000 Index®** measures the performance of the 2,000 smallest companies in the Russell 3000 Index.

The **Russell 3000 Index®** measures the performance of the 3,000 largest U.S. companies based on total market capitalization.

The **S&P 500 Index** is widely regarded as the best single gauge of the U.S. equities market. The index includes a representative sample of 500 leading companies in leading industries of the U.S. economy.

The **S&P 500 Index** focuses on the large-cap segment of the market; however, since it includes a significant portion of the total value of the market, it also represents the market.

The **S&P 400 Index** provides investors with a benchmark for mid-sized companies. The index, which is distinct from the large-cap S&P 500®, measures the performance of mid-sized companies, reflecting the distinctive risk and return characteristics of this market segment.

The **S&P 600 Index** measures the small-cap segment of the U.S. equity market. The index is designed to track companies that meet specific inclusion criteria to ensure that they are liquid and financially viable.

Fixed income:

The **Barclays US Agg Bond I**ndex measures the performance of investment grade, U.S. dollar-denominated, fixed-rate taxable bond market, including Treasuries, government-related and corporate securities, MBS (agency fixed-rate and hybrid ARM passthroughs), ABS, and CMBS. It rolls up into other Barclays flagship indices, such as the multi-currency Global Aggregate Index and the U.S. Universal Index, which includes high yield and emerging markets debt.

The **Barclays US TIPS Index** measures the performance of rules-based, market value-weighted inflation-protected securities issued by the U.S. Treasury. It is a subset of the Global Inflation-Linked Index (Series-L).

The **BofAML US Corporate Index** tracks the performance of U.S. dollar denominated investment grade corporate debt publicly issued in the US domestic market. Qualifying securities must have an investment grade rating (based on an average of Moody's, S&P and Fitch) and an investment grade rated country of risk (based on an average of Moody's, S&P and Fitch foreign currency long term sovereign debt ratings). In addition, qualifying securities must have at least one year remaining term to final maturity, a fixed coupon schedule and a minimum amount outstanding of $250 million.

The **BofAML High Yield Index** measures the performance of short-term US dollar denominated below investment grade corporate debt publicly issued in the US domestic market. Qualifying securities must have at least 18 months to final maturity at the time of issuance, at least one year remaining term to final maturity as of the rebalancing date, a fixed coupon schedule and a minimum amount outstanding of $100 million. It is capitalization-weighted.

This **Barclays Municipal Bond Index** measures the performance of the Bloomberg Barclays U.S. Municipal bond, which covers the USD-denominated Long-Term tax exempt bond market with four main sectors: state and local general obligation bonds, revenue bonds, insured bonds and pre-refunded bonds.

The **Barclays MBS Index** measures the performance of the agency mortgage-backed pass-through securities (both fixed-rate and hybrid ARM) issued by Ginnie Mae (GNMA), Fannie Mae (FNMA), and Freddie Mac (FHLMC).

The **Barclays Global Agg Bond Index** measures the performance of global investment grade fixed-rate debt markets, including the U.S. Aggregate, the Pan-European Aggregate, the Asian-Pacific Aggregate, Global Treasury, Eurodollar, Euro-Yen, Canadian, and Investment Grade 144A index-eligible securities.

INDEX DEFINITIONS

All indexes are unmanaged and an individual cannot invest directly in an index. Index returns do not include fees or expenses.

Other Asset Classes:

The **U.S. Dollar Index** is a measure of the value of the United States dollar relative to a basket of foreign currencies, often referred to as a basket of U.S. trade partners' currencies.

The **FTSE NAREIT US REITs Index** is a market capitalization-weighted index that and includes all tax-qualified real estate investment trusts (REITs) that are listed on the New York Stock Exchange, the American Stock Exchange or the NASDAQ National Market List.

The **FTSE NAREIT Global Real Estate Index** is designed to represent general trends in eligible real estate equities worldwide. Relevant activities are defined as the ownership, disposal and development of income-producing real estate. The index series now covers Global, Developed and Emerging indices, as well the UK's AIM market.

The **LPX50 Index** is a global index that consists of the 50 largest liquid listed private equity companies covered by LPX.

The **Credit Suisse Hedge Fund Index** is compiled by Credit Suisse Hedge Index LLC and CME Group Index Services LLC. It is an asset-weighted hedge fund index and includes only funds, as opposed to separate accounts. The index is calculated and rebalanced on a monthly basis, and reflects performance net of all hedge fund component performance fees and expenses.

The **S&P GSCI Gold Index**, a sub-index of the S&P GSCI, provides investors with a reliable and publicly available benchmark tracking the COMEX gold future.

The **Bloomberg Commodity Index** and related sub-indices are composed of futures contracts on physical commodities and represents twenty two separate commodities traded on U.S. exchanges, with the exception of aluminum, nickel, and zinc.

The **Alerian MLP Index** is a composite of the 50 most prominent energy Master Limited Partnerships that provides investors with an unbiased, comprehensive benchmark for this emerging asset class. The index is calculated using a float-adjusted, capitalization-weighted methodology.

Definitions:

Investing in alternative assets involves higher risks than traditional investments and is suitable only for sophisticated investors. Alternative investments involve greater risks than traditional investments and should not be deemed a complete investment program. They are not tax efficient and an investor should consult with his/her tax advisor prior to investing. Alternative investments have higher fees than traditional investments and they may also be highly leveraged and engage in speculative investment techniques, which can magnify the potential for investment loss or gain. The value of the investment may fall as well as rise and investors may get back less than they invested.

Bonds are subject to interest rate risks. Bond prices generally fall when interest rates rise.

Investments in commodities may have greater volatility than investments in traditional securities, particularly if the instruments involve leverage. The value of commodity-linked derivative instruments may be affected by changes in overall market movements, commodity index volatility, changes in interest rates, or factors affecting a particular industry or commodity, such as drought, floods, weather, livestock disease, embargoes, tariffs and international economic, political and regulatory developments. Use of leveraged commodity-linked derivatives creates an opportunity for increased return but, at the same time, creates the possibility for greater loss.

Investments in emerging markets can be more volatile. The normal risks of investing in foreign countries are heightened when investing in emerging markets. In addition, the small size of securities markets and the low trading volume may lead to a lack of liquidity, which leads to increased volatility. Also, emerging markets may not provide adequate legal protection for private or foreign investment or private property.

The price of equity securities may rise, or fall because of changes in the broad market or changes in a company's financial condition, sometimes rapidly or unpredictably. These price movements may result from factors affecting individual companies, sectors or industries, or the securities market as a whole, such as changes in economic or political conditions. Equity securities are subject to "stock market risk" meaning that stock prices in general may decline over short or extended periods of time.

International investing involves a greater degree of risk and increased volatility. Changes in currency exchange rates and differences in accounting and taxation policies outside the U.S. can raise or lower returns. Some overseas markets may not be as politically and economically stable as the United States and other nations.

There is no guarantee that the use of long and short positions will succeed in limiting an investor's exposure to domestic stock market movements, capitalization, sector swings or other risk factors. Using long and short selling strategies may have higher portfolio turnover rates. Short selling involves certain risks, including additional costs associated with covering short positions and a possibility of unlimited loss on certain short sale positions.

Real estate investments may be subject to a higher degree of market risk because of concentration in a specific industry, sector or geographical sector. Real estate investments may be subject to risks including, but not limited to, declines in the value of real estate, risks related to general and economic conditions, changes in the value of the underlying property owned by the trust and defaults by borrower.

Small-capitalization investing typically carries more risk than investing in well-established "blue-chip" companies since smaller companies generally have a higher risk of failure. Historically, smaller companies' stock has experienced a greater degree of market volatility than the average stock.

Executive Summary

Community Action Partnership

For Period Ending 06/30/2018

Investment Scoring Summary

Passing	Watch	Review	Not Scored	Total
25	0	0	1	26

Investment Additions

Investment Name	Status	Morningstar Rating
No current investment additions		

Investments on Watch

Investment Name	Status	Quarters Failing Criteria	Morningstar Rating
No investments are currently on the watch list			

Investments Targeted for Review

Investment Name	Status	Morningstar Rating
No investments are currently targeted for review		

Review : Watch : Addition :

PORTFOLIO REVIEW

Community Action Partnership

For Period Ending 06/30/2018

	Value	Blend	Growth
Large	MFS® Value R6	iShares S&P 500 Index K	TIAA-CREF Large-Cap Growth Inst
Medium	Wells Fargo Special Mid Cap Value Inst	Vanguard Mid Cap Index Admiral	MassMutual Select Mid Cap Growth I
Small	DFA US Small Cap Value I		Janus Henderson Triton T

International	
Equities	Fixed Income
Hartford International Opportunities R6 American Funds New World R6	

Asset Allocation
Putnam Dynamic Asset Allocation Bal Y
Putnam Dynamic Asset Allocation Cnsrv Y
Putnam Dynamic Asset Allocation Gr Y
BlackRock LifePath® Index Retire K
BlackRock LifePath® Index 2020 K
BlackRock LifePath® Index 2025 K
BlackRock LifePath® Index 2030 K
BlackRock LifePath® Index 2035 K
BlackRock LifePath® Index 2040 K
BlackRock LifePath® Index 2045 K
BlackRock LifePath® Index 2050 K
BlackRock LifePath® Index 2055 K
BlackRock LifePath® Index 2060 K

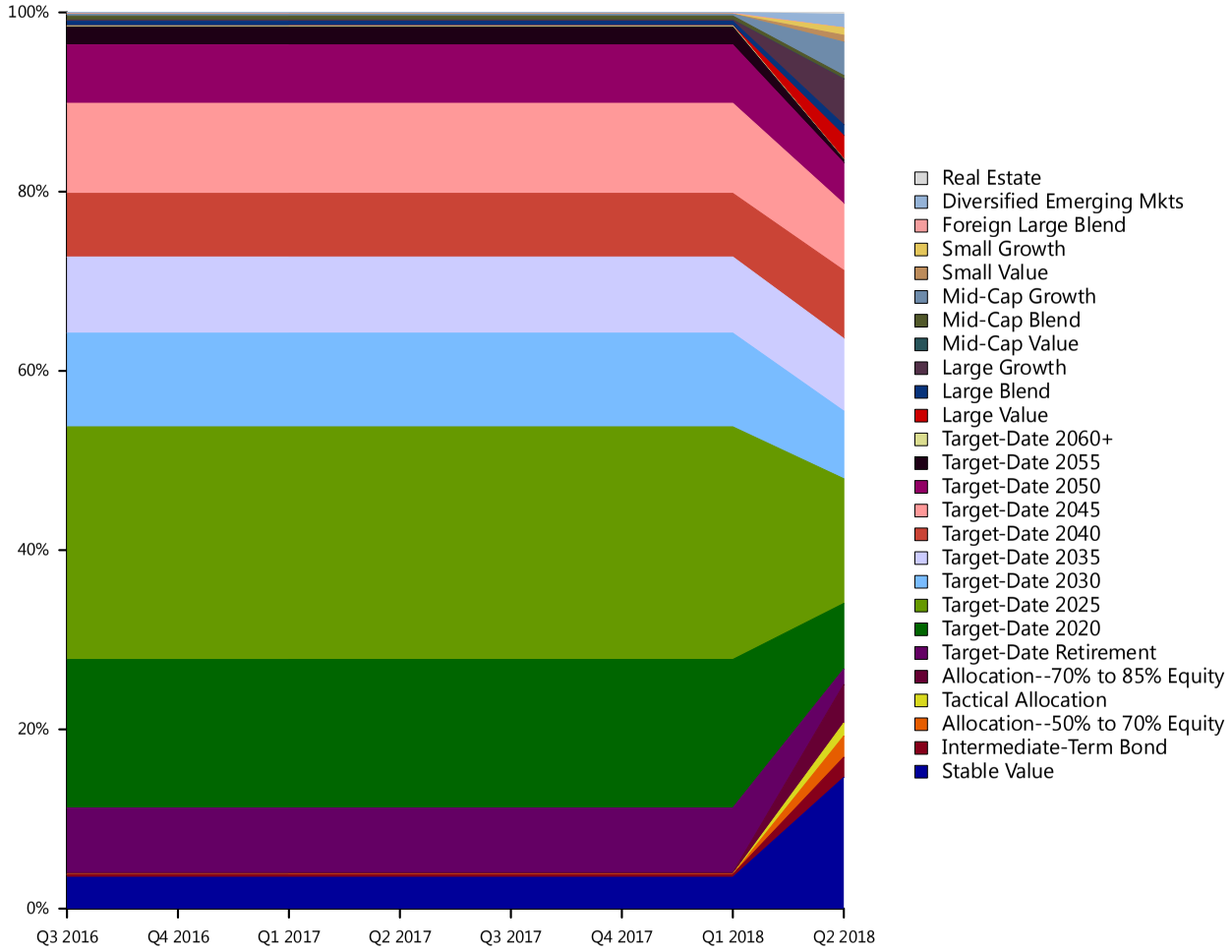
Fixed Income	Cash/Stable Value
Vanguard Total Bond Market Index Adm	The Standard Stable Asset A

Other
Principal Real Estate Securities Inst

Review : Watch : Addition :

Asset classes are defined as broad, distinct types of investments that behave similarly and are subject to most of the same market forces. When evaluating the diversification of assets in the investment portfolio, it is an important factor in assessing risk and return.

Historical Allocation



Investment Name	# of Participants	06/30/2018 Balance	% of Plan	03/31/2018 Balance	% Change
Stable Value					
The Standard Stable Asset A	89	$666,160.43	14.64%	$2,467.94	26892.57%
Intermediate-Term Bond					
Vanguard Total Bond Market Index Adm	50	$102,625.02	2.26%	$225.90	45329.40%
Allocation--50% to 70% Equity					
Putnam Dynamic Asset Allocation Bal Y	40	$107,589.42	2.36%	$0.00	0.00%
Tactical Allocation					
Putnam Dynamic Asset Allocation Cnsrv Y	16	$65,627.41	1.44%	$0.00	0.00%
Allocation--70% to 85% Equity					
Putnam Dynamic Asset Allocation Gr Y	17	$195,780.84	4.30%	$143.16	136656.66%
Target-Date Retirement					
BlackRock LifePath® Index Retire K	15	$78,818.64	1.73%	$5,085.37	1449.91%
Target-Date 2020					
BlackRock LifePath® Index 2020 K	56	$332,737.64	7.31%	$11,675.00	2750.00%
Target-Date 2025					
BlackRock LifePath® Index 2025 K	91	$632,898.70	13.91%	$18,300.92	3358.29%
Target-Date 2030					
BlackRock LifePath® Index 2030 K	89	$343,173.65	7.54%	$7,368.44	4557.34%
Target-Date 2035					
BlackRock LifePath® Index 2035 K	75	$368,231.81	8.09%	$5,991.30	6046.11%
Target-Date 2040					
BlackRock LifePath® Index 2040 K	78	$345,810.66	7.60%	$5,002.17	6813.21%

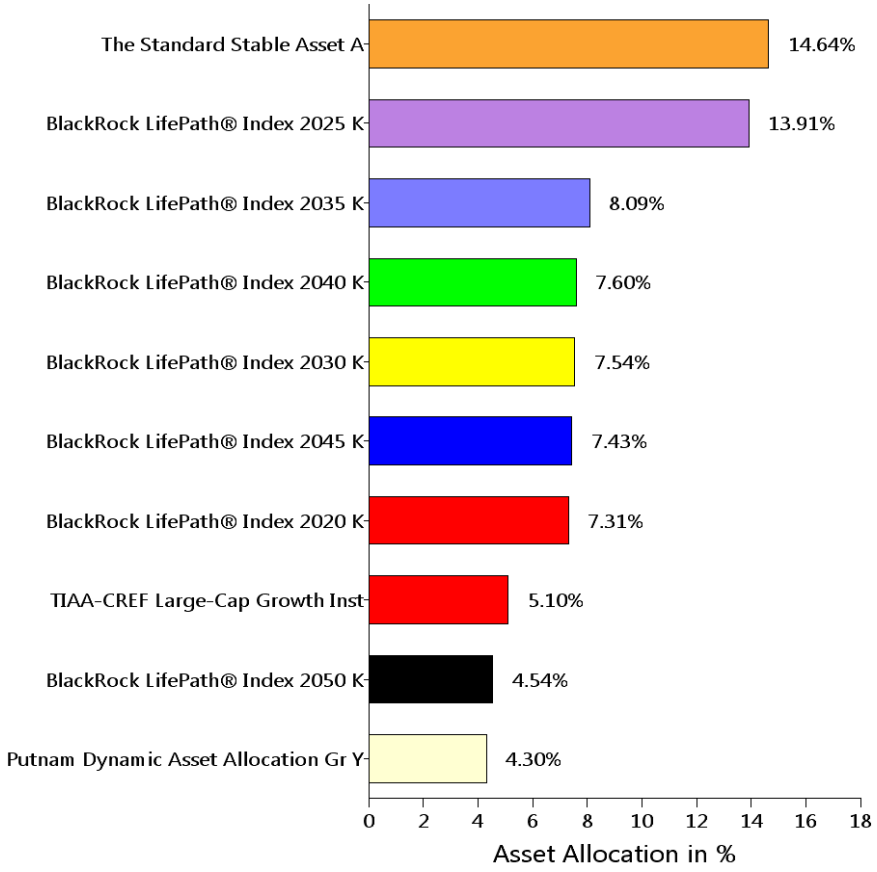
Investment Name	# of Participants	06/30/2018 Balance	% of Plan	03/31/2018 Balance	% Change
Target-Date 2045					
BlackRock LifePath® Index 2045 K	102	$338,187.87	7.43%	$7,086.48	4672.30%
Target-Date 2050					
BlackRock LifePath® Index 2050 K	81	$206,654.63	4.54%	$4,597.16	4395.27%
Target-Date 2055					
BlackRock LifePath® Index 2055 K	31	$18,897.61	0.42%	$1,413.91	1236.55%
Target-Date 2060+					
BlackRock LifePath® Index 2060 K	10	$893.15	0.02%	$79.87	1018.25%
Large Value					
MFS® Value R6	26	$119,733.93	2.63%	$0.00	0.00%
Large Blend					
iShares S&P 500 Index K	33	$54,695.89	1.20%	$362.01	15008.94%
Large Growth					
TIAA-CREF Large-Cap Growth Inst	61	$232,161.90	5.10%	$94.58	245366.17%
Mid-Cap Value					
Wells Fargo Special Mid Cap Value Inst	4	$996.65	0.02%	$0.00	0.00%
Mid-Cap Blend					
Vanguard Mid Cap Index Admiral	10	$17,459.81	0.38%	$320.72	5343.94%
Mid-Cap Growth					
MassMutual Select Mid Cap Growth I	57	$169,504.72	3.73%	$145.99	116007.08%
Small Value					
DFA US Small Cap Value I	44	$34,771.02	0.76%	$0.00	0.00%

Investment Name	# of Participants	06/30/2018 Balance	% of Plan	03/31/2018 Balance	% Change
Small Growth					
Janus Henderson Triton T	32	$37,302.92	0.82%	$0.00	0.00%
Foreign Large Blend					
Hartford International Opportunities R6	4	$80.09	0.00%	$66.09	21.18%
Diversified Emerging Mkts					
American Funds New World R6	53	$68,939.92	1.52%	$67.01	102780.05%
Real Estate					
Principal Real Estate Securities Inst	5	$9,605.17	0.21%	$0.00	0.00%
Total:		$4,549,339.50		$70,494.02	6353.51%

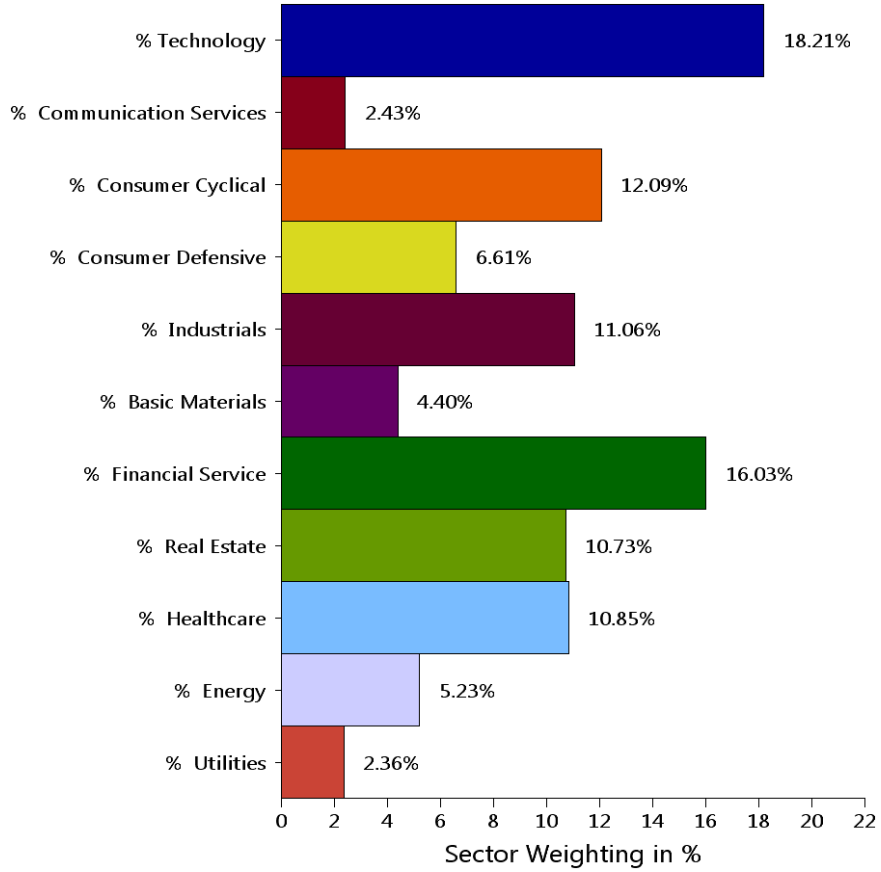
Review : Watch : Addition :

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.

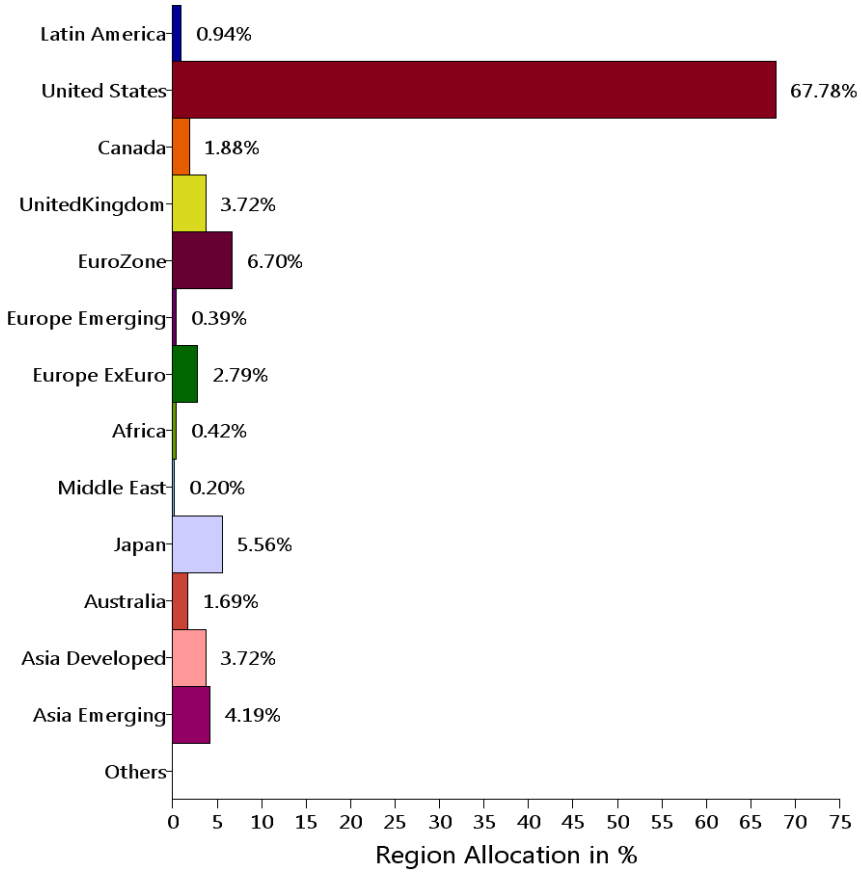
Top 10 Holdings



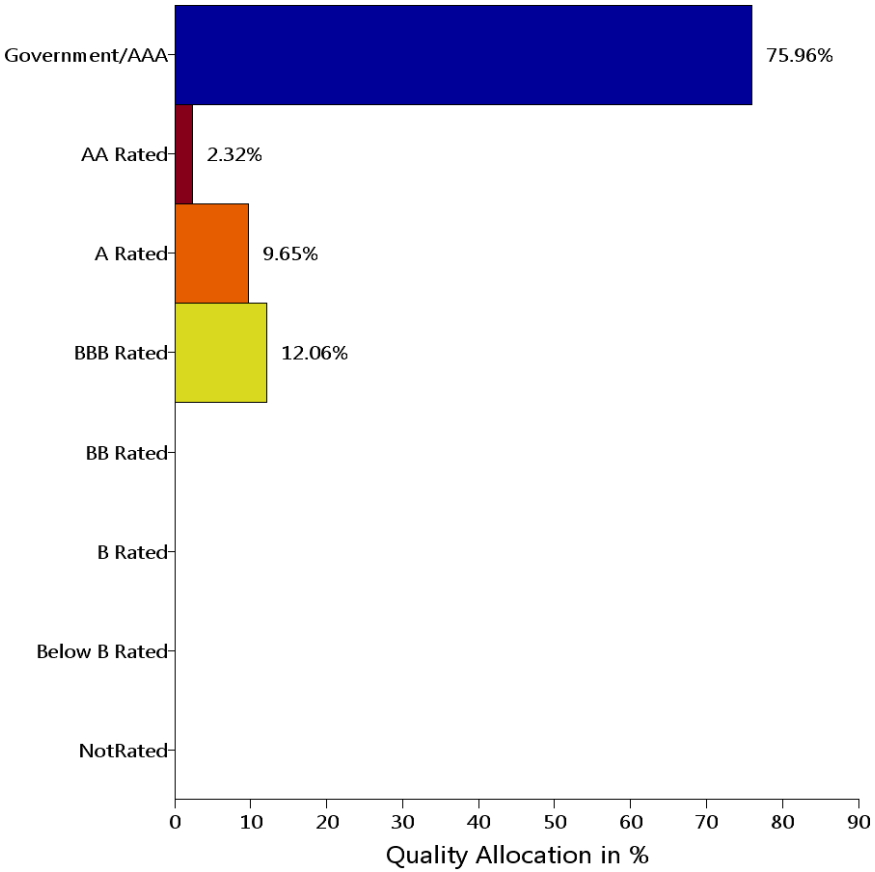
Sector Allocation



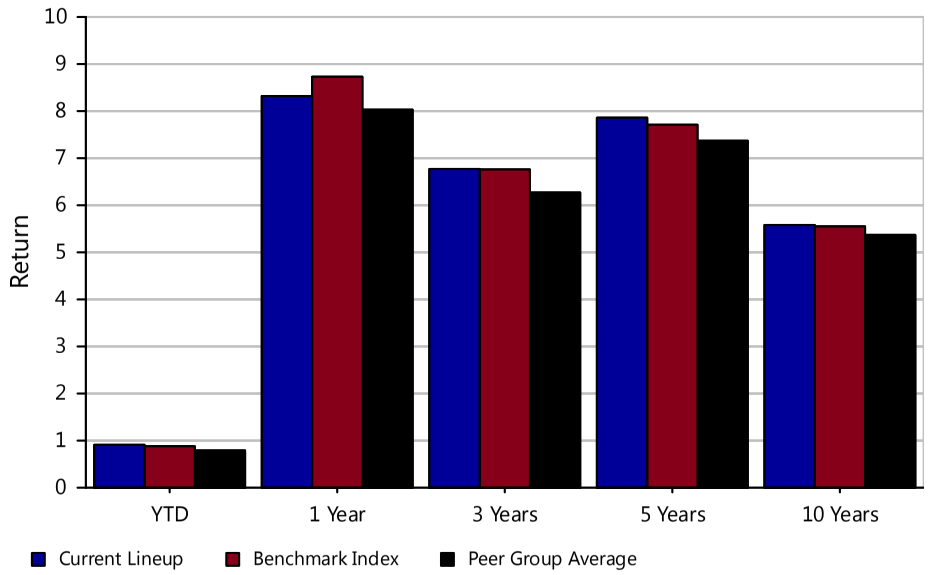
Region Allocation



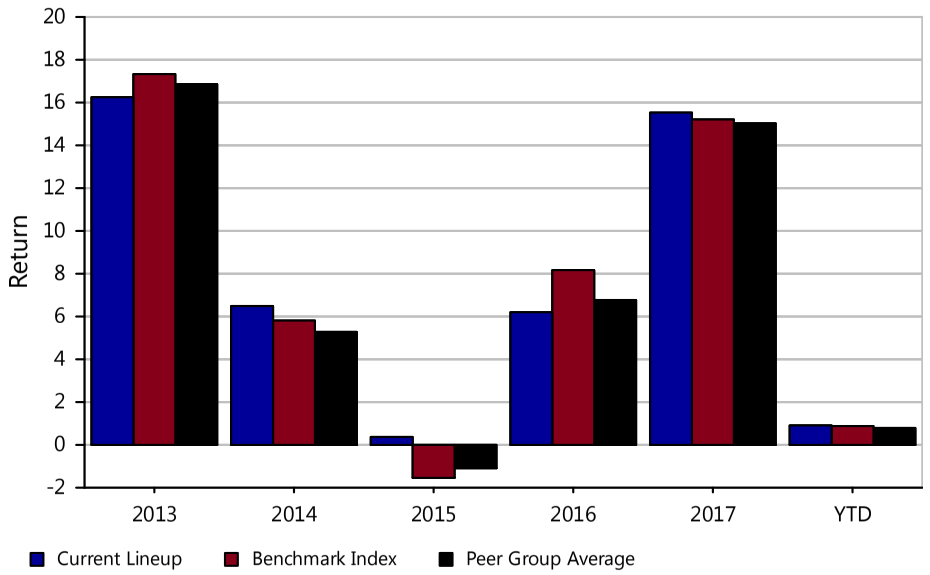
Quality Allocation



Annualized Returns



Calendar Year Returns



Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	0.91	8.32	6.77	7.86	5.58	0.25
Benchmark Index	0.88	8.73	6.76	7.71	5.55	NA
Peer Group Average	0.79	8.03	6.27	7.37	5.37	0.91

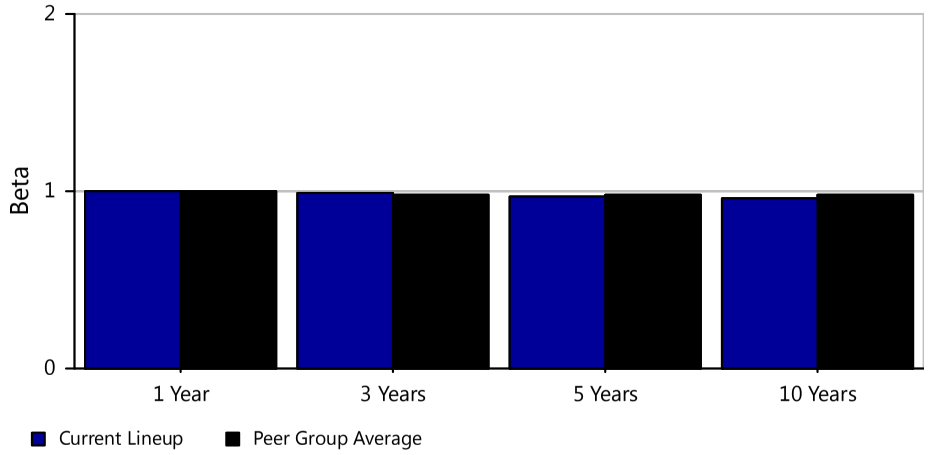
Calendar Year Returns

	2013	2014	2015	2016	2017	YTD	Net Exp.Ratio
Current Lineup	16.25	6.49	0.37	6.20	15.53	0.91	0.25
Benchmark Index	17.33	5.81	-1.54	8.17	15.21	0.88	NA
Peer Group Average	16.86	5.28	-1.09	6.77	15.03	0.79	0.91

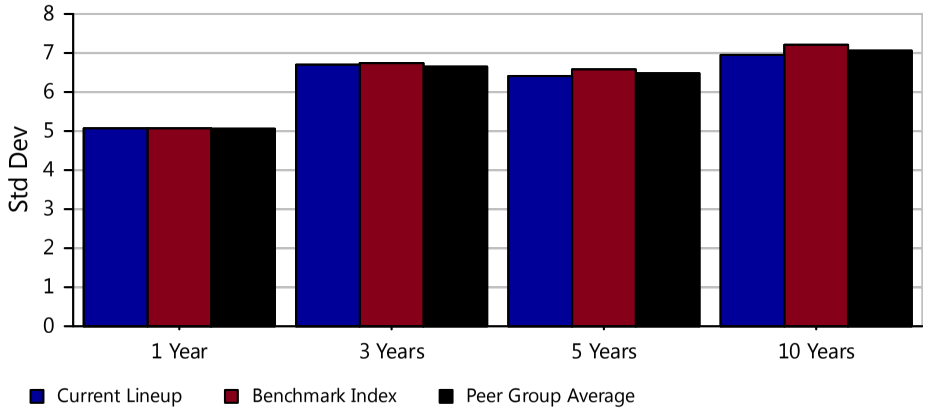
The Benchmark Index is constructed utilizing the underlying indexes of the Plan's investment options weighted in proportion to the asset allocation of the Plan. The underlying indexes are illustrated on the standardized performance pages of the report.

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please call 888-201-5488.

Annualized Beta



Annualized Standard Deviation



Trailing Beta

	1 Year	3 Years	5 Years	10 Years
Current Lineup	1.00	0.99	0.97	0.96
Peer Group Average	1.00	0.98	0.98	0.98

Trailing Standard Deviation

	1 Year	3 Years	5 Years	10 Years
Current Lineup	5.07	6.70	6.41	6.95
Benchmark Index	5.07	6.74	6.58	7.21
Peer Group Average	5.06	6.65	6.48	7.06

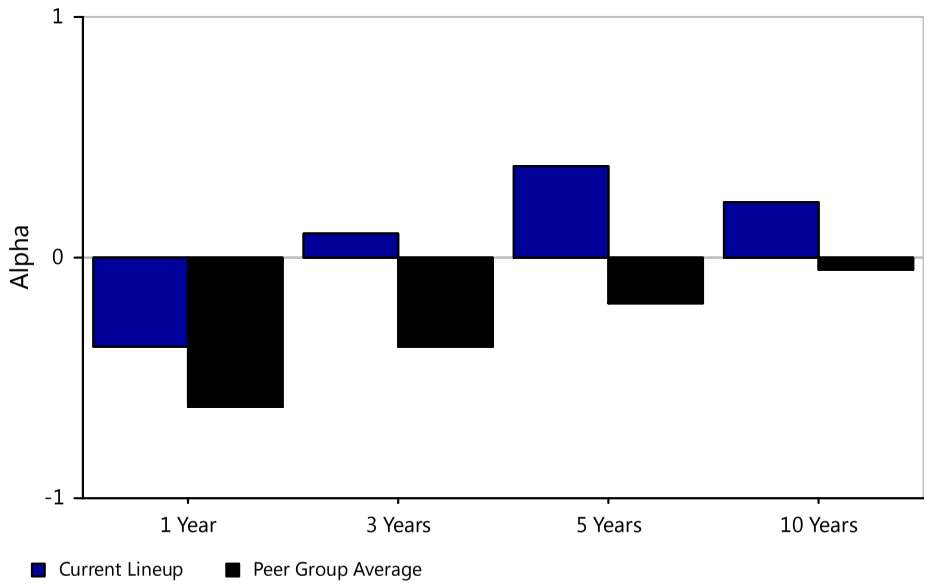
Calendar Year Beta

	2013	2014	2015	2016	2017
Current Lineup	0.97	0.90	1.00	0.96	0.93
Peer Group Average	0.98	0.97	1.00	0.95	0.93

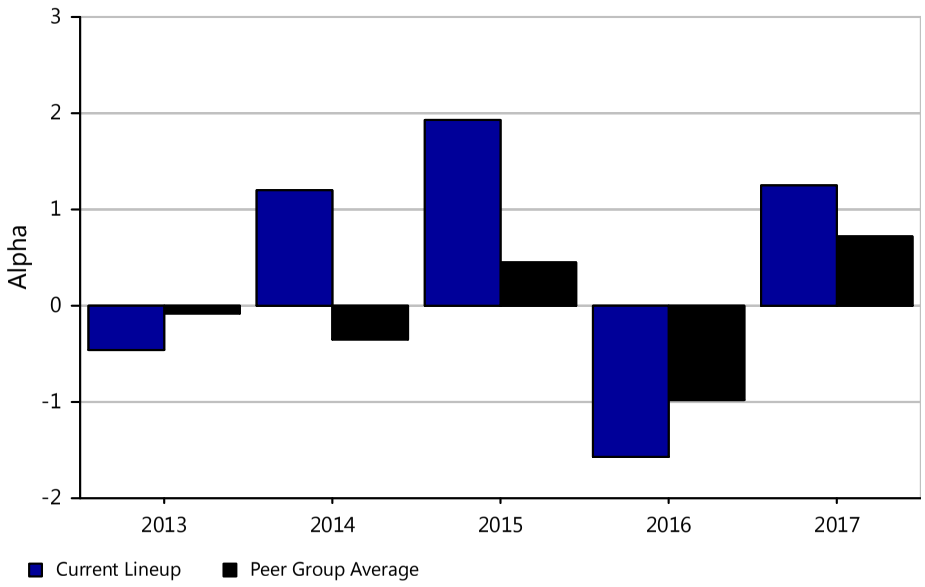
Calendar Year Standard Deviation

	2013	2014	2015	2016	2017
Current Lineup	6.07	5.79	8.35	7.42	1.82
Benchmark Index	6.20	6.38	8.24	7.66	1.92
Peer Group Average	6.08	6.24	8.25	7.35	1.82

Annualized Alpha



Calendar Year Alpha



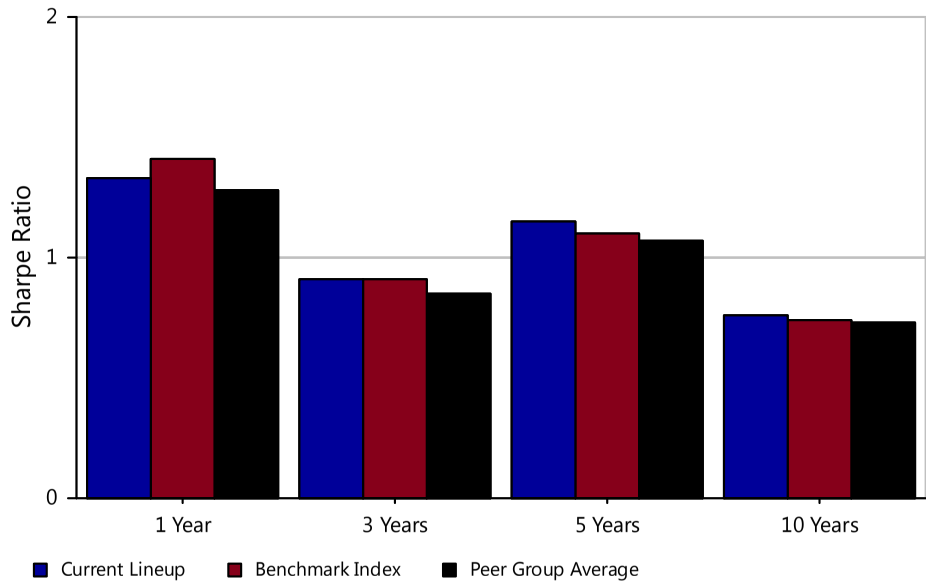
Trailing Alpha

	1 Year	3 Years	5 Years	10 Years
Current Lineup	-0.37	0.10	0.38	0.23
Peer Group Average	-0.62	-0.37	-0.19	-0.05

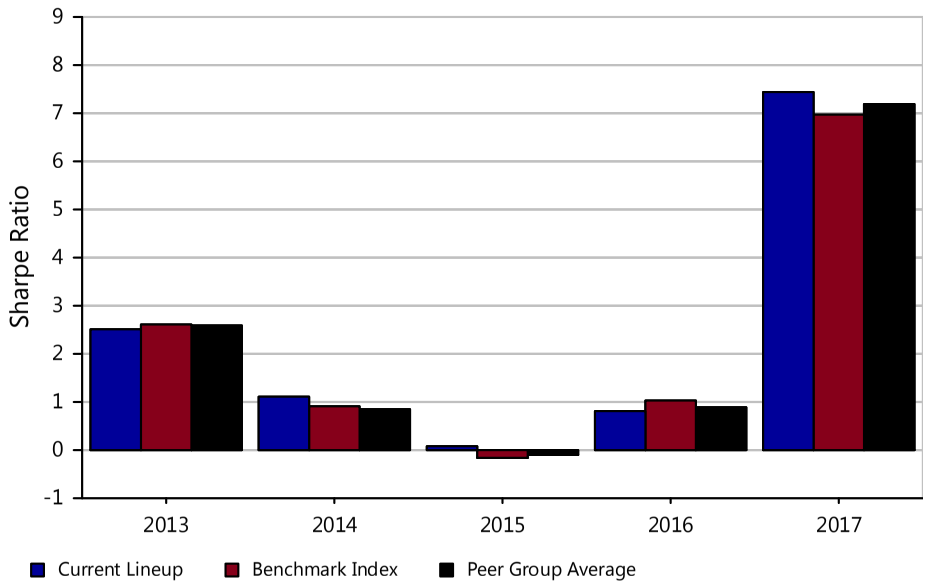
Calendar Year Alpha

	2013	2014	2015	2016	2017
Current Lineup	-0.46	1.20	1.93	-1.57	1.25
Peer Group Average	-0.08	-0.35	0.45	-0.98	0.72

Annualized Sharpe Ratio



Calendar Year Sharpe Ratio



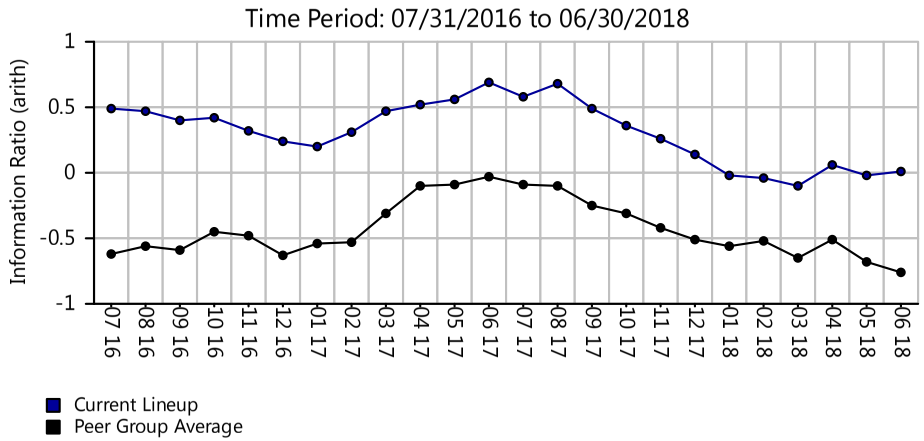
Trailing Sharpe Ratio

	1 Year	3 Years	5 Years	10 Years
Current Lineup	1.33	0.91	1.15	0.76
Benchmark Index	1.41	0.91	1.10	0.74
Peer Group Average	1.28	0.85	1.07	0.73

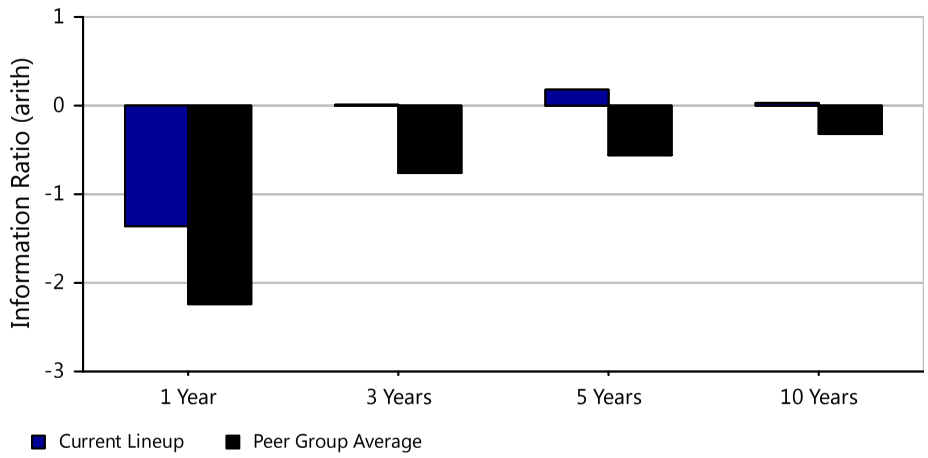
Calendar Year Sharpe Ratio

	2013	2014	2015	2016	2017
Current Lineup	2.51	1.11	0.08	0.81	7.44
Benchmark Index	2.61	0.91	-0.16	1.03	6.97
Peer Group Average	2.59	0.85	-0.10	0.89	7.19

Rolling Information Ratio(Trailing 3 Year)



Annualized Information Ratios



Rolling Information Ratio (Rolling - 3 Year)

	YTD	1 Year	3 Years	5 Years	10 Years
Current Lineup	-0.02	0.20	0.37	0.14	0.17
Peer Group Average	-0.61	-0.45	-0.39	-0.47	0.01

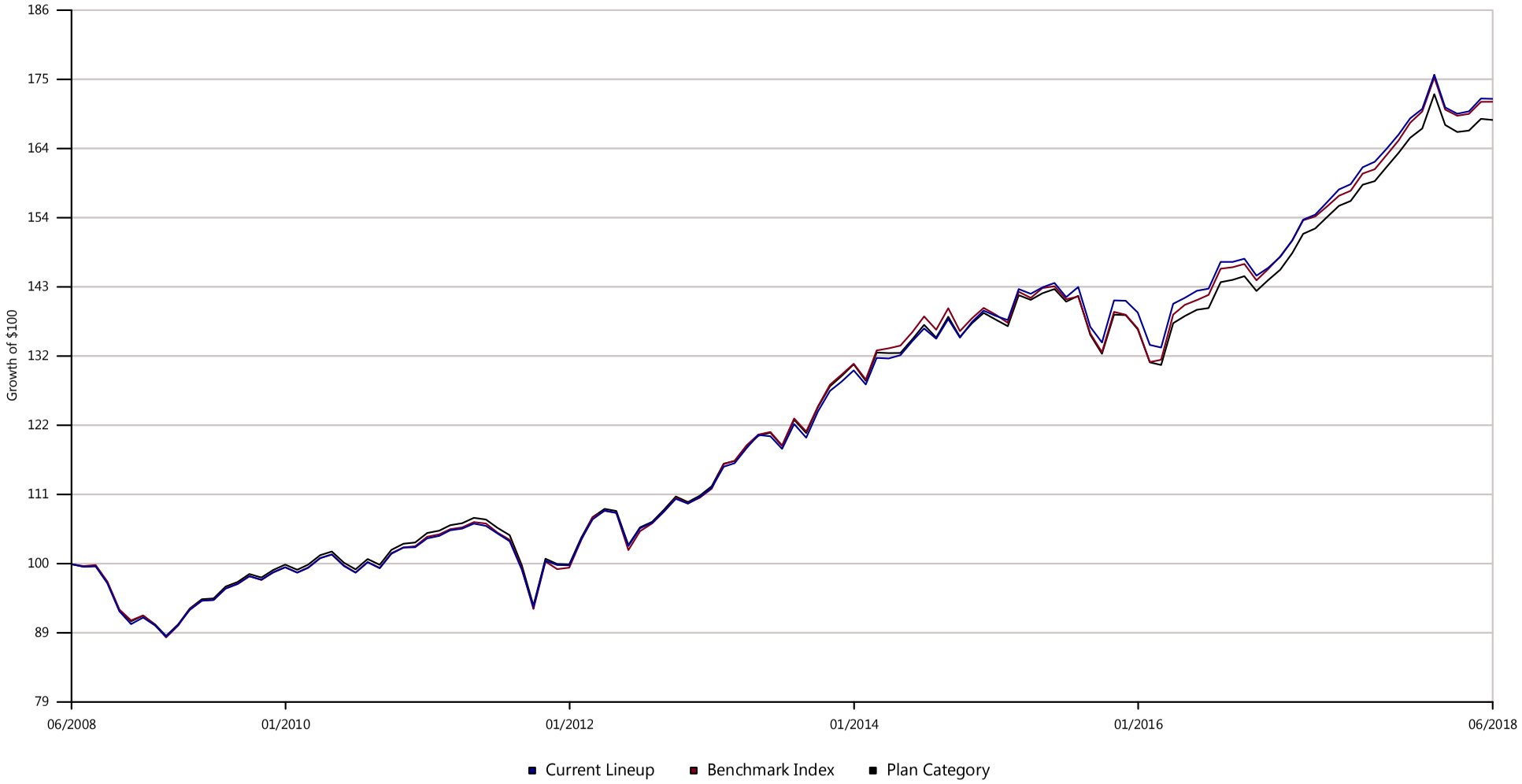
Calendar Year Information Ratio

	2013	2014	2015	2016	2017
Current Lineup	-1.25	0.74	1.69	-2.26	0.70
Peer Group Average	-1.18	-0.92	0.61	-1.65	-0.42

Trailing Information Ratio

	1 Year	3 Years	5 Years	10 Years
Current Lineup	-1.36	0.01	0.18	0.03
Peer Group Average	-2.24	-0.76	-0.56	-0.32

Time period : June 2008 - June 2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

	1 YR	3 YR	5 YR	10 YR
Current Lineup	8.32%	21.72%	46.00%	72.07%
Benchmark Index	8.73%	21.69%	44.97%	71.62%
Plan Category	8.03%	20.01%	42.70%	68.80%

Total Plan Assets	Weighted Investment Cost	Weighted Investment Expense
$4,549,339.50	$9,822.27	0.25%

Investment	#of Participants	2018-06-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Stable Value					
The Standard Stable Asset A	89	$666,160.43	14.64%	-	$0.00
Intermediate-Term Bond					
Vanguard Total Bond Market Index Adm - VBTLX	50	$102,625.02	2.26%	0.05%	$51.31
Allocation--50% to 70% Equity					
Putnam Dynamic Asset Allocation Bal Y - PABYX	40	$107,589.42	2.36%	0.74%	$796.16
Tactical Allocation					
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	16	$65,627.41	1.44%	0.77%	$505.33
Allocation--70% to 85% Equity					
Putnam Dynamic Asset Allocation Gr Y - PAGYX	17	$195,780.84	4.30%	0.84%	$1,644.56
Target-Date Retirement					
BlackRock LifePath® Index Retire K - LIRKX	15	$78,818.64	1.73%	0.11%	$86.70
Target-Date 2020					
BlackRock LifePath® Index 2020 K - LIMKX	56	$332,737.64	7.31%	0.11%	$366.01
Target-Date 2025					
BlackRock LifePath® Index 2025 K - LIBKX	91	$632,898.70	13.91%	0.11%	$696.19

Investment	#of Participants	2018-06-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Target-Date 2030					
BlackRock LifePath® Index 2030 K - LINKX	89	$343,173.65	7.54%	0.11%	$377.49
Target-Date 2035					
BlackRock LifePath® Index 2035 K - LIJKX	75	$368,231.81	8.09%	0.11%	$405.05
Target-Date 2040					
BlackRock LifePath® Index 2040 K - LIKKX	78	$345,810.66	7.60%	0.11%	$380.39
Target-Date 2045					
BlackRock LifePath® Index 2045 K - LIHKX	102	$338,187.87	7.43%	0.11%	$372.01
Target-Date 2050					
BlackRock LifePath® Index 2050 K - LIPKX	81	$206,654.63	4.54%	0.11%	$227.32
Target-Date 2055					
BlackRock LifePath® Index 2055 K - LIVKX	31	$18,897.61	0.42%	0.10%	$18.90
Target-Date 2060+					
BlackRock LifePath® Index 2060 K - LIZKX	10	$893.15	0.02%	0.11%	$0.98
Large Value					
MFS® Value R6 - MEIKX	26	$119,733.93	2.63%	0.49%	$586.70
Large Blend					
iShares S&P 500 Index K - WFSPX	33	$54,695.89	1.20%	0.04%	$21.88
Large Growth					
TIAA-CREF Large-Cap Growth Inst - TILGX	61	$232,161.90	5.10%	0.43%	$998.30

Investment	#of Participants	2018-06-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Mid-Cap Value					
Wells Fargo Special Mid Cap Value Inst - WFMIX	4	$996.65	0.02%	0.85%	$8.47
Mid-Cap Blend					
Vanguard Mid Cap Index Admiral - VIMAX	10	$17,459.81	0.38%	0.05%	$8.73
Mid-Cap Growth					
MassMutual Select Mid Cap Growth I - MEFZX	57	$169,504.72	3.73%	0.72%	$1,220.43
Small Value					
DFA US Small Cap Value I - DFSVX	44	$34,771.02	0.76%	0.52%	$180.81
Small Growth					
Janus Henderson Triton T - JATTX	32	$37,302.92	0.82%	0.92%	$343.19
Foreign Large Blend					
Hartford International Opportunities R6 - IHOVX	4	$80.09	0.00%	0.73%	$0.58
Diversified Emerging Mkts					
American Funds New World R6 - RNWGX	53	$68,939.92	1.52%	0.64%	$441.22
Real Estate					
Principal Real Estate Securities Inst - PIREX	5	$9,605.17	0.21%	0.87%	$83.56

Review : Watch : Addition :

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.

INVESTMENT REVIEW - 100 POINT

Community Action Partnership

For Period Ending 06/30/2018

Investment Scorecard | Current & Historical Scoring

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q1/18	Q4/17	Q3/17	Q2/17	Q1/17	Q4/16	Q3/16
Intermediate-Term Bond											
Vanguard Total Bond Market Index Adm - VBTLX	100	50	$102,625.02	2.26%	100	100	92	92	100	100	100
Allocation--50% to 70% Equity											
Putnam Dynamic Asset Allocation Bal Y - PABYX	93	40	$107,589.42	2.36%	90	98	96	96	96	95	94
Tactical Allocation											
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	86	16	$65,627.41	1.44%	86	89	96	98	98	98	98
Allocation--70% to 85% Equity											
Putnam Dynamic Asset Allocation Gr Y - PAGYX	96	17	$195,780.84	4.30%	96	100	96	98	96	99	96
Target-Date Retirement											
BlackRock LifePath® Index Retire K - LIRKX	96	15	$78,818.64	1.73%	94	96	96	95	95	94	96
Target-Date 2020											
BlackRock LifePath® Index 2020 K - LIMKX	85	56	$332,737.64	7.31%	76	82	86	88	90	89	91
Target-Date 2025											
BlackRock LifePath® Index 2025 K - LIBKX	88	91	$632,898.70	13.91%	76	82	84	84	84	84	90
Target-Date 2030											
BlackRock LifePath® Index 2030 K - LINKX	87	89	$343,173.65	7.54%	77	79	84	82	84	84	91
Target-Date 2035											
BlackRock LifePath® Index 2035 K - LIJKX	87	75	$368,231.81	8.09%	79	79	80	81	84	84	88
Target-Date 2040											
BlackRock LifePath® Index 2040 K - LIKKX	89	78	$345,810.66	7.60%	83	84	83	88	86	89	92
Target-Date 2045											
BlackRock LifePath® Index 2045 K - LIHKX	93	102	$338,187.87	7.43%	83	87	86	86	86	89	90

Investment Scorecard | Current & Historical Scoring

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q1/18	Q4/17	Q3/17	Q2/17	Q1/17	Q4/16	Q3/16
Target-Date 2050											
BlackRock LifePath® Index 2050 K - LIPKX	93	81	$206,654.63	4.54%	83	91	90	90	90	93	96
Target-Date 2055											
BlackRock LifePath® Index 2055 K - LIVKX	93	31	$18,897.61	0.42%	83	93	92	93	90	93	96
Target-Date 2060+											
BlackRock LifePath® Index 2060 K - LIZKX	72	10	$893.15	0.02%	68	72	63	63	63	70	70
Large Value											
MFS® Value R6 - MEIKX	78	26	$119,733.93	2.63%	91	93	93	95	94	91	94
Large Blend											
iShares S&P 500 Index K - WFSPX	100	33	$54,695.89	1.20%	100	100	100	100	100	100	100
Large Growth											
TIAA-CREF Large-Cap Growth Inst - TILGX	92	61	$232,161.90	5.10%	94	88	94	89	86	80	89
Mid-Cap Value											
Wells Fargo Special Mid Cap Value Inst - WFMIX	78	4	$996.65	0.02%	87	90	95	97	95	96	96
Mid-Cap Blend											
Vanguard Mid Cap Index Admiral - VIMAX	100	10	$17,459.81	0.38%	100	100	100	100	100	100	100
Mid-Cap Growth											
MassMutual Select Mid Cap Growth I - MEFZX	90	57	$169,504.72	3.73%	97	97	97	97	99	97	97
Small Value											
DFA US Small Cap Value I - DFSVX	76	44	$34,771.02	0.76%	75	72	72	76	79	77	76
Small Growth											
Janus Henderson Triton T - JATTX	91	32	$37,302.92	0.82%	90	90	89	88	86	89	90

INVESTMENT SCORECARD | CURRENT & HISTORICAL SCORING

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q1/18	Q4/17	Q3/17	Q2/17	Q1/17	Q4/16	Q3/16
Foreign Large Blend											
Hartford International Opportunities R6 - IHOVX	85	4	$80.09	0.00%	91	88	90	92	95	95	93
Diversified Emerging Mkts											
American Funds New World R6 - RNWGX	98	53	$68,939.92	1.52%	92	92	94	92	93	92	94
Real Estate											
Principal Real Estate Securities Inst - PIREX	96	5	$9,605.17	0.21%	96	94	92	91	91	94	95

Review : Watch : Addition :

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Allocation--50% to 70% Equity												
Putnam Dynamic Asset Allocation Bal Y - PABYX	93	8.11% (23)	6.55% (28)	8.81% (10)	0.86 (31)	1.24 (12)	-0.41 (32)	0.03 (9)	16.08 (12)	0.74% (23)	3.24 (15)	1.03 (17)
DJ US Moderate TR USD		8.87%	7.32%	8.76%	1.06	1.30	-	-	-	-	-	-
Morningstar Allocation--50% to 70% Equity		6.58%	5.60%	6.86%	0.75	0.98	-0.66	-0.69	9.23	1.14%	5.53	0.88
Tactical Allocation												
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	86	3.83% (71)	4.09% (57)	5.91% (40)	0.83 (18)	1.33 (2)	-0.88 (76)	-0.36 (46)	16.08 (3)	0.77% (6)	2.27 (1)	1.37 (8)
Morningstar Mod Tgt Risk TR USD		6.92%	6.41%	6.92%	0.93	1.07	-	-	-	-	-	-
Morningstar Tactical Allocation		6.16%	4.13%	4.83%	0.51	0.63	-0.52	-0.49	6.35	1.59%	8.49	0.91
Allocation--70% to 85% Equity												
Putnam Dynamic Asset Allocation Gr Y - PAGYX	96	10.77% (16)	7.98% (17)	10.33% (5)	0.82 (32)	1.14 (9)	0.06 (14)	0.65 (3)	16.08 (9)	0.84% (24)	4.25 (10)	1.05 (9)
DJ Moderately Aggressive TR USD		10.37%	7.87%	9.06%	0.85	1.05	-	-	-	-	-	-
Morningstar Allocation--70% to 85% Equity		8.47%	6.41%	8.00%	0.70	0.92	-0.52	-0.40	8.46	1.24%	7.01	0.93
Large Value												
MFS® Value R6 - MEIKX	78	4.13% (95)	8.48% (51)	10.78% (30)	0.78 (44)	1.02 (31)	0.09 (48)	0.18 (26)	16.41 (16)	0.49% (13)	10.55 (61)	1.05 (34)
Russell 1000 Value TR USD		6.77%	8.26%	10.34%	0.76	1.00	-	-	-	-	-	-
Morningstar Large Value		9.04%	8.35%	9.94%	0.75	0.94	-0.01	-0.16	9.26	0.96%	9.93	1.02
Large Growth												
TIAA-CREF Large-Cap Growth Inst - TILGX	92	27.49% (13)	15.05% (19)	17.58% (11)	1.14 (26)	1.40 (16)	0.02 (19)	0.35 (9)	12.25 (35)	0.43% (7)	8.16 (33)	0.95 (32)
Russell 1000 Growth TR USD		22.51%	14.98%	16.36%	1.26	1.47	-	-	-	-	-	-
Morningstar Large Growth		20.57%	12.17%	14.36%	0.98	1.22	-0.80	-0.61	10.10	1.07%	10.86	0.89

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Mid-Cap Value												
Wells Fargo Special Mid Cap Value Inst - WFMIX	78	4.68% (90)	7.68% (57)	11.32% (28)	0.74 (40)	1.07 (16)	-0.37 (63)	0.02 (28)	9.41 (36)	0.85% (31)	9.89 (29)	1.05 (19)
Russell Mid Cap Value TR USD		7.60%	8.80%	11.27%	0.79	1.06	-	-	-	-	-	-
Morningstar Mid-Cap Value		8.86%	7.99%	10.12%	0.68	0.89	-0.26	-0.32	8.22	1.08%	13.24	0.94
Mid-Cap Growth												
MassMutual Select Mid Cap Growth I - MEFZX	90	13.96% (80)	10.65% (37)	14.58% (15)	0.94 (28)	1.29 (8)	-0.04 (38)	0.51 (5)	18.08 (11)	0.72% (12)	10.62 (43)	1.11 (12)
Russell Mid Cap Growth TR USD		18.52%	10.73%	13.37%	0.92	1.17	-	-	-	-	-	-
Morningstar Mid-Cap Growth		18.06%	9.68%	12.31%	0.79	1.02	-0.37	-0.36	10.12	1.18%	12.62	0.95
Small Value												
DFA US Small Cap Value I - DFSVX	76	15.01% (22)	9.18% (53)	10.80% (41)	0.61 (63)	0.74 (55)	-0.81 (75)	-0.14 (43)	6.33 (61)	0.52% (7)	3.70 (13)	0.98 (61)
Russell 2000 Value TR USD		13.10%	11.22%	11.18%	0.77	0.80	-	-	-	-	-	-
Morningstar Small Value		12.44%	9.13%	9.87%	0.64	0.73	-0.47	-0.22	9.63	1.23%	9.09	1.00
Small Growth												
Janus Henderson Triton T - JATTX	91	22.59% (46)	13.15% (20)	15.69% (12)	1.04 (12)	1.27 (3)	0.61 (18)	0.46 (10)	5.08 (68)	0.92% (23)	14.63 (79)	1.30 (5)
Russell 2000 Growth TR USD		21.86%	10.60%	13.65%	0.72	0.93	-	-	-	-	-	-
Morningstar Small Growth		22.68%	11.07%	12.78%	0.79	0.92	0.09	-0.15	9.74	1.24%	10.49	1.04
Foreign Large Blend												
Hartford International Opportunities R6 - IHOVX	85	5.34% (67)	5.11% (36)	6.90% (21)	0.44 (36)	0.63 (17)	0.06 (37)	0.14 (22)	11.50 (20)	0.73% (29)	7.70 (70)	1.07 (20)
MSCI EAFE NR USD		6.84%	4.90%	6.44%	0.40	0.56	-	-	-	-	-	-
Morningstar Foreign Large Blend		6.08%	4.56%	5.92%	0.39	0.53	-0.08	-0.14	7.32	1.00%	6.35	1.01

INVESTMENT SCORECARD | CRITERIA DATA

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Diversified Emerging Mkts												
American Funds New World R6 - RNWGX	98	10.45% (17)	7.46% (13)	6.71% (9)	0.62 (2)	0.61 (1)	0.27 (19)	0.24 (16)	19.00 (3)	0.64% (10)	8.40 (42)	1.26 (1)
MSCI EM NR USD		8.20%	5.60%	5.01%	0.38	0.37	-	-	-	-	-	-
Morningstar Diversified Emerging Mkts		6.08%	4.74%	4.03%	0.33	0.32	-0.17	-0.20	6.52	1.33%	10.06	0.98
Real Estate												
Principal Real Estate Securities Inst - PIREX	96	6.18% (7)	8.82% (12)	9.64% (2)	0.68 (14)	0.72 (9)	0.42 (9)	0.61 (1)	17.50 (18)	0.87% (32)	38.17 (35)	1.11 (12)
DJ US Select REIT TR USD		4.23%	7.71%	8.29%	0.57	0.61	-	-	-	-	-	-
Morningstar Real Estate		3.40%	7.23%	7.71%	0.58	0.62	-0.33	-0.37	10.78	1.11%	37.95	1.09

Review : Watch : Addition :

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please call 888-201-5488.

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Index Funds

Investment Name	IPS Score	Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
Intermediate-Term Bond									
Vanguard Total Bond Market Index Adm - VBTLX	100	0.25% (7)	0.26% (6)	0.26% (5)	0.05% (3)	$198,044,896,093	-0.48% (52)	1.72% (46)	2.25% (46)
BBgBarc US Agg Float Adj TR USD		-	-	-	-	-	-0.45%	1.74%	2.26%
Morningstar Intermediate-Term Bond		0.75%	1.05%	1.03%	0.75%	-	-	-	-
Large Blend									
iShares S&P 500 Index K - WFSPX	100	0.02% (2)	0.02% (2)	0.02% (2)	0.04% (3)	$15,028,217,958	14.39% (27)	11.92% (11)	13.40% (11)
S&P 500 TR USD		-	-	-	-	-	14.37%	11.93%	13.42%
Morningstar Large Blend		2.38%	2.72%	2.50%	0.90%	-	-	-	-
Mid-Cap Blend									
Vanguard Mid Cap Index Admiral - VIMAX	100	0.01% (2)	0.02% (2)	0.02% (2)	0.05% (2)	$97,856,808,109	12.14% (48)	9.26% (43)	12.35% (20)
CRSP US Mid Cap TR USD		-	-	-	-	-	12.12%	9.25%	12.35%
Morningstar Mid-Cap Blend		4.09%	4.70%	4.28%	1.01%	-	-	-	-

Review : Watch : Addition :

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please call 888-201-5488.

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.

Target Date Funds

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date Retirement												
BlackRock LifePath® Index Retire K - LIRKX	96	4.74% (16)	4.80% (10)	5.55% (7)	4.41 (39)	0.95 (12)	1.19 (5)	0.64 (6)	1.00 (3)	7.08 (61)	0.11% (3)	1.08 (18)
Morningstar Lifetime Mod Incm TR USD		4.97%	4.14%	4.55%	-	0.94	1.09	-	-	-	-	-
Morningstar Target-Date Retirement		3.50%	3.66%	4.26%	4.94	0.77	0.99	-0.36	-0.16	7.65	0.79%	0.98
Target-Date 2020												
BlackRock LifePath® Index 2020 K - LIMKX	85	5.55% (57)	5.33% (43)	6.35% (50)	5.54 (12)	0.88 (21)	1.12 (16)	-0.36 (56)	-0.18 (53)	7.08 (51)	0.11% (2)	1.06 (21)
Morningstar Lifetime Mod 2020 TR USD		6.54%	5.65%	6.51%	-	0.90	1.09	-	-	-	-	-
Morningstar Target-Date 2020		5.65%	5.07%	6.07%	6.98	0.79	1.01	-0.33	-0.24	7.03	0.81%	1.00
Target-Date 2025												
BlackRock LifePath® Index 2025 K - LIBKX	88	6.75% (56)	6.21% (36)	7.19% (47)	6.71 (16)	0.88 (17)	1.10 (15)	-0.07 (41)	-0.14 (49)	7.08 (42)	0.11% (3)	1.05 (14)
Morningstar Lifetime Mod 2025 TR USD		7.45%	6.28%	7.33%	-	0.88	1.07	-	-	-	-	-
Morningstar Target-Date 2025		6.79%	5.83%	6.94%	8.37	0.79	1.00	-0.27	-0.22	6.42	0.79%	0.98
Target-Date 2030												
BlackRock LifePath® Index 2030 K - LINKX	87	7.92% (51)	6.92% (35)	7.90% (45)	7.95 (6)	0.86 (26)	1.06 (16)	-0.09 (37)	-0.26 (46)	7.08 (50)	0.11% (2)	1.04 (17)
Morningstar Lifetime Mod 2030 TR USD		8.64%	7.02%	8.20%	-	0.86	1.05	-	-	-	-	-
Morningstar Target-Date 2030		7.88%	6.48%	7.64%	9.47	0.79	0.99	-0.31	-0.30	6.98	0.83%	0.98
Target-Date 2035												
BlackRock LifePath® Index 2035 K - LIJKX	87	8.92% (55)	7.61% (31)	8.54% (42)	8.98 (5)	0.85 (27)	1.04 (22)	-0.07 (31)	-0.27 (41)	7.08 (41)	0.11% (3)	1.04 (22)
Morningstar Lifetime Mod 2035 TR USD		9.81%	7.70%	8.91%	-	0.84	1.03	-	-	-	-	-

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Morningstar Target-Date 2035		8.94%	7.13%	8.36%	10.70	0.79	0.98	-0.35	-0.31	6.37	0.80%	0.99
Target-Date 2040												
BlackRock LifePath® Index 2040 K - LIKKX	89	9.86% (42)	8.22% (20)	9.14% (37)	10.01 (9)	0.84 (26)	1.02 (36)	0.06 (20)	-0.11 (37)	7.08 (50)	0.11% (2)	1.03 (31)
Morningstar Lifetime Mod 2040 TR USD		10.62%	8.14%	9.30%	-	0.84	1.01	-	-	-	-	-
Morningstar Target-Date 2040		9.56%	7.46%	8.73%	11.19	0.79	0.98	-0.39	-0.29	6.98	0.84%	1.00
Target-Date 2045												
BlackRock LifePath® Index 2045 K - LIHKX	93	10.52% (37)	8.64% (13)	9.59% (25)	10.51 (16)	0.85 (30)	1.02 (32)	0.22 (15)	0.13 (25)	7.08 (41)	0.11% (3)	1.06 (25)
Morningstar Lifetime Mod 2045 TR USD		10.96%	8.31%	9.39%	-	0.83	0.99	-	-	-	-	-
Morningstar Target-Date 2045		10.12%	7.79%	9.06%	11.78	0.79	0.97	-0.32	-0.18	6.32	0.81%	1.01
Target-Date 2050												
BlackRock LifePath® Index 2050 K - LIPKX	93	10.72% (36)	8.76% (9)	9.85% (22)	10.65 (15)	0.85 (31)	1.03 (33)	0.31 (9)	0.35 (22)	7.08 (49)	0.11% (2)	1.07 (30)
Morningstar Lifetime Mod 2050 TR USD		11.00%	8.30%	9.35%	-	0.82	0.98	-	-	-	-	-
Morningstar Target-Date 2050		10.22%	7.83%	9.15%	11.73	0.79	0.98	-0.26	-0.08	6.51	0.85%	1.03
Target-Date 2055												
BlackRock LifePath® Index 2055 K - LIVKX	93	10.75% (40)	8.79% (11)	10.04% (22)	10.63 (16)	0.85 (30)	1.03 (30)	0.34 (11)	0.52 (23)	7.08 (23)	0.10% (2)	1.08 (27)
Morningstar Lifetime Mod 2055 TR USD		10.98%	8.26%	9.27%	-	0.81	0.97	-	-	-	-	-
Morningstar Target-Date 2055		10.47%	7.97%	9.38%	11.71	0.79	0.99	-0.17	0.07	4.79	0.82%	1.04
Target-Date 2060+												
BlackRock LifePath® Index 2060 K - LIZKX	72	10.80% (43)	-	-	-	-	-	-	-	2.33 (47)	0.11% (3)	-
Morningstar Lifetime Mod 2060 TR USD		10.93%	8.19%	9.19%	-	0.80	0.96	-	-	-	-	-

INVESTMENT SCORECARD | CRITERIA DATA

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Morningstar Target-Date 2060+		10.64%	8.29%	9.65%	11.59	0.83	1.02	0.04	0.36	2.29	0.82%	1.08

Review : Watch : Addition :

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Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Allocation--50% to 70% Equity												
Putnam Dynamic Asset Allocation Bal Y - PABYX	93	6	6.4	10	6.4	10	6.4	10	10	10	10	8
Tactical Allocation												
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	86	3.6	4.8	8	8	10	3.2	8	10	10	10	10
Allocation--70% to 85% Equity												
Putnam Dynamic Asset Allocation Gr Y - PAGYX	96	6	8	10	6.4	10	8	10	10	10	10	8
Large Value												
MFS® Value R6 - MEIKX	78	2.4	4.8	8	6.4	8	6.4	8	10	10	6	8
Large Growth												
TIAA-CREF Large-Cap Growth Inst - TILGX	92	6	8	10	6.4	10	8	10	10	10	8	6
Mid-Cap Value												
Wells Fargo Special Mid Cap Value Inst - WFMIX	78	2.4	4.8	8	6.4	10	4.8	8	10	8	8	8
Mid-Cap Growth												
MassMutual Select Mid Cap Growth I - MEFZX	90	2.4	6.4	10	6.4	10	6.4	10	10	10	8	10
Small Value												
DFA US Small Cap Value I - DFSVX	76	6	4.8	8	4.8	6	4.8	8	8	10	10	6
Small Growth												
Janus Henderson Triton T - JATTX	91	4.8	8	10	8	10	8	10	8	10	4	10
Foreign Large Blend												
Hartford International Opportunities R6 - IHOVX	85	3.6	6.4	10	6.4	10	6.4	10	10	8	6	8

INVESTMENT SCORECARD | CRITERIA SCORING

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Diversified Emerging Mkts												
American Funds New World R6 - RNWGX	98	6	8	10	8	10	8	10	10	10	8	10
Real Estate												
Principal Real Estate Securities Inst - PIREX	96	6	8	10	8	10	8	10	10	8	8	10

Review : Watch : Addition :

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Index Funds

Investment Name	IPS Score	Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
Intermediate-Term Bond									
Vanguard Total Bond Market Index Adm - VBTLX	100	8	10	12	30	10	8	10	12
Large Blend									
iShares S&P 500 Index K - WFSPX	100	8	10	12	30	10	8	10	12
Mid-Cap Blend									
Vanguard Mid Cap Index Admiral - VIMAX	100	8	10	12	30	10	8	10	12

Review : Watch : Addition :

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Target Date Funds

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date Retirement												
BlackRock LifePath® Index Retire K - LIRKX	96	6	8	10	8	8	10	8	10	10	10	8
Target-Date 2020												
BlackRock LifePath® Index 2020 K - LIMKX	85	3.6	6.4	8	10	8	10	4.8	6	10	10	8
Target-Date 2025												
BlackRock LifePath® Index 2025 K - LIBKX	88	3.6	6.4	8	10	8	10	6.4	8	10	10	8
Target-Date 2030												
BlackRock LifePath® Index 2030 K - LINKX	87	3.6	6.4	8	10	6.4	10	6.4	8	10	10	8
Target-Date 2035												
BlackRock LifePath® Index 2035 K - LIJKX	87	3.6	6.4	8	10	6.4	10	6.4	8	10	10	8
Target-Date 2040												
BlackRock LifePath® Index 2040 K - LIKKX	89	4.8	8	8	10	6.4	8	8	8	10	10	8
Target-Date 2045												
BlackRock LifePath® Index 2045 K - LIHKX	93	4.8	8	10	10	6.4	8	8	10	10	10	8
Target-Date 2050												
BlackRock LifePath® Index 2050 K - LIPKX	93	4.8	8	10	10	6.4	8	8	10	10	10	8
Target-Date 2055												
BlackRock LifePath® Index 2055 K - LIVKX	93	4.8	8	10	10	6.4	8	8	10	10	10	8

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date 2060+												
BlackRock LifePath® Index 2060 K - LIZKX	72	4.8	-	-	-	-	-	-	-	4	10	-

Review : Watch : Addition :

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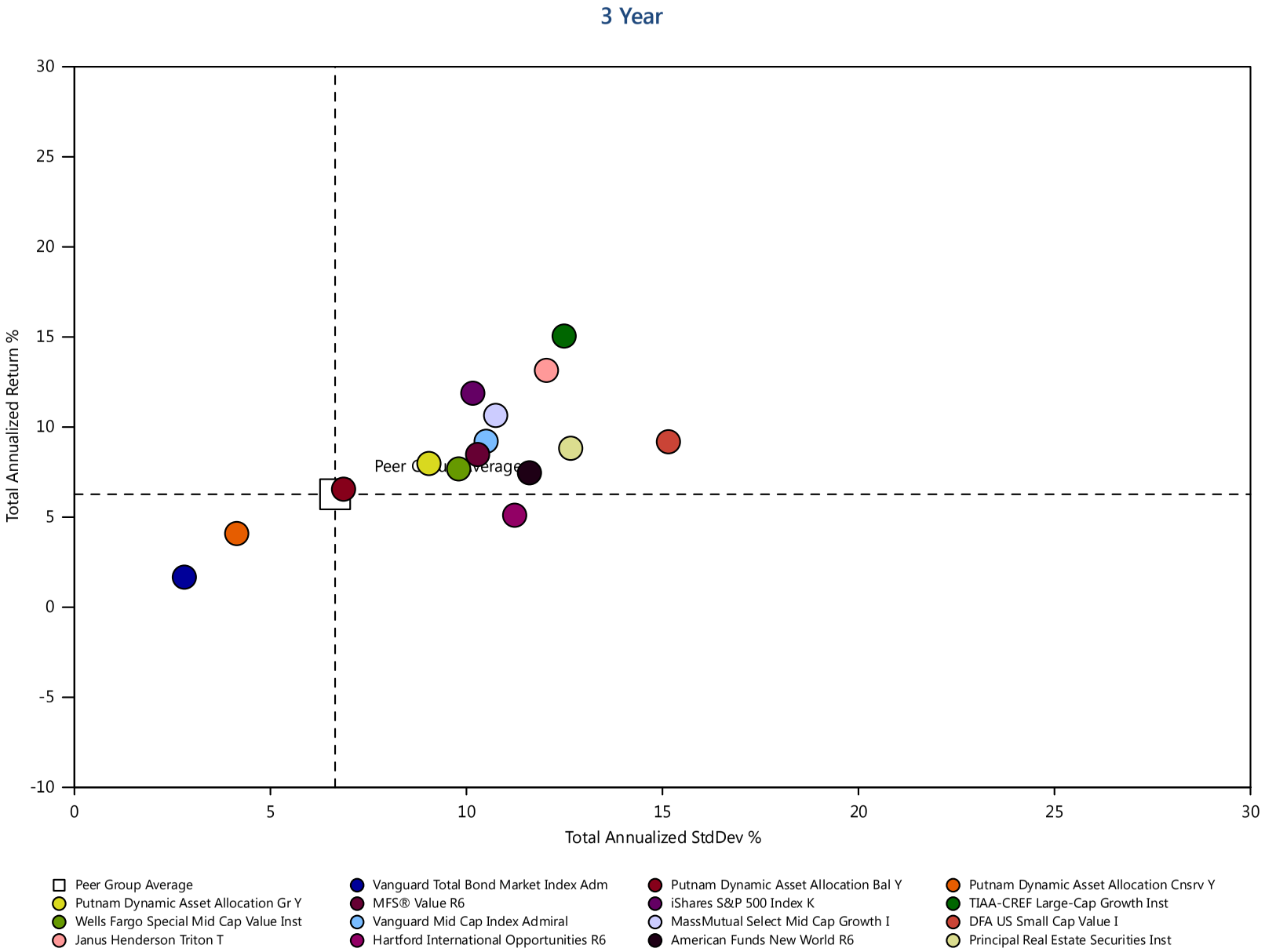
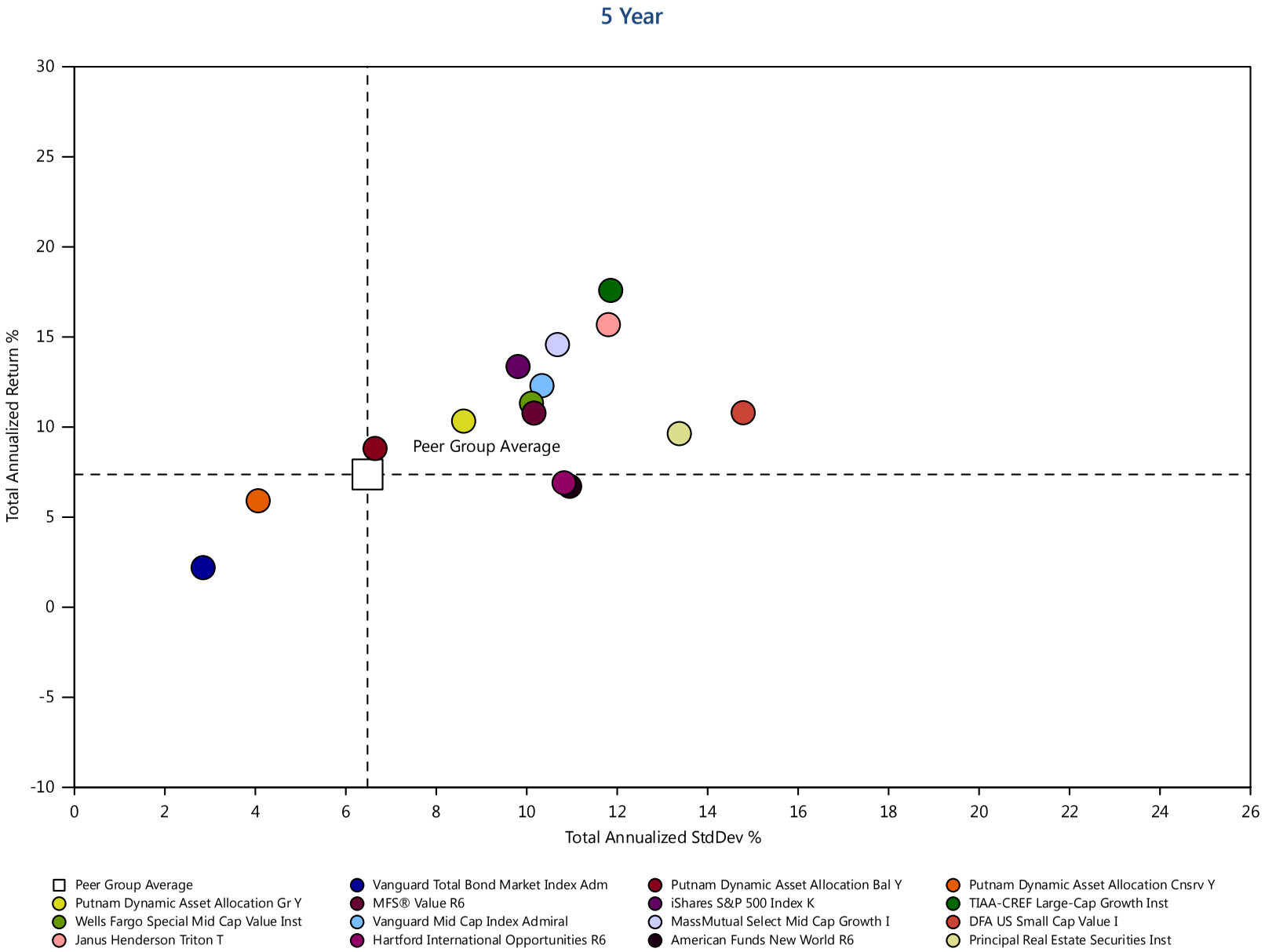

3 Year
Total Annualized Return %
Total Annualized StdDev %
30
25
20
15
10
5
0
-5
-10
0
5
10
15
20
25
30
Peer Group Average
Putnam Dynamic Asset Allocation Gr Y
Wells Fargo Special Mid Cap Value Inst
Janus Henderson Triton T
Vanguard Total Bond Market Index Adm
MFS® Value R6
Vanguard Mid Cap Index Admiral
Hartford International Opportunities R6
Putnam Dynamic Asset Allocation Bal Y
iShares S&P 500 Index K
MassMutual Select Mid Cap Growth I
American Funds New World R6
Putnam Dynamic Asset Allocation Cnsrv Y
TIAA-CREF Large-Cap Growth Inst
DFA US Small Cap Value I
Principal Real Estate Securities Inst


5 Year
Total Annualized Return %
Total Annualized StdDev %
Peer Group Average
30
25
20
15
10
5
0
-5
-10
0
2
4
6
8
10
12
14
16
18
20
22
24
26
Peer Group Average
Putnam Dynamic Asset Allocation Gr Y
Wells Fargo Special Mid Cap Value Inst
Janus Henderson Triton T
Vanguard Total Bond Market Index Adm
MFS® Value R6
Vanguard Mid Cap Index Admiral
Hartford International Opportunities R6
Putnam Dynamic Asset Allocation Bal Y
iShares S&P 500 Index K
MassMutual Select Mid Cap Growth I
American Funds New World R6
Putnam Dynamic Asset Allocation Cnsrv Y
TIAA-CREF Large-Cap Growth Inst
DFA US Small Cap Value I
Principal Real Estate Securities Inst

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Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2017	2016	2015	2014	2013
Stable Value													
The Standard Stable Asset A	-	-	-	-	-	-	-	-	-	-	-	-	-
USTREAS T-Bill Sec Mkt 3 Mon	*0.42%*	*0.73%*	*1.20%*	*0.57%*	*0.36%*	*-*	*-*	*-*	*0.71%*	*0.25%*	*0.03%*	*0.04%*	*0.07%*
Morningstar US SA Stable Value	*0.42%*	*0.76%*	*1.62%*	*1.54%*	*1.45%*	*2.03%*	*-*	*-*	*1.58%*	*1.46%*	*1.40%*	*1.28%*	*1.41%*
Intermediate-Term Bond													
Vanguard Total Bond Market Index Adm	(0.17%)	(1.64%)	(0.53%)	1.67%	2.20%	3.66%	5.87%	12/11/1986	3.56%	2.60%	0.40%	5.89%	(2.15%)
BBgBarc US Agg Float Adj TR USD	*(0.20%)*	*(1.67%)*	*(0.45%)*	*1.74%*	*2.26%*	*-*	*-*	*-*	*3.63%*	*2.75%*	*0.44%*	*5.85%*	*(1.97%)*
Morningstar Intermediate-Term Bond	*(0.24%)*	*(1.55%)*	*(0.36%)*	*1.69%*	*2.21%*	*3.89%*	*-*	*-*	*3.75%*	*3.23%*	*(0.14%)*	*5.19%*	*(1.42%)*
Allocation--50% to 70% Equity													
Putnam Dynamic Asset Allocation Bal Y	1.88%	(0.09%)	8.11%	6.55%	8.81%	7.51%	7.41%	02/07/1994	15.44%	6.99%	0.55%	9.70%	19.24%
DJ US Moderate TR USD	*2.33%*	*1.91%*	*8.87%*	*7.32%*	*8.76%*	*8.20%*	*-*	*-*	*13.12%*	*9.26%*	*(0.13%)*	*9.08%*	*19.56%*
Morningstar Allocation--50% to 70% Equity	*1.16%*	*(0.11%)*	*6.58%*	*5.60%*	*6.86%*	*6.27%*	*-*	*-*	*13.35%*	*7.57%*	*(2.18%)*	*6.22%*	*16.84%*
Tactical Allocation													
Putnam Dynamic Asset Allocation Cnsrv Y	0.97%	(1.21%)	3.83%	4.09%	5.91%	5.90%	6.10%	02/07/1994	10.04%	4.84%	0.51%	8.55%	9.76%
Morningstar Mod Tgt Risk TR USD	*0.56%*	*(0.31%)*	*6.92%*	*6.41%*	*6.92%*	*6.28%*	*-*	*-*	*14.66%*	*8.57%*	*(1.79%)*	*4.89%*	*14.31%*
Morningstar Tactical Allocation	*0.63%*	*(0.86%)*	*6.16%*	*4.13%*	*4.83%*	*4.29%*	*-*	*-*	*13.09%*	*6.10%*	*(4.91%)*	*3.58%*	*11.05%*
Allocation--70% to 85% Equity													
Putnam Dynamic Asset Allocation Gr Y	1.71%	0.17%	10.77%	7.98%	10.33%	7.93%	8.18%	02/08/1994	20.08%	8.14%	(0.06%)	9.26%	25.13%
DJ Moderately Aggressive TR USD	*1.02%*	*0.94%*	*10.37%*	*7.87%*	*9.06%*	*7.35%*	*-*	*-*	*19.08%*	*9.31%*	*(1.89%)*	*5.90%*	*20.73%*

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Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2017	2016	2015	2014	2013
Morningstar Allocation--70% to 85% Equity	*1.64%*	*0.45%*	*8.47%*	*6.41%*	*8.00%*	*6.28%*	-	-	*16.02%*	*8.11%*	*(2.81%)*	*5.66%*	*21.73%*
Target-Date Retirement													
BlackRock LifePath® Index Retire K	0.72%	(0.28%)	4.74%	4.80%	5.55%	-	5.29%	05/31/2011	10.75%	5.82%	(0.31%)	5.78%	7.72%
Morningstar Lifetime Mod Incm TR USD	*0.75%*	*0.40%*	*4.97%*	*4.14%*	*4.55%*	-	-	-	*8.55%*	*5.98%*	*(1.30%)*	*4.09%*	*6.45%*
Morningstar Target-Date Retirement	*0.34%*	*(0.60%)*	*3.50%*	*3.66%*	*4.26%*	*4.45%*	-	-	*8.74%*	*5.20%*	*(1.25%)*	*4.33%*	*6.26%*
Target-Date 2020													
BlackRock LifePath® Index 2020 K	0.74%	(0.31%)	5.55%	5.33%	6.35%	-	5.92%	05/31/2011	12.34%	6.32%	(0.42%)	6.15%	11.36%
Morningstar Lifetime Mod 2020 TR USD	*0.77%*	*(0.07%)*	*6.54%*	*5.65%*	*6.51%*	-	-	-	*12.79%*	*7.66%*	*(1.88%)*	*5.87%*	*12.98%*
Morningstar Target-Date 2020	*0.54%*	*(0.25%)*	*5.65%*	*5.07%*	*6.07%*	*5.33%*	-	-	*12.48%*	*6.36%*	*(1.26%)*	*5.10%*	*12.45%*
Target-Date 2025													
BlackRock LifePath® Index 2025 K	0.90%	(0.05%)	6.75%	6.21%	7.19%	-	6.55%	05/31/2011	14.43%	6.87%	(0.45%)	6.47%	13.48%
Morningstar Lifetime Mod 2025 TR USD	*0.87%*	*(0.01%)*	*7.45%*	*6.28%*	*7.33%*	-	-	-	*14.54%*	*8.39%*	*(2.06%)*	*6.04%*	*16.28%*
Morningstar Target-Date 2025	*0.64%*	*(0.10%)*	*6.79%*	*5.83%*	*6.94%*	*5.91%*	-	-	*14.65%*	*6.90%*	*(1.40%)*	*5.30%*	*15.73%*
Target-Date 2030													
BlackRock LifePath® Index 2030 K	1.15%	0.12%	7.92%	6.92%	7.90%	-	7.09%	05/31/2011	16.36%	7.29%	(0.50%)	6.64%	15.40%
Morningstar Lifetime Mod 2030 TR USD	*1.01%*	*0.15%*	*8.64%*	*7.02%*	*8.20%*	-	-	-	*16.59%*	*9.26%*	*(2.30%)*	*6.01%*	*19.64%*
Morningstar Target-Date 2030	*0.78%*	*0.04%*	*7.88%*	*6.48%*	*7.64%*	*6.06%*	-	-	*16.56%*	*7.39%*	*(1.53%)*	*5.43%*	*17.32%*
Target-Date 2035													
BlackRock LifePath® Index 2035 K	1.30%	0.21%	8.92%	7.61%	8.54%	-	7.58%	05/31/2011	18.29%	7.74%	(0.56%)	6.82%	17.02%

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Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2017	2016	2015	2014	2013
Morningstar Lifetime Mod 2035 TR USD	*1.16%*	*0.33%*	*9.81%*	*7.70%*	*8.91%*	-	-	-	*18.52%*	*10.07%*	*(2.58%)*	*5.80%*	*22.03%*
Morningstar Target-Date 2035	*0.86%*	*0.26%*	*8.94%*	*7.13%*	*8.36%*	*6.55%*	-	-	*18.43%*	*7.72%*	*(1.66%)*	*5.43%*	*20.25%*
Target-Date 2040													
BlackRock LifePath® Index 2040 K	1.45%	0.37%	9.86%	8.22%	9.14%	-	8.04%	05/31/2011	19.95%	8.10%	(0.56%)	6.90%	18.66%
Morningstar Lifetime Mod 2040 TR USD	*1.23%*	*0.43%*	*10.62%*	*8.14%*	*9.30%*	-	-	-	*19.87%*	*10.61%*	*(2.83%)*	*5.51%*	*23.05%*
Morningstar Target-Date 2040	*0.95%*	*0.30%*	*9.56%*	*7.46%*	*8.73%*	*6.57%*	-	-	*19.52%*	*7.98%*	*(1.71%)*	*5.62%*	*20.74%*
Target-Date 2045													
BlackRock LifePath® Index 2045 K	1.50%	0.49%	10.52%	8.64%	9.59%	-	8.35%	05/31/2011	21.07%	8.28%	(0.64%)	7.10%	20.32%
Morningstar Lifetime Mod 2045 TR USD	*1.22%*	*0.42%*	*10.96%*	*8.31%*	*9.39%*	-	-	-	*20.53%*	*10.84%*	*(3.03%)*	*5.25%*	*23.07%*
Morningstar Target-Date 2045	*0.98%*	*0.45%*	*10.12%*	*7.79%*	*9.06%*	*6.78%*	-	-	*20.50%*	*8.11%*	*(1.74%)*	*5.52%*	*22.27%*
Target-Date 2050													
BlackRock LifePath® Index 2050 K	1.55%	0.49%	10.72%	8.76%	9.85%	-	8.56%	05/31/2011	21.43%	8.41%	(0.67%)	7.28%	21.61%
Morningstar Lifetime Mod 2050 TR USD	*1.15%*	*0.36%*	*11.00%*	*8.30%*	*9.35%*	-	-	-	*20.78%*	*10.89%*	*(3.19%)*	*5.00%*	*22.83%*
Morningstar Target-Date 2050	*0.99%*	*0.38%*	*10.22%*	*7.83%*	*9.15%*	*6.82%*	-	-	*20.67%*	*8.22%*	*(1.74%)*	*5.70%*	*21.81%*
Target-Date 2055													
BlackRock LifePath® Index 2055 K	1.61%	0.49%	10.75%	8.79%	10.04%	-	8.73%	05/31/2011	21.51%	8.38%	(0.60%)	7.50%	22.95%
Morningstar Lifetime Mod 2055 TR USD	*1.08%*	*0.28%*	*10.98%*	*8.26%*	*9.27%*	-	-	-	*20.95%*	*10.90%*	*(3.34%)*	*4.74%*	*22.49%*
Morningstar Target-Date 2055	*1.02%*	*0.51%*	*10.47%*	*7.97%*	*9.38%*	*7.24%*	-	-	*21.08%*	*8.18%*	*(1.72%)*	*5.66%*	*23.05%*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2017	2016	2015	2014	2013
Target-Date 2060+													
BlackRock LifePath® Index 2060 K	1.58%	0.50%	10.80%	-	-	-	15.90%	02/29/2016	21.51%	-	-	-	-
Morningstar Lifetime Mod 2060 TR USD	*1.00%*	*0.21%*	*10.93%*	*8.19%*	*9.19%*	-	-	-	*21.06%*	*10.88%*	*(3.48%)*	*4.53%*	*22.18%*
Morningstar Target-Date 2060+	*1.12%*	*0.53%*	*10.64%*	*8.29%*	*9.65%*	-	-	-	*21.27%*	*8.05%*	*(1.02%)*	*5.25%*	*24.35%*
Large Value													
MFS® Value R6	(0.56%)	(3.55%)	4.13%	8.48%	10.78%	8.69%	10.11%	01/02/1996	17.86%	14.25%	(0.42%)	10.68%	35.95%
Russell 1000 Value TR USD	*1.18%*	*(1.69%)*	*6.77%*	*8.26%*	*10.34%*	*8.49%*	-	-	*13.66%*	*17.34%*	*(3.83%)*	*13.45%*	*32.53%*
Morningstar Large Value	*1.63%*	*(0.95%)*	*9.04%*	*8.35%*	*9.94%*	*8.29%*	-	-	*16.00%*	*15.19%*	*(3.60%)*	*10.93%*	*31.85%*
Large Blend													
iShares S&P 500 Index K	3.42%	2.64%	14.35%	11.88%	13.36%	10.10%	9.45%	07/30/1993	21.77%	11.92%	1.35%	13.61%	32.21%
S&P 500 TR USD	*3.43%*	*2.65%*	*14.37%*	*11.93%*	*13.42%*	*10.17%*	-	-	*21.83%*	*11.96%*	*1.38%*	*13.69%*	*32.39%*
Morningstar Large Blend	*2.69%*	*1.59%*	*12.58%*	*9.92%*	*11.74%*	*9.08%*	-	-	*20.46%*	*10.98%*	*(0.81%)*	*11.61%*	*32.23%*
Large Growth													
TIAA-CREF Large-Cap Growth Inst	6.99%	11.04%	27.49%	15.05%	17.58%	11.56%	10.35%	03/31/2006	34.51%	(0.85%)	9.20%	11.22%	39.80%
Russell 1000 Growth TR USD	*5.76%*	*7.25%*	*22.51%*	*14.98%*	*16.36%*	*11.83%*	-	-	*30.21%*	*7.08%*	*5.67%*	*13.05%*	*33.48%*
Morningstar Large Growth	*5.14%*	*7.52%*	*20.57%*	*12.17%*	*14.36%*	*10.23%*	-	-	*27.51%*	*3.59%*	*3.74%*	*10.57%*	*34.50%*
Mid-Cap Value													
Wells Fargo Special Mid Cap Value Inst	0.46%	(2.24%)	4.68%	7.68%	11.32%	10.80%	12.03%	04/08/2005	11.16%	21.59%	(2.73%)	12.04%	39.12%
Russell Mid Cap Value TR USD	*2.41%*	*(0.16%)*	*7.60%*	*8.80%*	*11.27%*	*10.06%*	-	-	*13.34%*	*20.00%*	*(4.78%)*	*14.75%*	*33.46%*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2017	2016	2015	2014	2013
Morningstar Mid-Cap Value	*2.55%*	*0.19%*	*8.86%*	*7.99%*	*10.12%*	*9.16%*	*-*	*-*	*13.54%*	*18.60%*	*(5.62%)*	*9.77%*	*35.49%*
Mid-Cap Blend													
Vanguard Mid Cap Index Admiral	2.57%	2.58%	12.09%	9.21%	12.30%	10.09%	10.12%	05/21/1998	19.25%	11.22%	(1.34%)	13.76%	35.15%
CRSP US Mid Cap TR USD	*2.58%*	*2.60%*	*12.12%*	*9.25%*	*12.35%*	*10.00%*	*-*	*-*	*19.30%*	*11.25%*	*(1.28%)*	*13.83%*	*35.27%*
Morningstar Mid-Cap Blend	*2.96%*	*1.95%*	*11.33%*	*8.03%*	*10.66%*	*8.96%*	*-*	*-*	*15.99%*	*14.63%*	*(4.19%)*	*8.30%*	*34.79%*
Mid-Cap Growth													
MassMutual Select Mid Cap Growth I	1.08%	4.66%	13.96%	10.65%	14.58%	11.53%	9.66%	05/31/2000	24.66%	6.19%	5.95%	13.00%	36.31%
Russell Mid Cap Growth TR USD	*3.16%*	*5.40%*	*18.52%*	*10.73%*	*13.37%*	*10.45%*	*-*	*-*	*25.27%*	*7.33%*	*(0.20%)*	*11.90%*	*35.74%*
Morningstar Mid-Cap Growth	*4.16%*	*6.38%*	*18.06%*	*9.68%*	*12.31%*	*9.45%*	*-*	*-*	*24.06%*	*6.94%*	*(0.73%)*	*7.26%*	*35.27%*
Small Value													
DFA US Small Cap Value I	7.76%	5.24%	15.01%	9.18%	10.80%	10.57%	11.98%	03/02/1993	7.21%	28.26%	(7.81%)	3.48%	42.38%
Russell 2000 Value TR USD	*8.30%*	*5.44%*	*13.10%*	*11.22%*	*11.18%*	*9.88%*	*-*	*-*	*7.84%*	*31.74%*	*(7.47%)*	*4.22%*	*34.52%*
Morningstar Small Value	*6.61%*	*3.72%*	*12.44%*	*9.13%*	*9.87%*	*9.71%*	*-*	*-*	*8.70%*	*27.21%*	*(7.92%)*	*3.22%*	*37.04%*
Small Growth													
Janus Henderson Triton T	4.96%	9.86%	22.59%	13.15%	15.69%	14.30%	13.44%	02/25/2005	26.90%	10.42%	1.21%	9.45%	36.28%
Russell 2000 Growth TR USD	*7.23%*	*9.70%*	*21.86%*	*10.60%*	*13.65%*	*11.24%*	*-*	*-*	*22.17%*	*11.32%*	*(1.38%)*	*5.60%*	*43.30%*
Morningstar Small Growth	*8.52%*	*11.02%*	*22.68%*	*11.07%*	*12.78%*	*10.80%*	*-*	*-*	*21.44%*	*12.27%*	*(2.21%)*	*2.61%*	*41.94%*
Foreign Large Blend													
Hartford International Opportunities R6	(3.54%)	(3.38%)	5.34%	5.11%	6.90%	3.97%	5.92%	07/22/1996	24.77%	1.15%	1.49%	(4.10%)	20.96%

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2017	2016	2015	2014	2013
MSCI EAFE NR USD	*(1.24%)*	*(2.75%)*	*6.84%*	*4.90%*	*6.44%*	*2.84%*	-	-	*25.03%*	*1.00%*	*(0.81%)*	*(4.90%)*	*22.78%*
Morningstar Foreign Large Blend	*(2.14%)*	*(3.06%)*	*6.08%*	*4.56%*	*5.92%*	*2.61%*	-	-	*25.11%*	*1.54%*	*(1.71%)*	*(4.95%)*	*19.82%*
Diversified Emerging Mkts													
American Funds New World R6	(3.85%)	(2.56%)	10.45%	7.46%	6.71%	3.90%	8.20%	06/17/1999	33.06%	4.31%	(5.62%)	(3.29%)	10.46%
MSCI EM NR USD	*(7.96%)*	*(6.66%)*	*8.20%*	*5.60%*	*5.01%*	*2.26%*	-	-	*37.28%*	*11.19%*	*(14.92%)*	*(2.19%)*	*(2.60%)*
Morningstar Diversified Emerging Mkts	*(8.90%)*	*(7.06%)*	*6.08%*	*4.74%*	*4.03%*	*2.09%*	-	-	*34.28%*	*8.93%*	*(13.68%)*	*(2.45%)*	*0.20%*
Real Estate													
Principal Real Estate Securities Inst	6.64%	1.18%	6.18%	8.82%	9.64%	9.18%	11.35%	12/06/2000	9.03%	5.93%	4.22%	32.36%	4.05%
DJ US Select REIT TR USD	*9.99%*	*1.82%*	*4.23%*	*7.71%*	*8.29%*	*7.63%*	-	-	*3.76%*	*6.68%*	*4.48%*	*32.00%*	*1.22%*
Morningstar Real Estate	*7.99%*	*0.54%*	*3.40%*	*7.23%*	*7.71%*	*7.28%*	-	-	*6.31%*	*7.85%*	*1.98%*	*28.11%*	*2.24%*

Review : Watch : Addition :

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please call 888-201-5488.

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.

INVESTMENT FACT SHEETS - 100 POINT

Community Action Partnership

For Period Ending 06/30/2018

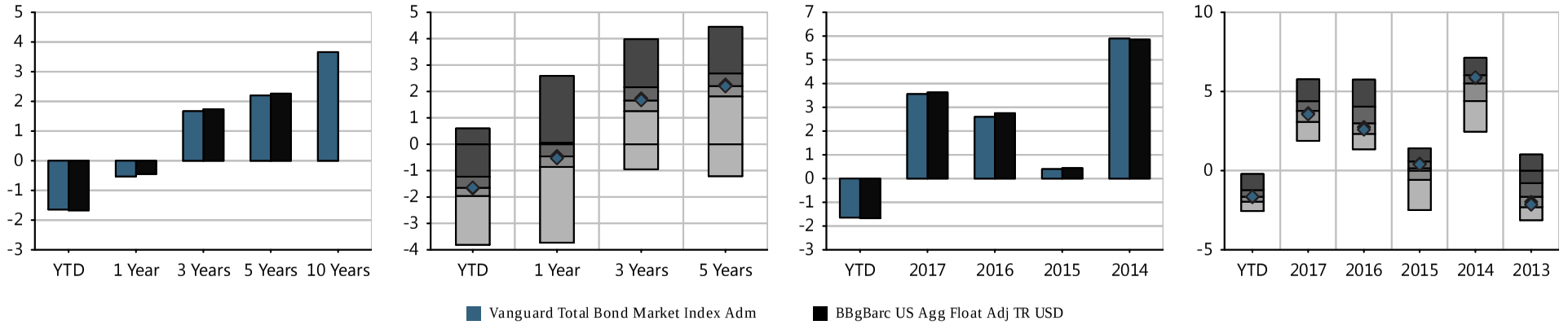
VANGUARD TOTAL BOND MARKET INDEX ADM | FUND FACT SHEET

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.25%	0.26%	0.26%	0.05%	$198,044,896,093	-0.48%	1.72%	2.25%
	Peer Group Scoring	*0.75%*	*1.05%*	*1.03%*	*0.75%*	-	-	-	-
	Criteria Peer Ranking	7	6	5	3	-	52	46	46

Investment Strategy

The investment seeks the performance of Bloomberg Barclays U.S. Aggregate Float Adjusted Index. Bloomberg Barclays U.S. Aggregate Float Adjusted Index represents a wide spectrum of public, investment-grade, taxable, fixed income securities in the United States-including government, corporate, and international dollar-denominated bonds, as well as mortgage-backed and asset-backed securities-all with maturities of more than 1 year. All of its investments will be selected through the sampling process, and at least 80% of its assets will be invested in bonds held in the index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
Vanguard Total Bond Market Index Adm	(0.17%)	(1.64%)	(0.53%)	1.67%	2.20%	3.66%	5.87%	12/11/1986	3.56%	2.60%	0.40%	5.89%	(2.15%)
BBgBarc US Agg Float Adj TR USD	*(0.20%)*	*(1.67%)*	*(0.45%)*	*1.74%*	*2.26%*	-	-	-	*3.63%*	*2.75%*	*0.44%*	*5.85%*	*(1.97%)*
Morningstar Intermediate-Term Bond	*(0.24%)*	*(1.55%)*	*(0.36%)*	*1.69%*	*2.21%*	*3.89%*	-	-	*3.75%*	*3.23%*	*(0.14%)*	*5.19%*	*(1.42%)*

Morningstar Rating: ***

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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

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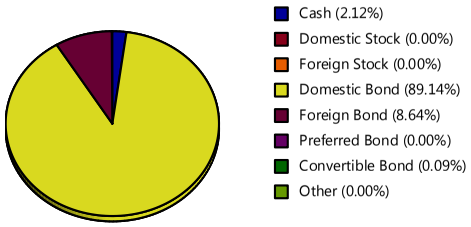
VANGUARD TOTAL BOND MARKET INDEX ADM | FUND FACT SHEET

Asset Allocation



Maturity Distribution

	Fund
Less than 1 Yr	0.04
1 to 3 Yrs	22.75
3 to 5 Yrs	16.43
5 to 7 Yrs	10.85
7 to 10 Yrs	10.76
10 Yrs or more	39.17

Regional Distribution

United States	91.16
Supranational	1.74
Canada	1.33
United Kingdom	1.21
Germany	0.82
Mexico	0.60
Netherlands	0.51
Japan	0.47
Australia	0.36
France	0.19

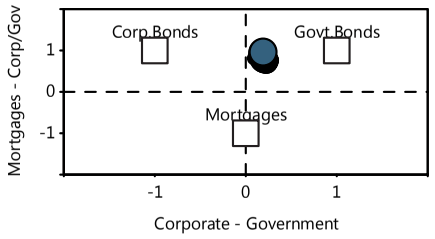
Sector Distribution

	Fund	Index
Government	46.41	-
Corporate	26.69	-
Securitized	24.10	-
Municipal	-	-
Cash & Equivalents	2.12	-
Other	0.68	-

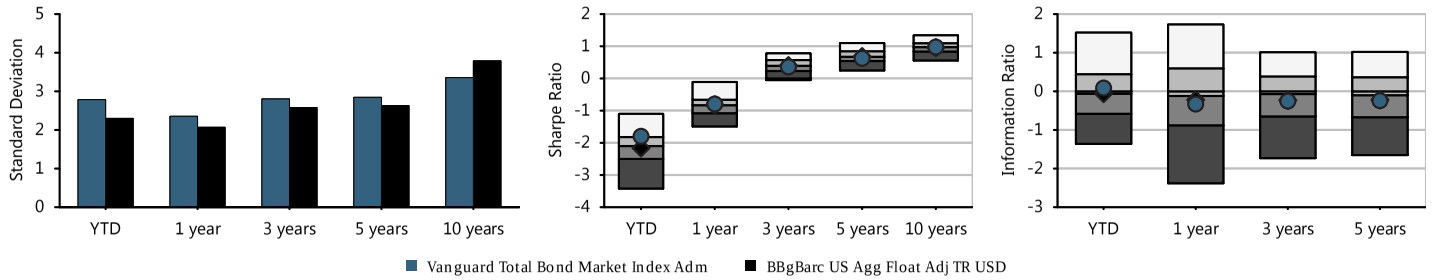
Credit Quality

	Fund	Index
AAA	70.07	-
AA	3.44	-
A	12.14	-
BBB	14.35	-
BB	0.00	-
B	0.00	-
Below B	0.00	-
Not Rated	0.00	-

Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	VBTLX
Category	Intermediate-Term Bond
Net Assets(This Class $mn)	198,045 m
Net Assets(All Classes $mn)	-
Manager	Joshua Barrickman
Manager Tenure	5.33
Fund Inception	Dec 11,1986
Avg Maturity	8.40
Avg Duration	6.09

Fee And Expenses

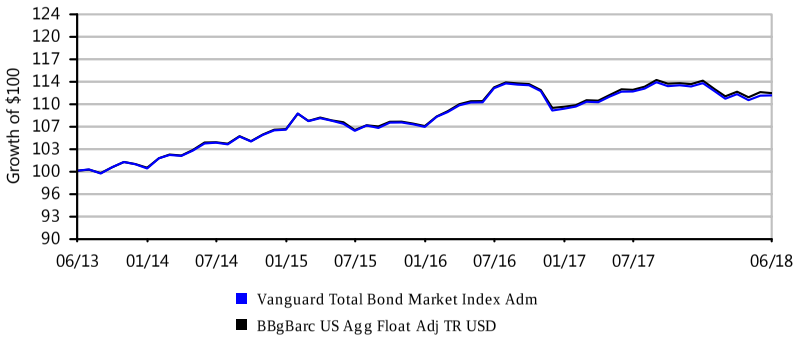
Expense Ratio	0.05
Gross Expense Ratio	0.05
Prospectus Net Expense Ratio	0.05
Prospectus Gross Expense Ratio	0.05
Actual 12b1	0.00
Management Fee	0.04

Top 10 Holdings (%)

United States Treasury ...	0.46
United States Treasury ...	0.42
United States Treasury ...	0.42
United States Treasury ...	0.42
United States Treasury ...	0.40
United States Treasury ...	0.39
United States Treasury ...	0.39
United States Treasury ...	0.39
United States Treasury ...	0.38
United States Treasury ...	0.36

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

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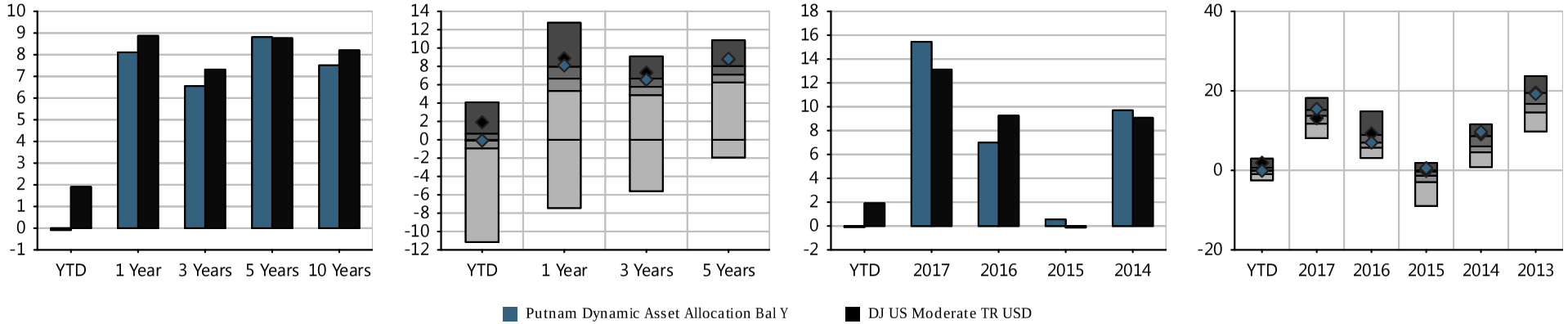
PUTNAM DYNAMIC ASSET ALLOCATION BAL Y | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
93 Passing	Criteria Scoring	8.11%	6.55%	8.81%	0.86	1.24	-0.41	0.03	16.08	0.74%	3.24	1.03
	Peer Group Scoring	*6.58%*	*5.60%*	*6.86%*	*0.75*	*0.98*	*-0.66*	*-0.69*	*9.23*	*1.14%*	*5.53*	*0.88*
	Criteria Peer Ranking	23	28	10	31	12	32	9	12	23	15	17

Investment Strategy

The investment seeks total return. The fund allocates 45% to 75% of its assets in equities and 25% to 55% in fixed income securities. It invests mainly in equity securities (growth or value stocks or both) of both U.S. and foreign companies of any size. The fund also invests in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments (such as mortgage-backed investments).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2017	2016	2015	2014	2013
Putnam Dynamic Asset Allocation Bal Y	1.88%	(0.09%)	8.11%	6.55%	8.81%	7.51%	7.41%	02/07/1994	15.44%	6.99%	0.55%	9.70%	19.24%
DJ US Moderate TR USD	*2.33%*	*1.91%*	*8.87%*	*7.32%*	*8.76%*	*8.20%*	-	-	*13.12%*	*9.26%*	*(0.13%)*	*9.08%*	*19.56%*
Morningstar Allocation--50% to 70% Equity	*1.16%*	*(0.11%)*	*6.58%*	*5.60%*	*6.86%*	*6.27%*	-	-	*13.35%*	*7.57%*	*(2.18%)*	*6.22%*	*16.84%*

Morningstar Rating: ****

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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

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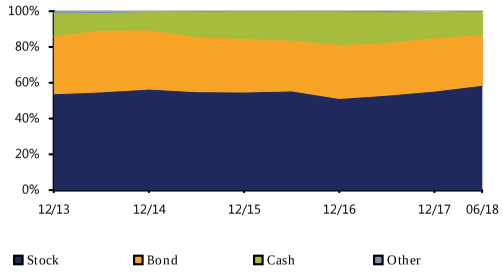
PUTNAM DYNAMIC ASSET ALLOCATION BAL Y | FUND FACT SHEET

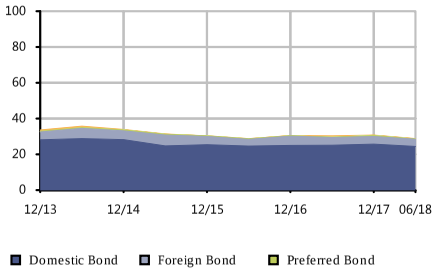
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



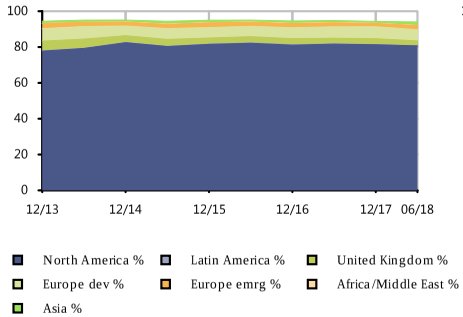
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



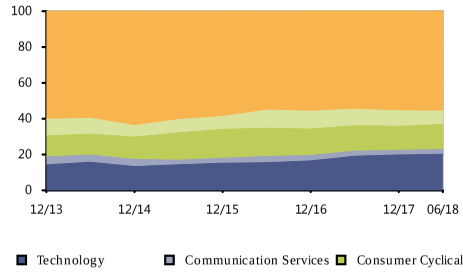
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

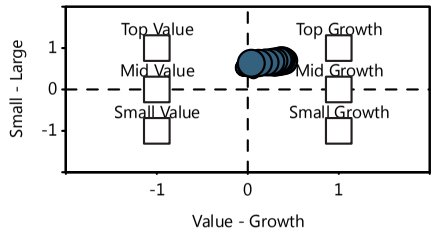


Sector Distribution

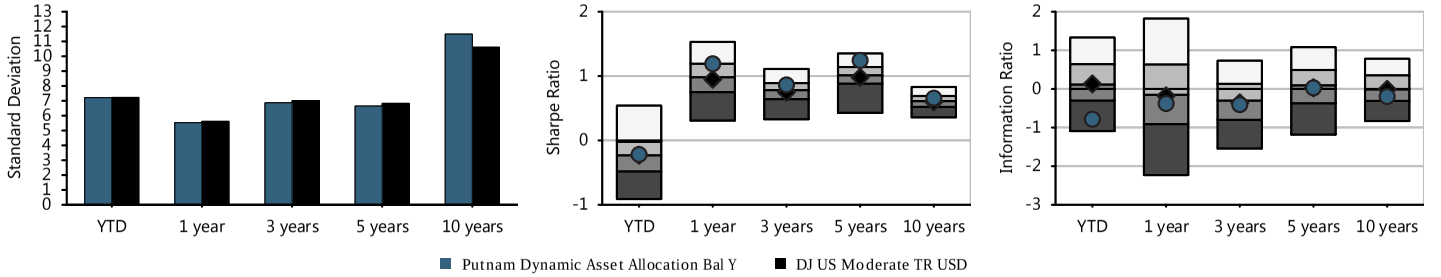
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PABYX
Category	Allocation--50% to 70% Equity
Net Assets(This Class $mn)	2,759 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Schoen
Manager Tenure	16.08
Fund Inception	Feb 07,1994

Fee And Expenses

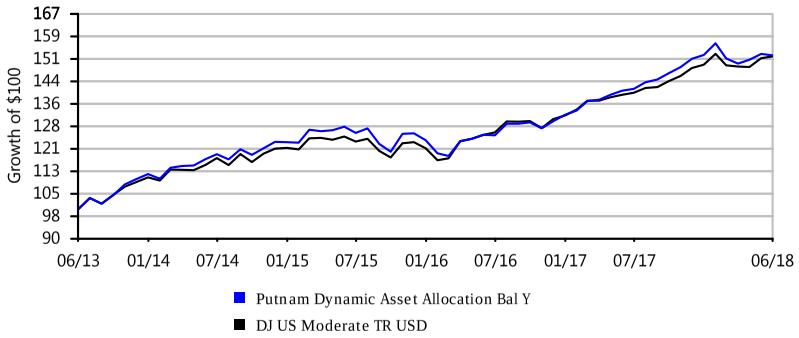
Expense Ratio	0.73
Gross Expense Ratio	0.73
Prospectus Net Expense Ratio	0.74
Prospectus Gross Expense Ratio	0.74
Actual 12b1	0.00
Management Fee	0.53

Top 10 Holdings (%)

Government National Mor...	2.21
Microsoft Corp	1.95
Federal National Mortga...	1.84
Alphabet Inc A	1.78
JPMorgan Chase & Co	1.46
S&P Gsci 3x Note 04/01/...	1.45
Apple Inc	1.18
UnitedHealth Group Inc	1.02
Verizon Communications Inc	0.98
Citigroup Inc	0.94

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

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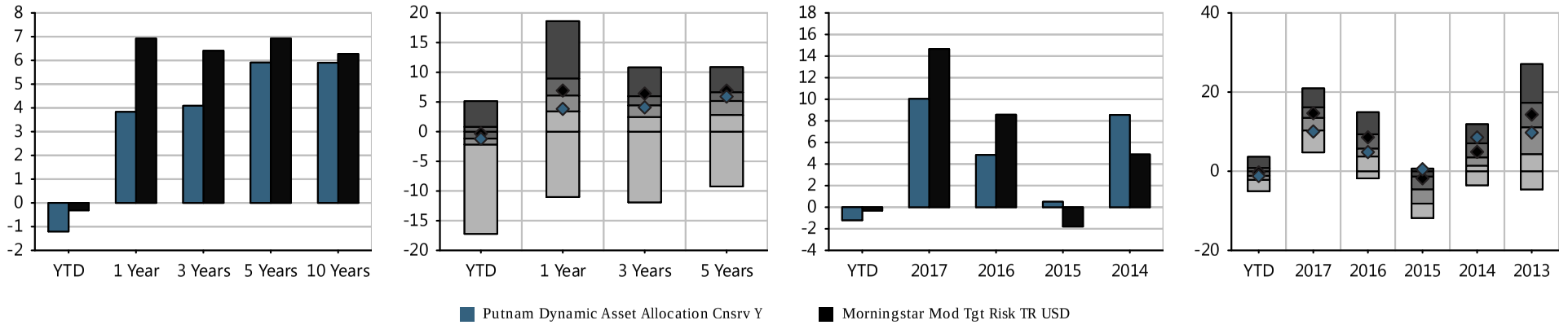
PUTNAM DYNAMIC ASSET ALLOCATION CNSRV Y | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
86 Passing	Criteria Scoring	3.83%	4.09%	5.91%	0.83	1.33	-0.88	-0.36	16.08	0.77%	2.27	1.37
	Peer Group Scoring	*6.16%*	*4.13%*	*4.83%*	*0.51*	*0.63*	*-0.52*	*-0.49*	*6.35*	*1.59%*	*8.49*	*0.91*
	Criteria Peer Ranking	71	57	40	18	2	76	46	3	6	1	8

Investment Strategy

The investment seeks total return consistent with preservation of capital. The fund allocates 15% to 45% of its assets in equities and 55% to 85% in fixed income securities. It invests mainly in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments. The fund also invests, to a lesser extent, in equity securities (growth or value stocks or both) of U.S. and foreign companies of any size.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
Putnam Dynamic Asset Allocation Cnsrv Y	0.97%	(1.21%)	3.83%	4.09%	5.91%	5.90%	6.10%	02/07/1994	10.04%	4.84%	0.51%	8.55%	9.76%
Morningstar Mod Tgt Risk TR USD	*0.56%*	*(0.31%)*	*6.92%*	*6.41%*	*6.92%*	*6.28%*	-	-	*14.66%*	*8.57%*	*(1.79%)*	*4.89%*	*14.31%*
Morningstar Tactical Allocation	*0.63%*	*(0.86%)*	*6.16%*	*4.13%*	*4.83%*	*4.29%*	-	-	*13.09%*	*6.10%*	*(4.91%)*	*3.58%*	*11.05%*

Morningstar Rating: ****

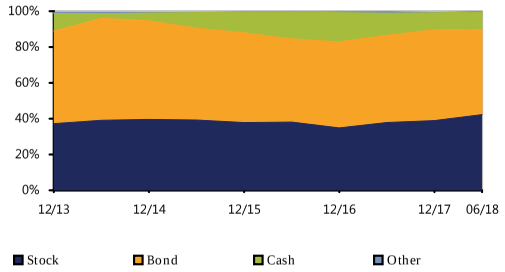
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please call 888-201-5488.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PUTNAM DYNAMIC ASSET ALLOCATION CNSRV Y | FUND FACT SHEET

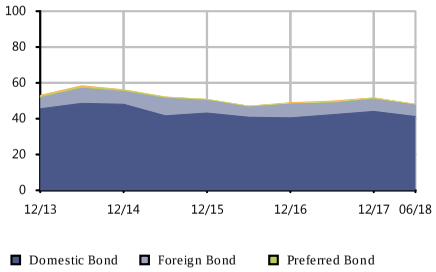
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



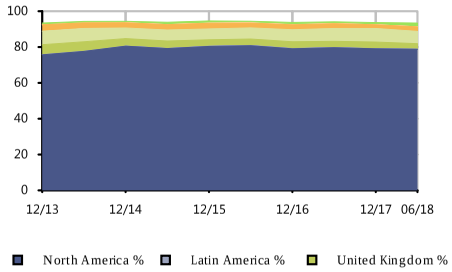
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



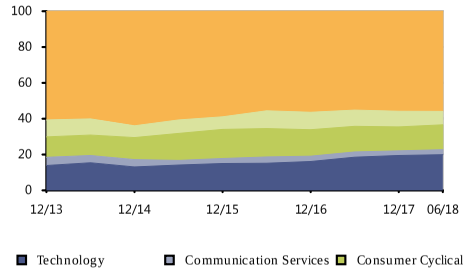
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

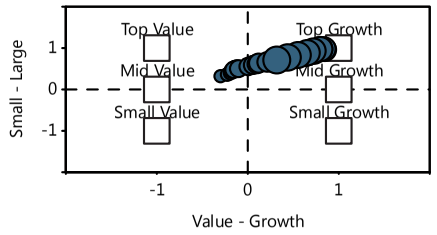


Sector Distribution

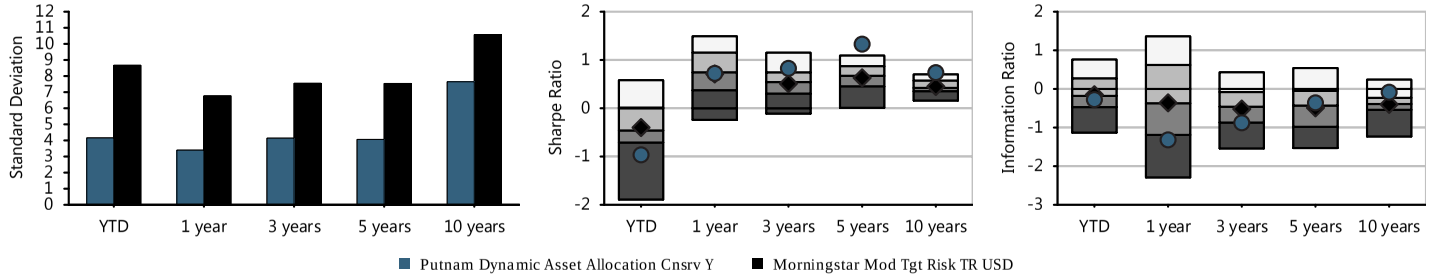
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PACYX
Category	Tactical Allocation
Net Assets(This Class $mn)	1,111 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Schoen
Manager Tenure	16.08
Fund Inception	Feb 07,1994

Fee And Expenses

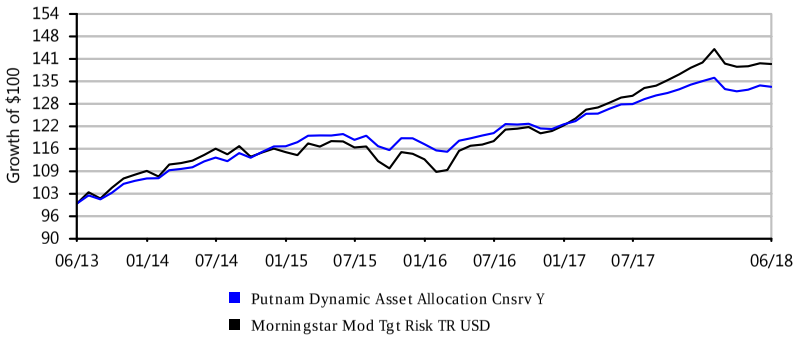
Expense Ratio	0.76
Gross Expense Ratio	0.76
Prospectus Net Expense Ratio	0.77
Prospectus Gross Expense Ratio	0.77
Actual 12b1	0.00
Management Fee	0.53

Top 10 Holdings (%)

Government National Mor...	4.20
Federal National Mortga...	3.72
Federal National Mortga...	1.84
Federal Home Loan Mortg...	1.69
Federal National Mortga...	1.60
Microsoft Corp	1.40
Alphabet Inc A	1.28
JPMorgan Chase & Co	1.05
S&P Gsci 3x Note 04/01/...	0.90
Apple Inc	0.84

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

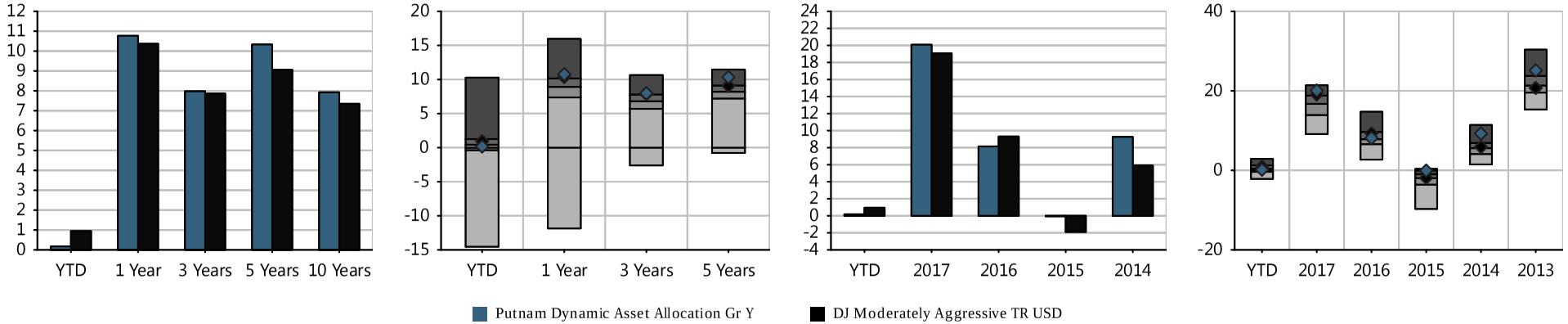
PUTNAM DYNAMIC ASSET ALLOCATION GR Y | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	10.77%	7.98%	10.33%	0.82	1.14	0.06	0.65	16.08	0.84%	4.25	1.05
	Peer Group Scoring	*8.47%*	*6.41%*	*8.00%*	*0.70*	*0.92*	*-0.52*	*-0.40*	*8.46*	*1.24%*	*7.01*	*0.93*
	Criteria Peer Ranking	16	17	5	32	9	14	3	9	24	10	9

Investment Strategy

The investment seeks capital appreciation. The fund allocates 65% to 95% of its assets in equities and 5% to 35% in fixed income securities. It invests mainly in equity securities (growth or value stocks or both) of both U.S. and foreign companies of any size. The fund also invests, to a lesser extent, in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments (such as mortgage-backed investments).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
Putnam Dynamic Asset Allocation Gr Y	1.71%	0.17%	10.77%	7.98%	10.33%	7.93%	8.18%	02/08/1994	20.08%	8.14%	(0.06%)	9.26%	25.13%
DJ Moderately Aggressive TR USD	*1.02%*	*0.94%*	*10.37%*	*7.87%*	*9.06%*	*7.35%*	-	-	*19.08%*	*9.31%*	*(1.89%)*	*5.90%*	*20.73%*
Morningstar Allocation--70% to 85% Equity	*1.64%*	*0.45%*	*8.47%*	*6.41%*	*8.00%*	*6.28%*	-	-	*16.02%*	*8.11%*	*(2.81%)*	*5.66%*	*21.73%*

Morningstar Rating: ****

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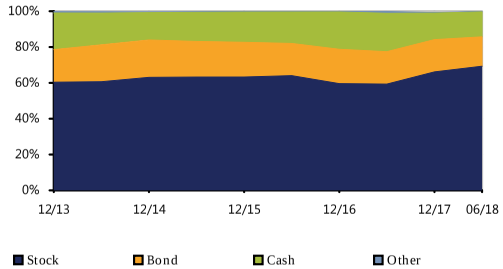
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PUTNAM DYNAMIC ASSET ALLOCATION GR Y | FUND FACT SHEET

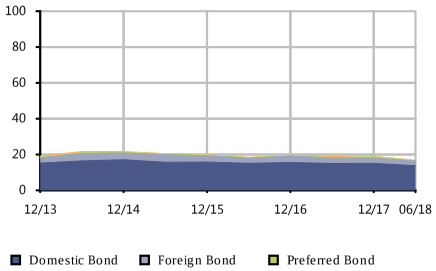
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



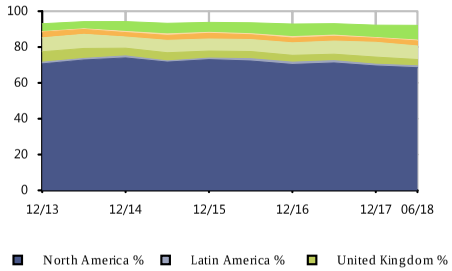
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



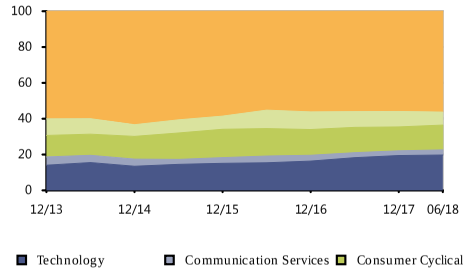
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

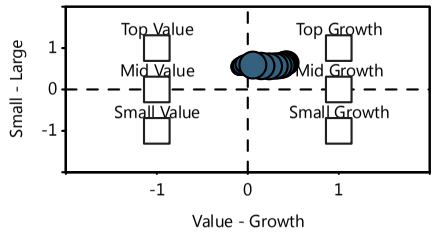


Sector Distribution

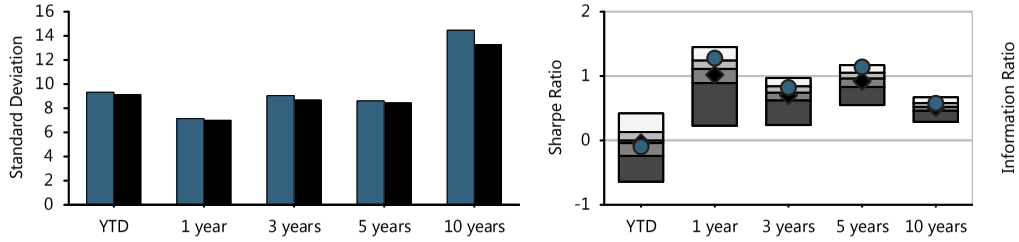
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PAGYX
Category	Allocation--70% to 85% Equity
Net Assets(This Class $mn)	2,940 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Schoen
Manager Tenure	16.08
Fund Inception	Feb 08,1994

Fee And Expenses

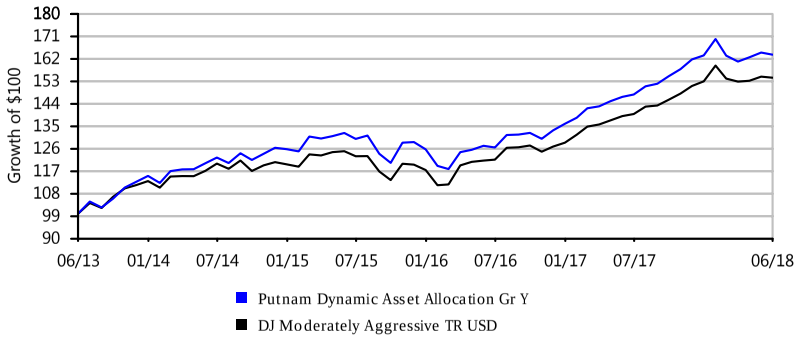
Expense Ratio	0.83
Gross Expense Ratio	0.83
Prospectus Net Expense Ratio	0.84
Prospectus Gross Expense Ratio	0.84
Actual 12b1	0.00
Management Fee	0.60

Top 10 Holdings (%)

Microsoft Corp	1.96
Alphabet Inc A	1.80
JPMorgan Chase & Co	1.49
S&P Gsci 3x Note 04/01/...	1.46
Apple Inc	1.19
UnitedHealth Group Inc	1.03
Verizon Communications Inc	0.99
Citigroup Inc	0.95
Boeing Co	0.89
Government National Mor...	0.89

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

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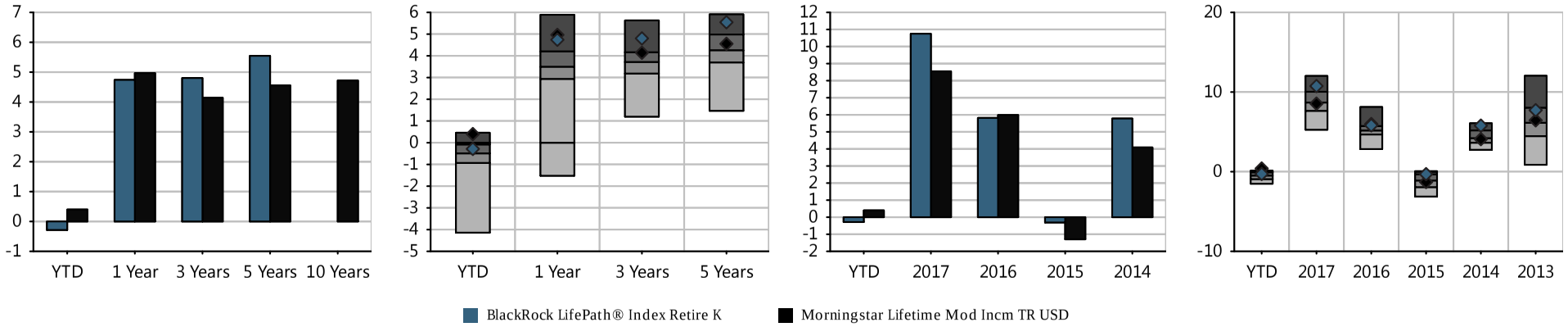
BLACKROCK LIFEPATH® INDEX RETIRE K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	4.74%	4.80%	5.55%	4.41	0.95	1.19	0.64	1.00	7.08	0.11%	1.08
	Peer Group Scoring	*3.50%*	*3.66%*	*4.26%*	*4.94*	*0.77*	*0.99*	*-0.36*	*-0.16*	*7.65*	*0.79%*	*0.98*
	Criteria Peer Ranking	16	10	7	39	12	5	6	3	61	3	18

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds in proportions based on its own comprehensive investment strategy. It will invest, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index Retire K	0.72%	(0.28%)	4.74%	4.80%	5.55%	-	5.29%	05/31/2011	10.75%	5.82%	(0.31%)	5.78%	7.72%
Morningstar Lifetime Mod Incm TR USD	*0.75%*	*0.40%*	*4.97%*	*4.14%*	*4.55%*	*-*	*-*	*-*	*8.55%*	*5.98%*	*(1.30%)*	*4.09%*	*6.45%*
Morningstar Target-Date Retirement	*0.34%*	*(0.60%)*	*3.50%*	*3.66%*	*4.26%*	*4.45%*	*-*	*-*	*8.74%*	*5.20%*	*(1.25%)*	*4.33%*	*6.26%*

Morningstar Rating: *****

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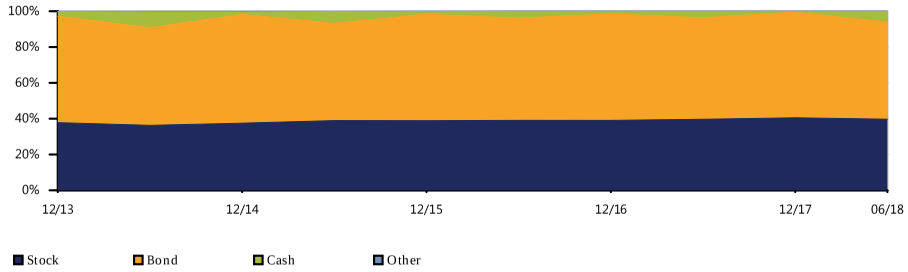
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

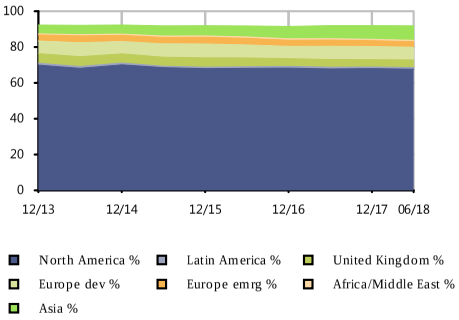
Historical Glidepath

Time Period: 07/30/2013 - 06/30/2018



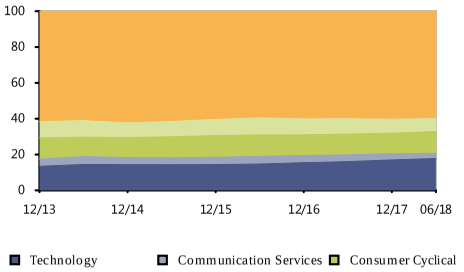
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018



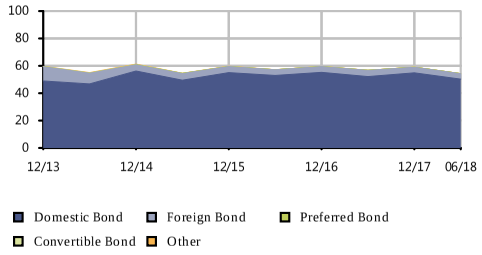
Sector Distribution

Time Period: 07/30/2013 - 06/30/2018

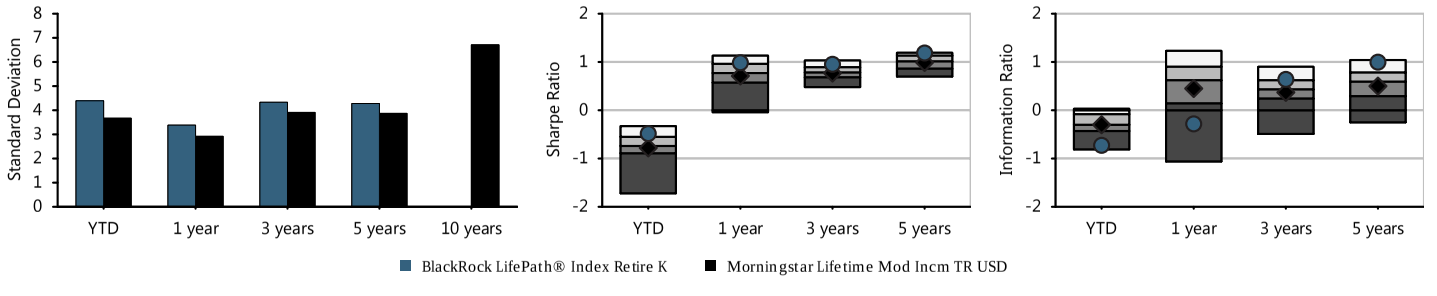


Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

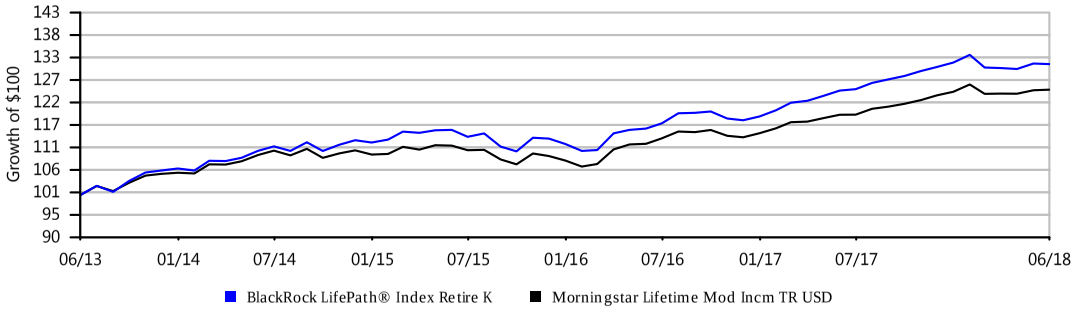
Ticker	LIRKX
Category	Target-Date Retirement
Net Assets(This Class $mn)	1,317 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	7.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.09
Gross Expense Ratio	0.13
Prospectus Net Expense Ratio	0.11
Prospectus Gross Expense Ratio	0.17
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

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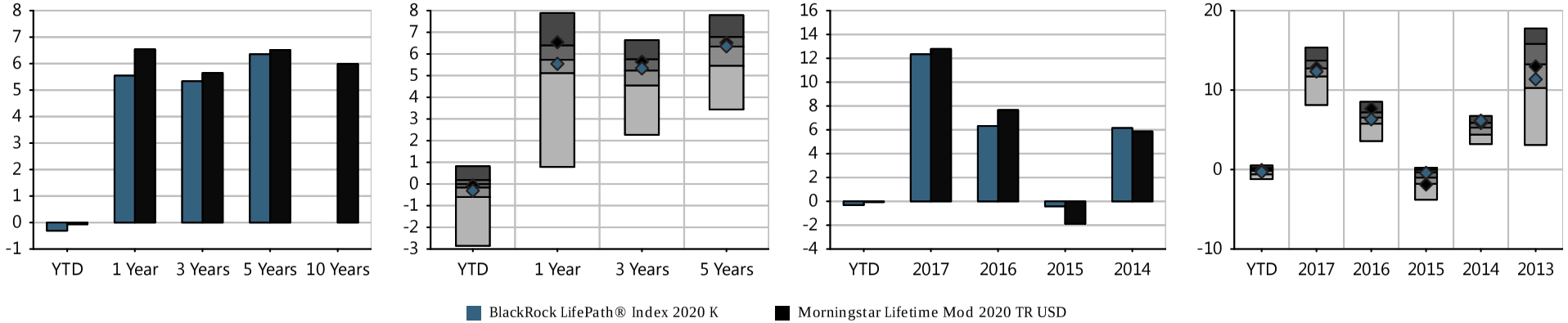
BLACKROCK LIFEPATH® INDEX 2020 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
85 Passing	Criteria Scoring	5.55%	5.33%	6.35%	5.54	0.88	1.12	-0.36	-0.18	7.08	0.11%	1.06
	Peer Group Scoring	*5.65%*	*5.07%*	*6.07%*	*6.98*	*0.79*	*1.01*	*-0.33*	*-0.24*	*7.03*	*0.81%*	*1.00*
	Criteria Peer Ranking	57	43	50	12	21	16	56	53	51	2	21

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index 2020 K	0.74%	(0.31%)	5.55%	5.33%	6.35%	-	5.92%	05/31/2011	12.34%	6.32%	(0.42%)	6.15%	11.36%
Morningstar Lifetime Mod 2020 TR USD	*0.77%*	*(0.07%)*	*6.54%*	*5.65%*	*6.51%*	*-*	*-*	*-*	*12.79%*	*7.66%*	*(1.88%)*	*5.87%*	*12.98%*
Morningstar Target-Date 2020	*0.54%*	*(0.25%)*	*5.65%*	*5.07%*	*6.07%*	*5.33%*	*-*	*-*	*12.48%*	*6.36%*	*(1.26%)*	*5.10%*	*12.45%*

Morningstar Rating: ***

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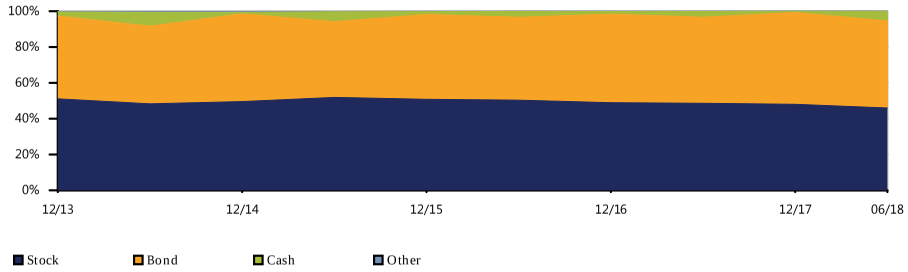
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPATH® INDEX 2020 K | FUND FACT SHEET

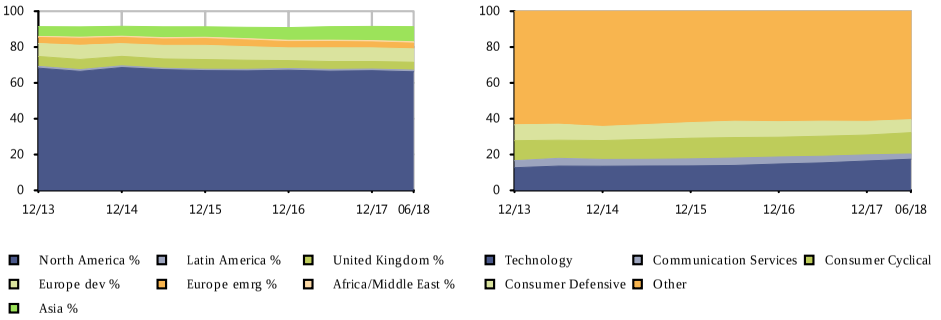
Historical Glidepath

Time Period: 07/30/2013 - 06/30/2018



Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

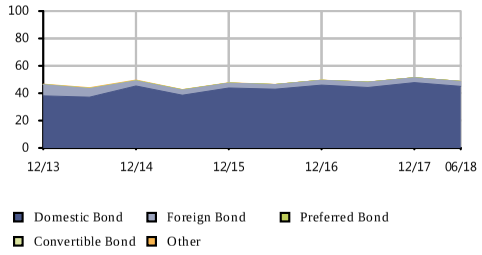


Sector Distribution

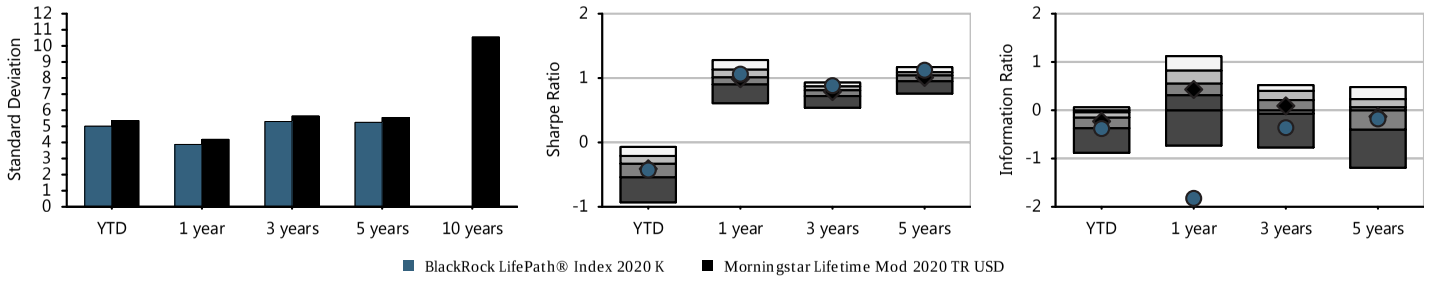
Time Period: 07/30/2013 - 06/30/2018

Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

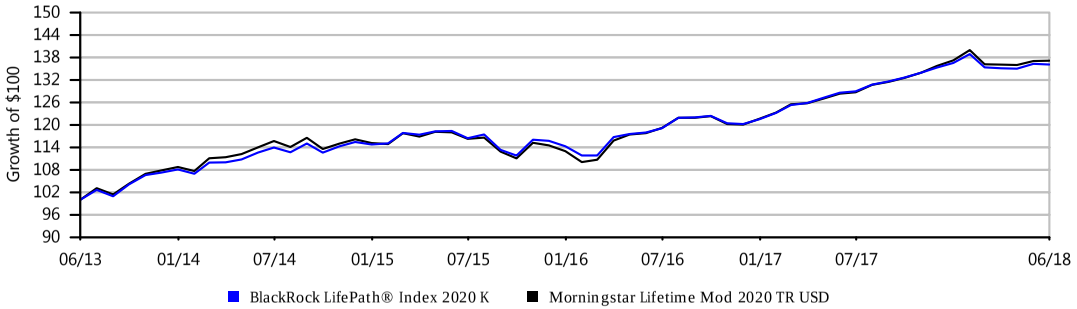
Ticker	LIMKX
Category	Target-Date 2020
Net Assets(This Class $mn)	2,568 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	7.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.09
Gross Expense Ratio	0.13
Prospectus Net Expense Ratio	0.11
Prospectus Gross Expense Ratio	0.15
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

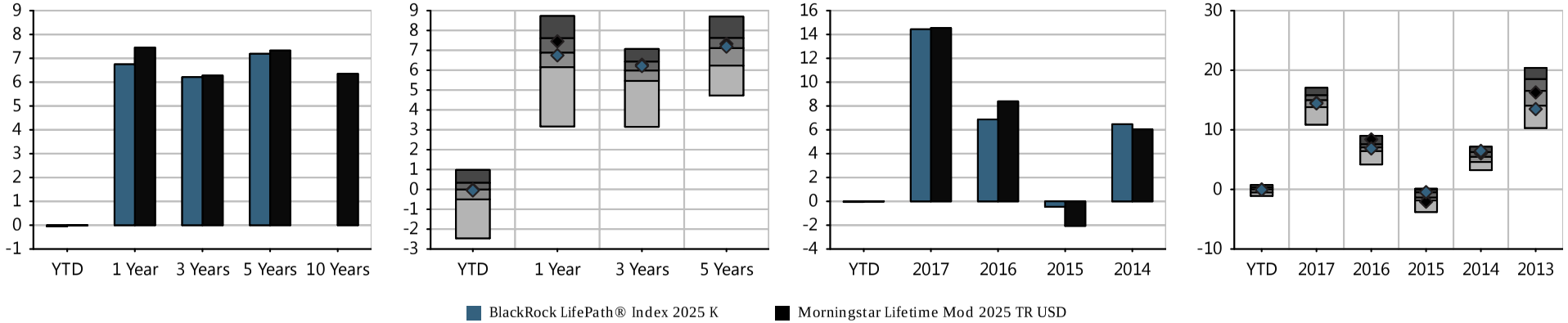
BLACKROCK LIFEPATH® INDEX 2025 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
88 Passing	Criteria Scoring	6.75%	6.21%	7.19%	6.71	0.88	1.10	-0.07	-0.14	7.08	0.11%	1.05
	Peer Group Scoring	*6.79%*	*5.83%*	*6.94%*	*8.37*	*0.79*	*1.00*	*-0.27*	*-0.22*	*6.42*	*0.79%*	*0.98*
	Criteria Peer Ranking	56	36	47	16	17	15	41	49	42	3	14

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index 2025 K	0.90%	(0.05%)	6.75%	6.21%	7.19%	-	6.55%	05/31/2011	14.43%	6.87%	(0.45%)	6.47%	13.48%
Morningstar Lifetime Mod 2025 TR USD	*0.87%*	*(0.01%)*	*7.45%*	*6.28%*	*7.33%*	-	-	-	*14.54%*	*8.39%*	*(2.06%)*	*6.04%*	*16.28%*
Morningstar Target-Date 2025	*0.64%*	*(0.10%)*	*6.79%*	*5.83%*	*6.94%*	*5.91%*	-	-	*14.65%*	*6.90%*	*(1.40%)*	*5.30%*	*15.73%*

Morningstar Rating: ***

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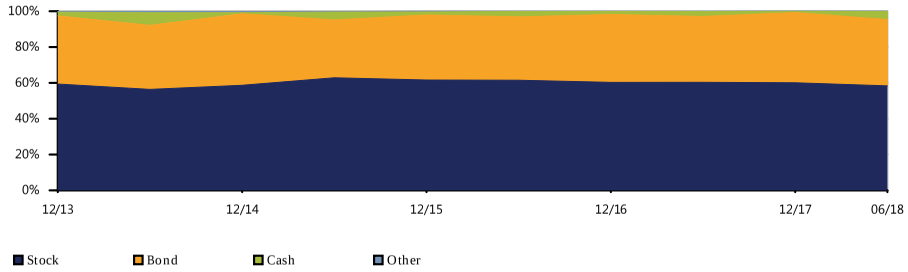
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPATH® INDEX 2025 K | FUND FACT SHEET

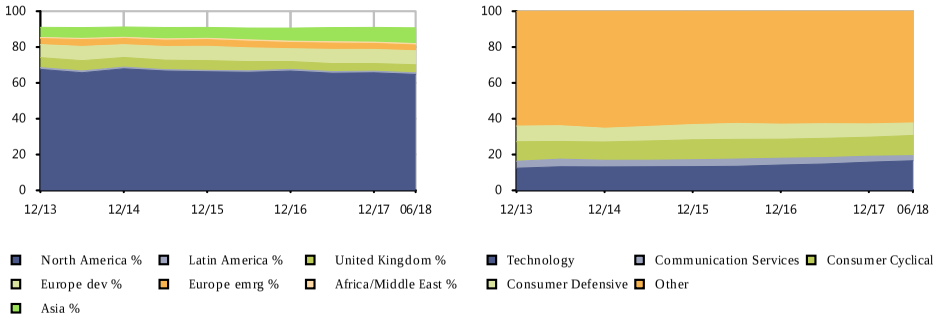
Historical Glidepath

Time Period: 07/30/2013 - 06/30/2018



Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

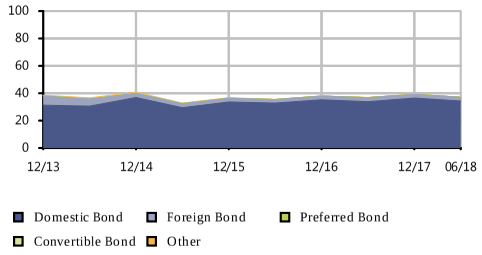


Sector Distribution

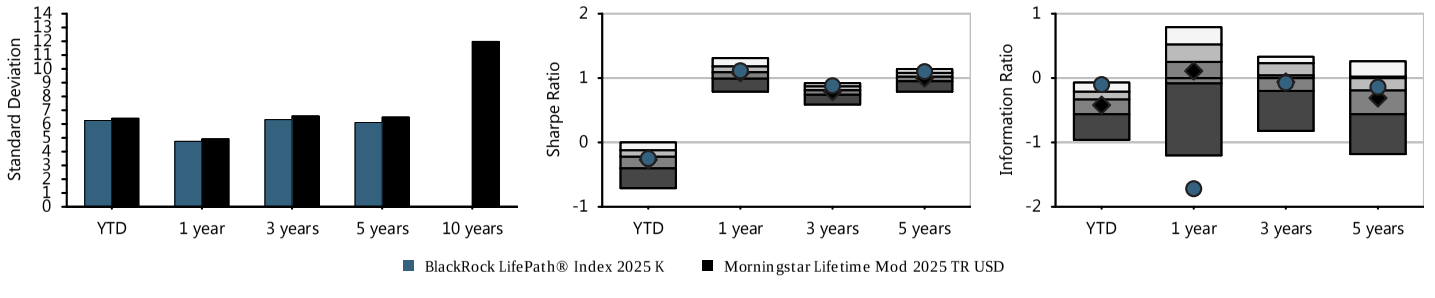
Time Period: 07/30/2013 - 06/30/2018

Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

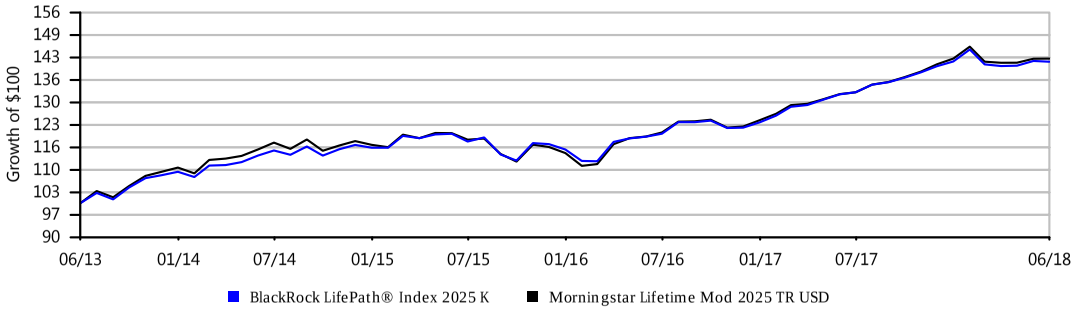
Ticker	LIBKX
Category	Target-Date 2025
Net Assets(This Class $mn)	2,894 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	7.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.12
Prospectus Net Expense Ratio	0.11
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

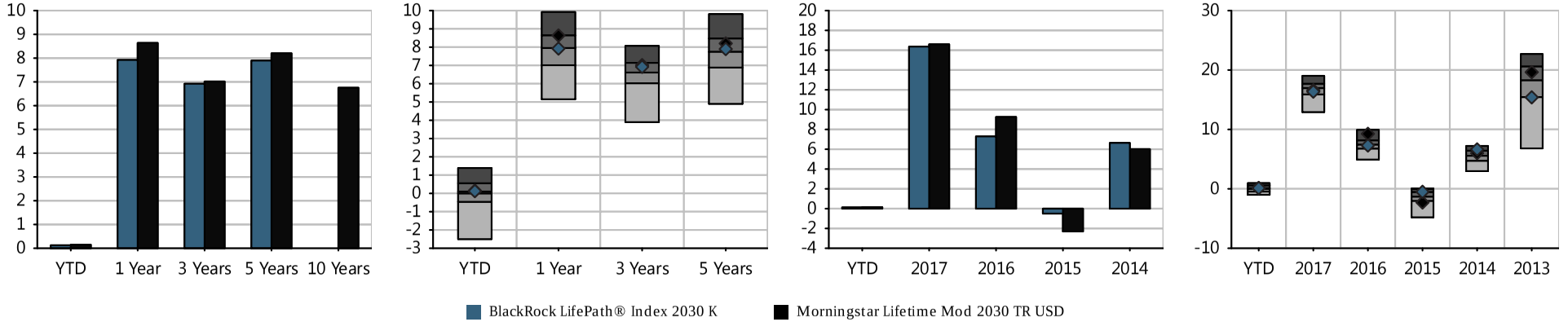
BLACKROCK LIFEPATH® INDEX 2030 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
87 Passing	Criteria Scoring	7.92%	6.92%	7.90%	7.95	0.86	1.06	-0.09	-0.26	7.08	0.11%	1.04
	Peer Group Scoring	*7.88%*	*6.48%*	*7.64%*	*9.47*	*0.79*	*0.99*	*-0.31*	*-0.30*	*6.98*	*0.83%*	*0.98*
	Criteria Peer Ranking	51	35	45	6	26	16	37	46	50	2	17

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index 2030 K	1.15%	0.12%	7.92%	6.92%	7.90%	-	7.09%	05/31/2011	16.36%	7.29%	(0.50%)	6.64%	15.40%
Morningstar Lifetime Mod 2030 TR USD	*1.01%*	*0.15%*	*8.64%*	*7.02%*	*8.20%*	*-*	*-*	*-*	*16.59%*	*9.26%*	*(2.30%)*	*6.01%*	*19.64%*
Morningstar Target-Date 2030	*0.78%*	*0.04%*	*7.88%*	*6.48%*	*7.64%*	*6.06%*	*-*	*-*	*16.56%*	*7.39%*	*(1.53%)*	*5.43%*	*17.32%*

Morningstar Rating: ***

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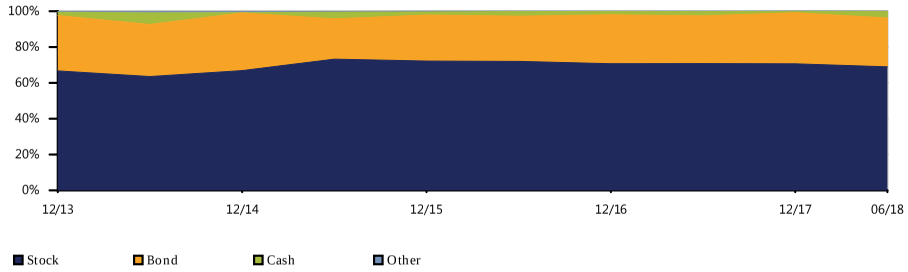
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

425

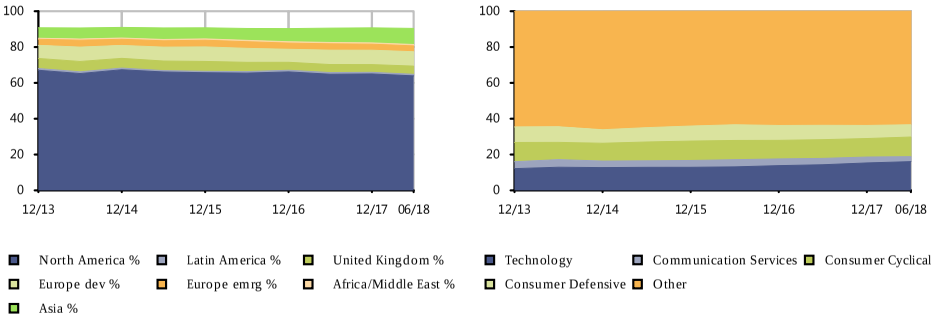
Historical Glidepath

Time Period: 07/30/2013 - 06/30/2018



Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

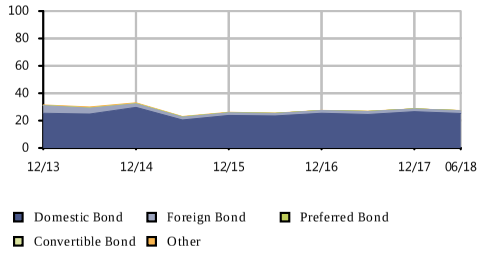


Sector Distribution

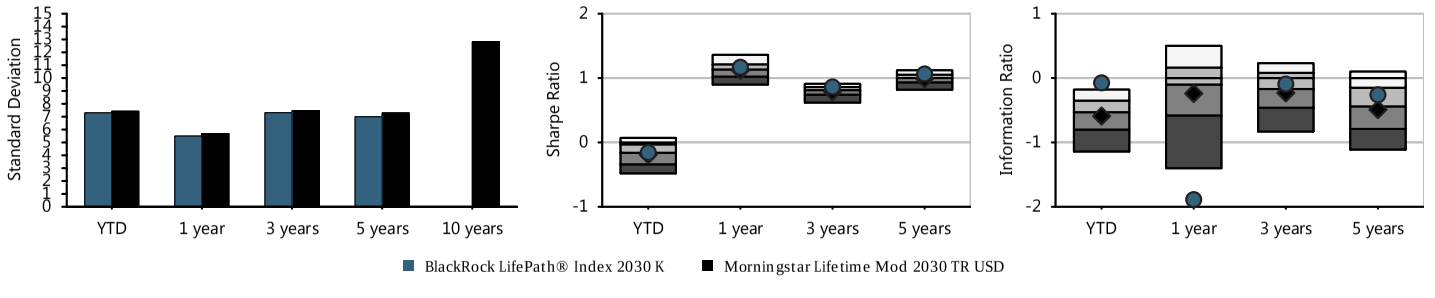
Time Period: 07/30/2013 - 06/30/2018

Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

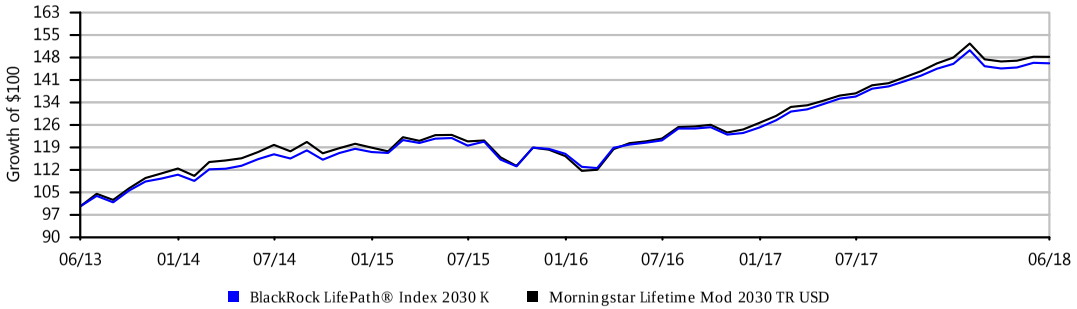
Ticker	LINKX
Category	Target-Date 2030
Net Assets(This Class $mn)	3,553 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	7.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.09
Gross Expense Ratio	0.12
Prospectus Net Expense Ratio	0.11
Prospectus Gross Expense Ratio	0.17
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



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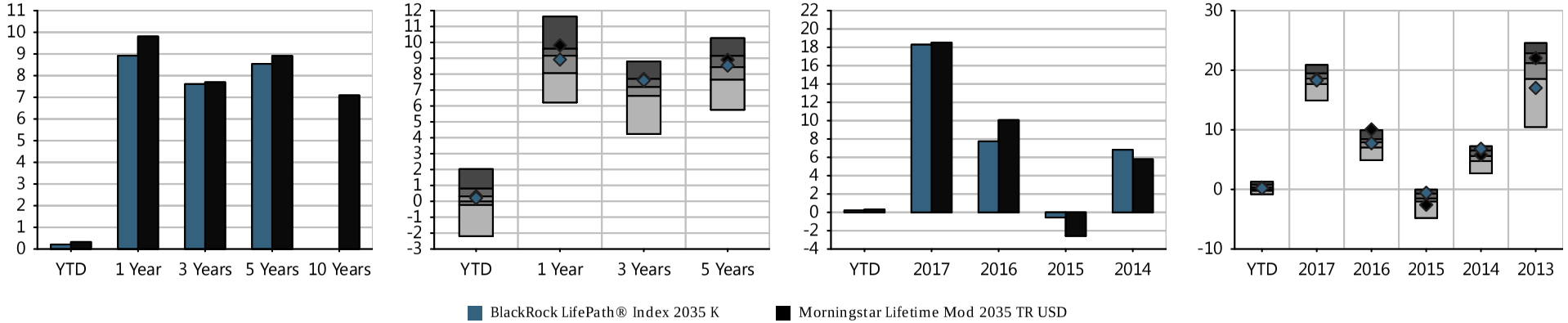
BLACKROCK LIFEPATH® INDEX 2035 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
87 Passing	Criteria Scoring	8.92%	7.61%	8.54%	8.98	0.85	1.04	-0.07	-0.27	7.08	0.11%	1.04
	Peer Group Scoring	*8.94%*	*7.13%*	*8.36%*	*10.70*	*0.79*	*0.98*	*-0.35*	*-0.31*	*6.37*	*0.80%*	*0.99*
	Criteria Peer Ranking	55	31	42	5	27	22	31	41	41	3	22

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index 2035 K	1.30%	0.21%	8.92%	7.61%	8.54%	-	7.58%	05/31/2011	18.29%	7.74%	(0.56%)	6.82%	17.02%
Morningstar Lifetime Mod 2035 TR USD	*1.16%*	*0.33%*	*9.81%*	*7.70%*	*8.91%*	*-*	*-*	*-*	*18.52%*	*10.07%*	*(2.58%)*	*5.80%*	*22.03%*
Morningstar Target-Date 2035	*0.86%*	*0.26%*	*8.94%*	*7.13%*	*8.36%*	*6.55%*	*-*	*-*	*18.43%*	*7.72%*	*(1.66%)*	*5.43%*	*20.25%*

Morningstar Rating: ***

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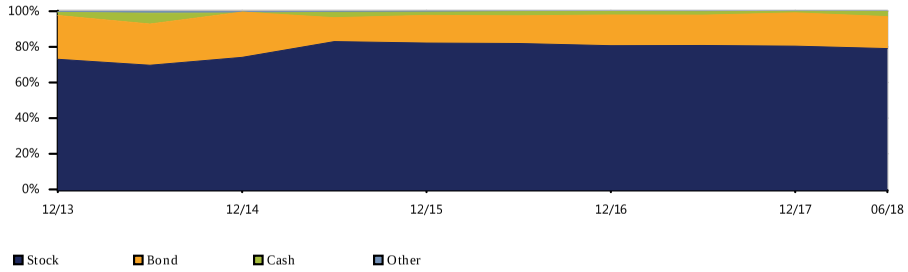
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPATH® INDEX 2035 K | FUND FACT SHEET

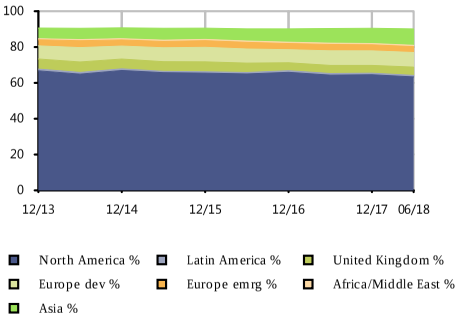
Historical Glidepath

Time Period: 07/30/2013 - 06/30/2018



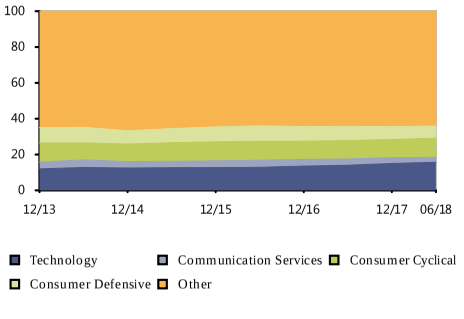
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018



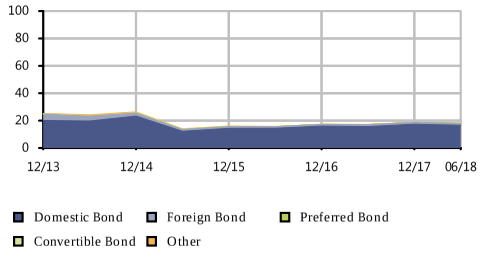
Sector Distribution

Time Period: 07/30/2013 - 06/30/2018

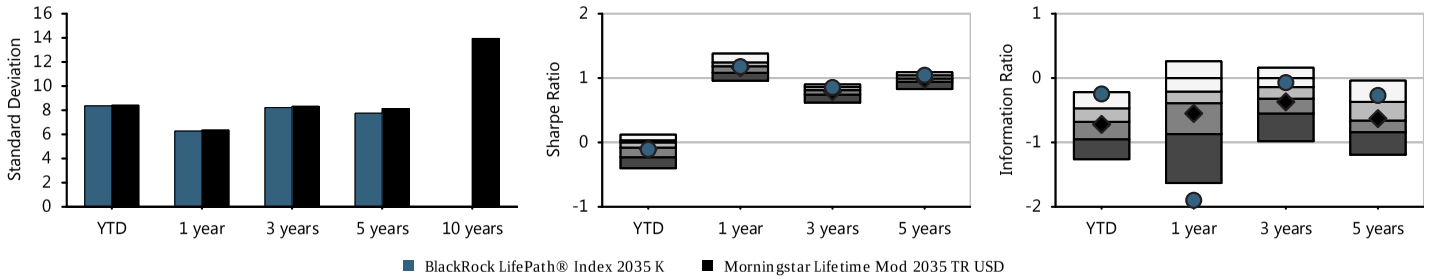


Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

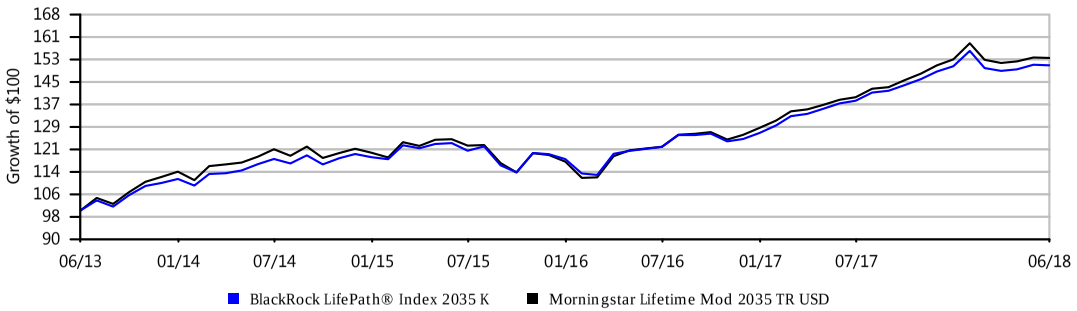
Ticker	LIJKX
Category	Target-Date 2035
Net Assets(This Class $mn)	2,511 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	7.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.12
Prospectus Net Expense Ratio	0.11
Prospectus Gross Expense Ratio	0.17
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

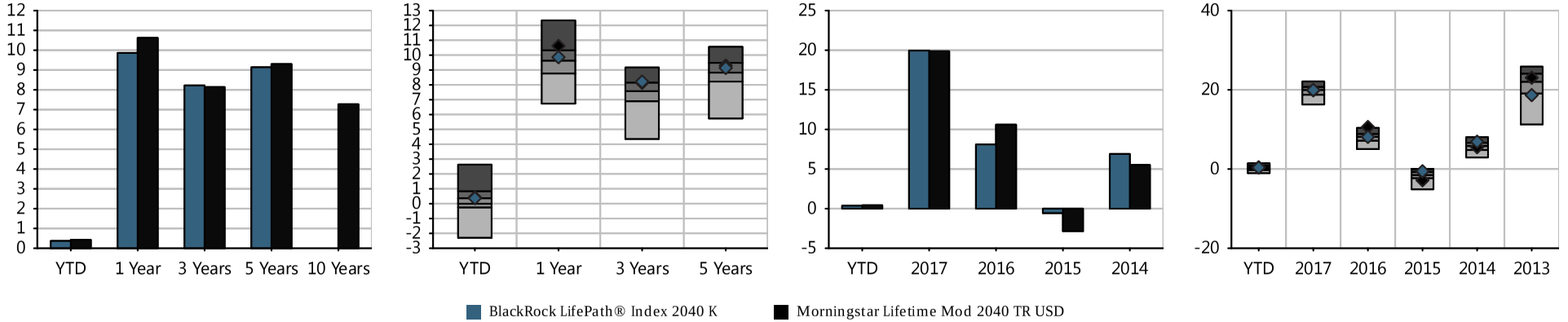
BLACKROCK LIFEPATH® INDEX 2040 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
89 Passing	Criteria Scoring	9.86%	8.22%	9.14%	10.01	0.84	1.02	0.06	-0.11	7.08	0.11%	1.03
	Peer Group Scoring	*9.56%*	*7.46%*	*8.73%*	*11.19*	*0.79*	*0.98*	*-0.39*	*-0.29*	*6.98*	*0.84%*	*1.00*
	Criteria Peer Ranking	42	20	37	9	26	36	20	37	50	2	31

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index 2040 K	1.45%	0.37%	9.86%	8.22%	9.14%	-	8.04%	05/31/2011	19.95%	8.10%	(0.56%)	6.90%	18.66%
Morningstar Lifetime Mod 2040 TR USD	*1.23%*	*0.43%*	*10.62%*	*8.14%*	*9.30%*	*-*	*-*	*-*	*19.87%*	*10.61%*	*(2.83%)*	*5.51%*	*23.05%*
Morningstar Target-Date 2040	*0.95%*	*0.30%*	*9.56%*	*7.46%*	*8.73%*	*6.57%*	*-*	*-*	*19.52%*	*7.98%*	*(1.71%)*	*5.62%*	*20.74%*

Morningstar Rating: ***

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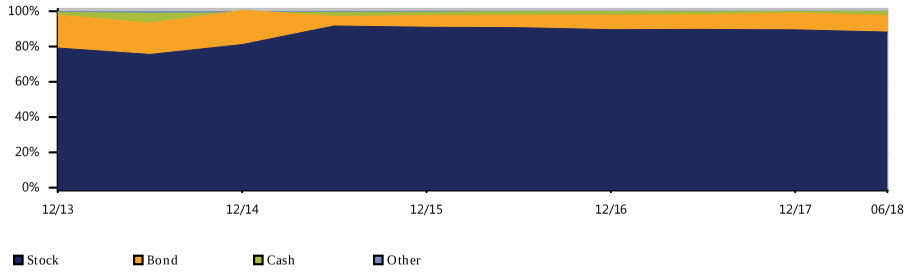
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPATH® INDEX 2040 K | FUND FACT SHEET

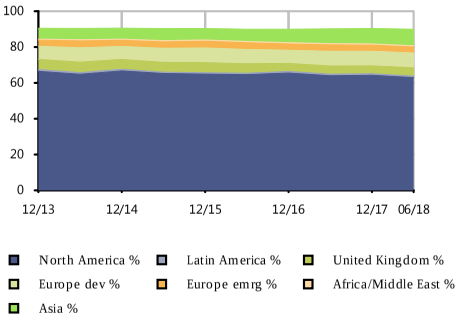
Historical Glidepath

Time Period: 07/30/2013 - 06/30/2018



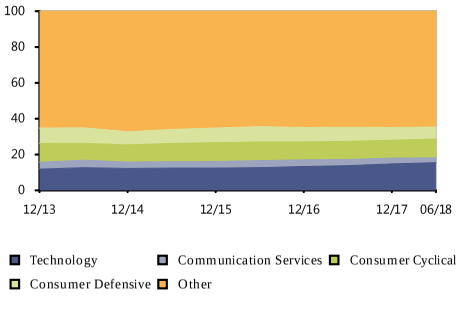
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018



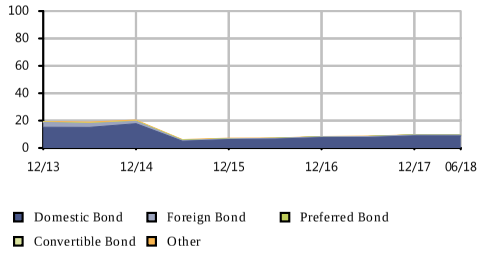
Sector Distribution

Time Period: 07/30/2013 - 06/30/2018

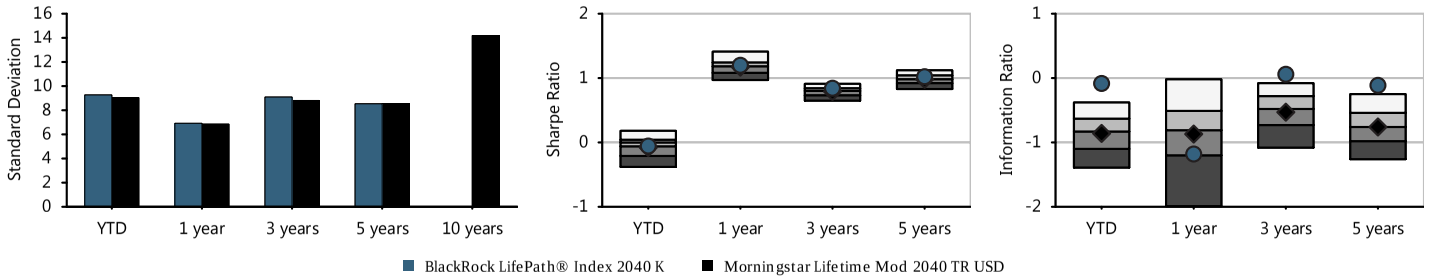


Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

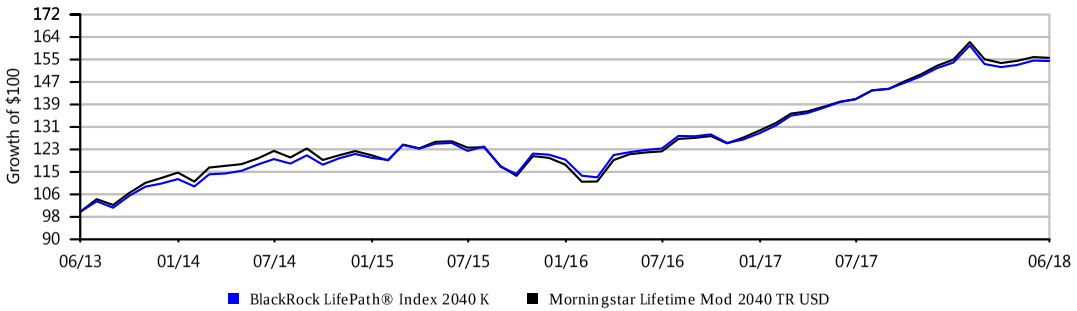
Ticker	LIKKX
Category	Target-Date 2040
Net Assets(This Class $mn)	2,709 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	7.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.06
Gross Expense Ratio	0.10
Prospectus Net Expense Ratio	0.11
Prospectus Gross Expense Ratio	0.19
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



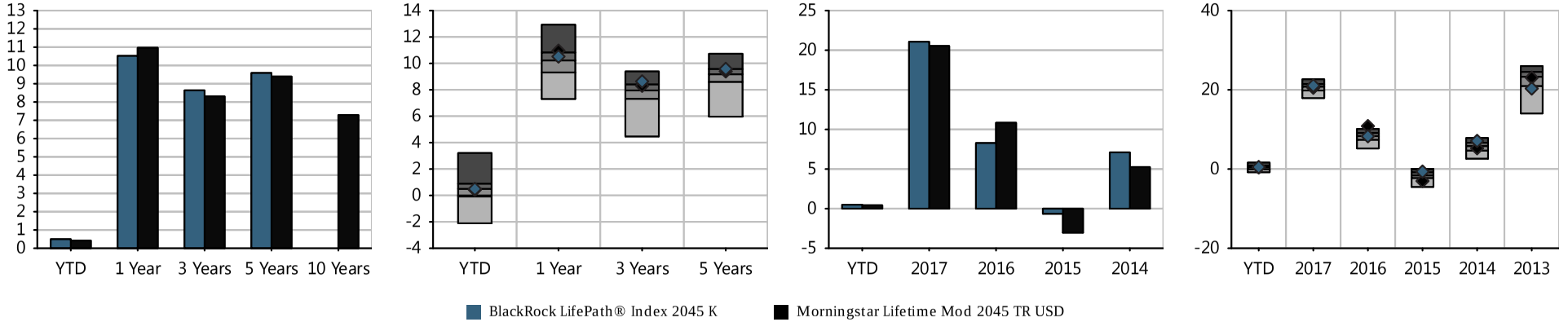
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
93 Passing	Criteria Scoring	10.52%	8.64%	9.59%	10.51	0.85	1.02	0.22	0.13	7.08	0.11%	1.06
	Peer Group Scoring	*10.12%*	*7.79%*	*9.06%*	*11.78*	*0.79*	*0.97*	*-0.32*	*-0.18*	*6.32*	*0.81%*	*1.01*
	Criteria Peer Ranking	37	13	25	16	30	32	15	25	41	3	25

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index 2045 K	1.50%	0.49%	10.52%	8.64%	9.59%	-	8.35%	05/31/2011	21.07%	8.28%	(0.64%)	7.10%	20.32%
Morningstar Lifetime Mod 2045 TR USD	*1.22%*	*0.42%*	*10.96%*	*8.31%*	*9.39%*	*-*	*-*	*-*	*20.53%*	*10.84%*	*(3.03%)*	*5.25%*	*23.07%*
Morningstar Target-Date 2045	*0.98%*	*0.45%*	*10.12%*	*7.79%*	*9.06%*	*6.78%*	*-*	*-*	*20.50%*	*8.11%*	*(1.74%)*	*5.52%*	*22.27%*

Morningstar Rating: ****

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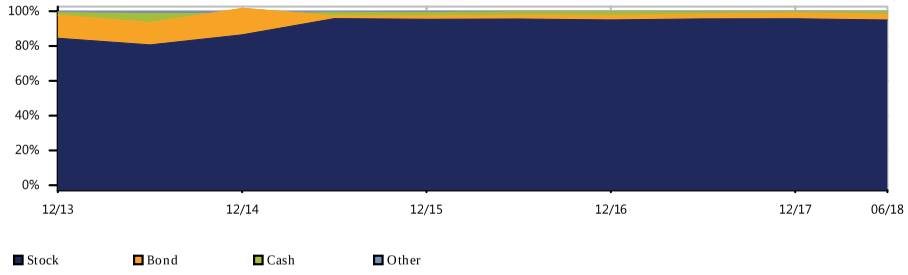
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPATH® INDEX 2045 K | FUND FACT SHEET

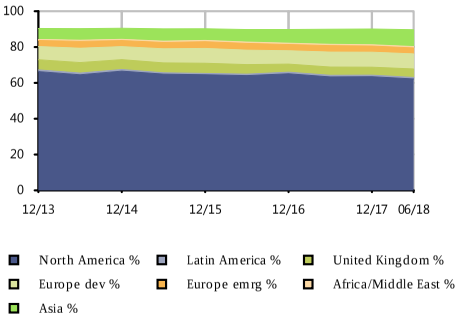
Historical Glidepath

Time Period: 07/30/2013 - 06/30/2018



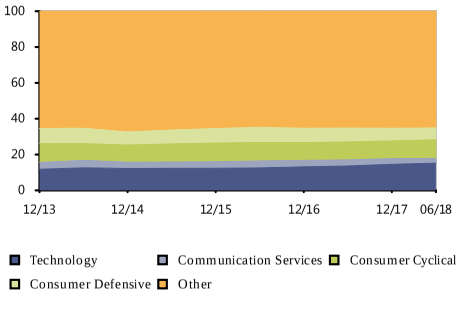
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018



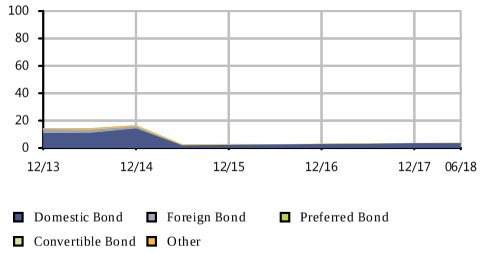
Sector Distribution

Time Period: 07/30/2013 - 06/30/2018

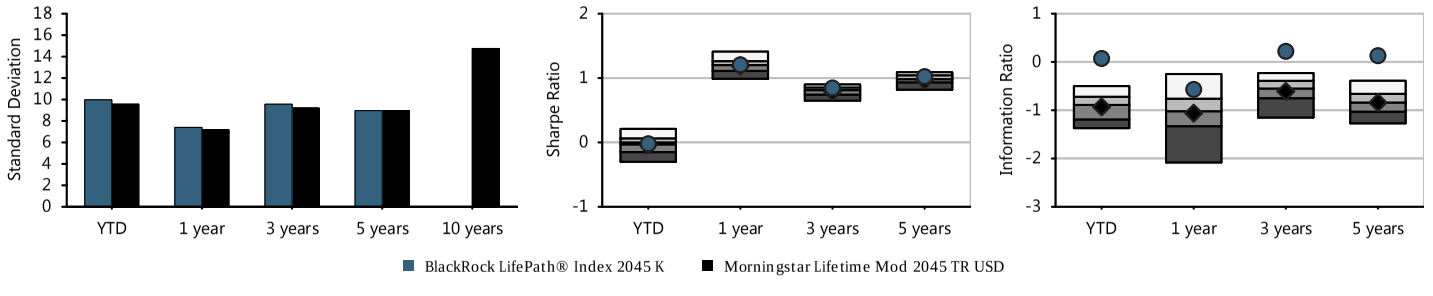


Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

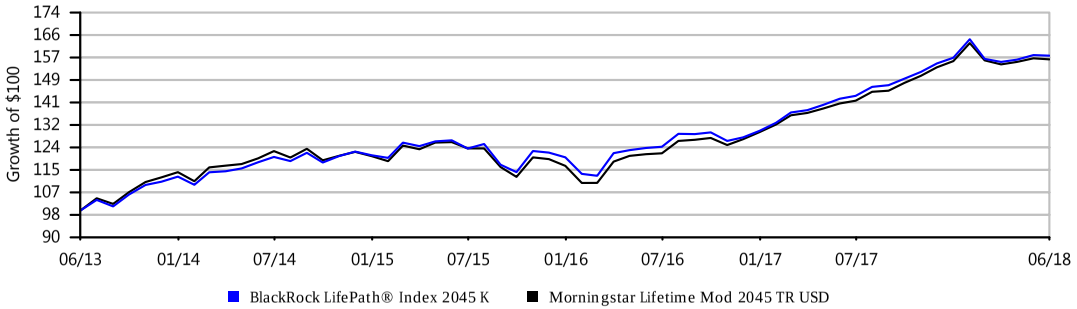
Ticker	LIHKX
Category	Target-Date 2045
Net Assets(This Class $mn)	1,736 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	7.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.12
Prospectus Net Expense Ratio	0.11
Prospectus Gross Expense Ratio	0.18
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



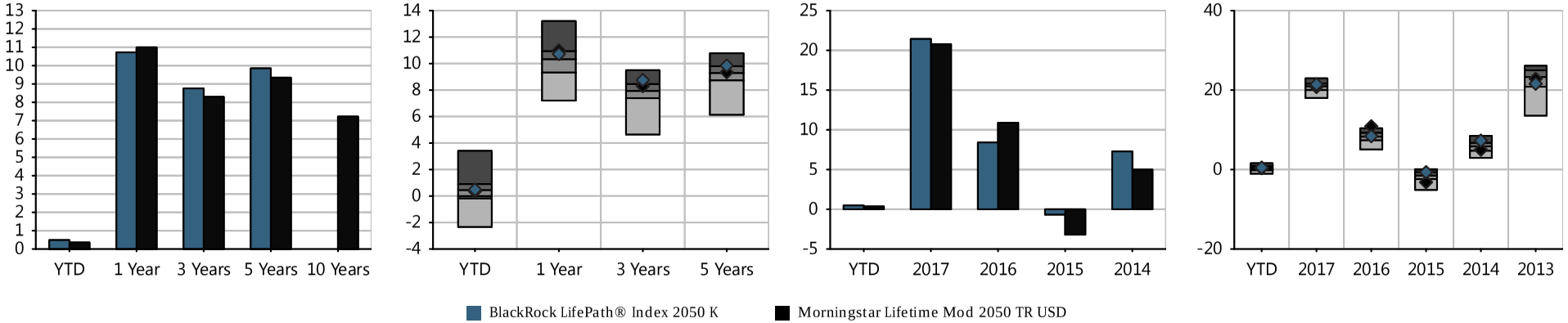
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
93 Passing	Criteria Scoring	10.72%	8.76%	9.85%	10.65	0.85	1.03	0.31	0.35	7.08	0.11%	1.07
	Peer Group Scoring	*10.22%*	*7.83%*	*9.15%*	*11.73*	*0.79*	*0.98*	*-0.26*	*-0.08*	*6.51*	*0.85%*	*1.03*
	Criteria Peer Ranking	36	9	22	15	31	33	9	22	49	2	30

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index 2050 K	1.55%	0.49%	10.72%	8.76%	9.85%	-	8.56%	05/31/2011	21.43%	8.41%	(0.67%)	7.28%	21.61%
Morningstar Lifetime Mod 2050 TR USD	*1.15%*	*0.36%*	*11.00%*	*8.30%*	*9.35%*	*-*	*-*	*-*	*20.78%*	*10.89%*	*(3.19%)*	*5.00%*	*22.83%*
Morningstar Target-Date 2050	*0.99%*	*0.38%*	*10.22%*	*7.83%*	*9.15%*	*6.82%*	*-*	*-*	*20.67%*	*8.22%*	*(1.74%)*	*5.70%*	*21.81%*

Morningstar Rating: ****

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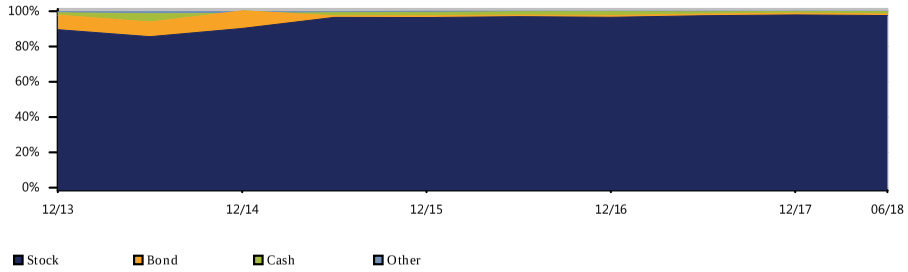
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPATH® INDEX 2050 K | FUND FACT SHEET

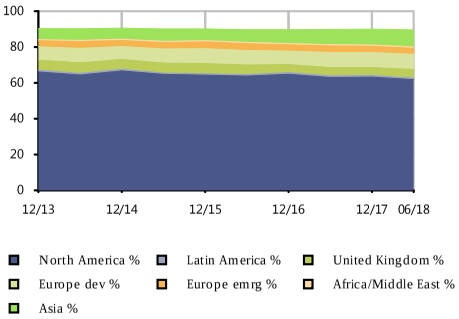
Historical Glidepath

Time Period: 07/30/2013 - 06/30/2018



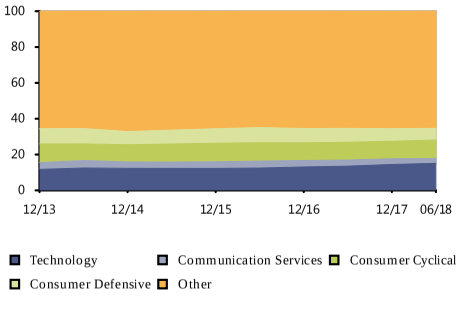
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018



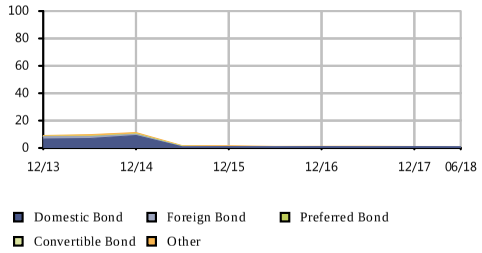
Sector Distribution

Time Period: 07/30/2013 - 06/30/2018

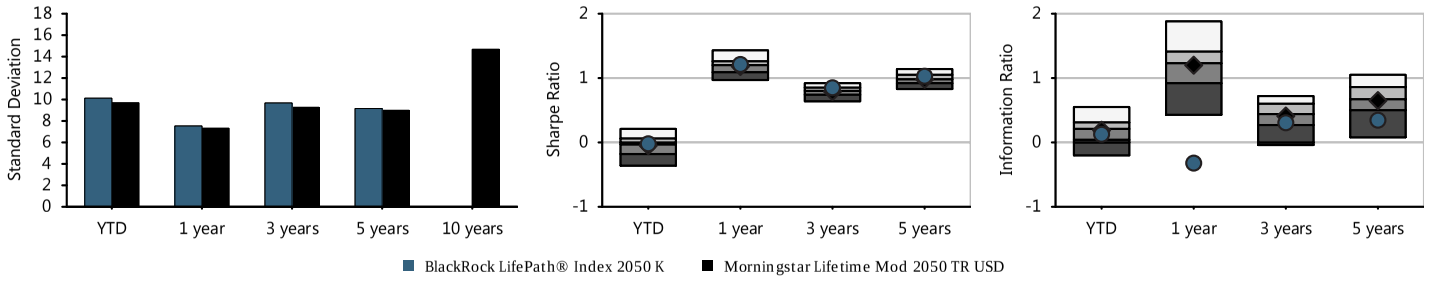


Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

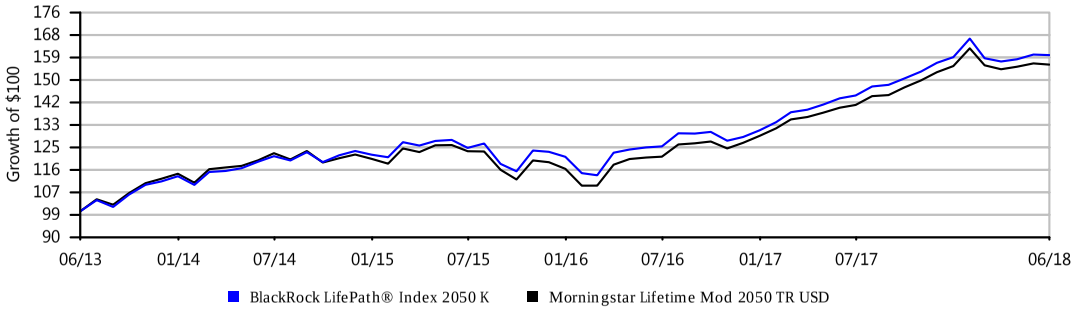
Ticker	LIPKX
Category	Target-Date 2050
Net Assets(This Class $mn)	1,538 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	7.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.13
Prospectus Net Expense Ratio	0.11
Prospectus Gross Expense Ratio	0.19
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



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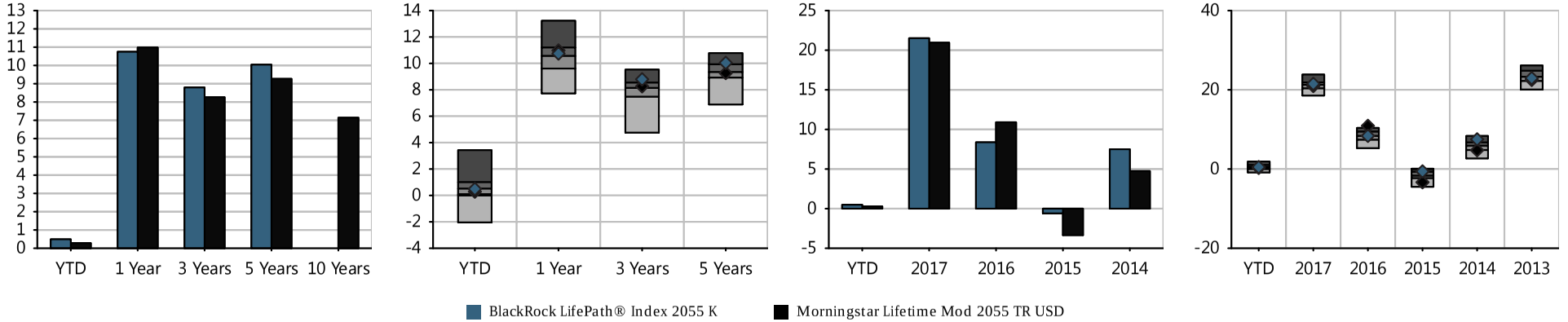
BLACKROCK LIFEPATH® INDEX 2055 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
93 Passing	Criteria Scoring	10.75%	8.79%	10.04%	10.63	0.85	1.03	0.34	0.52	7.08	0.10%	1.08
	Peer Group Scoring	*10.47%*	*7.97%*	*9.38%*	*11.71*	*0.79*	*0.99*	*-0.17*	*0.07*	*4.79*	*0.82%*	*1.04*
	Criteria Peer Ranking	40	11	22	16	30	30	11	23	23	2	27

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index 2055 K	1.61%	0.49%	10.75%	8.79%	10.04%	-	8.73%	05/31/2011	21.51%	8.38%	(0.60%)	7.50%	22.95%
Morningstar Lifetime Mod 2055 TR USD	*1.08%*	*0.28%*	*10.98%*	*8.26%*	*9.27%*	-	-	-	*20.95%*	*10.90%*	*(3.34%)*	*4.74%*	*22.49%*
Morningstar Target-Date 2055	*1.02%*	*0.51%*	*10.47%*	*7.97%*	*9.38%*	*7.24%*	-	-	*21.08%*	*8.18%*	*(1.72%)*	*5.66%*	*23.05%*

Morningstar Rating: ****

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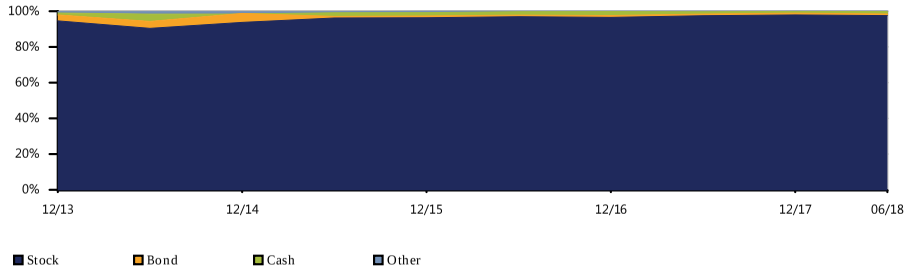
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPATH® INDEX 2055 K | FUND FACT SHEET

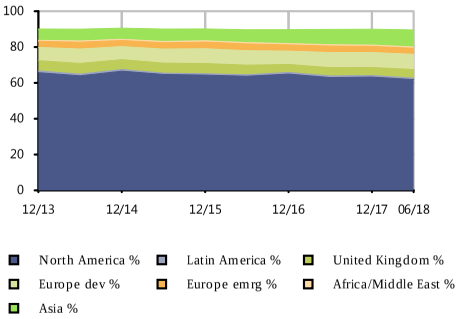
Historical Glidepath

Time Period: 07/30/2013 - 06/30/2018



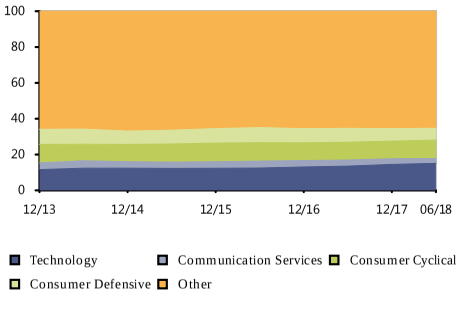
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018



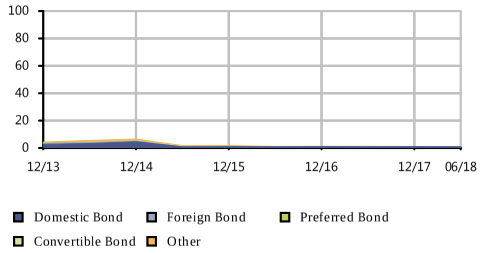
Sector Distribution

Time Period: 07/30/2013 - 06/30/2018

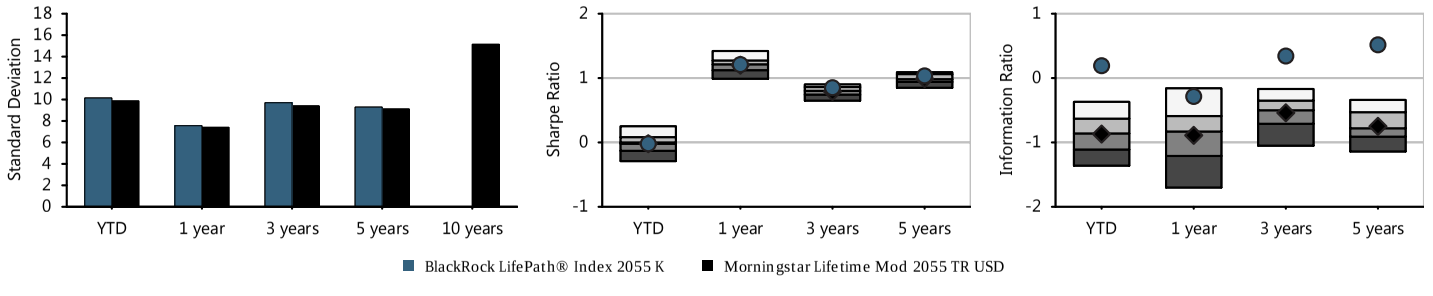


Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

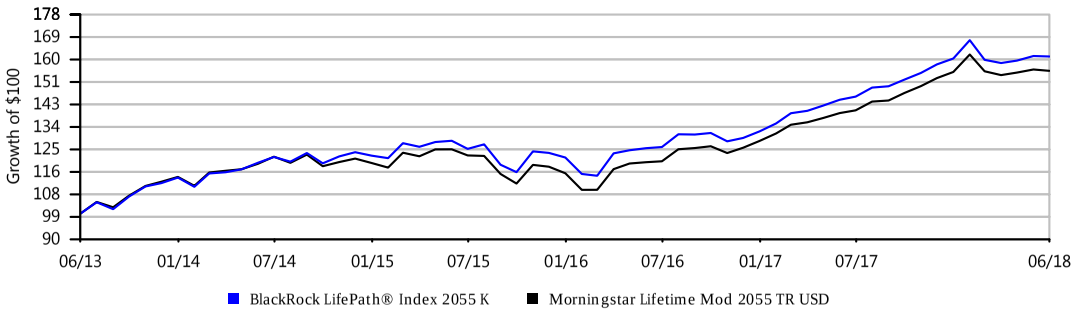
Ticker	LIVKX
Category	Target-Date 2055
Net Assets(This Class $mn)	754 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	7.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.14
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.21
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



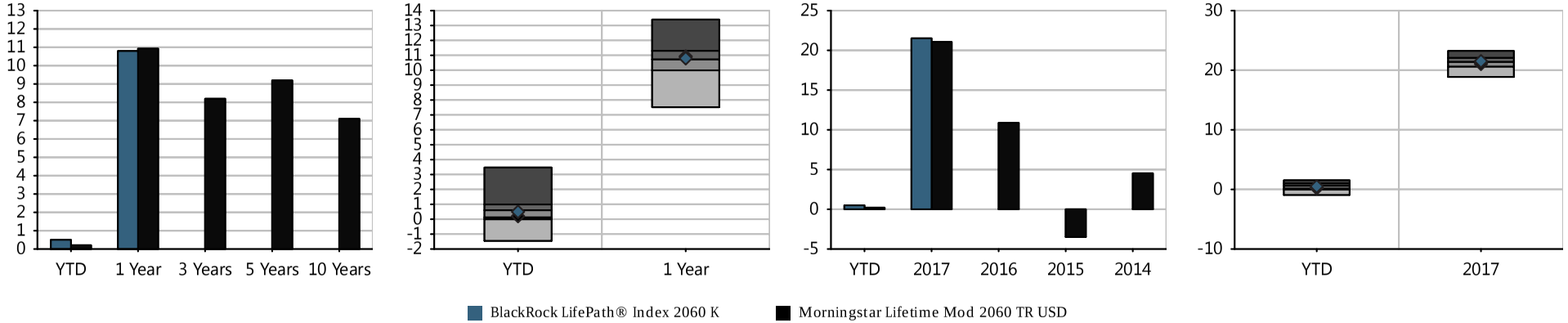
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
72 Passing	Criteria Scoring	10.80%	-	-	-	-	-	-	-	2.33	0.11%	-
	Peer Group Scoring	*10.64%*	*8.29%*	*9.65%*	*11.59*	*0.83*	*1.02*	*0.04*	*0.36*	*2.29*	*0.82%*	*1.08*
	Criteria Peer Ranking	43	-	-	-	-	-	-	-	47	3	-

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
BlackRock LifePath® Index 2060 K	1.58%	0.50%	10.80%	-	-	-	15.90%	02/29/2016	21.51%	-	-	-	-
Morningstar Lifetime Mod 2060 TR USD	*1.00%*	*0.21%*	*10.93%*	*8.19%*	*9.19%*	-	-	-	*21.06%*	*10.88%*	*(3.48%)*	*4.53%*	*22.18%*
Morningstar Target-Date 2060+	*1.12%*	*0.53%*	*10.64%*	*8.29%*	*9.65%*	-	-	-	*21.27%*	*8.05%*	*(1.02%)*	*5.25%*	*24.35%*

Morningstar Rating: -

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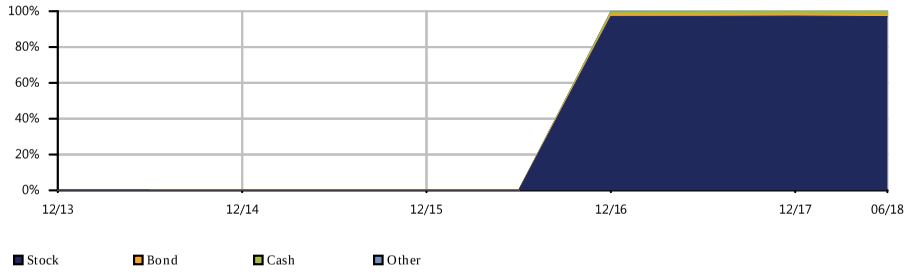
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPATH® INDEX 2060 K | FUND FACT SHEET

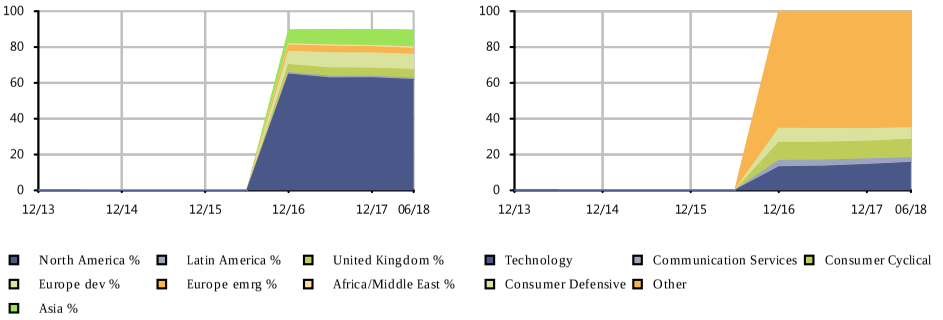
Historical Glidepath

Time Period: 03/31/2016 - 06/30/2018



Equity Regional Distribution

Time Period: 03/31/2016 - 06/30/2018

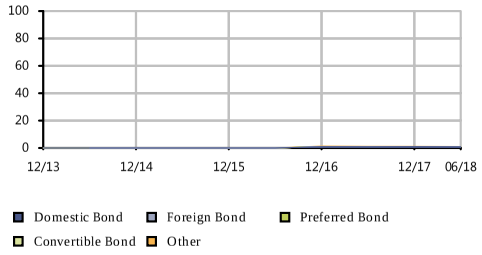


Sector Distribution

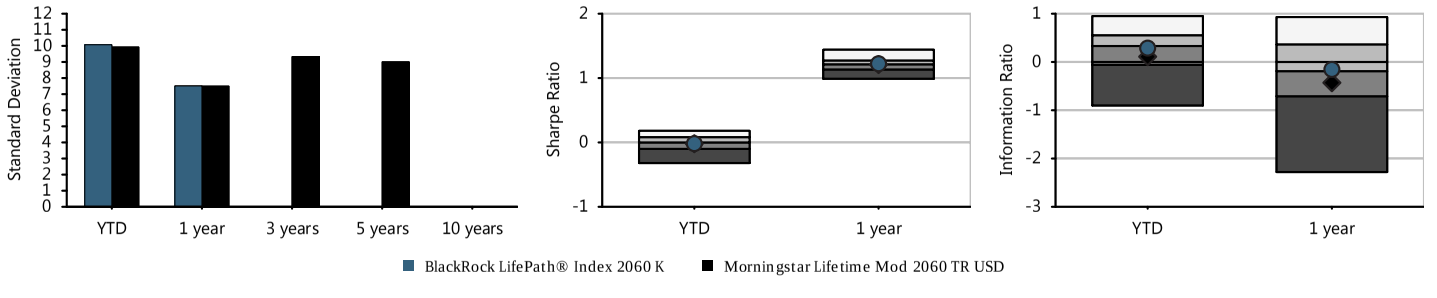
Time Period: 03/31/2016 - 06/30/2018

Bond Distribution

Time Period: 03/31/2016 - 06/30/2018



Risk/Return vs Peer Group



Fund Basics

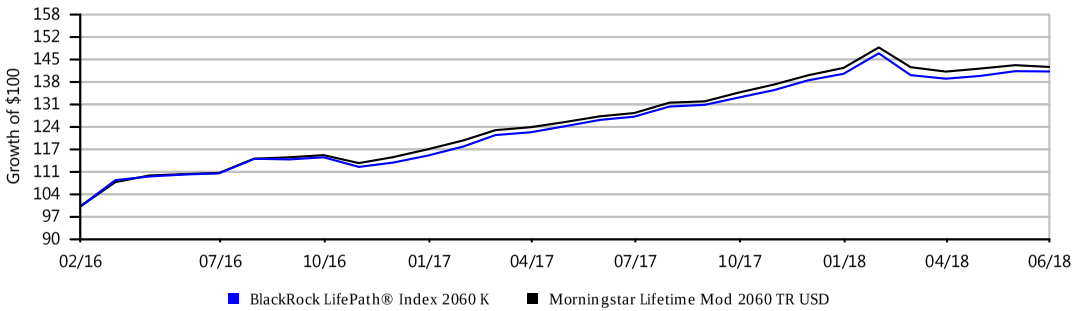
Ticker	LIZKX
Category	Target-Date 2060+
Net Assets(This Class $mn)	119 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	2.33
Fund Inception	Feb 29,2016

Fee And Expenses

Expense Ratio	0.15
Gross Expense Ratio	0.59
Prospectus Net Expense Ratio	0.11
Prospectus Gross Expense Ratio	0.60
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 03/31/2016 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

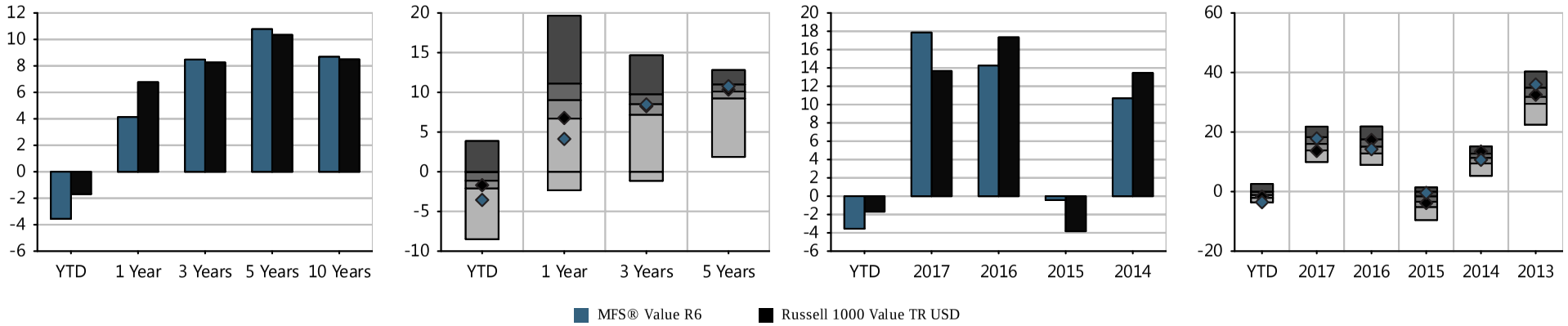
MFS® Value R6 | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
78 Passing	Criteria Scoring	4.13%	8.48%	10.78%	0.78	1.02	0.09	0.18	16.41	0.49%	10.55	1.05
	Peer Group Scoring	*9.04%*	*8.35%*	*9.94%*	*0.75*	*0.94*	*-0.01*	*-0.16*	*9.26*	*0.96%*	*9.93*	*1.02*
	Criteria Peer Ranking	95	51	30	44	31	48	26	16	13	61	34

Investment Strategy

The investment seeks capital appreciation. The fund normally invests the fund's assets primarily in equity securities. Equity securities include common stocks and other securities that represent an ownership interest (or right to acquire an ownership interest) in a company or other issuer. MFS focuses on investing the fund's assets in the stocks of companies it believes are undervalued compared to their perceived worth (value companies).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
MFS® Value R6	(0.56%)	(3.55%)	4.13%	8.48%	10.78%	8.69%	10.11%	01/02/1996	17.86%	14.25%	(0.42%)	10.68%	35.95%
Russell 1000 Value TR USD	*1.18%*	*(1.69%)*	*6.77%*	*8.26%*	*10.34%*	*8.49%*	-	-	*13.66%*	*17.34%*	*(3.83%)*	*13.45%*	*32.53%*
Morningstar Large Value	*1.63%*	*(0.95%)*	*9.04%*	*8.35%*	*9.94%*	*8.29%*	-	-	*16.00%*	*15.19%*	*(3.60%)*	*10.93%*	*31.85%*

Morningstar Rating: ***

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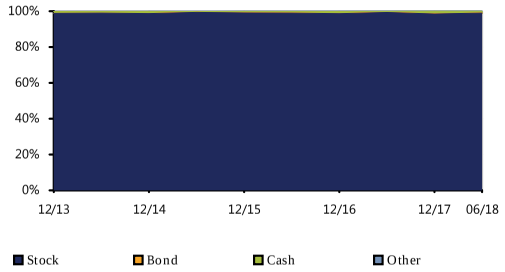
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

MFS® Value R6 | Fund Fact Sheet

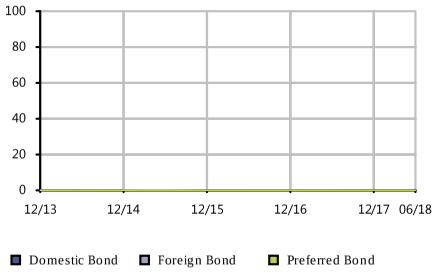
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



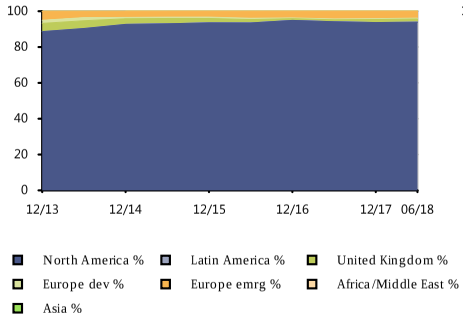
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



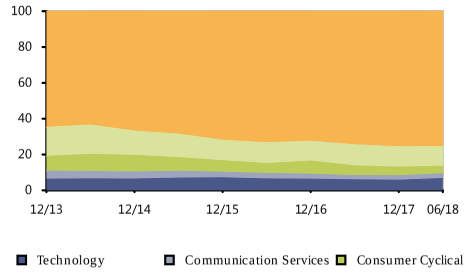
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

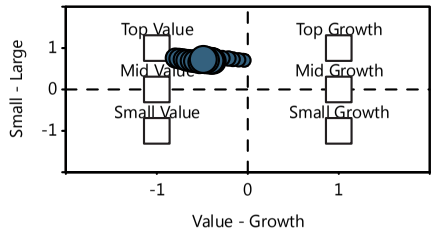


Sector Distribution

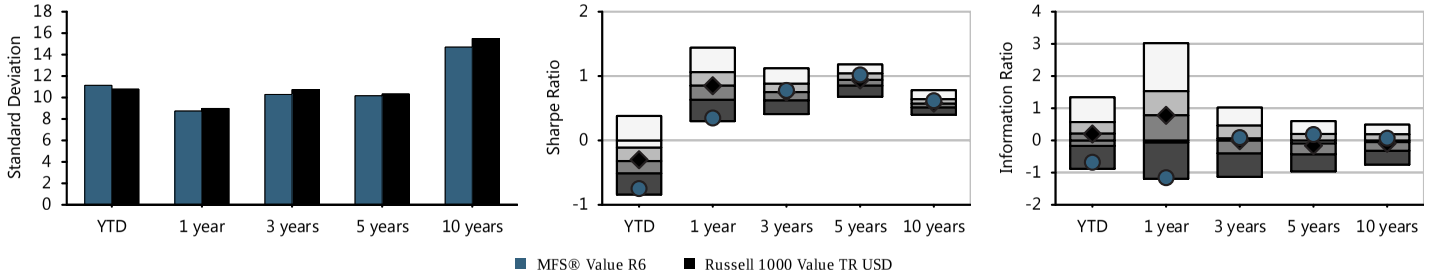
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	MEIKX
Category	Large Value
Net Assets(This Class $mn)	46,705 m
Net Assets(All Classes $mn)	0 m
Manager	Steven Gorham
Manager Tenure	16.41
Fund Inception	Jan 02,1996

Fee And Expenses

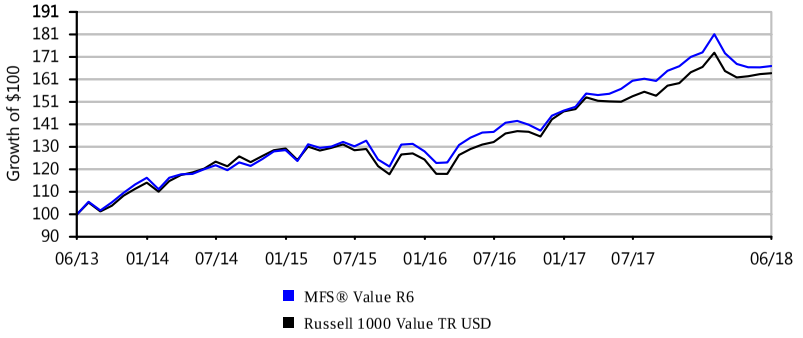
Expense Ratio	0.49
Gross Expense Ratio	0.51
Prospectus Net Expense Ratio	0.49
Prospectus Gross Expense Ratio	0.49
Actual 12b1	0.00
Management Fee	0.47

Top 10 Holdings (%)

JPMorgan Chase & Co	4.79
Johnson & Johnson	3.29
Wells Fargo & Co	3.28
Accenture PLC A	2.94
Philip Morris Internati...	2.56
Medtronic PLC	2.53
Goldman Sachs Group Inc	2.37
Pfizer Inc	2.28
Citigroup Inc	2.23
US Bancorp	2.18

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



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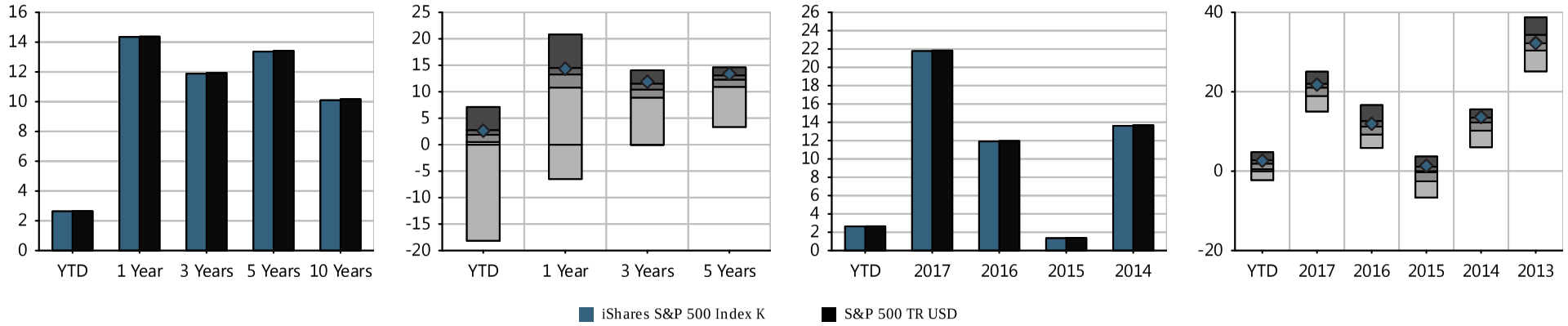
iSHARES 500 INDEX K | FUND FACT SHEET

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.02%	0.02%	0.02%	0.04%	$15,028,217,958	14.39%	11.92%	13.40%
	Peer Group Scoring	*2.38%*	*2.72%*	*2.50%*	*0.90%*	-	-	-	-
	Criteria Peer Ranking	2	2	2	3	-	27	11	11

Investment Strategy

The investment seeks to provide investment results that correspond to the total return performance of publicly-traded common stocks in the aggregate, as represented by the Standard & Poor's 500® Index. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio of MIP, which has the same investment objective and strategies as the fund. At least 90% of the value of the fund's assets is invested in securities comprising the S&P 500 Index. The percentage of the fund's assets invested in a given stock is approximately the same as the percentage such stock represents in the S&P 500 Index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
iShares S&P 500 Index K	3.42%	2.64%	14.35%	11.88%	13.36%	10.10%	9.45%	07/30/1993	21.77%	11.92%	1.35%	13.61%	32.21%
S&P 500 TR USD	*3.43%*	*2.65%*	*14.37%*	*11.93%*	*13.42%*	*10.17%*	-	-	*21.83%*	*11.96%*	*1.38%*	*13.69%*	*32.39%*
Morningstar Large Blend	*2.69%*	*1.59%*	*12.58%*	*9.92%*	*11.74%*	*9.08%*	-	-	*20.46%*	*10.98%*	*(0.81%)*	*11.61%*	*32.23%*

Morningstar Rating: ****

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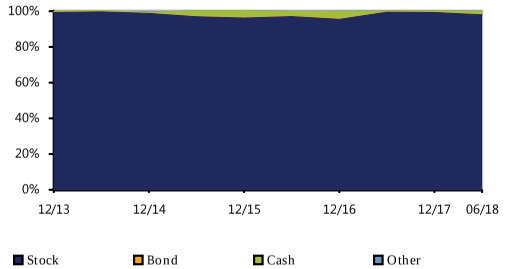
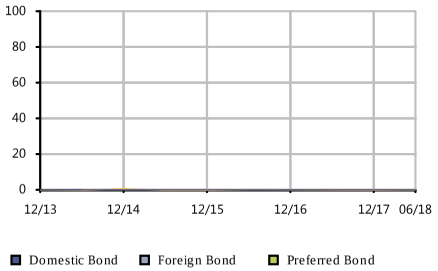
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



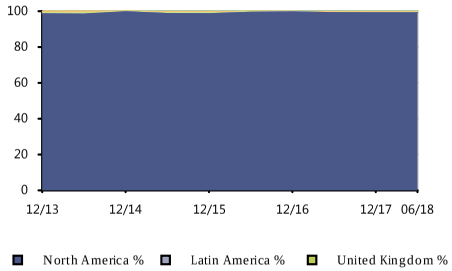
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



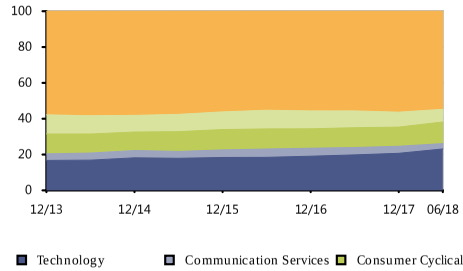
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

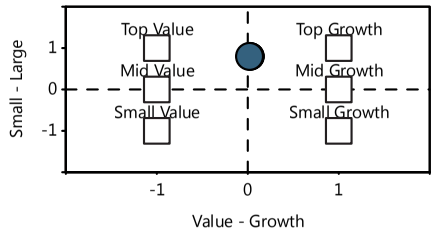


Sector Distribution

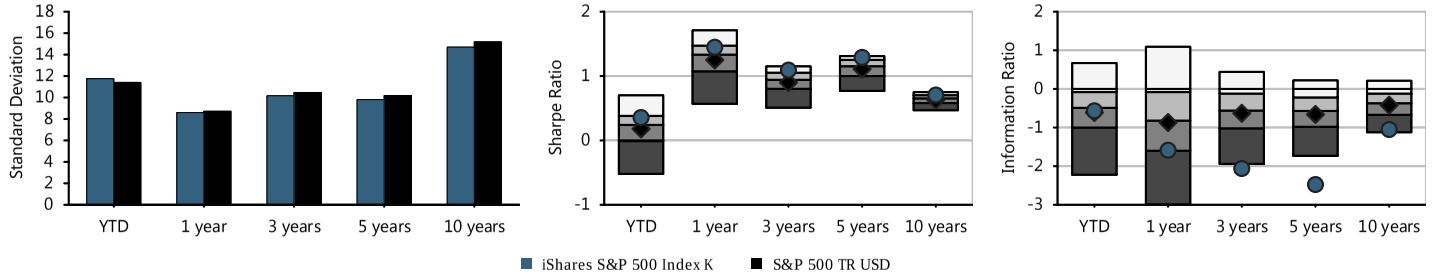
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	WFSPX
Category	Large Blend
Net Assets(This Class $mn)	15,028 m
Net Assets(All Classes $mn)	0 m
Manager	Greg Savage
Manager Tenure	10.41
Fund Inception	Jul 30,1993

Fee And Expenses

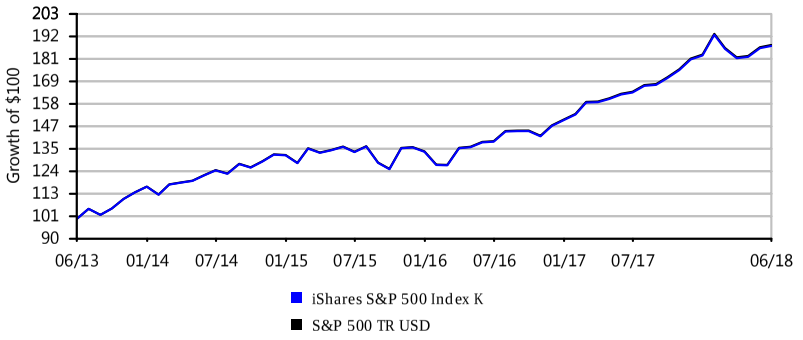
Expense Ratio	0.04
Gross Expense Ratio	0.04
Prospectus Net Expense Ratio	0.04
Prospectus Gross Expense Ratio	0.04
Actual 12b1	0.00
Management Fee	0.04

Top 10 Holdings (%)

Apple Inc	4.03
Microsoft Corp	3.23
Amazon.com Inc	2.78
Facebook Inc A	1.95
Berkshire Hathaway Inc B	1.57
JPMorgan Chase & Co	1.56
Exxon Mobil Corp	1.46
Alphabet Inc C	1.40
Alphabet Inc A	1.40
Johnson & Johnson	1.36

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

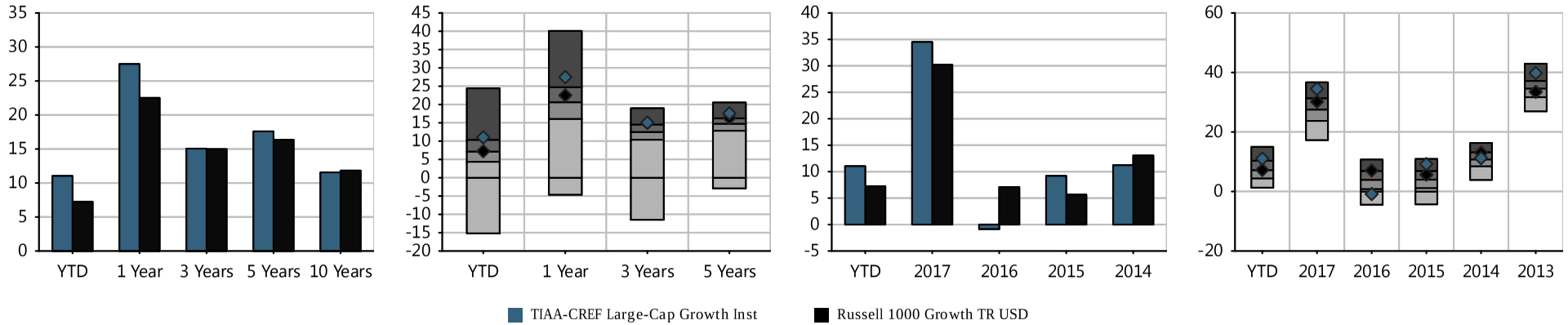
TIAA-CREF Large-Cap Growth Inst | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
92 Passing	Criteria Scoring	27.49%	15.05%	17.58%	1.14	1.40	0.02	0.35	12.25	0.43%	8.16	0.95
	Peer Group Scoring	*20.57%*	*12.17%*	*14.36%*	*0.98*	*1.22*	*-0.80*	*-0.61*	*10.10*	*1.07%*	*10.86*	*0.89*
	Criteria Peer Ranking	13	19	11	26	16	19	9	35	7	33	32

Investment Strategy

The investment seeks a favorable long-term return, mainly through capital appreciation, primarily from equity securities. Under normal circumstances, the fund invests at least 80% of its assets in large-cap equity securities. It will invest primarily in large-cap equity securities that the fund's investment adviser believes present the opportunity for growth. The fund also seeks to invest in companies expected to benefit from prospective acquisitions, reorganizations, corporate restructurings or other special situations. It may invest up to 20% of its assets in foreign investments.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
TIAA-CREF Large-Cap Growth Inst	6.99%	11.04%	27.49%	15.05%	17.58%	11.56%	10.35%	03/31/2006	34.51%	(0.85%)	9.20%	11.22%	39.80%
Russell 1000 Growth TR USD	*5.76%*	*7.25%*	*22.51%*	*14.98%*	*16.36%*	*11.83%*	-	-	*30.21%*	*7.08%*	*5.67%*	*13.05%*	*33.48%*
Morningstar Large Growth	*5.14%*	*7.52%*	*20.57%*	*12.17%*	*14.36%*	*10.23%*	-	-	*27.51%*	*3.59%*	*3.74%*	*10.57%*	*34.50%*

Morningstar Rating: ****

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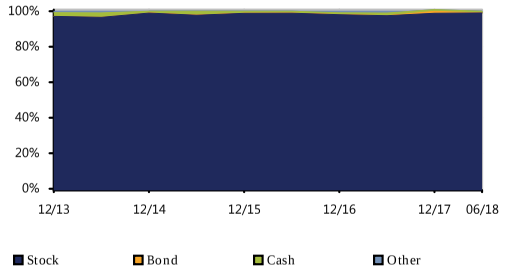
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

TIAA-CREF Large-Cap Growth Inst | Fund Fact Sheet

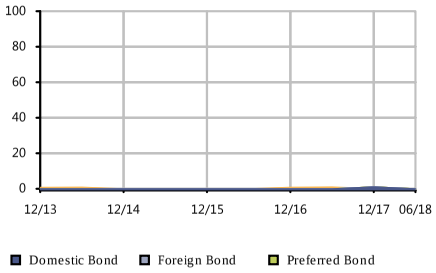
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



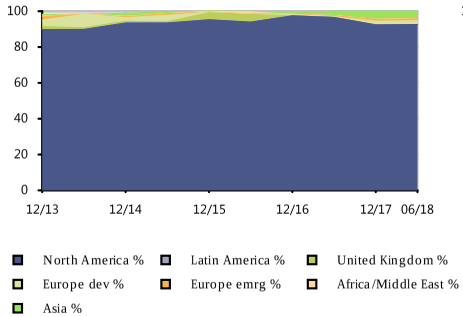
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



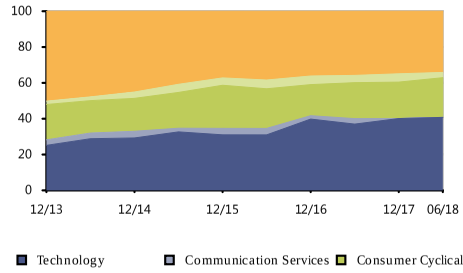
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

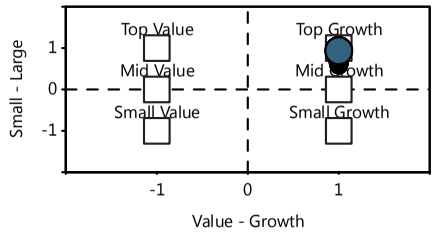


Sector Distribution

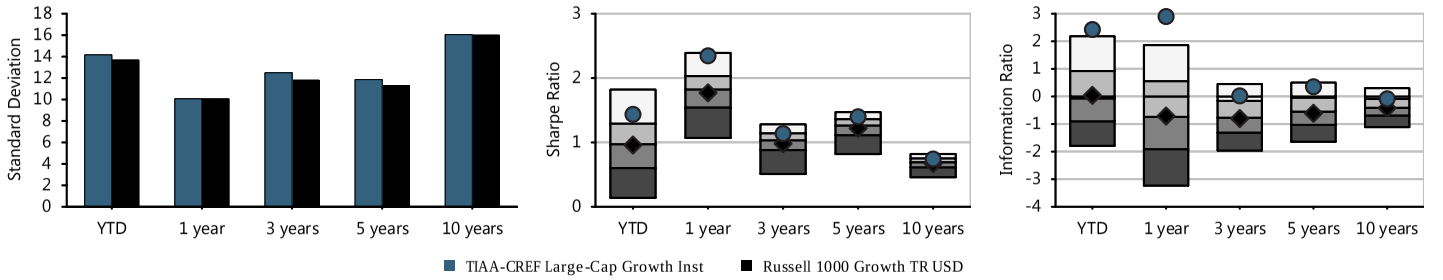
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	TILGX
Category	Large Growth
Net Assets(This Class $mn)	5,274 m
Net Assets(All Classes $mn)	0 m
Manager	Susan Hirsch
Manager Tenure	12.25
Fund Inception	Mar 31,2006

Fee And Expenses

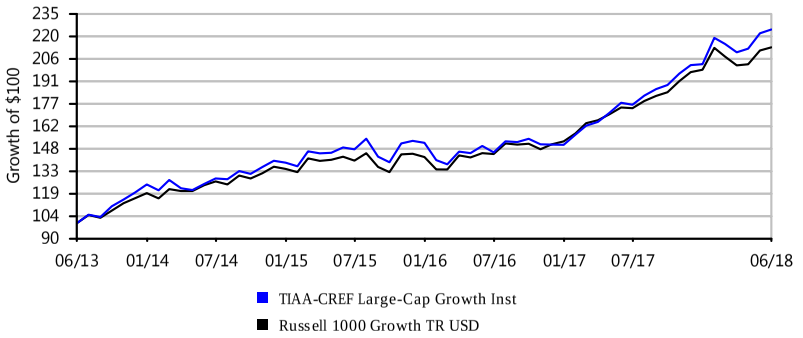
Expense Ratio	0.43
Gross Expense Ratio	0.43
Prospectus Net Expense Ratio	0.43
Prospectus Gross Expense Ratio	0.43
Actual 12b1	0.00
Management Fee	0.41

Top 10 Holdings (%)

Microsoft Corp	5.85
Amazon.com Inc	5.42
Alphabet Inc C	3.35
Facebook Inc A	3.11
Intuit Inc	2.88
Adobe Systems Inc	2.88
Mastercard Inc A	2.87
Visa Inc Class A	2.74
Salesforce.com Inc	2.73
Apple Inc	2.36

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

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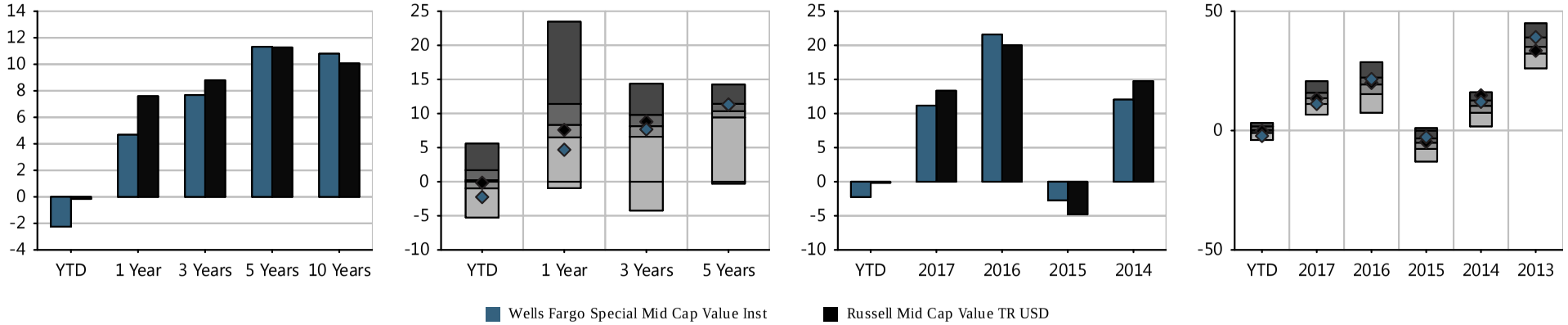
WELLS FARGO SPECIAL MID CAP VALUE INST | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
78 Passing	Criteria Scoring	4.68%	7.68%	11.32%	0.74	1.07	-0.37	0.02	9.41	0.85%	9.89	1.05
	Peer Group Scoring	*8.86%*	*7.99%*	*10.12%*	*0.68*	*0.89*	*-0.26*	*-0.32*	*8.22*	*1.08%*	*13.24*	*0.94*
	Criteria Peer Ranking	90	57	28	40	16	63	28	36	31	29	19

Investment Strategy

The investment seeks long-term capital appreciation. The fund normally invests at least 80% of its net assets in equity securities of medium-capitalization companies. It invests principally in equity securities of medium-capitalization companies, which the manager defines as securities of companies with market capitalizations within the range of the Russell Midcap® Index at the time of purchase.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
Wells Fargo Special Mid Cap Value Inst	0.46%	(2.24%)	4.68%	7.68%	11.32%	10.80%	12.03%	04/08/2005	11.16%	21.59%	(2.73%)	12.04%	39.12%
Russell Mid Cap Value TR USD	*2.41%*	*(0.16%)*	*7.60%*	*8.80%*	*11.27%*	*10.06%*	-	-	*13.34%*	*20.00%*	*(4.78%)*	*14.75%*	*33.46%*
Morningstar Mid-Cap Value	*2.55%*	*0.19%*	*8.86%*	*7.99%*	*10.12%*	*9.16%*	-	-	*13.54%*	*18.60%*	*(5.62%)*	*9.77%*	*35.49%*

Morningstar Rating: ****

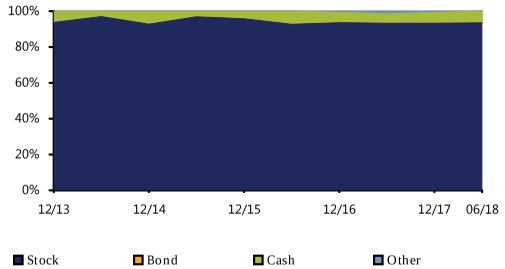
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please call 888-201-5488.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

WELLS FARGO SPECIAL MID CAP VALUE INST | FUND FACT SHEET

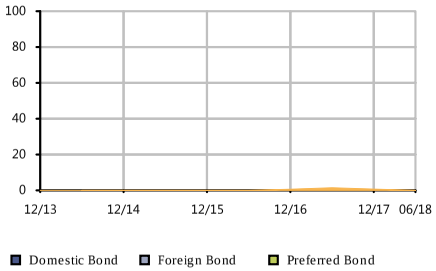
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



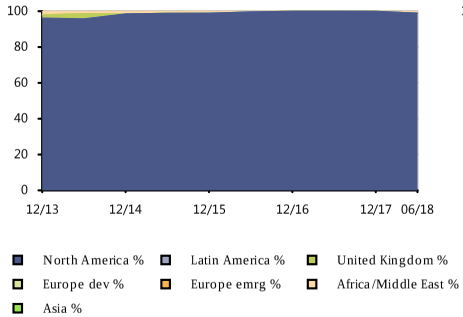
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



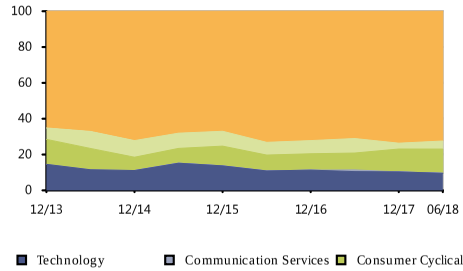
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

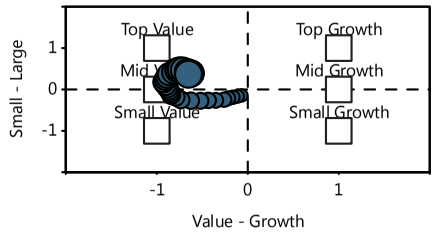


Sector Distribution

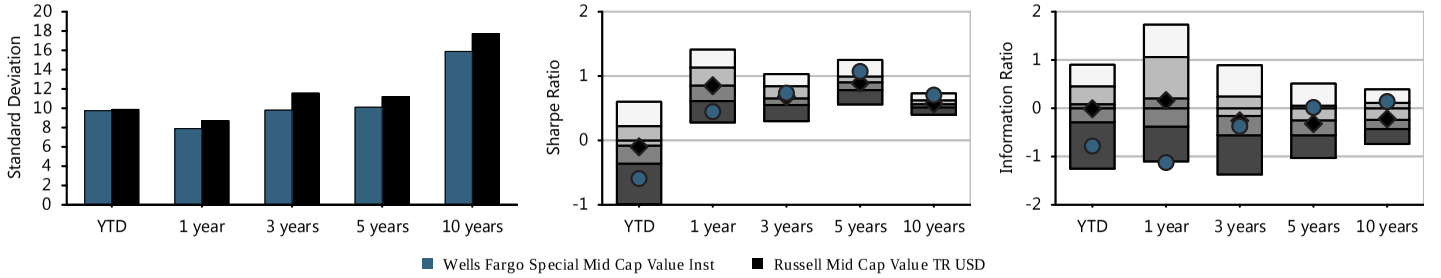
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



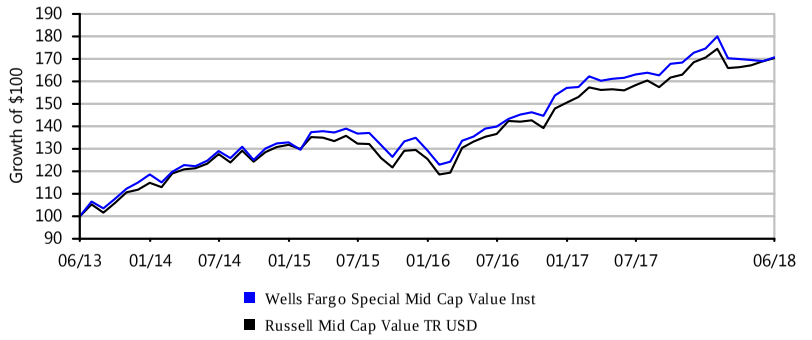
Fund Basics	
Ticker	WFMIX
Category	Mid-Cap Value
Net Assets(This Class $mn)	8,566 m
Net Assets(All Classes $mn)	0 m
Manager	Bryant VanCronkhite
Manager Tenure	9.41
Fund Inception	Apr 08,2005

Fee And Expenses	
Expense Ratio	0.84
Gross Expense Ratio	0.84
Prospectus Net Expense Ratio	0.85
Prospectus Gross Expense Ratio	0.85
Actual 12b1	0.00
Management Fee	0.68

Top 10 Holdings (%)	
Jacobs Engineering Grou...	2.82
Sealed Air Corp	2.55
Kansas City Southern	2.41
Fidelity National Infor...	2.40
Ameren Corp	2.40
Brown & Brown Inc	2.38
Loews Corp	2.29
Molson Coors Brewing Co B	2.20
American Electric Power...	2.09
Republic Services Inc C...	2.08

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

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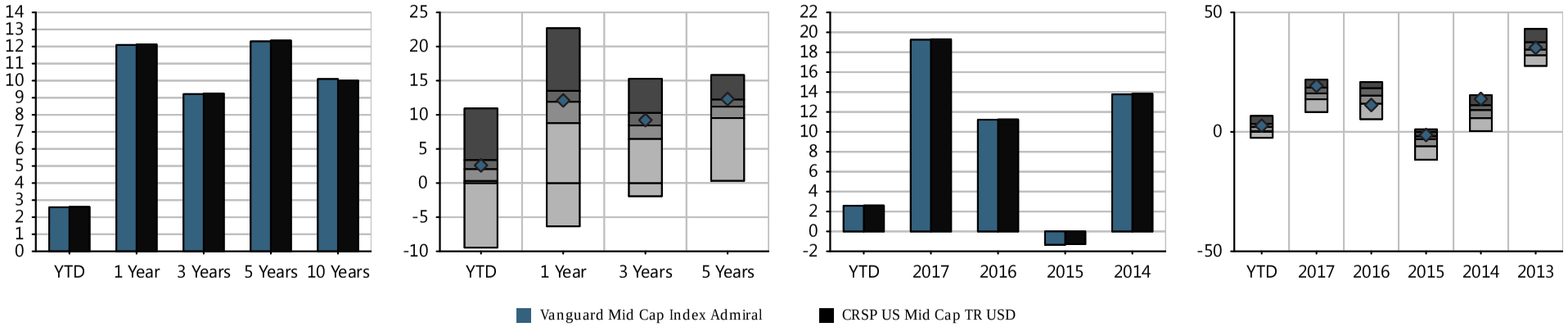
VANGUARD MID CAP INDEX ADMIRAL | FUND FACT SHEET

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.01%	0.02%	0.02%	0.05%	$97,856,808,109	12.14%	9.26%	12.35%
	Peer Group Scoring	*4.09%*	*4.70%*	*4.28%*	*1.01%*	-	-	-	-
	Criteria Peer Ranking	2	2	2	2	-	48	43	20

Investment Strategy

The investment seeks to track the performance of a benchmark index that measures the investment return of mid-capitalization stocks. The fund employs an indexing investment approach designed to track the performance of the CRSP US Mid Cap Index, a broadly diversified index of stocks of mid-size U.S. companies. The advisor attempts to replicate the target index by investing all, or substantially all, of its assets in the stocks that make up the index, holding each stock in approximately the same proportion as its weighting in the index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
Vanguard Mid Cap Index Admiral	2.57%	2.58%	12.09%	9.21%	12.30%	10.09%	10.12%	05/21/1998	19.25%	11.22%	(1.34%)	13.76%	35.15%
CRSP US Mid Cap TR USD	*2.58%*	*2.60%*	*12.12%*	*9.25%*	*12.35%*	*10.00%*	-	-	*19.30%*	*11.25%*	*(1.28%)*	*13.83%*	*35.27%*
Morningstar Mid-Cap Blend	*2.96%*	*1.95%*	*11.33%*	*8.03%*	*10.66%*	*8.96%*	-	-	*15.99%*	*14.63%*	*(4.19%)*	*8.30%*	*34.79%*

Morningstar Rating: ***

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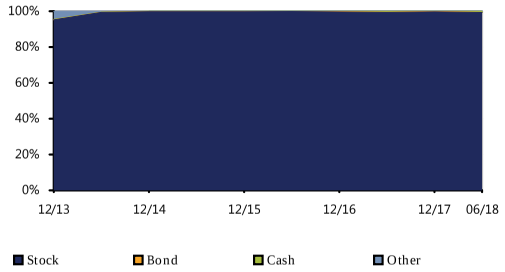
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

VANGUARD MID CAP INDEX ADMIRAL | FUND FACT SHEET

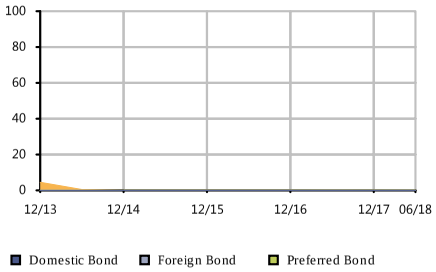
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



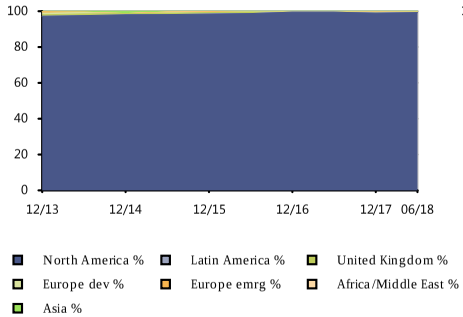
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



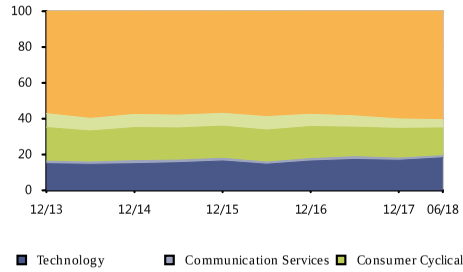
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

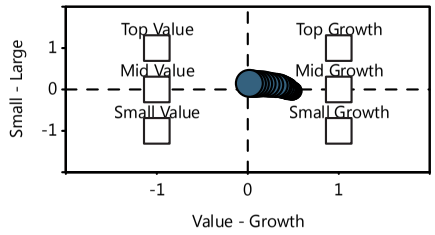


Sector Distribution

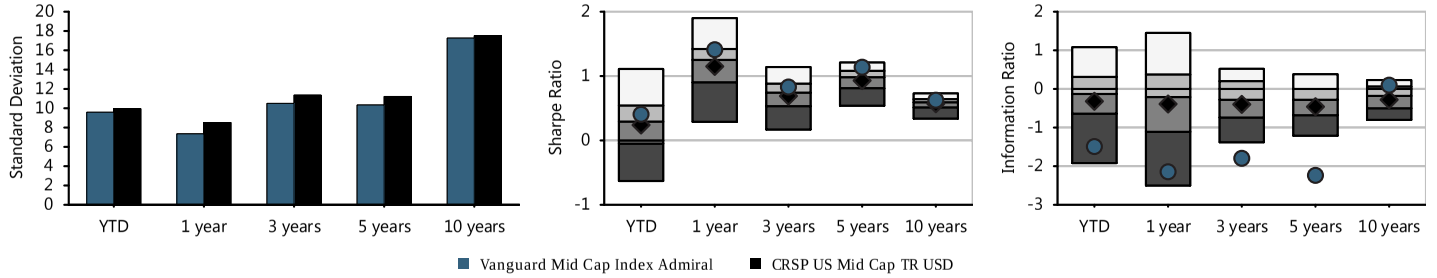
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	VIMAX
Category	Mid-Cap Blend
Net Assets(This Class $mn)	97,857 m
Net Assets(All Classes $mn)	0 m
Manager	Donald Butler
Manager Tenure	20.08
Fund Inception	May 21,1998

Fee And Expenses

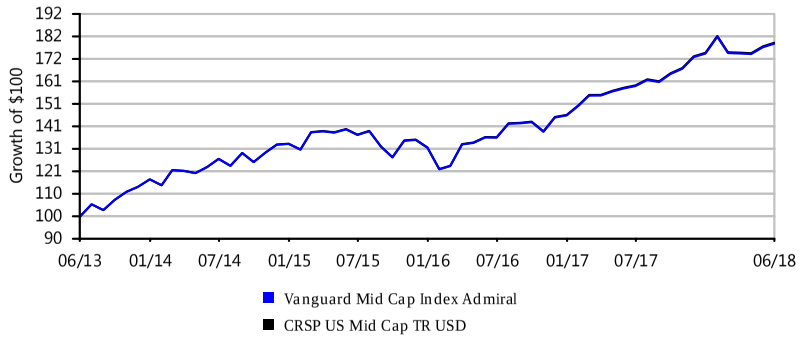
Expense Ratio	0.05
Gross Expense Ratio	0.05
Prospectus Net Expense Ratio	0.05
Prospectus Gross Expense Ratio	0.05
Actual 12b1	0.00
Management Fee	0.04

Top 10 Holdings (%)

ServiceNow Inc	0.76
Fiserv Inc	0.75
Edwards Lifesciences Corp	0.71
Red Hat Inc	0.71
Roper Technologies Inc	0.70
Autodesk Inc	0.70
ONEOK Inc	0.69
Moody's Corporation	0.69
Amphenol Corp Class A	0.66
Align Technology Inc	0.63

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

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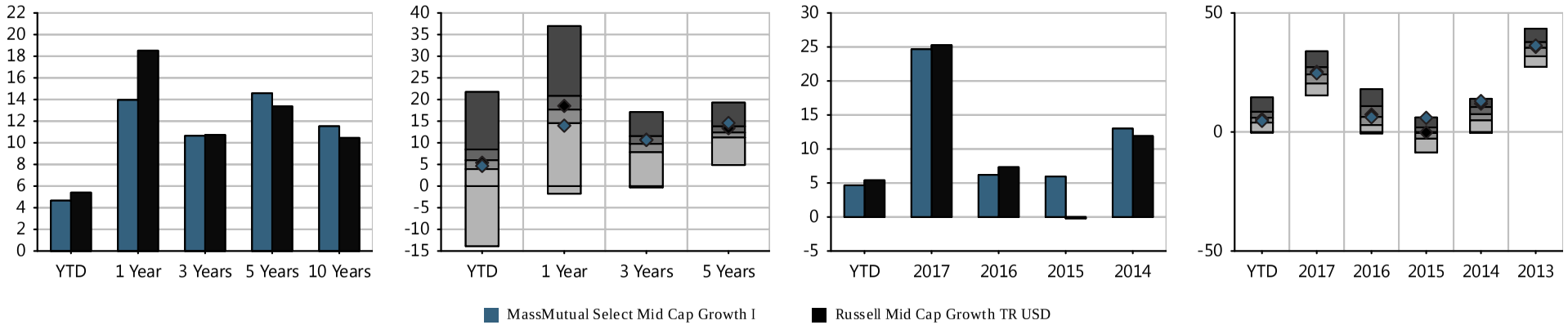
MassMutual Select Mid Cap Growth I | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
90 Passing	Criteria Scoring	13.96%	10.65%	14.58%	0.94	1.29	-0.04	0.51	18.08	0.72%	10.62	1.11
	Peer Group Scoring	*18.06%*	*9.68%*	*12.31%*	*0.79*	*1.02*	*-0.37*	*-0.36*	*10.12*	*1.18%*	*12.62*	*0.95*
	Criteria Peer Ranking	80	37	15	28	8	38	5	11	12	43	12

Investment Strategy

The investment seeks growth of capital over the long-term. The fund invests primarily in equity securities of mid-capitalization companies that the fund's subadvisers believe offer the potential for long-term growth. It invests at least 80% of its net assets (plus the amount of any borrowings for investment purposes) in a broadly diversified portfolio of common stocks of mid-cap companies whose earnings the subadvisers expect to grow at a faster rate than the average company.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
MassMutual Select Mid Cap Growth I	1.08%	4.66%	13.96%	10.65%	14.58%	11.53%	9.66%	05/31/2000	24.66%	6.19%	5.95%	13.00%	36.31%
Russell Mid Cap Growth TR USD	*3.16%*	*5.40%*	*18.52%*	*10.73%*	*13.37%*	*10.45%*	-	-	*25.27%*	*7.33%*	*(0.20%)*	*11.90%*	*35.74%*
Morningstar Mid-Cap Growth	*4.16%*	*6.38%*	*18.06%*	*9.68%*	*12.31%*	*9.45%*	-	-	*24.06%*	*6.94%*	*(0.73%)*	*7.26%*	*35.27%*

Morningstar Rating: ****

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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

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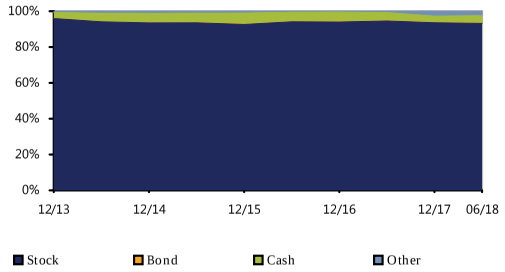
MassMutual Select Mid Cap Growth I | Fund Fact Sheet

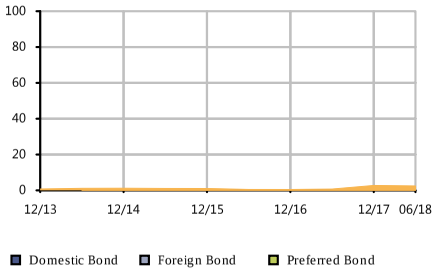
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



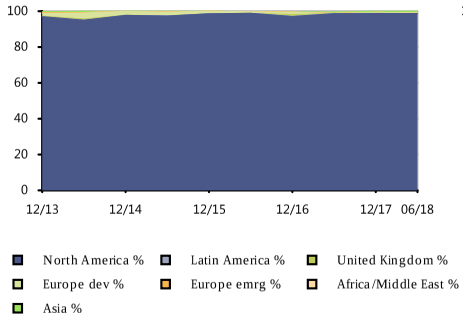
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



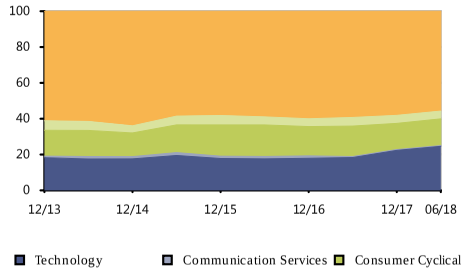
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

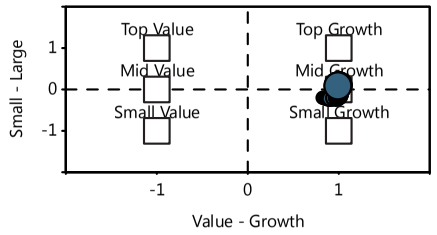


Sector Distribution

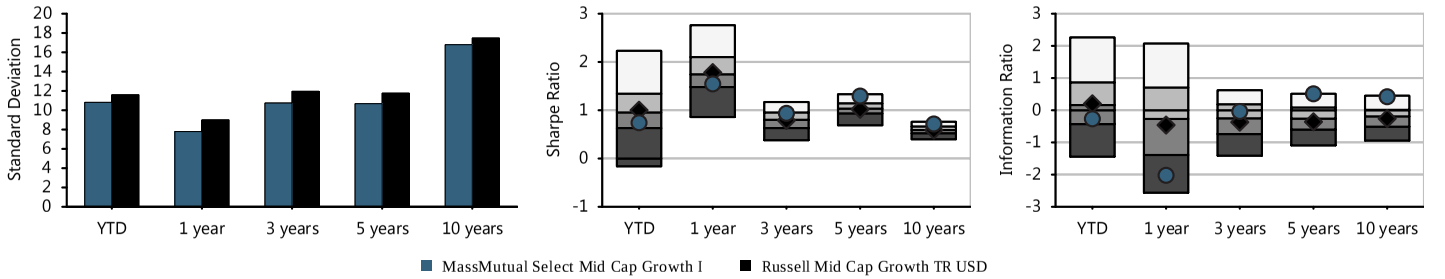
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	MEFZX
Category	Mid-Cap Growth
Net Assets(This Class $mn)	7,296 m
Net Assets(All Classes $mn)	0 m
Manager	Brian Berghuis
Manager Tenure	18.08
Fund Inception	May 31,2000

Fee And Expenses

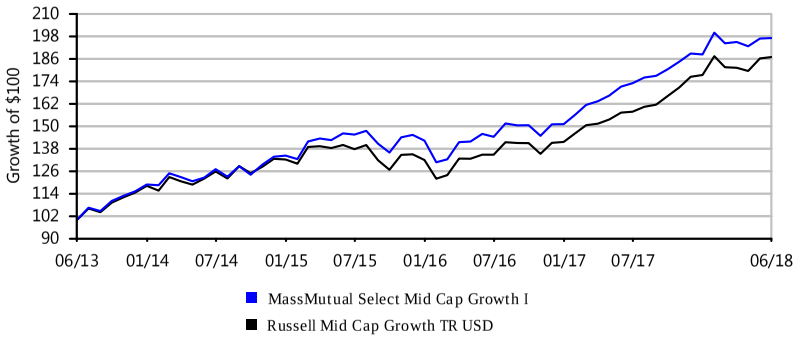
Expense Ratio	0.72
Gross Expense Ratio	0.72
Prospectus Net Expense Ratio	0.72
Prospectus Gross Expense Ratio	0.72
Actual 12b1	0.00
Management Fee	0.69

Top 10 Holdings (%)

Teleflex Inc	2.01
Reserve Invt Fds	1.92
Textron Inc	1.77
Dollar General Corp	1.67
Microchip Technology Inc	1.65
Tapestry Inc	1.60
The Cooper Companies Inc	1.58
Global Payments Inc	1.48
Roper Technologies Inc	1.47
Willis Towers Watson PLC	1.40

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



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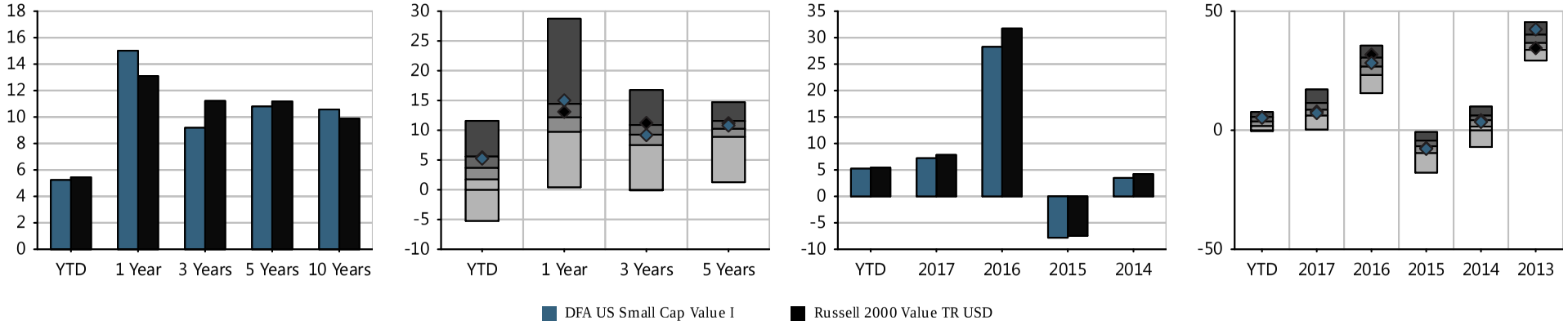
DFA US Small Cap Value I | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
76 Passing	Criteria Scoring	15.01%	9.18%	10.80%	0.61	0.74	-0.81	-0.14	6.33	0.52%	3.70	0.98
	Peer Group Scoring	*12.44%*	*9.13%*	*9.87%*	*0.64*	*0.73*	*-0.47*	*-0.22*	*9.63*	*1.23%*	*9.09*	*1.00*
	Criteria Peer Ranking	22	53	41	63	55	75	43	61	7	13	61

Investment Strategy

The investment seeks to achieve long-term capital appreciation. The fund normally will invest at least 80% of its net assets in securities of small cap U.S. companies. It may purchase or sell futures contracts and options on futures contracts for U.S. equity securities and indices, to adjust market exposure based on actual or expected cash inflows to or outflows from the Portfolio.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
DFA US Small Cap Value I	7.76%	5.24%	15.01%	9.18%	10.80%	10.57%	11.98%	03/02/1993	7.21%	28.26%	(7.81%)	3.48%	42.38%
Russell 2000 Value TR USD	*8.30%*	*5.44%*	*13.10%*	*11.22%*	*11.18%*	*9.88%*	-	-	*7.84%*	*31.74%*	*(7.47%)*	*4.22%*	*34.52%*
Morningstar Small Value	*6.61%*	*3.72%*	*12.44%*	*9.13%*	*9.87%*	*9.71%*	-	-	*8.70%*	*27.21%*	*(7.92%)*	*3.22%*	*37.04%*

Morningstar Rating: ***

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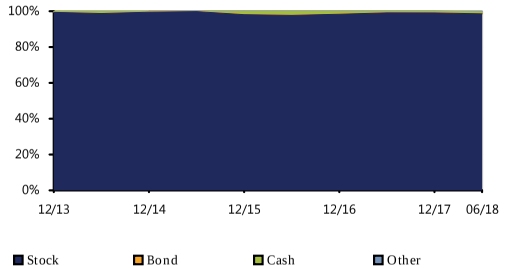
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

DFA US Small Cap Value I | Fund Fact Sheet

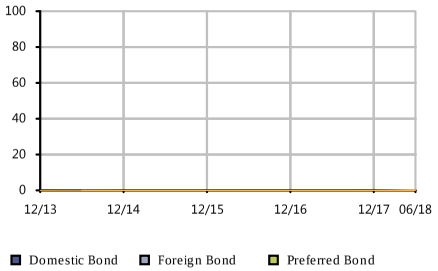
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



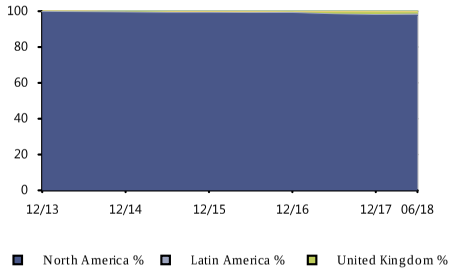
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



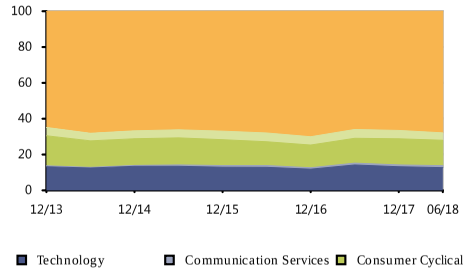
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

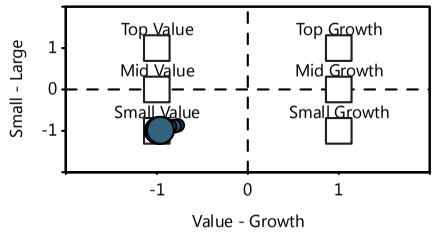


Sector Distribution

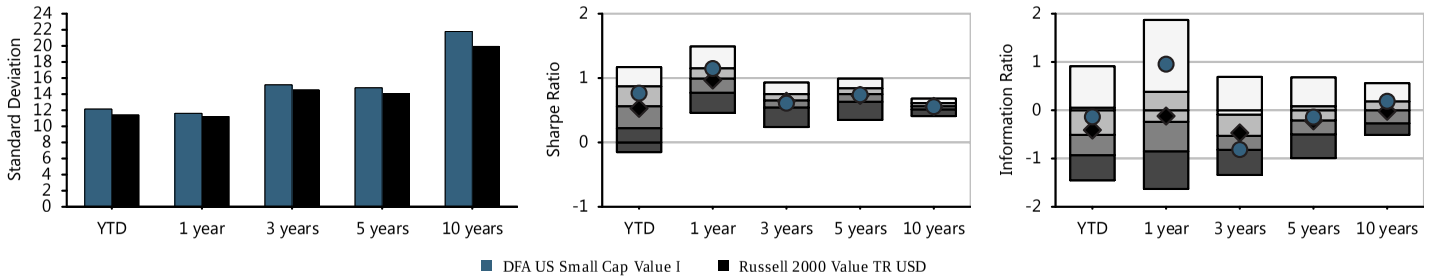
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	DFSVX
Category	Small Value
Net Assets(This Class $mn)	16,148 m
Net Assets(All Classes $mn)	0 m
Manager	Jed Fogdall
Manager Tenure	6.33
Fund Inception	Mar 02,1993

Fee And Expenses

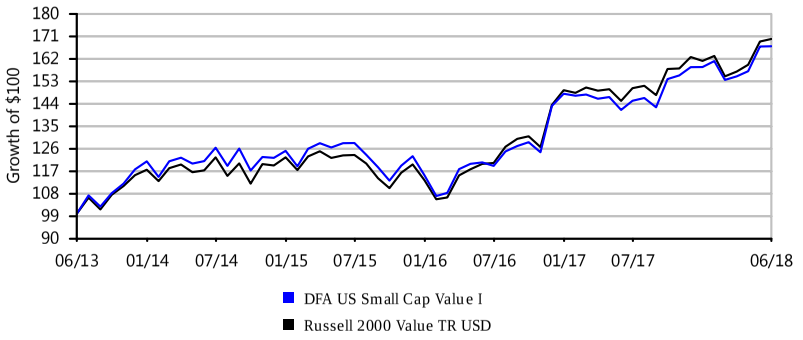
Expense Ratio	0.52
Gross Expense Ratio	0.52
Prospectus Net Expense Ratio	0.52
Prospectus Gross Expense Ratio	0.52
Actual 12b1	0.00
Management Fee	0.50

Top 10 Holdings (%)

S+p500 Emini Fut Jun18 ...	1.04
CACI International Inc ...	0.87
Kemper Corp	0.80
The Hanover Insurance G...	0.77
Delek US Holdings Inc	0.73
Cree Inc	0.72
PBF Energy Inc Class A	0.72
American Equity Investm...	0.71
Darling Ingredients Inc	0.71
Associated Banc-Corp	0.65

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



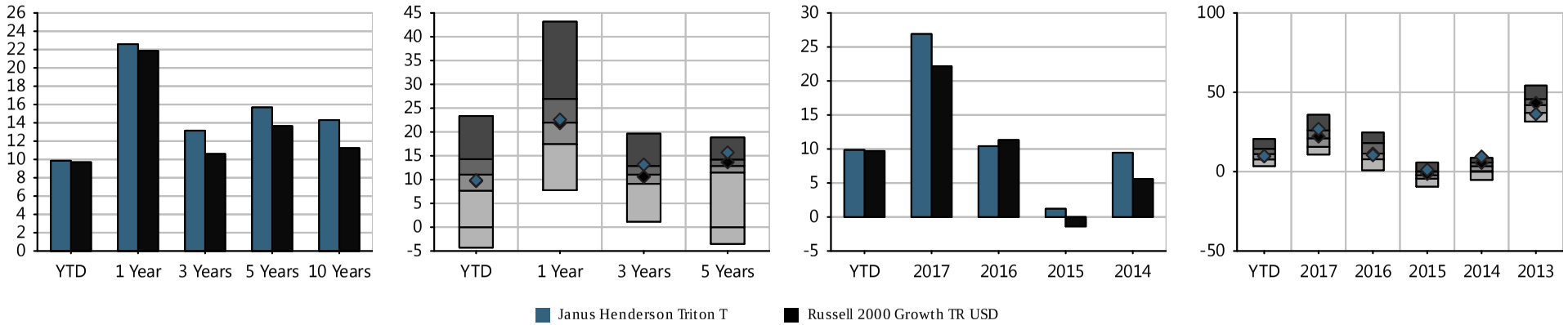
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
91 Passing	Criteria Scoring	22.59%	13.15%	15.69%	1.04	1.27	0.61	0.46	5.08	0.92%	14.63	1.30
	Peer Group Scoring	*22.68%*	*11.07%*	*12.78%*	*0.79*	*0.92*	*0.09*	*-0.15*	*9.74*	*1.24%*	*10.49*	*1.04*
	Criteria Peer Ranking	46	20	12	12	3	18	10	68	23	79	5

Investment Strategy

The investment seeks long-term growth of capital. The fund pursues its investment objective by investing primarily in common stocks selected for their growth potential. In pursuing that objective, it invests in equity securities of small- and medium-sized companies. Generally, small- and medium-sized companies have a market capitalization of less than $10 billion. Market capitalization is a commonly used measure of the size and value of a company. The fund may also invest in foreign securities, which may include investments in emerging markets.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
Janus Henderson Triton T	4.96%	9.86%	22.59%	13.15%	15.69%	14.30%	13.44%	02/25/2005	26.90%	10.42%	1.21%	9.45%	36.28%
Russell 2000 Growth TR USD	*7.23%*	*9.70%*	*21.86%*	*10.60%*	*13.65%*	*11.24%*	-	-	*22.17%*	*11.32%*	*(1.38%)*	*5.60%*	*43.30%*
Morningstar Small Growth	*8.52%*	*11.02%*	*22.68%*	*11.07%*	*12.78%*	*10.80%*	-	-	*21.44%*	*12.27%*	*(2.21%)*	*2.61%*	*41.94%*

Morningstar Rating: *****

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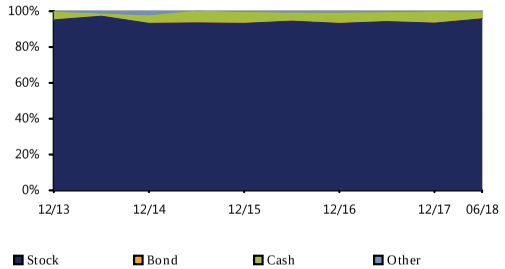
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

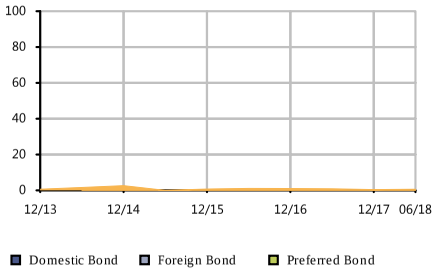
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



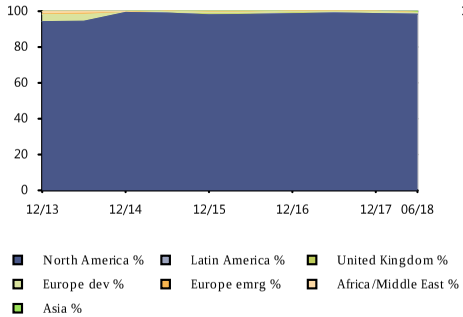
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



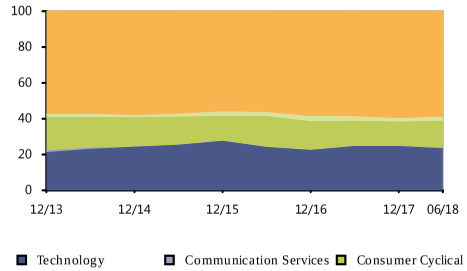
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

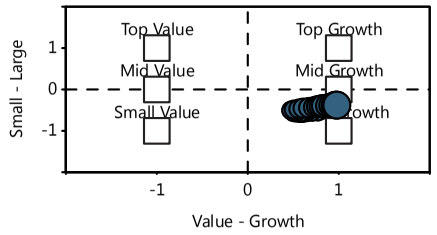


Sector Distribution

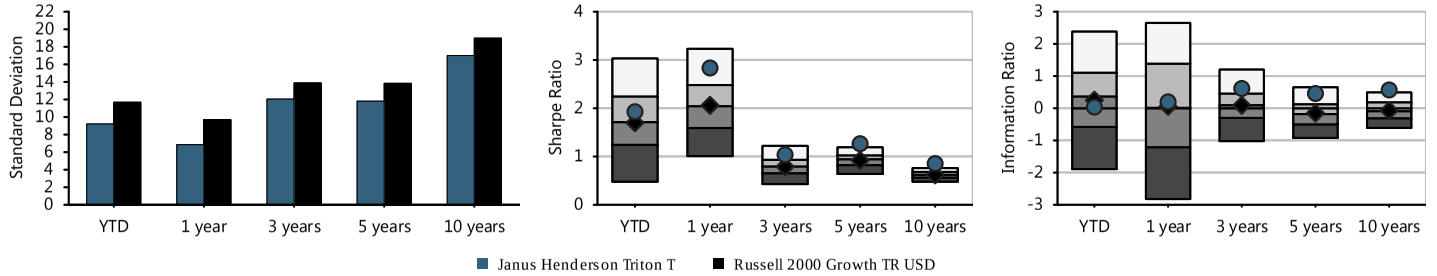
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	JATTX
Category	Small Growth
Net Assets(This Class $mn)	10,754 m
Net Assets(All Classes $mn)	0 m
Manager	Jonathan Coleman
Manager Tenure	5.08
Fund Inception	Feb 25,2005

Fee And Expenses

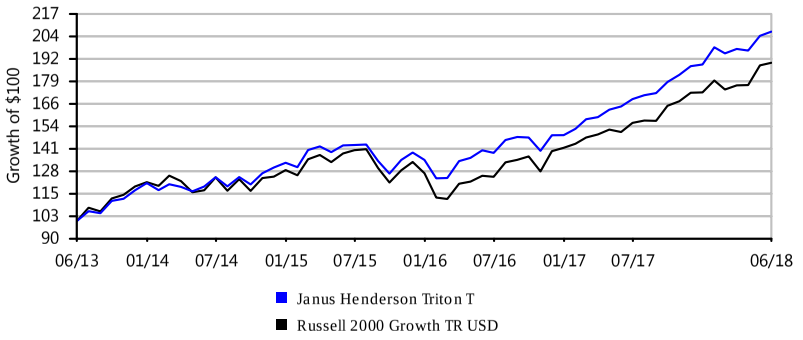
Expense Ratio	0.91
Gross Expense Ratio	0.92
Prospectus Net Expense Ratio	0.92
Prospectus Gross Expense Ratio	0.92
Actual 12b1	0.00
Management Fee	0.64

Top 10 Holdings (%)

Broadridge Financial So...	2.49
SS&C Technologies Holdi...	2.41
ON Semiconductor Corp	2.06
Heico Corp Class A	2.04
Blackbaud Inc	1.95
ServiceMaster Global Ho...	1.94
STERIS PLC	1.67
Catalent Inc	1.66
LPL Financial Holdings Inc	1.58
Sensient Technologies Corp	1.50

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

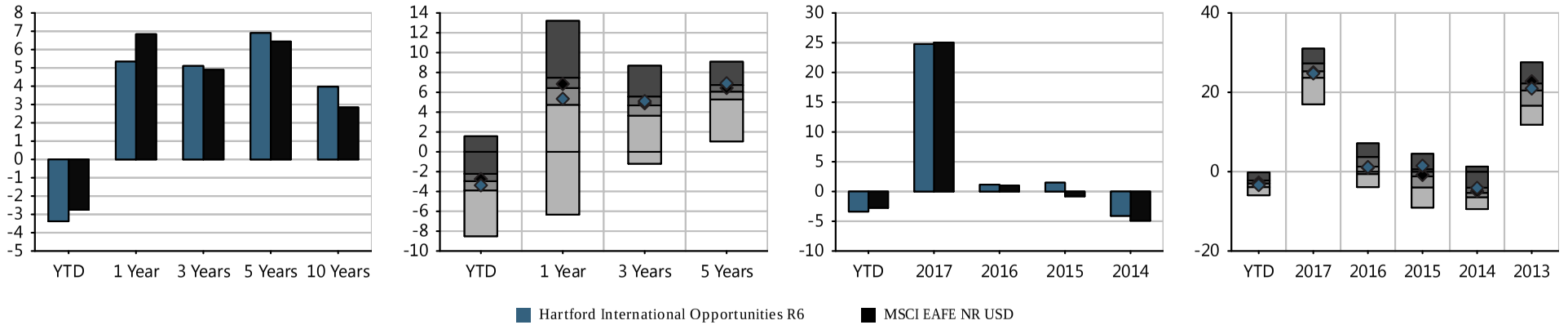
HARTFORD INTERNATIONAL OPPORTUNITIES R6 | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
85 Passing	Criteria Scoring	5.34%	5.11%	6.90%	0.44	0.63	0.06	0.14	11.50	0.73%	7.70	1.07
	Peer Group Scoring	*6.08%*	*4.56%*	*5.92%*	*0.39*	*0.53*	*-0.08*	*-0.14*	*7.32*	*1.00%*	*6.35*	*1.01*
	Criteria Peer Ranking	67	36	21	36	17	37	22	20	29	70	20

Investment Strategy

The investment seeks long-term growth of capital. The fund normally invests at least 65% of its net assets in equity securities, including non-dollar securities, of foreign issuers. It may invest in companies domiciled in emerging markets as a percentage of its net assets up to the greater of: (a) 25% or (b) the weight of emerging markets in the MSCI All Country World ex USA Index ('MSCI AC World ex USA Index') plus 10%.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
Hartford International Opportunities R6	(3.54%)	(3.38%)	5.34%	5.11%	6.90%	3.97%	5.92%	07/22/1996	24.77%	1.15%	1.49%	(4.10%)	20.96%
MSCI EAFE NR USD	*(1.24%)*	*(2.75%)*	*6.84%*	*4.90%*	*6.44%*	*2.84%*	-	-	*25.03%*	*1.00%*	*(0.81%)*	*(4.90%)*	*22.78%*
Morningstar Foreign Large Blend	*(2.14%)*	*(3.06%)*	*6.08%*	*4.56%*	*5.92%*	*2.61%*	-	-	*25.11%*	*1.54%*	*(1.71%)*	*(4.95%)*	*19.82%*

Morningstar Rating: ***

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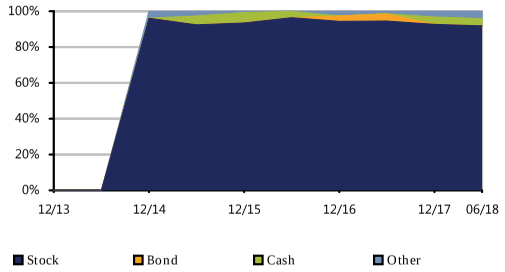
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

HARTFORD INTERNATIONAL OPPORTUNITIES R6 | FUND FACT SHEET

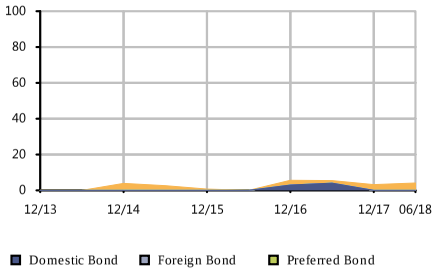
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



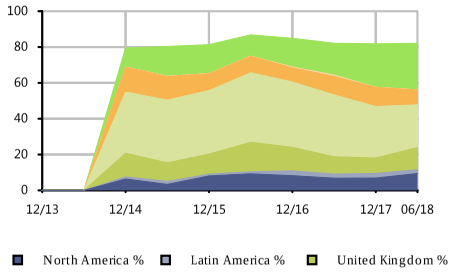
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



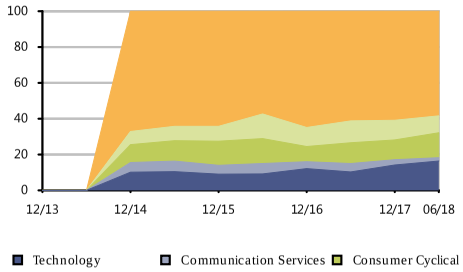
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

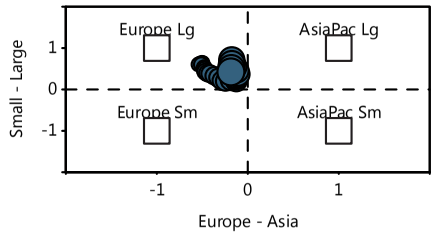


Sector Distribution

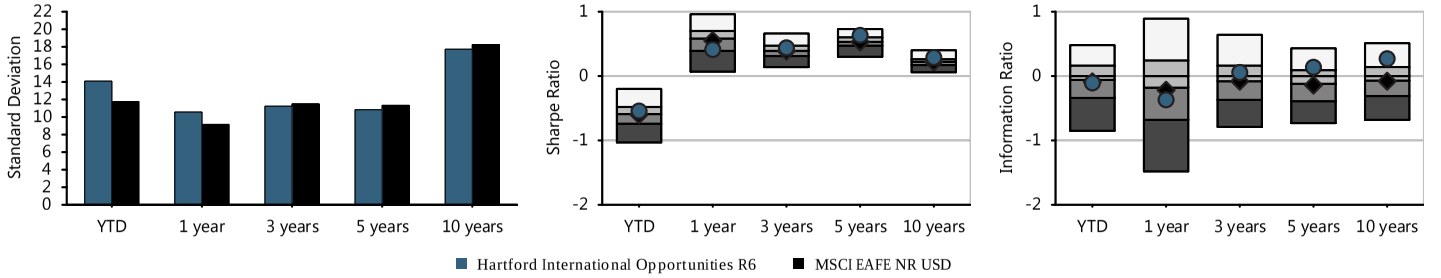
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	IHOVX
Category	Foreign Large Blend
Net Assets(This Class $mn)	3,938 m
Net Assets(All Classes $mn)	0 m
Manager	Nicolas Choumenkovitch
Manager Tenure	11.50
Fund Inception	Jul 22,1996

Fee And Expenses

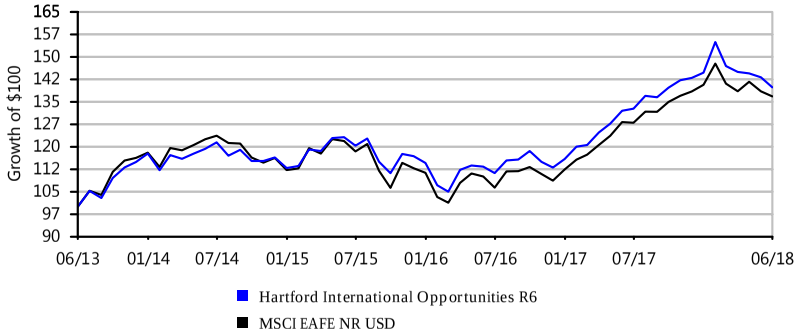
Expense Ratio	0.71
Gross Expense Ratio	0.71
Prospectus Net Expense Ratio	0.73
Prospectus Gross Expense Ratio	0.73
Actual 12b1	0.00
Management Fee	0.66

Top 10 Holdings (%)

Nestle SA	2.89
Alibaba Group Holding L...	2.87
Canadian National Railw...	2.35
Taiwan Semiconductor Ma...	2.20
Rio Tinto PLC	2.20
Samsung Electronics Co Ltd	2.17
Tencent Holdings Ltd	2.17
Sumitomo Mitsui Financi...	2.08
Canadian Natural Resour...	2.02
Safran SA	1.85

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

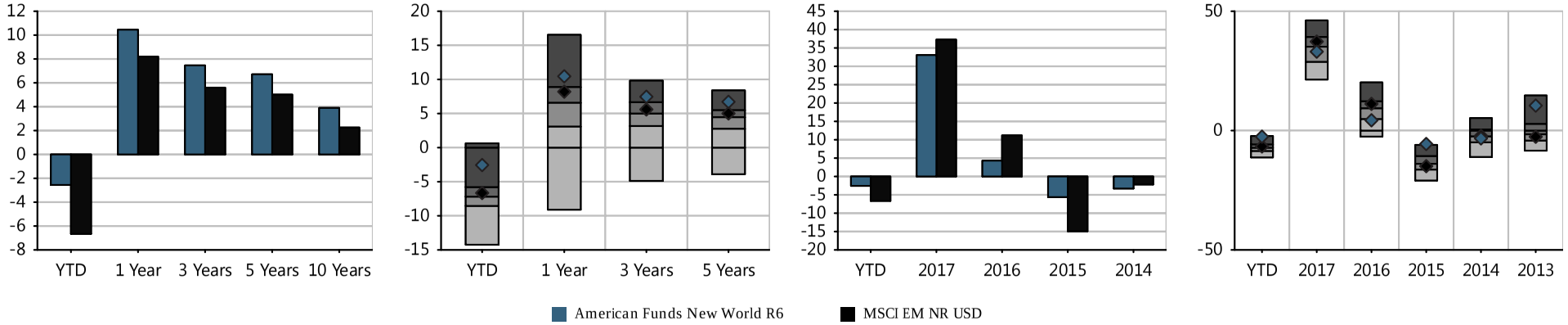
American Funds New World R6 | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
98 Passing	Criteria Scoring	10.45%	7.46%	6.71%	0.62	0.61	0.27	0.24	19.00	0.64%	8.40	1.26
	Peer Group Scoring	*6.08%*	*4.74%*	*4.03%*	*0.33*	*0.32*	*-0.17*	*-0.20*	*6.52*	*1.33%*	*10.06*	*0.98*
	Criteria Peer Ranking	17	13	9	2	1	19	16	3	10	42	1

Investment Strategy

The investment seeks long-term capital appreciation. The fund invests primarily in common stocks of companies with significant exposure to countries with developing economies and/or markets. Under normal market conditions, the fund will invest at least 35% of its assets in equity and debt securities of issuers primarily based in qualified countries that have developing economies and/or markets.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2017	2016	2015	2014	2013
American Funds New World R6	(3.85%)	(2.56%)	10.45%	7.46%	6.71%	3.90%	8.20%	06/17/1999	33.06%	4.31%	(5.62%)	(3.29%)	10.46%
MSCI EM NR USD	*(7.96%)*	*(6.66%)*	*8.20%*	*5.60%*	*5.01%*	*2.26%*	-	-	*37.28%*	*11.19%*	*(14.92%)*	*(2.19%)*	*(2.60%)*
Morningstar Diversified Emerging Mkts	*(8.90%)*	*(7.06%)*	*6.08%*	*4.74%*	*4.03%*	*2.09%*	-	-	*34.28%*	*8.93%*	*(13.68%)*	*(2.45%)*	*0.20%*

Morningstar Rating: *****

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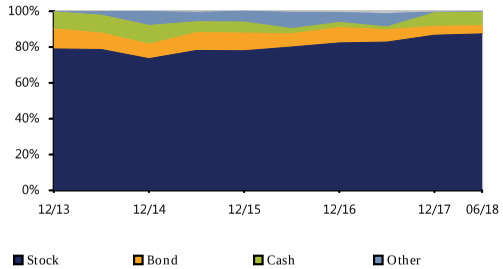
American Funds New World R6 | Fund Fact Sheet

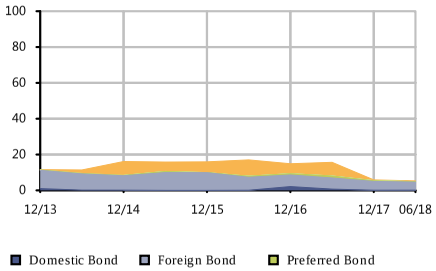
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



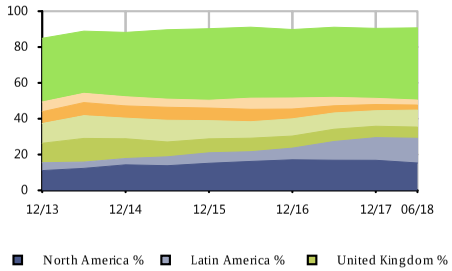
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



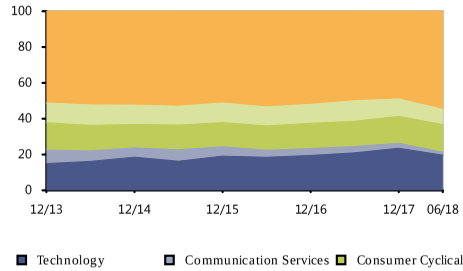
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

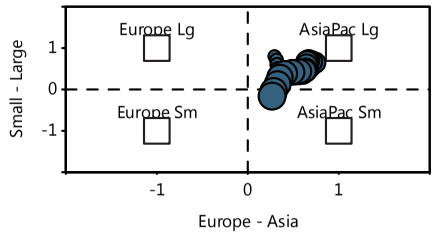


Sector Distribution

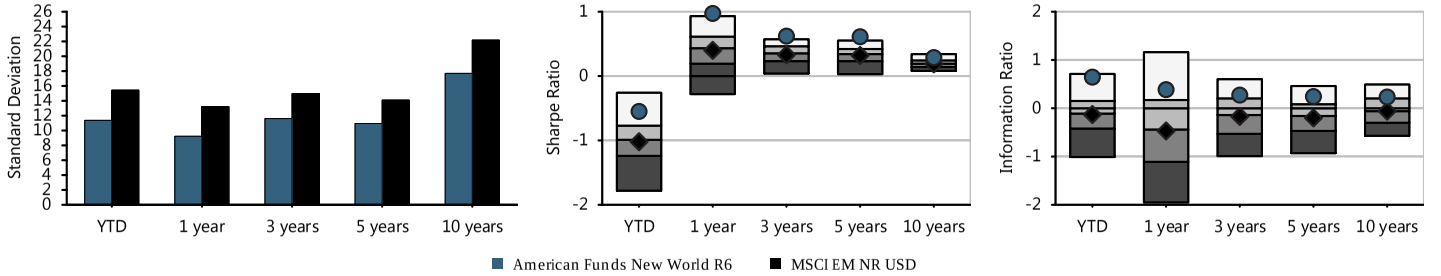
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	RNWGX
Category	Diversified Emerging Mkts
Net Assets(This Class $mn)	36,133 m
Net Assets(All Classes $mn)	0 m
Manager	Mark Denning
Manager Tenure	19.00
Fund Inception	Jun 17,1999

Fee And Expenses

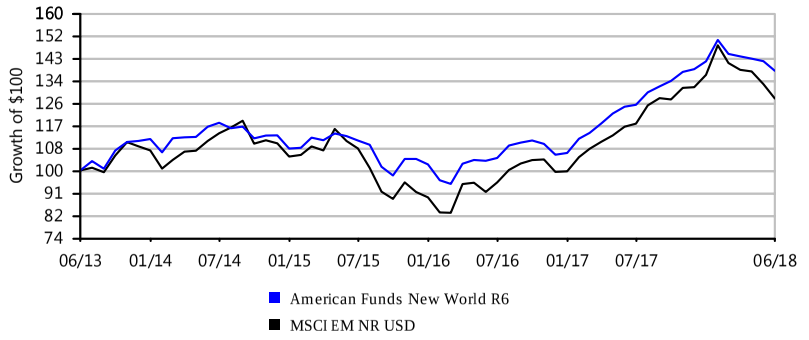
Expense Ratio	0.64
Gross Expense Ratio	0.64
Prospectus Net Expense Ratio	0.64
Prospectus Gross Expense Ratio	0.64
Actual 12b1	0.00
Management Fee	0.54

Top 10 Holdings (%)

Reliance Industries Ltd	1.81
Samsung Electronics Co Ltd	1.67
Taiwan Semiconductor Ma...	1.64
Tencent Holdings Ltd	1.59
AIA Group Ltd	1.59
Grupo Financiero Galici...	1.33
HDFC Bank Ltd	1.29
Airbus SE	1.15
Alphabet Inc C	1.14
First Quantum Minerals Ltd	1.14

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

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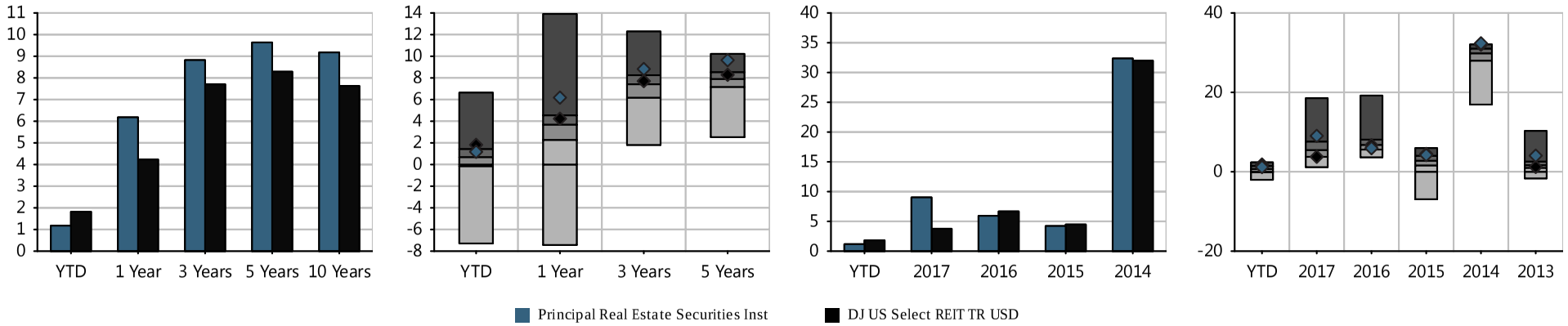
PRINCIPAL REAL ESTATE SECURITIES INST | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	6.18%	8.82%	9.64%	0.68	0.72	0.42	0.61	17.50	0.87%	38.17	1.11
	Peer Group Scoring	*3.40%*	*7.23%*	*7.71%*	*0.58*	*0.62*	*-0.33*	*-0.37*	*10.78*	*1.11%*	*37.95*	*1.09*
	Criteria Peer Ranking	7	12	2	14	9	9	1	18	32	35	12

Investment Strategy

The investment seeks to generate a total return. Under normal circumstances, the fund invests at least 80% of its net assets, plus any borrowings for investment purposes, in equity securities of companies principally engaged in the real estate industry at the time of purchase. It invests in value equity securities, an investment strategy that emphasizes buying securities that appear to be undervalued. The fund concentrates its investments (invest more than 25% of its net assets) in securities in the real estate industry. It is non-diversified.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2017	2016	2015	2014	2013
Principal Real Estate Securities Inst	6.64%	1.18%	6.18%	8.82%	9.64%	9.18%	11.35%	12/06/2000	9.03%	5.93%	4.22%	32.36%	4.05%
DJ US Select REIT TR USD	*9.99%*	*1.82%*	*4.23%*	*7.71%*	*8.29%*	*7.63%*	-	-	*3.76%*	*6.68%*	*4.48%*	*32.00%*	*1.22%*
Morningstar Real Estate	*7.99%*	*0.54%*	*3.40%*	*7.23%*	*7.71%*	*7.28%*	-	-	*6.31%*	*7.85%*	*1.98%*	*28.11%*	*2.24%*

Morningstar Rating: *****

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please call 888-201-5488.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

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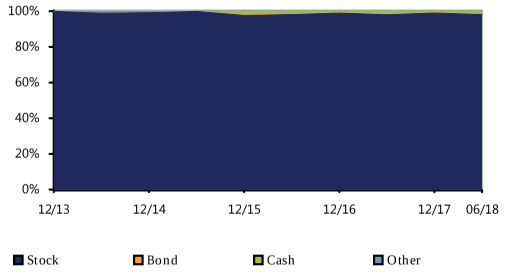
PRINCIPAL REAL ESTATE SECURITIES INST | FUND FACT SHEET

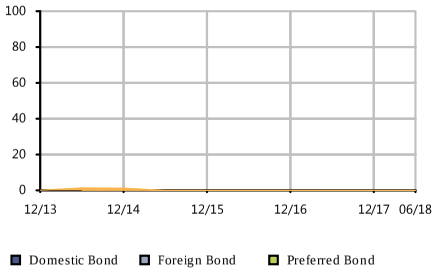
Portfolio Composition

Time Period: 07/30/2013 - 06/30/2018



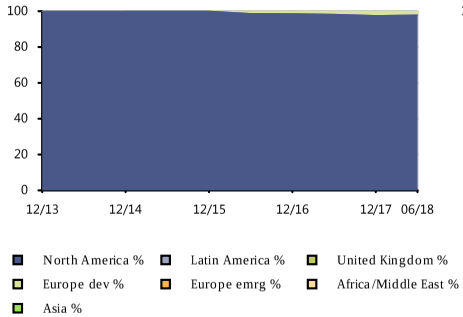
Bond Distribution

Time Period: 07/30/2013 - 06/30/2018



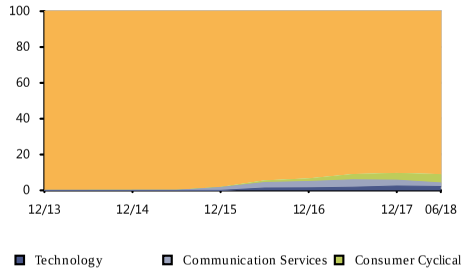
Equity Regional Distribution

Time Period: 07/30/2013 - 06/30/2018

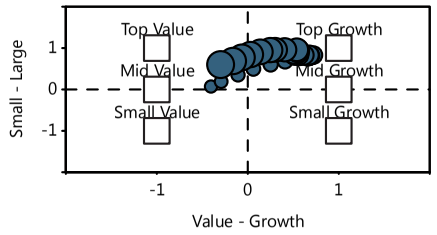


Sector Distribution

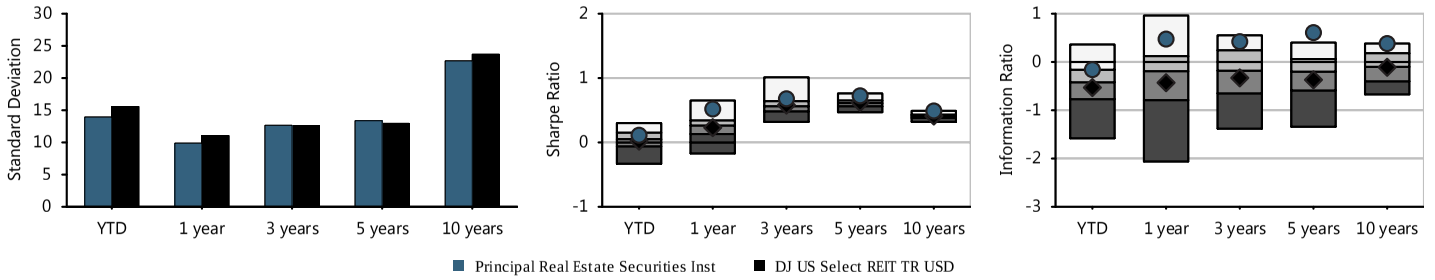
Time Period: 07/30/2013 - 06/30/2018



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PIREX
Category	Real Estate
Net Assets(This Class $mn)	3,837 m
Net Assets(All Classes $mn)	0 m
Manager	Kelly Rush
Manager Tenure	17.50
Fund Inception	Dec 06,2000

Fee And Expenses

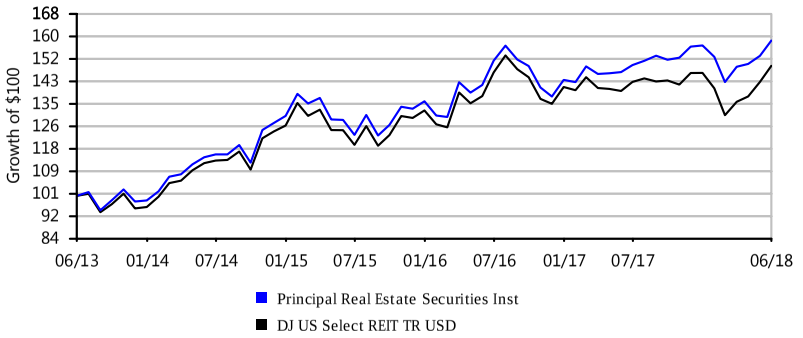
Expense Ratio	0.87
Gross Expense Ratio	0.87
Prospectus Net Expense Ratio	0.87
Prospectus Gross Expense Ratio	0.87
Actual 12b1	0.00
Management Fee	0.81

Top 10 Holdings (%)

Simon Property Group Inc	7.38
Equinix Inc	7.02
AvalonBay Communities Inc	5.58
Prologis Inc	4.82
Essex Property Trust Inc	4.69
Invitation Homes Inc	4.45
Alexandria Real Estate ...	3.95
Welltower Inc	3.60
Hilton Worldwide Holdin...	2.99
Apartment Investment & ...	2.81

Cumulative Performance

Time Period: 01/30/2013 - 06/30/2018



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

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IMPORTANT DISCLOSURES

Community Action Partnership

For Period Ending 06/30/2018

The performance data quoted represents past performance. **Past performance does not guarantee future results.** Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. To obtain current month-end performance information, please call 888-201-5488.

The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses.

Investing in mutual funds involves risk, including possible loss of principal.

All indices are unmanaged and cannot be invested into directly. Unmanaged index returns do not reflect fees, expenses, or sales charges. Index performance is not indicative of the performance of any investment.

Investors should consider the investment objectives, risks, charges and expenses of the investment company carefully before investing. The prospectus and, if available, the summary prospectus contain this and other important information about the investment company. You can obtain a prospectus and summary prospectus from your financial representative. Read carefully before investing.

RISK DISCLOSURES:

Bond Funds- An increase in interest rates may cause the price of bonds and bond mutual funds to decline.

Government Bond Funds- An investor can lose money when investing in government bond funds. Fund itself is not guaranteed and fund's performance will vary.

International/Emerging Markets Funds- International and emerging market investing involves special risks such as currency fluctuation and political instability and may not be suitable for all investors.

Real Estate Funds- Investing in real estate involves special risks such as potential illiquidity and may not be suitable for all investors. There is no assurance that the investment objectives of the fund will be attained.

Small and Mid Cap Funds- The prices of small and mid-cap stocks are generally more volatile than large cap stocks.

Target Date Funds- The target date is the approximate date when investors plan to start withdrawing their money. The glidepath is how the asset allocation of the fund changes over time. The principal value of a target fund is not guaranteed at any time, including at the target date.

MORNINGSTAR RATINGS:

For each fund with at least a three year history, Morningstar calculates a Morningstar Rating based on a Morningstar Risk-Adjusted Return measure that accounts for variations in a fund's monthly performance (including the effects of sales charges, loads, and redemption fees), placing more emphasis on downward variations and rewarding consistent performance. The top 10% of funds in each category receive five stars, the next 22.5% receive four stars, the next 35% receive three stars, the next 22.5% receive two stars and the bottom 10% receive one star. The overall Morningstar Rating for a fund is derived from a weighted-average of the performance figures associated with its three-, five- and ten-year (if applicable) Morningstar Ratings metrics.

BarCap US Aggregate Bond is a market value-weighted index consisting of government bonds, SEC-registered corporate bonds and mortgage-related and asset backed securities with at least one year to maturity and an outstanding par value of $150 million or greater. This index is a broad measure of the performance of the investment grade U.S. fixed income market.

BarCap Intermediate Government Bond is a market value-weighted index of U.S. Treasury and agency bonds with maturities from one to (but not including) ten years.

BarCap Global Aggregate provides a broad-based measure of the global investment-grade fixed-rate debt markets. It contains 3 major components: U.S. Aggregate Index, Pan-European Aggregate Index, and the Asian-Pacific Aggregate Index. It includes a wide range of standard and customized sub indices by liquidity constraint, sector, quality, and maturity.

BarCap Long Term Government Bond is the Long component of the Lehman Brothers US Government index. It consists of securities in the long maturity range of the U.S. Government Index. Securities must have a maturity of 10 years or more.

BarCap Long Term Treasury Bond is the 20+ Year component of the Lehman Brothers US Treasury index. It consists of securities in the Treasury Index (i.e. public obligations of the U.S. Treasury) with a maturity of 20 years or more.

BarCap 1-3 Year Government s the 1-3 Yr. component of the Lehman Brothers US Government index. It consists of securities in the U.S. Government Index with a maturity from 1 up to (but not including) 3 years.

Barclays Global High Yield Index is a broad-based index of the global high-yield fixed income markets.

Barclays U.S. Treasury Bill 1-3 Month includes all publicly issued zero-coupon U.S. Treasury Bills that have a remaining maturity of less than 3 months and more than 1 month, are rated investment grade, and have $250 million or more of outstanding face value.

Bloomberg Commodity Index is a broadly-diversified commodity price index distributed Bloomberg Indexes.

Citigroup 1 year Treasury Index is an unmanaged index generally representative of the average yield on 1-Year U.S. Treasury bills.

Credit Suisse High Yield Index measures the performance of the investable universe of the high yield bond public debt market. All bonds are U.S. dollar denominated and rated Split BBB and below with par amounts greater than $75 Million.

FTSE NAREIT Composite REIT Index is a free-float adjusted, market-capitalization-weighted index of U.S. Equity and Mortgage REITS.

MSCI ACWI (All Country World Index) Index℠ is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global developed and emerging markets.

MSCI EAFE® Index (Europe, Australasia, Far East) is a free float-adjusted market capitalization index that is designed to measure developed market equity performance, excluding the US & Canada.

MSCI Emerging Markets Index℠ is a free float-adjusted market capitalization index that is designed to measure equity market performance in global emerging markets. As of May 2005 the Index consisted of 26 emerging market country indices.

MSCI Europe Index℠ is a free float-adjusted market capitalization index that is designed to measure developed market equity performance in Europe.

MSCI Pacific Index℠ is a free float-adjusted market capitalization index that is designed to measure equity market performance in the Pacific region. As of May 2005, the MSCI Pacific Index consisted of the following 5 Developed Market countries: Australia, Hong Kong, Japan, New Zealand, and Singapore.

MSCI Small Cap Index℠ is a refinement of the EAFE index, targeting 40% of the eligible Small Cap universe within each industry group, within each country. MSCI defines the Small Cap universe as all listed securities that have a market capitalization in the range of USD200-1,500 million.

Russell 3000E™ Index measures performance of the Russell 3000 Index extended to include securities of the Russell Microcap Index. It represents ~99% of the U.S. Equity Market.

Russell 2000® Index measures the performance of the 2,000 smallest companies in the Russell 3000 Index, which represents approximately 8% of the total market capitalization of the Russell 3000 Index. As of the latest reconstitution, the average market capitalization was approximately $664.9 M; the median market capitalization was approximately $539.5 M. The largest company in the index had an approximate market capitalization of $1.8 B.

Russell 1000® Value Index measures the performance of those Russell 1000 companies with lower price-to-book ratios and lower forecasted growth values. (Russell 1000® Index measures the performance of the 1,000 largest companies in the Russell 3000 Index).

Russell 1000® Growth Index measures the performance of those Russell 1000 companies with higher price-to-book ratios and higher forecasted growth values.

Russell 2000® Value Index measures the performance of those Russell 2000 companies with lower price-to-book ratios and lower forecasted growth values.

Russell 2000® Growth Index measures the performance of those Russell 2000 companies with higher price-to-book ratios and higher forecasted growth values.

Russell Midcap® Index measures the performance of the 800 smallest companies in the Russell 1000 Index, which represent approximately 25% of the total market capitalization of the Russell 1000 Index. As of the latest reconstitution, the average market capitalization was approximately $4.7 billion; the median market capitalization was approximately $3.6 billion. The largest company in the index had an approximate market capitalization of $13.7 B.

Russell Midcap® Value Index measures the performance of those Russell Midcap companies with lower price-to-book ratios and lower forecasted growth values. The stocks are also members of the Russell 1000 Value index.

Russell Midcap® Growth Index measures the performance of those Russell Midcap companies with higher price-to-book ratios and higher forecasted growth values. The stocks are also members of the Russell 1000 Growth index.

Standard & Poor's 500® consists of 500 US stocks chosen for market size, liquidity, and industry group representation. It is a market-value weighted index (stock price times number of shares outstanding), with each stock's weight in the Index proportionate to its market value.

Notes:

For MSCI Indexes, MCSI = Morgan Stanley Capital Index, ND=net of dividends, TR=total returns

All Russell U.S. Equity Indexes are subsets of the Russell 3000E™ Index.

Definitions:

Benchmark: A standard against which the performance of a mutual fund can be measured.

Index: an imaginary portfolio of securities representing a particular market or a portion of it. Each index has its own calculation methodology and is usually expressed in terms of a change from a base value.

GLOSSARY

Community Action Partnership

For Period Ending 06/30/2018

Investment Scoring Methodology

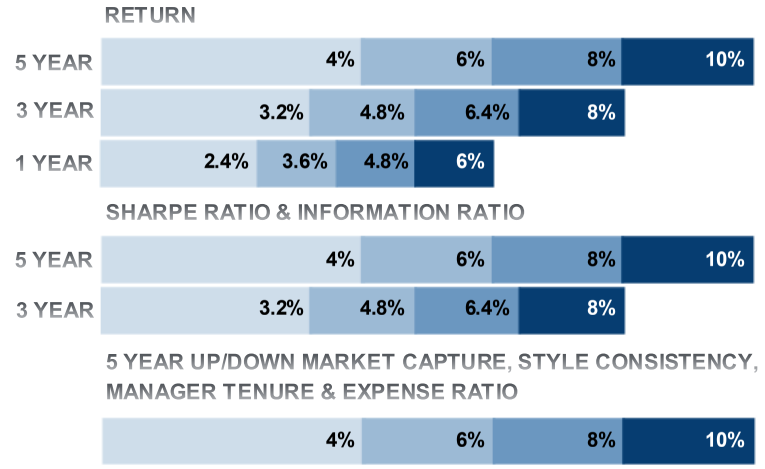
-Equity, Fixed Income, and Target Date Investments are reviewed on 11 distinct criteria. Each criteria is scale-scored; the better an investment performs in a given criteria, the higher score the investment will receive.

-Index investments are reviewed on 8 distinct criteria. Each criteria is scored on a binary pass/fail method.

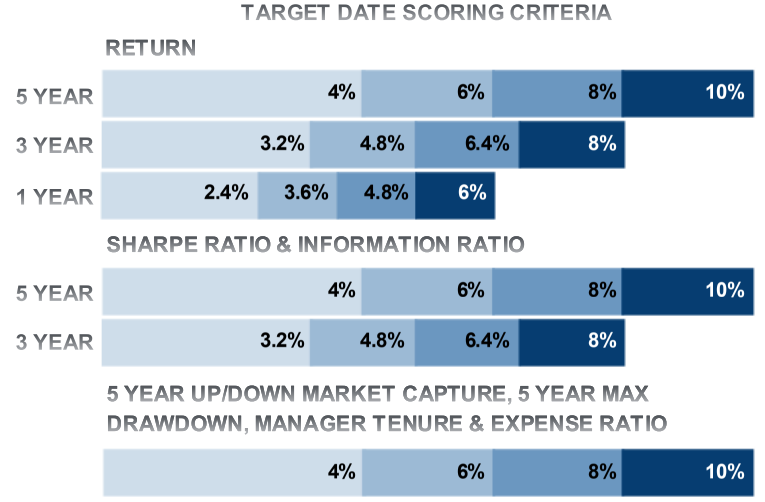
-A fund that does not have at least a score of 70 will be identified as an investment on watch. Any investment on watch for any four quarters out of the previous eight quarters, or any investment with a score below 60 will be marked for review and potential replacement.

-Investments such as Stable Value and Money Market investments are not included on the quantitative IPS scoring methodology but are evaluated on a qualitative basis.

EQUITY/FIXED INCOME SCORING CRITERIA



TARGET DATE SCORING CRITERIA



INDEX SCORING CRITERIA

TRACKING ERROR			EXPENSE RATIO	ASSETS IN PRODUCT	EXPENSE-ADJUSTED RETURN VS. BENCHMARK		
1 YEAR	3 YEAR	5 YEAR	QUARTER END	QUARTER END	1 YEAR	3 YEAR	5 YEAR
8%	10%	12%	30%	10%	8%	10%	12%

Active Scoring - Glossary

1, 3, & 5 Year Return	When selecting an investment, you want to know that it has demonstrated an ability to outperform relative to its peers. The higher the return an investment experiences in a given period compared to peers, the higher the value assigned to its score.
3 & 5 Year Sharpe Ratio	When selecting an investment, the Sharpe ratio is a way to compare the return of portfolios on a risk-adjusted basis rather than a less informative, pure return basis. The higher the Sharpe Ratio an investment experiences in a given period compared to peers, the higher the value assigned to its score.
3 & 5 Year Information Ratio	When selecting an investment, you want to know how its returns compare to the index and to the amount of risk it took to generate those returns. The higher the Information Ratio an investment experiences in a given period compared to peers, the higher the value assigned to its score.
5 Year Upside/ Downside Capture	When selecting an investment, you want to know that it "captures" more than 100% of market returns in up markets and helps "cushion" the loss in down markets by capturing less than 100% of the fall. A ratio of greater than 1 implies that the investment captures more when the market is up than when it is down. The higher the ratio the higher the value assigned to it's score.
Style Consistency (Equity & Fixed Income Only)	When selecting an investment, you want to know how consistency that fund's style (Value vs. Growth/Large vs. Mid vs. Small) is compared to it's category. Investments with low scores are considered more consistent, while investments with high scores are considered less consistent. The lower the Style Consistency score compared to peers, the higher the value assigned to its score.
Manager Tenure	When selecting an investment, you want to know that the track record being reviewed is primarily one from the current management team. The longer a manager has managed the specific investment being evaluated the higher the value assigned to its score.
Expense Ratio	When selecting an investment, you want to know how much it costs as total fees reduce the total return captured by the investor. The lower the Expense Ratio has compared to peers, the higher the value assigned to its score.
5 Year Max Drawdown (Target Date Only)	When selecting an investment, Max Drawdown is the maximum loss, from peak to trough, that a portfolio experiences in a given period and is a measurement of downside risk over that period. The lower the max drawdown a portfolio experiences, compared to peers, the higher the value assigned to its score.

Passive Scoring - Glossary

1, 3, & 5 Year Return – Expense Adjusted	When selecting an index investment, you want to know that it has demonstrated an ability to perform in-line with the index it is meant to track. To pass, an investment must not underperform it's stated index by more than 20 basis point (-0.20%).
Expense Ratio	When selecting an investment, you want to know how much it costs as total fees reduce the total return captured by the investor. If the Index fund is ranked in the top quartile (lowest 25% of expense ratios) of it's peer group, it passes this criteria.
1, 3, & 5 Year Tracking Error	When selecting a passive investment, the tracking error shows the investment's consistency compared to its benchmark over a given period of time. The lower the tracking error, the more consistent the passive investment is performing like its stated index. To pass, the tracking error must be in the lowest 10% of its peer group.
Assets Managed in Product	When selecting a passive investment, the assets managed in that product have an effect on trading costs. Since passive investments tend to have a far greater number of holdings and trading costs can hurt returns an investment with more assets are better able to efficiently trade securities without significantly hurting performance. To pass, a fund must have at least 500 million dollars managed within that product.

ALPHA

Measures risk-adjusted performance, factoring in the risk due to the specific manager rather than the overall market. A high value for alpha implies that the manager has performed better than would have been expected, given its beta (volatility). In contrast, a negative alpha indicates the manager has under performed, given the expectations established by beta.

WHY IT'S IMPORTANT

Alpha can be used to directly measure the value added or subtracted by a manager. Alpha depends on two factors: (1) the assumption that market risk, as measured by beta, is the only risk measure necessary, and (2) the strength of the linear relationship between the manager and the index, as it has been measured by R-Squared. In addition, a negative alpha can sometimes result from the additional expenses that are present in a manager's returns as compared to the benchmark index.

BETA

Shows the volatility of a manager as compared to the volatility of the benchmark; specifically, the performance the fund, or portfolio has experienced in a given period of time as the index moved 1% up or down. A beta above 1 is more volatile than the index, while a beta below 1 is less volatile.

WHY IT'S IMPORTANT

Beta can be used to show how sensitive a manager is to movements in the markets. It is important to note that a low beta for a manager does not necessarily imply that the manager has a low level of volatility. A low beta signifies only that the manager's market-related risk is low. (Standard deviation is a measure of a fund's absolute volatility.) R-Squared is a necessary statistic to factor into the equation because it reflects the percentage of a manager's movements that are explained by movements in its benchmark index, and thus whether it is an appropriate benchmark.

STANDARD DEVIATION

The statistical measurement of dispersion of returns spread around their historical average, or in other words, how widely a fund's or portfolio's returns varied over a certain period or time.

WHY IT'S IMPORTANT

Investors use the standard deviation of historical performance to try to predict the range of returns that are most likely for a given investment. When a fund or portfolio has a high standard deviation, the predicted range of performance is wide, implying greater volatility.

SHARPE RATIO

A risk-adjusted measure developed by William F. Sharpe, calculated using standard deviation and excess return to determine reward per unit of risk -the higher the Sharpe ratio, the better the manager's historical risk-adjusted performance.

WHY IT'S IMPORTANT

Sharpe ratio is a measure of investment efficiency expressed as the amount of return earned per unit of associated risk. It can be used to compare two managers directly on how much excess return each manager achieved for a certain level of risk.

INFORMATION RATIO

Is determined by taking the annualized excess return over a benchmark and dividing it by the standard deviation of excess return (tracking error). This measure relates the magnitude and consistency with which an investment outperformed its benchmark. The higher the information ratio, the better.

WHY IT'S IMPORTANT

The information ratio is a risk-adjusted measure, which captures excess or active returns and relates them to excess or active risk. The information ratio is used as a way to compare more-and less-aggressive managers at the same time. A convenient way to think of the information ratio is a measure of how well one was rewarded for each incremental "unit" of risk. The information ratio can be a very valuable tool in evaluating a manager's ability to add incremental value relative to incremental risk. This tool is only valuable, however, when the benchmark is carefully chosen and appropriate.

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CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
06/22/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
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Winston-Salem NC 27105 USA

CONTACT NAME:
PHONE (A/C. No. Ext): (866) 283-7122 **FAX (A/C. No.):** (800) 363-0105
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Columbia Casualty Company	31127
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Pensionmark Financial Group, LLC
24 E. Cota St,Suite 200
Santa Barbara CA 93101 USA

COVERAGES **CERTIFICATE NUMBER:** 570071899973 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. **Limits shown are as requested**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	
							MED EXP (Any one person)	
							PERSONAL & ADV INJURY	
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	
	☐ OTHER:							
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	
	☐ ANY AUTO						BODILY INJURY (Per person)	
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	
	☐ **UMBRELLA LIAB** ☐ OCCUR						EACH OCCURRENCE	
	☐ **EXCESS LIAB** ☐ CLAIMS-MADE						AGGREGATE	
	☐ DED ☐ RETENTION							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N / A						E.L. EACH ACCIDENT	
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE-EA EMPLOYEE	
							E.L. DISEASE-POLICY LIMIT	
A	E&O-MPL-Primary			596801414 Claims Made	06/15/2018	06/15/2019	Per Claim Inv. Adv.	$5,000,000
							Agg. Inv. Adv.	$5,000,000
							Per Claim Brk. Dlr.	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Thomas Ming. Financial Advisor is covered as a Registered Representative with respects to the Professional Liability Policy.

CERTIFICATE HOLDER

Pensionmark Financial Group, LLC
24 E. Cota Street, Suite 200
Santa Barbara CA 93101 USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services South Inc.

Holder Identifier : Thomas Ming

Certificate No : 570071899973

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AGENCY CUSTOMER ID: 570000065901
LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Aon Risk Services South, Inc.	Pensionmark Financial Group, LLC
POLICY NUMBER: See Certificate Number: 570071899973	
CARRIER: See Certificate Number: 570071899973 / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 **FORM TITLE:** Certificate of Liability Insurance

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER	
INSURER	
INSURER	
INSURER	

ADDITIONAL POLICIES If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
	OTHER							
A	E&O-MPL-Primary			596801414 Claims Made	06/15/2018	06/15/2019	Agg. Brk. Dlr.	$1,000,000

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CDSS
WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

EDMUND G. BROWN JR.
GOVERNOR

April 4, 2018

Carmen Segovia, Director of Health & Nutrition
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Dear Ms. Segovia:

SUBJECT: COMPLIANCE REVIEW

This letter is to report the results of the compliance review of the Community Action Partnership of Kern (CAPK), Commodity Supplemental Food Program (CSFP) activities, conducted during March 19-23, 2018. The purpose of the review was to determine the local agency compliance with United States Department of Agriculture (USDA) regulations, the terms of your approved Memorandum of Understanding with the California Department of Social Services (CDSS), and the CSFP procedures. The review was conducted by CDSS staff members Irene Boubalos and Nai Saechao.

Introduction

The review covered Federal Fiscal Year (FFY) 2016-17 through the date of review in FFY 2018. Documents and processes related to eligibility determinations, food ordering, inventory control, oversight of distribution sites, and general administration were reviewed. In addition, five of the CAPK CSFP distribution sites were visited, including St. John Manor, Friendship House, Village Congregational Community, Lamont Senior Center, and Dignity Health Outreach.

The following outlines the seven functional areas of review:

I. Caseload Management and Outreach
II. Nutrition Education
III. Food Storage and Inventory Control
IV. Civil Rights and Complaints
V. Financial Management
VI. General Administration
VII. Certification and Distribution

The review resulted in one regulatory finding.

Certification and Distribution

Finding 1

§247.12(b) Rights and responsibilities. What information regarding an individual's rights in CSFP must the local agency provide to the applicant.

(b) What information regarding an individual's responsibilities in CSFP must the local agency provide to the applicant? In addition to the written statement required by §247.8(b), the local agency is responsible for informing the applicant, orally or in writing, of the following:

(1) Improper use or receipt of CSFP benefits as a result of dual participation or other program violations may lead to a claim against the individual to recover the value of the benefits, and may lead to disqualification from CSFP; and

(2) Participants must report changes in household income or composition within 10 days after the change becomes known to the household.

§247.8(b) Individuals applying to participate in CSFP.

(b) What else is required on the application form? The application form must include a nondiscrimination statement that informs the applicant that program standards are applied without discrimination by race, color, national origin, age, sex, or disability. After informing the applicant or caretaker of the applicant of his or her rights and responsibilities, in accordance with §247.12, the local agency must ensure that the applicant or caretaker signs the application form beneath the following pre-printed statement. The statement must be read by, or to, the applicant or caretaker before signing.

Required Corrective Action:

The CAPK staff corrected the finding immediately. No further corrective action is necessary.

Areas of Recognition and Merit

While USDA regulation only requires CDSS to submit a report of review findings, we also observed during the review.

- Outstanding team work of the CSFP team.
- Clients at distribution sites are pleased with the variety of commodities in the CSFP prescription kits.
- The CAPK warehouse was clean and secure.
- All supporting documentation for the review was well organized and easy to comprehend.
- The CDSS appreciates CAPK organizational skills and timely reporting.

Your assistance and cooperation during the review was greatly appreciated. Your staff was very helpful throughout the visit.

If you have any questions regarding this letter, please call me at (916)229-3343 or at Irene.boubalos@dss.ca.gov

Sincerely,

Irene Boubalos, Program Consultant
Commodity Supplemental Food Program

Reviewed and Approved by
Don Williams, CDSS Program Manager

4/10/18
Date

c: CSFP File

FIRST 5 KERN

2724 L Street
Bakersfield, CA 93301
661.328.8888
661.328.8880 FAX

www.First5Kern.org
@First5Kern

May 3, 2018

Commissioners

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Supervisor Mick Gleason

Antanette Reed

Executive Director

Roland Maier

Jeremy T. Tobias, Chief Executive Officer
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Re: 2017.2.01 – Help Me Grow Kern County (Community Action Partnership of Kern)

Dear Mr. Tobias:

This letter addresses the results of our Annual Administrative Review conducted on March 22, 2018, of the Help Me Grow Kern County pilot program. The objective of the annual administrative review is to determine if the program has fulfilled the evaluation, fiscal and program contractual requirements outlined in the General Agreement. The visit was also an opportunity to discuss the program's accomplishments and challenges.

Program Summary

Quarterly reports were reviewed to verify progress of performance measures, timeliness, program activities and potential issues/challenges detailed in the executive summary.

Performance Measure Review:

- FY 2016-17:
  - Quarters 3-4: The contractor has provided sufficient data for all performance measures listed on the Scope of Work-Evaluation Plan.
- FY 2017-18:
  - Quarters 1-2: The contractor has provided sufficient data for all performance measures listed on the Scope of Work-Evaluation Plan.

Timeliness:

- FY 2016-17:
  - Quarters 3-4: Quarterly progress reports and response to the Program Officer's feedback were submitted timely.
- FY 2017-18:
  - Quarters 1-2: Quarterly progress reports and response to the Program Officer's feedback were submitted timely.

RECEIVED
MAY 07 2018
BY:

Fiscal Summary

From a fiscal perspective, the contractor has complied with contractual requirements. The financial reports and quarterly claims have been submitted timely, are reliable and accurate. All supporting documentation has been readily available and provides adequate detail to support transactions. The contractor has confirmed their inventory control practices, and the custody and use of resources are in accordance with requirements.

The program specific audit for the year ending February 28, 2017, was not required due to the program being a pilot program. Funding for the prior year ending February 28, 2017 began on January 1, 2017 through June 30, 2017. The contractor will request an audit extension for the year ending February 28, 2018.

Sustainability records include funding from the County of Kern, United Way, California Department of Social Service, California Association of Food Banks, and the California Department of Public Health. Service agreements have been maintained and/or renewed with Tulare County, Merced County, Kings County, and Stanislaus County. Also, a renewal grant application has been submitted to the California Department of Public Health. The contractor has been seeking additional funding opportunities. Sustainability efforts are reported in the quarterly Fiscal Executive Summary, which were submitted timely.

Accounting policies and procedures appear to be adequately in place and are being followed for contract transactions. Community Action Partnership of Kern has demonstrated the fiscal capacity to administer this program and a continued commitment to the children and families in Kern County.

Recommendations

2016-17:

- No review conducted.

2017-18:

- No recommendations.

A copy of the full report is maintained on file with First 5 Kern and is available at your request. If you have any questions or comments regarding this correspondence, please feel free to contact your respective program or finance officer.

Sincerely,

Roland Maier
Executive Director

cc: Esperanza Contreras, Program Manager
Christine Anami, Chief Financial Officer
Emilio G. Wagner, Director of Operations

FIRST 5 KERN

2724 L Street
Bakersfield, CA 93301

661.328.8888
661.328.8880 FAX

www.First5Kern.org
@First5Kern

May 3, 2018

Commissioners

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Michelle Curioso

Susan Lerude

Al Sandrini

Alternate Commissioners

Supervisor Mick Gleason

Antanette Reed

Executive Director

Roland Maier

Jeremy T. Tobias, Chief Executive Officer
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Re: 2015.2.5 – 2-1-1 Kern County (Community Action Partnership of Kern)

Dear Mr. Tobias:

This letter addresses the results of our Annual Administrative Review conducted on March 22, 2018 of the 2-1-1 Kern County program. The objective of the annual administrative review is to determine if the program has fulfilled the evaluation, fiscal and program contractual requirements outlined in the General Agreement. The visit was also an opportunity to discuss the program's accomplishments and challenges.

Program Summary

Quarterly reports were reviewed to verify progress of performance measures, timeliness, program activities and potential issues/challenges detailed in the executive summary.

Performance Measure Review:

- FY 2016-17:
  - Of the three performance measures listed on the Scope of Work-Evaluation Plan, three annual targets were not met:
    - 1.2.1. Referral Family Resource Center (61% – 155 short of target).
    - 1.2.2. Referral Prenatal Care (78% – 22 short of target).
    - 2.4.1. Referrals (71% – 1,160 short of target).
- FY 2017-18: Performance measure progress is based on quarterly target projections set by the program coordinator.
  - Quarter 1: All performance measure projections were met.
  - Quarter 2: The following performance measure projection was not met:
    - 1.2.2. Referral Prenatal Care (2 short of projection).

Timeliness:

- FY 2016-17:
  - Quarters 3-4: Quarterly progress reports and response to the Program Officer's feedback were submitted timely.
- FY 2017-18:
  - Quarters 1-2: Quarterly progress reports and response to the Program Officer's feedback were submitted timely.

RECEIVED
MAY 07 2018
BY: Paula D.

Fiscal Summary

From a fiscal perspective, the contractor has complied with contractual requirements. The financial reports and quarterly claims have been submitted timely, are reliable and accurate. All supporting documentation has been readily available and provides adequate detail to support transactions. The contractor has confirmed their inventory control practices, and the custody and use of resources are in accordance with requirements.

The program specific audit for the year ending February 28, 2017, was submitted timely within the approved extension due date and the payments were confirmed. The audit report was unmodified, with no findings or exceptions.

Sustainability records include funding from the County of Kern, United Way, California Department of Social Service, California Association of Food Banks, and the California Department of Public Health. Service agreements have been maintained and/or renewed with Tulare County, Merced County, Kings County, and Stanislaus County. Also, a renewal grant application has been submitted to the California Department of Public Health. The contractor has been seeking additional funding opportunities. Sustainability efforts are reported in the quarterly Fiscal Executive Summary, which were submitted timely.

Accounting policies and procedures appear to be adequately in place and are being followed for contract transactions. Community Action Partnership of Kern has demonstrated the fiscal capacity to administer this program and a continued commitment to the children and families in Kern County.

Recommendations

2016-17:

- No recommendations.

2017-18:

- No recommendations.

A copy of the full report is maintained on file with First 5 Kern and is available at your request. If you have any questions or comments regarding this correspondence, please feel free to contact your respective program or finance officer.

Sincerely,

Roland Maier
Executive Director

cc: Esperanza Contreras, Program Manager
Christine Anami, Chief Financial Officer
Emilio G. Wagner, Director of Operations

State of California—Health and Human Services Agency
California Department of Public Health

KAREN L. SMITH, MD, MPH
Director and State Public Health Officer

EDMUND G. BROWN JR.
Governor

Carmen
Emilio
Audit Committee.

July 9, 2018

Jeremy T. Tobias
Chief Executive Officer
Community Action Partnership of Kern
5005 Business Park North
Bakersfield CA 93309

Dear Mr. Tobias,

I am writing to inform you that all five issues related to the December 5-8, 2016 Program Monitoring Visit (PMV) are resolved. At our site visit on June 11-13, 2018, we confirmed that the proposals included in your Corrective Action Plan (CAP) dated February 28, 2017, have been implemented. We have reviewed and verified that staff:

- Weighs and measures participants using correct technique
- Obtains and correctly documents the required Hemoglobin and Hematocrit (hgb/hct) results in the WIC Management Information System (MIS)
- Completes the National Voter Registration Act training within a 12-month period according to a planned schedule
- Provides participants with verbal and written referrals to the mandatory programs as required by policy

In addition, we have verified that:

- The local agency-developed community referrals pamphlet includes the USDA- required non-discrimination statement

Thank you for taking corrective action to further improve and enhance the quality of services provided by the Community Action Partnership of Kern WIC Program.

RECEIVED
JUL 12 2018
BY:

CDPH Women, Infants and Children (WIC) Division
3901 Lennane Drive MS 8600 Sacramento, CA 95834
P.O. Box 997375 MS 8600 Sacramento, CA 95899-7375
(916) 928-8500 Division Website (www.wicworks.ca.gov)

If you have any questions, please call your contract manager, Lavi Fakih at Lavi.Fakih@cdph.ca.gov or (916) 928-8827 or your nutrition consultant, Trish Kearney at Trish.Kearney@cdph.ca.gov or (916) 928-8859.

Sincerely,
(Original signed by)

Jared Garbutt, MPH, R.D., Chief
Bay and Central Local Support Section
Women, Infants, and Children (WIC) Division
California Department of Public Health

cc: Ms. Kathlyn Lujan
WIC Director
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov

LINNÉ K. STOUT
DIRECTOR

EDMUND G. BROWN JR.
GOVERNOR

July 27, 2017

Jeremy Tobias, Executive Director
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

SUBJECT: 2018 DESK REVIEW REPORT- C-18-019

Dear Mr. Tobias,

The Department of Community Services and Development (CSD) has conducted a Monitoring Desk Review of your agency for contract 18F-5015. The desk review included a review of your administrative, board governance, prior monitoring reports, fiscal and programmatic documents.

For the 2018 program year, the result of the desk review has determined that your agency is in compliance with the contractual requirements and applicable federal and state laws.

Thank you for your continued dedication and commitment to serve low-income individuals and families in your local area. If you have any questions concerning the Desk Review, please call me at (916) 576-7210 or e-mail your questions to me at muranda.sams@csd.ca.gov.

Sincerely,

Muranda Sams
Analyst, Technical Support Unit

C: Melissa Grubb, Manager
Technical Support Unit

C: Garth Corrigan
Board Chair

RECEIVED
JUL 30 2018
BY:

Department of Community Services and Development
Community Services Division
Desk Review Cover Sheet (rev 4/2018)

Agency Information

Agency Name	Community Action Partnership of Kern
Agency Type	Community Action Agency-Private
Report #	C-18-019
CSD/Field Representative	Stephanie Upchurch
Completed by:	Muranda Sams
Date Completed	July 19, 2018

Cover Sheet for Desk Review Documentation

1. Review of all contracts and document the following:
   - Contract # 18F-5015
   - Term of Contract: 1/01/2018-12/31/2018
   - Contract Amount: $1,469,283.00
   - Percent Expended to Date: 34.14%
   - Type of Contract: CSBG

2. Review prior year's monitoring report and follow-up
   - On-site visit
   - Date of Report: 6/29/2017
   - Report # C-17-019
   - Observation(s): Data collection procedures
   - Status: Resolved: Monitoring report letter sent to agency on 12/27/2017

3. Board Roster review for identification of any vacancies and the length of vacancy.
   - Board Roster dated 7/19/2018 was reviewed
   - No vacancies

4. Board Minutes review for timely submittal and content. Attach last three months of Board Minutes.
   - Review minutes for programmatic outcomes related to CSBG at each meeting.
   - 3/28/2018
   - 4/25/2018
   - 5/30/2018

5. Review of the CSBG Informational Survey for timely submission and program performance/progress.
   - Agency submitted CSBG IS to CSD on 2/23/2018
   - The CSBG IS was due to CSD on or before February 20th, 2018.

6. Review of the Organizational Standards report shows that per the state assessment the agency is at:
   - 100%

7. Expenditure Progress: including the percentage of funds expended in relation to the contract term, and the timeliness of the submission of the expenditure reports to CSD. Attach a copy of most recent EARS year to date report.
   - 2 out of 2 reports submitted on time. 100% timely submission of reports.
   - 34.14%
   - Expenditures are on target for contract term.

Quarter	Jan-March	April-June	July-Sept.	Oct.-Dec.
Percentage	0-25%	26%-50%	51%-75%	76%-100%

COMMUNITY ACTION PARTNERSHIP *of* KERN
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
August 15, 2018
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Janea Benton called the meeting to order at 12:05 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Janea Benton, Jimmie Childress, Guadalupe Perez, Ana Vigil

Absent: Warren Peterson

Janea Benton welcomed new CFO Tracy Webster.

Others Present: Jeremy Tobias Chief Executive Officer; Ralph Martinez, Director of Community Development; Ray Quan, Director of Human Resources; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff

3. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee Meeting Agenda for August 15, 2018. Carried by unanimous vote (Childress/Perez).

4. **Public Forum:**

No one addressed the committee.

5. **New Business**

a. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – ***Action Item***
   - County of Kern Community Corrections Partnership for Friendship House Community Center
   - Southern California Gas Environmental Champions Grant Initiative for CAPK Food Bank
   - CAPK Outreach & Linkages and Coordinated Entry Services: Supporting the Homeless, Area Service Providers, and Overall Community

Ralph Martinez reported that two application funding requests were awarded, one was declined, and provided an overview of the two funding requests noted above. Ralph also reported that three funding applications were approved by the Executive Committee in July, all related to providing services to the homeless population.

There was discussion about the pros and cons about providing direct services for the homeless and Jeremy Tobias stated that staff continues to gather information and are looking into potential partnerships to collaborate if the grants are awarded. Ana Vigil stated that she is the Chair of the Homeless Outreach

Committee and they work closely with the homeless at St. Vincent dePaul. Ana informed staff that the committee will be setting up tables during feeding times on Thursday, August 16th, to provide resource information to the homeless and encouraged CAPK staff to attend.

Motion was made and seconded to approve the Application Status Report and Funding Requests. Ana Vigil abstained from the vote due to a potential conflict with homeless services, and the motion carried. (Childress/Perez).

b. Head Start and Early Head Start Budget to Actual Reports - Donna Holland, Fiscal Administrator – ***Info Item***
   - Kern Head Start Budget to Actual for the Period Ended July 31, 2018
   - Kern Early Head Start Budget to Actual for the Period Ended July 31, 2018
   - San Joaquin Early Head Start Budget to Actual for the Period Ended July 31, 2018
   - Early Head Start Child Care Partnerships Budget to Actual for the Period Ended July 31, 2018

   Emily Gonzalez Demont provided the Kern Head Start Budget to Actual Report for the period ended July 31, 2018. At five months (42%) into the budget period, overall Base Fund expenditures are at 30% of budget. Training & Technical Assistance (T&TA) funds are at 87% of budget. Emily explained that the Office of Head Start identified that the T&TA funding was low, and increased the funding amount for T&TA by $103,818. Staff was informed of the increase and utilized the month of July to implement training for staff. The increased amount will be reflected in the Budget to Actual report for the period ended August 31, 2018. The Non-Federal Share is at 46% of budget.

   Emily Gonzalez Demont provided the Kern Early Head Start Budget to Actual Report for the period ended July 31, 2018. Five months (42%) of the budget period have elapsed. Overall Base Fund expenditures are at 40% of budget and the Training & Technical Assistance funds are at 24% of budget.

   Donna Holland provided the San Joaquin Early Head Start Budget to Actual Report for the Period Ended July 31, 2018. Six months (50%) of the budget period have elapsed and overall Base Fund expenditures are at 45% of budget. Training & Technical Assistance Funds are at 53% of budget and the Non-Federal Share is at 32% of budget.

   Donna Holland provided the Early Head Start Child Care Partnerships Budget to Actual Report for the period ended July 31, 2018. Eleven months (92%) of the budget period have elapsed. Overall Base Fund expenditures are at 91% of budget. Training & Technical Assistance funds are at 92% of budget and the Non-Federal Share is at 93% of budget.

   A motion was made and seconded to receive and file the Head Start and Early Head Start Budget to Actual Reports. (Perez/Vigil)

c. Amendment to Procurement Procedures Manual & Accounting and Financial Policies and Procedures Manual – Emilio Wagner, Director of Operations – ***Action Item***

   Emilio Wagner reported that the federal Office of Management and Budget issued a memo on June 20, 2018, implementing an increase in the procurement micro-purchase threshold under Federal Financial Assistance Awards. Operations staff reviewed existing purchasing thresholds and identified the proposed adjustments noted on the attached Summary of Proposed Procurement Procedures. In addition, staff requests the adjustment of expenditure limits to better align with the adjusted purchasing thresholds. These adjustments are reflected in CAPK's Procurement Procedure Manual and the Accounting and Financial Policies & Procedures Manual and staff recommends Committee approval for

the requested amendment with an effective date of September 1, 2018.

Jim Childress expressed concerns about not spreading purchases among multiple vendors and Emilio replied that a process is already in place that addresses his concerns.

A motion was made to approve the Amendment to Procurement Procedures Manual & Accounting and Financial Policies and Procedures Manual. Carried by unanimous vote. (Vigil/Perez)

6. **Finance Director Report**

a. Discretionary Fund Update – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster provided a copy of the Discretionary Fund Report and stated that the net gain for the 2018 Awards Banquet is $55,039. In total, the entire fund has a total net gain of 8.6% for the current year.

b. Financial Statements, July 2018 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster provided a copy of the Financial Statements for July 2018 and reported that it was not necessary to utilize the line of credit in July and pointed out that the operating cash balance remains healthy at $3.3 million. Tracy called attention to the credit card statements included in the packet and said it is a requirement from the Office of Head Start that credit card statements be provided to the Board. The Budget to Actual report for the Agency reflects that from 3/1/18 to 7/31/18, we are at 33% of budget. The Indirect Fund shows an excess revenue of $79,053 for the first five months of the budget year and it is expected to increase over time.

Motion was made and seconded to approve the Financial Statements for July 2018. Carried by unanimous vote. (Vigil/Perez)

7. **Committee Member Comments**

Ana once again stated her appreciation for replacing the large paper agenda packets by making the iPads available for Committee and Board meetings.

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, September 19, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The Meeting was adjourned at 1:21 pm

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

PENDING - June & July 2018

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
11/29/2017 (Board)	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	$ 350,000
3/14/18 (PRE)	2/15/2018	US Department of Justice, Office of Violence Against Women	The East Kern Partnership-3yrs	$ 500,000
5/30/2018	5/1/2018	US Dept. of Justice Office of Justice Programs (DOJ OJP)	FHCC-Kern Partners in Reentry (3 years of Funding)	$993,682
5/30/2018	5/10/2018	Target Community Engagement	Shafter Youth Center's Yoga Classes	$2,000
5/30/2018	5/31/2018	US Dept. Of Treasury, Internal Revenue Service	Kern VITA Partnership (2 years of Funding)	$324,020
6/28/2018	**6/29/2017**	**Blue Shield of California**	**ART and Relationship Violence for Youth**	**$250,000**
7/11/2018	**6/29/2018**	**US Department of Health and Human Services**	**CAPK Teen Pregnancy Prevention Program (2 years of funding)**	**$560,970**
7/11/2018	**7/26/2018**	**Kern County Behavioral Health**	**Homeless Engagement and Linkage (HEAL) & Homeless Drop-in Center Project**	**$1,484,774**
TBD	**7/31/2018**	**Kern County Community Corrections Partnership CCP**	**FHCC Realingment, Reapplication (3 years of funding)**	**$362,305**

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED - June & July 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
5/17/2017 (PRE)	5/22/2017	Target Distribution Center	SYC/ Museum on the Move	$ 2,500	$ 2,500	10/1/2017 - 9/30/2018
5/17/2017 (PRE)	5/30/2017	Target Distribution Center	Food Bank/ BackPack Buddies	$ 2,000	$ 2,000	8/1/2017 - 6/30/2018
4/12/2017 (PRE)	5/8/2017	Kern Family Health Care	Food Bank/ Senior Food Program	$ 2,000	$ 2,000	7/1/2017 - 6/30/2018
5/17/2017 (PRE)	6/7/2017	United Way of Kern County	Food Bank/ Food Procurement & Distribution	$ 100,000	$ 94,750	4/1/2017 - 3/31/2018
9/21/2016 (B&F)	6/29/2017	Kern County Network for Children	EKFRC/ Differential Response Services	$ 209,094	$ 209,094	7/1/2017 - 6/30/2018
3/15/2017 (PRE)	7/5/2017	Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs	EKFRC/ Emergency Supplies Closet	$ 5,000	$ 3,000	8/1/2017 - 7/31/2018
6/14/2017 (PRE)	7/9/2017	Starbucks Foundation	FHCC/SYC PREP Works	$ 49,600	$ 30,000	1/1/2018 - 6/30/2018
6/21/2017 (B&F)	9/7/2017	Bank of the West	VITA/ 2017 Tax Season	$ 3,500	$ 3,500	9/1/2017 - 6/30/2018
5/25/2016 (Board)	10/3/2017	U.S. Dept. of Treasury/IRS	VITA/ Kern VITA Partnership - Year 2	$ 223,315	$ 84,815	7/1/2017 - 6/30/2018
9/13/2017 (PRE)	10/30/2017	Wells Fargo	FHCC & SYC/ PREP Works Program	$ 50,000	$ 25,000	1/1/2018 - 6/30/2018
10/18/17 (B&F)	11/9/2017	CA Department of Social Services, Office of Child Abuse Prevention	EKFRC/ Financial Empowerment (2-year grant, $75,000 per year)	$ 150,000	$ 150,000	3/01/2018 - 2/29/2020
8/09/2017 (PRE)	11/14/2017	Allstate Foundation Group / Helping Hands	Food Bank/ General Operating Support	$ 14,000	$ 14,000	1/01/2018 - 12/31/2018
10/11/17 (PRE)	11/15/2017	Stater Bros. Charities/ Harvesting Hope	Food Bank/ General Operating Support	$ 5,000	$ 3,000	1/01/2018 - 12/31/2018
11/08/2017 (PRE)	11/20/2017	Bank of the West	CAPK Small Business Assistance Program (3 years @ $25,000 per)	$ 75,000	$ 75,000	1/01/2018-12/31/2020
9/13/2017 (PRE)	12/11/2017	Dignity Health	EKFRC East Kern Health Link	$ 69,926	$ 24,701	1/01/2018-12/31/2020
09/13/2017 (PRE)	12/15/2017	Wonderful Community Grants	CAPK Food Bank Free Farmers Markets, Wasco	$ 50,000	$ 30,000	01/01/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	EKFRC Emergency Closet	$ 2,000	$ 2,000	6/1/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	FHCC Grow Fit	$ 2,000	$ 2,000	6/1/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	SYC Yoga and CPR	$ 2,000	$ 2,000	6/1/2018-12/31/2018
4/11/18 (PRE)	5/15/2018	Borax Visitors Center Foundation	East Kern Family Resource Center, East Kern Health Link	$ 2,750	$ 2,750	6/1/2018-12/31/2018
5/30/2018	**6/13/2018**	**US FEMA, United Way of Kern County**	**Food Bank Emergency Food-Phase 35**	**$125,000**	**$ 93,230**	**1/1/2019-12/31/2019**
6/27/2018	**6/19/2018**	**Starbucks Foundation**	**PREP Works**	**$50,000**	**$ 30,000**	**01/01/2019-6/30/2019**
				Total Awards	**$ 885,340**	

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

DECLINED -June & July 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
8/17/2016 (B&F)	1/31/2017	U.S Dept. of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	$ 178,000
10/26/2016 (Board)	2/6/2017	TJX Foundation	Food Bank/ General Support	$ 5,000
3/22/2017 (B&F)	6/14/2017	Kaiser Permanente Southern Cal. Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	$ 12,600
2/8/2017 (PRE)	*No response*	Pacific Western Bank	VITA / 2016 Tax Season	$ 10,000
6/14/2017 (PRE)	*No response*	Enterprise Rent-A-Car / Feeding America	Food Bank / Operation Software	$ 25,000
8/09/17 (PRE)	9/1/2017	American Honda Foundation	FHCC & SYC/ Building Youth Capacity in STEM	$ 75,000
1/11/2017 (PRE)	*No response*	Walmart Community Grants	VITA/ Wasco	$ 2,500
1/11/2017 (PRE)	*No response*	Junior League of Bakersfield	EKFRC/ Computer Skills Training & Access	$ 26,000
9/13/2017 (PRE)	10/31/2017	Disney / Feeding America	Food Bank/ Capacity Building	$ 15,000
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	$ 19,000
2/15/2017 (B&F)	*No response*	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	$ 60,000
	1/31/2018	Strategic Growth Council Transformative Climate Communities	Kern County Disadvantage Communities Study	$ 250,000
10/25/2017 (Board)	11/6/2017	California Coastal Commission - Whale Tail	FHCC and SYC After School Marine Studies Program	$ 10,000
1/17/2018 (PRE)	4/11//18	CA Board of State and Community Corrections	The Partnership for Advancement of Youth-2 years funding	$ 492,850
10/25/17 (Board)	4/18/2018	City of Bakersfield/ Community Development Block Grant	Food Bank/ Expansion & Disaster Preparedness Project	$ 749,285
10/25/2017 (Board)	4/18/2018	CDBG-County	Food Bank/ Expansion & Disaster Preparedness Project	$ 749,285
5/16/18 (PRE)	**7/2/2018**	**U.S. Administration for Community Living, Administration for Aging**	**SYC Happy, Healthy Seniors Program (3 Years)**	**$ 150,000**

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Public
Project Name: Realignment for Success Program
Funder Name: County of Kern, Community Corrections Partnership
Grant Program Name: Friendship House Community Center
Funding Period: 1/1/2019 – 12/31/2021

CFDA # N/A
Division Director: Ralph Martinez
Program Manager: Lois Hannible

☐ ***New Funding***
☒ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK is re-applying for grant funding of $362,305 for 3 years, to provide the Realignment for Success program to increase successful reintegration of ex-offenders—newly released AB 109 low-level offenders without current or prior serious or violent offenses—released into the community to complete their sentence requirements under Kern Probation supervision.

The Realignment for Success program will be facilitated by two program educators who will provide transitional services including Aggression Replacement Training (ART) to teach pro-social skills and behaviors; Parenting classes to strengthen family connections; intensive case management focused on employment and housing as well as other barriers to reintegration; and Community Resource Fairs to bring together Community Corrections Partnership providers and other community agencies to engage and link program participants to community services and supports.

B. *Use of Funds:*

The requested funds of $362,305 will cover personnel costs for a portion of the FHCC Program Manager's time, one full-time and one half-time Program Educator; one half-time Activity Specialist; program supplies; participant transportation; staff mileage; facilities costs; and fees and incidentals related with gaining employment such as CDL fees and work gear.

C. *Approvals:*

1. _____ 7/31/18
Division Director Ralph Martinez Date

2. _____ 7/31/18
Director of Community Development Date

3. _____ 7/31/18
Chief Finance Officer Date

4. _____ 7/31/18
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: _____ ☐PRE Presentation Date: _____ ☐B&F Approval Date: _____ ☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: *SoCalGas Environmental Champions Grant Initiative*

Project Name: Clean Energy Project

Funder Name: SoCalGas Environmental Champions Grant Initiative
Grant Program Name: CAPK Food Bank
Funding Period: December 2018 – December 2019

CFDA # *N/A*

Division Director: *Carmen Segovia*

Program Manager: Jaime Orona

☒ ***New Funding***
☐ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK Food Bank's "Clean Energy Project" will provide high-quality, energy-efficient LED lighting and poles to illuminate building, transport and parking areas of the facility campus. Support will increase efficiency/cost savings, provide visibility and efficiency with transport and access to loading/unloading areas, add security and safety for staff/customers/vendors/ community members and will deter vandalism and theft.

B. *Use of Funds:*

Seven existing wall packs are to be replaced with LED lighting fixtures and eight LED flood lighting poles will be installed in the outside areas of the Food Bank warehouse. The overall cost will be $25,000.

C. *Approvals:*

1. Carmen Segovia 8/2/18
Division Director Date

2. Shirl Shapos for Ralph Martinez
Director of Community Development 8/2/18
Date

3. Tracy Webster 8/2/18
Chief Financial Officer Date

4. [signature] 8/2/18
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: ____

☐PRE Presentation Date: ____

☐B&F Approval Date: ____

☐Board Approval Date: ____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Ralph Martinez, Director of Community Development

Date: Wednesday, August 15, 2018

Subject: *Agenda Item 5a:* CAPK Outreach & Linkages and Coordinated Entry Services: Supporting the Homeless, Area Service Providers and Overall Community – **Info Item**

Homeless Street Outreach, Engagement & Linkages Project
Community Action Partnership of Kern (CAPK) recently submitted a request for $1,484,774 for one-year (with an additional three-years of potential funding) from Kern County Behavioral Health & Recovery Services (KernBHRS) to provide outreach, engagement, and linkage to behavioral health services for the homeless in the greater Bakersfield Area, with an anticipated project start of November 2018.

This project will include provision for a Homeless Drop-in Center; a welcoming place of refuge and assistance for the homeless and families, with increase access/outreach to supports and services including behavioral health and substance abuse treatment and coordinated entry into Kern's Homeless Continuum of Care (Coordinated Entry System or CES) for housing services through CAPK's 211 Kern. CAPK is in the process of identifying a facility to serve as the Drop-in Center, with assistance from City and County planning departments.

In addition to linkage to supports and services, the Drop-in Center will include providing the homeless with basic needs such as food, snacks, water, shelter (cloth rolls for resting/sleeping), personal care items/packages and clothing. Showers and laundry services, as well as other services and activities will be added as the project evolves, with the assistance from area service providers, community partners and volunteers towards ending homelessness, improving health and increasing self-sufficiency.

Coordinated Entry System (CES) Program
Through the partnership with the Kern County Homeless Collaborative, Continuum of Care (CoC) members, and the designated Assessment Point service providers, CAPK is proposing to operate the Coordinated Entry System (CES) under two models. Both models will be operated through the existing 2-1-1 Kern Call Center program.

First Model: First Steps Towards a Coordinated Entry System - September 2018. This program is a modified version of the CES program with limited scope. The First Steps Towards a Coordinated Entry System is designed to assist the existing structure of Coordinated Entry and share in the duties and responsibility under a full CES model. This will be a 10-month project (Sept 2018 to June 2019) and primarily funded by KernBHRS, United Way and Housing Authority with the United Way of Kern being the grantor agency. **Second Model**: CAPK will apply for full CES funding under the KCHC CoC Supportive Service Only (SSO) grant in July 2018, with notice of award by July 2019. If awarded, then we will operate the comprehensive version of the CES program as per the KCHC and HUD program requirements and be the lead agency for CES for the County.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Head Start - Kern
Budget to Actual Report for the Period Ended July 31, 2018 – ***Info Item***

Date: August 15, 2018

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2018 through July 31, 2018. Five months (42%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 30% of the budget.

Salaries & Fringe Benefits: Most employees assigned to Head Start are on a part-year schedule. There were no salary or payroll tax costs for these employees during the months of June and July.

Equipment: The budget provided for the purchase of a replacement gas convection steamer for the Central Kitchen. The actual cost was less than budgeted.

Supplies: Costs will increase after part-year staff and children return in mid-August.

Other: Renovations are underway at the Shafter and Oasis (Ridgecrest) centers; costs will be recognized once the projects are completed.

Training & Technical Assistance Funds
Overall expenditures are at 87% of the budget.

The Office of Head Start offered increased funding for grants with significantly low percentages of training and technical assistance dollars. For Head Start Kern, the increase is $103,818. This amount will be reflected in the Budget to Actual report for the period ended August 31.

Carryover
The Office of Head Start approved the carryover of funds from the prior budget period in the amount of $512,812 for the following projects:

- Replacement food delivery vans (3)
- Replacement program vehicle (1)
- Replacement maintenance utility vehicle (1)
- Replacement convection oven (1)
- Purchase and renovation of a proposed facility at 2600 Wilson Road, Bakersfield

The proposed facility is no longer available for purchase; thus, CAPK submitted a budget revision to utilize $378,182 for other facility projects. Federal approval is pending.

Non-Federal Share (Head Start and Early Head Start Combined)
Non-Federal share is at 46% of the budget.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2018 - February 28, 2019
Report Period: March 1, 2018 - July 31, 2018
Month 5 of 12 (42%)

Prepared 08/08/2018

HEAD START

BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	10,280,365	2,881,013	7,399,352	28%	72%
FRINGE BENEFITS	3,392,518	1,119,156	2,273,362	33%	67%
TRAVEL	5,000	0	5,000	0%	100%
EQUIPMENT	23,000	16,760	6,240	73%	27%
SUPPLIES	886,988	241,080	645,908	27%	73%
CONTRACTUAL	126,502	45,773	80,729	36%	64%
OTHER	3,744,168	1,227,679	2,516,489	33%	67%
INDIRECT	1,778,867	475,842	1,303,025	27%	73%
TOTAL BASE FUNDING	**20,237,408**	**6,007,304**	**14,230,104**	**30%**	**70%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	33,946	40,115	(6,169)	118%	-18%
SUPPLIES	10,839	3,248	7,591	30%	70%
CONTRACTUAL	8,944	10,529	(1,585)	118%	-18%
OTHER	78,407	60,866	17,541	78%	22%
INDIRECT	13,214	11,476	1,738	87%	13%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**145,350**	**126,233**	**19,117**	**87%**	**13%**
CARRYOVER					
EQUIPMENT	134,000	0	134,000	0%	100%
CONSTRUCTION	378,182	0	378,182	0%	100%
INDIRECT	0	0	0		
TOTAL CARRYOVER	**512,182**	**0**	**512,182**		
GRAND TOTAL HS FEDERAL FUNDS	**20,894,940**	**6,133,538**	**14,761,402**	**29%**	**71%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
CALIF DEPT OF ED	3,804,474	1,396,427	2,408,047	37%	63%
IN-KIND	2,455,136	1,486,060	969,076	61%	39%
TOTAL NON-FEDERAL	**6,259,610**	**2,882,487**	**3,377,123**	**46%**	**54%**

Budget reflects Notice of Award **#09CH9142-05-02** (adjusted for Child Care Food Subsidy)

Actual expenditures include posted expenditures and estimated adjustments through 07/31/2018.

Administrative Cost for HS and EHS Kern **8.0%**

Agency-Wide Credit Card Report

	CURRENT	**1 TO 30**	**31 TO 60**	**61 TO 90**	**TOTAL**	**STATEMENT DATE**
Bank of America	11,162				**11,162**	7/21/2018
Lowe's					**0**	Not available
Smart & Final	323				**323**	7/31/2018
Save Mart	2,690				**2,690**	7/29/2018
Chevron & Texaco Business Card	6,592				**6,592**	8/5/2018
Home Depot					**0**	Not available
	20,768	**0**	**0**	**0**	**20,767**	

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start – Kern
Budget to Actual Report for the Period Ended July 31, 2018 – Info Item

Date: August 15, 2018

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2018 through July 31, 2018. Five months (42%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 40% of the budget.

Equipment: The budget provides for the purchase of a replacement program vehicle; procurement of this vehicle is in progress.

Expenditures in all other categories are somewhat low at this point in the budget period. Staff continuously monitor to identify possible savings that may be used elsewhere in the program.

Training & Technical Assistance Funds
Overall expenditures are at 24% of the budget. Training costs are incurred as needed, rather than evenly throughout the year. Significant costs to support in-service and pre-service training are expected to be incurred during the month of August.

Carryover
The Office of Head Start approved the carryover of funds from the prior budget period in the amount of $57,000 for the following purchases:

- Replacement food delivery van (1)
- Replacement program vehicle (1)

Procurement of these vehicles is in progress.

Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2018 - February 28, 2019
Report Period: March 1, 2018 - June 30, 2018
Month 5 of 12 (42%)

Prepared 08/08/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,221,842	1,036,539	1,185,303	47%	53%
FRINGE BENEFITS	655,042	206,648	448,394	32%	68%
EQUIPMENT	30,000	0	30,000	0%	100%
SUPPLIES	263,896	71,292	192,604	27%	73%
CONTRACTUAL	22,328	7,647	14,681	34%	66%
OTHER	535,893	159,378	376,515	30%	70%
INDIRECT	364,220	147,258	216,962	40%	60%
TOTAL BASE FUNDING	**4,093,221**	**1,628,763**	**2,464,458**	**40%**	**60%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	35,330	6,885	28,445	19%	81%
SUPPLIES	4,020	646	3,374	16%	84%
CONTRACTUAL	3,656	1,332	2,324	36%	64%
OTHER	45,179	12,130	33,049	27%	73%
INDIRECT	8,819	2,099	6,720	24%	76%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**97,004**	**23,093**	**73,911**	**24%**	**76%**
CARRYOVER					
EQUIPMENT	57,000	0	57,000	0%	100%
INDIRECT	0	0	0		
TOTAL CARRYOVER	**57,000**	**0**	**57,000**	**0%**	**100%**
GRAND TOTAL EHS FEDERAL FUNDS	**4,247,225**	**1,651,855**	**2,595,370**	**39%**	**61%**

Budget reflects Notice of Award **#09CH9142-05-03** (adjusted for Child Care Food Subsidy)
Actual expenditures include posted expenditures and estimated adjustments through 07/31/2018.

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2018 through February 28, 2019
Report for period ending July 31, 2018 (Month 5 of 12)

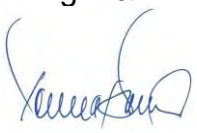
Percent of year elapsed: 42%

LOCATION	FUNDED ENROLL-MENT	March	April	May	June	July	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	33,692	32,937	21,731	0	0	88,360	70,780	125%
San Diego Street	48	11,831	13,317	14,156	10,607	9,094	59,006	49,962	118%
Shafter	34	15,216	16,512	8,503	0	0	40,230	35,390	114%
East California	70	29,277	35,209	15,896	0	0	80,381	72,862	110%
Pacific	62	16,766	16,247	13,908	11,839	10,873	69,634	64,535	108%
Faith	34	12,847	12,659	7,030	0	0	32,536	35,390	92%
Martha J. Morgan	83	30,873	29,947	16,866	0	0	77,687	86,393	90%
Vineland	20	8,266	7,254	2,213	0	0	17,733	20,818	85%
Fairview	34	13,069	11,103	5,947	0	0	30,118	35,390	85%
Willow	72	22,239	25,426	14,557	0	0	62,222	74,943	83%
Primeros Pasos	76	9,563	21,624	16,661	10,089	6,159	64,095	79,107	81%
Williams	34	10,911	10,920	6,048	0	0	27,879	35,390	79%
Lamont	34	7,478	10,778	7,882	0	0	26,138	35,390	74%
Delano	76	19,655	19,877	16,675	0	0	56,207	79,107	71%
Harvey L. Hall	138	21,720	29,503	22,725	15,148	9,408	98,504	143,642	69%
Shafter HS/EHS	36	4,713	6,144	4,731	5,032	4,275	24,897	37,472	66%
Noble	34	9,452	10,102	3,947	0	0	23,500	35,390	66%
Heritage	34	7,911	10,768	4,730	0	0	23,409	35,390	66%
Pete H. Parra	112	19,356	23,534	21,390	9,188	2,677	76,145	116,579	65%
Fairfax	40	6,009	9,054	11,731	0	0	26,793	41,635	64%
Sterling	122	19,096	23,747	18,601	8,400	8,587	78,431	126,987	62%
Franklin	24	3,513	6,447	4,266	0	0	14,226	24,981	57%
Oasis	57	13,411	12,306	6,813	0	0	32,529	59,330	55%
Rosamond	100	19,580	22,748	13,481	0	0	55,810	104,088	54%
Home Base	225	17,049	17,202	14,906	7,877	3,501	60,535	117,099	52%
Pioneer	34	6,475	7,451	4,283	0	0	18,209	35,390	51%
Cleo Foran	34	5,926	8,272	3,789	0	0	17,987	35,390	51%
Tehachapi	34	6,832	6,982	3,413	0	0	17,227	35,390	49%
McFarland	24	4,784	3,808	2,560	0	0	11,153	24,981	45%
Lost Hills	20	2,937	3,716	2,597	0	0	9,250	20,818	44%
Oildale	34	5,905	5,413	3,750	0	0	15,068	35,390	43%
Planz	34	5,440	5,916	3,617	0	0	14,973	35,390	42%
Seibert	34	6,818	4,353	2,998	0	0	14,170	35,390	40%
California City	34	6,563	6,858	0	0	0	13,421	35,390	38%
Casa Loma	34	4,741	5,183	1,355	0	0	11,279	35,390	32%
Virginia	34	5,596	5,282	0	0	0	10,878	35,390	31%
Alicante	34	4,692	4,248	1,912	0	0	10,852	35,390	31%
Wesley	60	6,389	8,795	3,719	0	0	18,903	62,453	30%
Mojave	34	4,209	4,167	2,109	0	0	10,484	35,390	30%
Roosevelt	34	2,820	4,408	1,913	0	0	9,142	35,390	26%
Sunrise Villa	34	4,377	2,811	1,945	0	0	9,133	35,390	26%
Rafer Johnson	34	3,563	3,419	0	0	0	6,981	35,390	20%
Taft	78	6,592	6,061	1,103	0	0	13,756	81,189	17%
Broadway	44	0	0	0	0	0	0	45,799	0%
Administrative Services		0	0	0	0	0	0	0	NA
Program Services		920	1,867	0	0	0	2,787	67,661	4%
Policy Council and RPC		1,239	1,542	108	515	0	3,404	38,727	9%
SUBTOTAL IN-KIND	**2,369**	**480,311**	**535,913**	**336,566**	**78,696**	**54,574**	**1,486,060**	**2,455,136**	**61%**
State General Child Care*		156,851	158,335	88,070	0	124,100	527,356	1,293,059	41%
State Preschool*		252,099	284,045	170,865	0	88,389	795,399	2,302,208	35%
State Migrant Child Care*		27,786	29,131	3,478	0	13,277	73,672	209,207	35%
SUBTOTAL CA DEPT of ED		**436,736**	**471,511**	**262,413**	**0**	**225,767**	**1,396,427**	**3,804,474**	**37%**
GRAND TOTAL		**917,047**	**1,007,424**	**598,979**	**78,696**	**280,341**	**2,882,487**	**6,259,610**	**46%**

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended July 31, 2018 – Info Item

Date: August 15, 2018

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2018 through July 31, 2018. Six months (50%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 45% of the budget.

Travel costs are high compared to the period elapsed. During the month of May, several Kern staff traveled to San Joaquin to provide technical support and conduct a "mock" review in preparation for the Office of Head Start Focus Area Two Monitoring event, which took place May 14-18. No travel costs were incurred during the month of June; however, travel costs for monthly support will continue through the end of the budget period.

The **Equipment** budget provides for two replacement vehicles, which have not yet been purchased.

Expenditures in the **Supplies** category are high compared to the period elapsed. Costs in this category occur as needed, rather than evenly throughout the year.

Expenditures in the **Contractual** category appear high, as the annual costs of software support for data collection and tracking (Child Plus and Learning Genie) computer applications were expensed to the month of March.

Training & Technical Assistance Funds
Overall expenditures are at 53% of the budget.

Travel costs are high compared to the period elapsed. Costs in this category occur as needed, rather than evenly throughout the year.

Personnel & Fringe Benefits costs are for the services of an on-staff Mentor Coach, originally budgeted under the Other category.

Non-Federal Share
Non-Federal share is at 32% of the budget.

Community Action Partnership of Kern

Early Head Start - San Joaquin County

Budget to Actual Report

Budget Period: February 1, 2018 - January 31, 2019

Report Period: February 1, 2018 - July 31, 2018

Month 6 of 12 (50%)

Prepared 08/08/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,017,825	1,281,210	1,736,615	42%	58%
FRINGE BENEFITS	796,118	392,500	403,618	49%	51%
TRAVEL	20,232	15,448	4,784	76%	24%
EQUIPMENT	47,500	0	47,500	0%	100%
SUPPLIES	129,535	76,267	53,268	59%	41%
CONTRACTUAL	11,923	8,377	3,546	70%	30%
OTHER	589,673	281,201	308,472	48%	52%
INDIRECT	433,501	201,746	231,755	47%	53%
TOTAL	**5,046,307**	**2,256,749**	**2,789,558**	**45%**	**55%**

TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	0	4,532	(4,532)		
FRINGE BENEFITS	0	2,376	(2,376)		
TRAVEL	9,959	8,386	1,573	84%	16%
SUPPLIES	7,961	5,629	2,332	71%	29%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	53,033	18,357	34,676	35%	65%
INDIRECT	7,444	3,928	3,516	53%	47%
TOTAL	**81,897**	**43,207**	**38,690**	**53%**	**47%**

GRAND TOTAL EHS FEDERAL FUNDS	**5,128,204**	**2,299,957**	**2,828,247**	**45%**	**55%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,282,051	404,629	877,422	32%	68%
TOTAL NON-FEDERAL FUNDS	**1,282,051**	**404,629**	**877,422**	**32%**	**68%**

Centralized Administrative Cost	7.6%
Program Administrative Cost	2.7%
Total Administrative Cost	**10.3%**

Budget reflects Notice of Award #09CH010071-04-02

Actual expenditures include posted expenditures and estimated adjustments through 7/31/2018

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: February 1, 2018 through January 31, 2019
Report for period ending July 31, 2018 (Month 6 of 12)

Percent of year elapsed: 50%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	June	July	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Tracy	12	1,484	2,342	1,064	1,059	0	0	5,948	31,635	19%
Marci Massei	24	3,176	5,938	5,703	6,064	2,917	0	23,798	126,539	19%
Kennedy	16	1,791	5,701	5,717	4,418	441	0	18,068	84,359	21%
Chrisman	30	7,252	12,783	13,077	8,234	0	0	41,346	158,174	26%
Walnut	24	4,138	8,093	8,225	10,273	4,908	0	35,637	126,539	28%
California Street	24	5,705	9,601	8,203	9,043	3,447	0	35,998	126,539	28%
St. Mary's	16	3,507	5,683	5,348	6,174	3,597	0	24,309	84,359	29%
Home Base - Stockton	90	13,682	25,071	21,954	15,585	5,315	0	81,607	237,260	34%
Lodi UCC	30	12,131	13,605	10,882	13,879	8,383	0	58,880	158,174	37%
Home Base - Manteca	12	3,628	4,255	2,413	2,207	0	0	12,504	31,635	40%
Home Base - Lodi	35	5,551	10,440	10,444	9,950	4,837	0	41,221	92,268	45%
Administrative Services		0	0	0	0	0	0	0	0	
Program Services		2,299	3,721	7,518	8,018	3,318	0	24,874	21,858	114%
Policy Council		342	97	0	0	0	0	439	2,713	16%
SUBTOTAL IN-KIND	**313**	**64,685**	**107,331**	**100,547**	**94,902**	**37,163**	**0**	**404,629**	**1,282,051**	**32%**

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended July 31, 2018 – Info Item

Date: August 15, 2018

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2017 through July 31, 2018. Eleven months (92%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 91% of the budget.

In the **Supplies** category, $12,883 in Carryover Funds were obligated in the prior budget period, but the supplies were received after August 31, 2017. At that time the carry over funds had not yet been approved; thus, the costs were recognized in the base grant.

In the **Other** category, costs of occupancy are lower than budgeted at this point in the budget period;

Expenditures in all other categories are on track at this point in the budget period.

Carryover Funds
Unexpended funds from the prior budget period were carried over to complete facility projects at the Garden Pathways and Bakersfield College locations. Costs for these projects will be liquidated prior to the end of the budget period.

Training & Technical Assistance (T&TA)
Overall expenditures are at 92% of the budget. Staff expect to fully expend these funds.

Non-Federal Share
Non-Federal share is at 93% of the budget. At the time this report was prepared, the non-federal documentation for July had not yet been received.

Community Action Partnership of Kern
Early Head Start - Child Care Partnerships
Budget to Actual Report
Budget Period: September 1, 2017 - August 31, 2018
Report Period: September 1, 2017 - July 31, 2018
Month 11 of 12 (92%)

Prepared 08/08/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	120,354	106,447	13,907	88%	12%
FRINGE BENEFITS	32,245	28,720	3,525	89%	11%
SUPPLIES	1,000	14,145	(13,145)	1415%	-1315%
CONTRACTUAL	461,870	413,486	48,384	90%	10%
OTHER	12,662	9,118	3,544	72%	28%
INDIRECT	62,806	57,163	5,643	91%	9%
TOTAL BASE	**690,937**	**629,079**	**61,858**	**91%**	**9%**

CARRYOVER FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
EQUIPMENT	60,310	48,500	11,810	80%	20%
SUPPLIES	29,226	9,657	19,569	33%	67%
OTHER	73,353	94,898	(21,545)	129%	-29%
INDIRECT	10,258	10,456	(198)	102%	-2%
TOTAL CARRYOVER	**173,147**	**163,511**	**9,636**	**94%**	**6%**

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	3,999	1,295	76%	24%
SUPPLIES	3,506	3,454	52	99%	1%
OTHER	10,465	10,245	220	98%	2%
INDIRECT	1,926	1,770	156	92%	8%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**21,191**	**19,468**	**1,723**	**92%**	**8%**

GRAND TOTAL FEDERAL FUNDS	**885,275**	**812,057**	**73,218**	**92%**	**8%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	221,319	205,967	15,352	93%	7%
TOTAL NON-FEDERAL FUNDS	**221,319**	**205,967**	**15,352**	**93%**	**7%**

Centralized Administrative Cost	6.8%
Program Administrative Cost	1.2%
Total Administrative Cost	**8.1%**

Budget reflects Notice of Award #09HP0036-03-01.
Actual expenditures include posted expenditures and estimated adjustments through 7/31/2018.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget and Finance Committee



From: Emilio G. Wagner, Director of Operations

Date: August 15, 2018

Subject: *Agenda Item 5c*: Amendment to Procurement Procedures Manual and Accounting and Financial Policies and Procedures Manual – **Action Item**

On June 20, 2018, the Office of Management and Budget issued a memo implementing an increase in the procurement micro-purchase threshold under Federal financial assistance awards from $3,500 to $10,000.00, and the threshold for simplified acquisitions from $150,000 to $250,000.

Pursuant to this memorandum, to align with the changes set forth by the OMB, our Procurement Procedure Manual and the Accounting and Financial Policies and Procedures Manual will be amended to adopt these changes as part of our procurement process. In addition, staff seek approval to adjust expenditure limits as outlined in the attachment to better align with the adjusted purchasing thresholds.

As a result of the notification from OMB, Operations staff reviewed the existing purchasing thresholds and identified the attached proposed adjustments to gain efficacies in the purchasing process. The proposed adjustments were presented to Division Directors and the Chief Financial Officer for discussion and comments. After a unanimous approval, the adjustments were presented to the Chief Executive Officer for approval to submit to the Budget and Finance Committee.

Recommendation

Staff requests that the Committee approve the amendment to the Procurement Procedures Manual and the Accounting and Financial Policies and Procedures Manual to align with the new OMB regulations with an effective date of September 1, 2018.

Attachment:

Summary of Proposed Procurement Procedures

Attachment

Community Action Partnership of Kern
Summary of Proposed Procurement Procedures
Approval Authority and Documentation Requirements

PROPOSED CAPK Procedures/Thresholds					
Existing Thresholds	**Proposed Thresholds**	**Type of Purchase**	**Required Approvals**	**Required Solicitation**	**Minimum Required Documentation**
Up to $3,499.99 (or $2,000 if subject to Davis-Bacon)	Up to $9,999.99 (or $2,000 if subject to Davis-Bacon)	Micro-Purchase	Manager or higher	Only one quote/price required	Must distribute such purchases equitably among qualified suppliers; Quotes not required if prices are determined to be reasonable.
$3,500-$9,999.99	$10,000-$99,999.99	Small Purchase Threshold	Manager or higher	At least two informal quotes required	1. Documentation of quotes/bids received 2. How decision was made if lowest price not used
$10,000.00-$149,999.99	$100,000.00-$249,999.99	Small Purchase Threshold	Division Director (≤ $100,000); or Chief Financial Finance (≤ $125,000); or Chief Executive Officer (≤ $250,000); or Board of Directors (> $250,000)	3 written quotes (catalogue, Internet, fax, written quotes)	1. Documentation of quotes/bids received 2. How decision was made if lowest price not used
$150,000.00 and above	$250,000.00 and above	Requests for Proposals	Chief Executive Officer (≤ $250,000); or Board of Directors (> $250,000)	3 written bids (Request for Proposals)	1. Copy of Request For Bids or Request For Proposals 2. Proposal scoring grids including who participated in the scoring 3. Proposal and contract of winning bid 4. How decision was made if lowest price not used
Construction/Major renovations over $150,000.00	Construction/Major renovations over $250,000.00	Sealed Bids	Chief Executive Officer AND Board of Directors	3 written bids (Request for Bids or Request for Proposals)	1. Copy of Request For Bids or Request For Proposals 2. Proposal scoring grids including who participated in the scoring 3. Proposal and contract of winning bidder 4. How decision was made if lowest price not used

Expenditure Limits	**Existing**	**Proposed**
Managers	Up to $15,000	Up to $15,000
Administrators	Up to $25,000	Up to $25,000
Division Directors	Up to $75,000	Up to $100,000
Chief Financial Officer	Up to $100,000	Up to $125,000
Chief Executive Officer	Up to $200,000	Up to $250,000
Board of Directors	Over $200,000	Over $250,000

Additional Board Approval Requirements (Effective 1/1/2014)

Any single item or aggregate procurement 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;

Procurement of all auditing, legal or professional services that are Agency-wide in nature;

Construction contracts and/or major renovations over $250,000 require Board approval;

NOTE - If a Program or Grant has stricter limits than those set by the Agency, the Program's/Grant's guidelines must be followed.

COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED JULY 31, 2018

	03/01/18-06/30/18	07/01/18-07/31/18	TOTAL	
BEGINNING BALANCE (NOTE 1)	$ 477,745.74	$ -	**$ 477,745.74**	
CASH RECEIPTS				
2018 Awards Banquet Donations	69,474.47	2,500.00	71,974.47	a
Donations	554.80	458.50	1,013.30	
Misc. Revenue	889.81	-	889.81	
Interest Income/Union Administrative Fee	201.22	-	201.22	
TOTAL CASH RECEIPTS	71,120.30	2,958.50	74,078.80	
CASH DISBURSEMENTS				
Line of Credit Interest Expense	90.26	-	90.26	
Line of Credit Unused Commitment Fee	959.72	-	959.72	b
2018 Awards Banquet Expenses	21,688.09	-	21,688.09	a
Volunteer Appreciation	2,716.77	-	2,716.77	c
Fundraising Expenses	3,244.00	-	3,244.00	
Miscellaneous Expenses	664.09	658.42	1,322.51	
Indirect	2,876.07	-	2,876.07	
TOTAL CASH DISBURSEMENTS	32,239.00	658.42	32,897.42	
CASH PROVIDED (USED)	38,881.30	2,300.08	**41,181.38**	
ENDING BALANCE	$ 516,627.04		**$ 518,927.12**	

Discretionary Cash	$ 217,202.90
Fund Raising Cash	301,793.22
	518,996.12
Add: Prepaid	-
Less: AP	(69.00)
	$ 518,927.12

NOTES

1. For the year ended 2/28/18, the net increase to the Discretionary/Fund Raising Funds was $56,234.33.

a. As of 7/31/18, net 2018 awards banquet gain is $55,039.85 (FYE 2/28/18 = $4,753.47 + $50,286.38 for 2018/19).
b. Commitment fee for the period 12/31/17 to 7/31/18 that the $2 million line of credit was not used. The fee is equal to one-quarter percent (0.25%) per annum based on a 360 day year.
c. Annual appreciation expense for the VITA volunteers.

Date Prepared: 8/1/18

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

FINANCIAL REPORT

AUGUST 2018

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

AUGUST 15, 2018

FINANCIAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/18 - 02/28/19	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/18 - 02/28/19	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/18 - 02/28/19	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/18 - 02/28/19	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/18 - 02/28/19	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/18 - 02/28/19	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/18 - 02/28/19	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/18 - 02/28/19	595	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START	12,234,628	93.600	09CH9142 - 05 - 00	03/01/18 - 02/28/19	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START CHILD CARE PARTNERSHIP	885,275	93.600	09HP0036 - 03	09/01/17 - 08/31/18	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	2,564,103	93.600	09CH010071 - 04	02/01/18 - 01/31/19	117	U S DEPT OF HEALTH & HUMAN SERVICES
VITA	169,630	21.009	17VITA0187	08/01/16 - 07/31/18	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,469,183	93.569	18F - 5015	01/01/18 - 12/31/18	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	4,327,137 3,665,139 3,721,750	93.568	16B - 4012 17B - 3012 18B - 4012	01/01/16 - 03/31/18 10/01/16 - 12/31/18 10/01/17 - 12/31/18	122-36 122-37 122-38	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	274,183	93.575	CCTR - 7050	07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	596,490	93.596	CCTR - 7050	07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000	93.575	CMAP - 7000	07/01/17 - 06/30/18	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	168,396	93.575	CSPP - 7119	07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	366,642	93.596	CSPP - 7119	07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
RESTRICTED cont'd.						
ECONOMIC EMPOWERMENT	150,000	93.590	EE - KERN - 17 - 20	PENDING - 02/29/20	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CAPACIT	10,000	93.074	659 - 2017	10/24/17 - 02/28/19	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)	92,096	10.568/.569	15 - MOU - 00118	10/01/17 - 09/30/18	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	263,449	10.565	16 - 6017	10/01/17 - 09/30/18	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/17 - 09/30/18	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,121,940	10.557	15 - 10064	10/01/17 - 09/30/18	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	15,999	10.561	16 - SUB - 00876	10/01/17 - 09/30/18	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
HUD CONTINUUM OF CARE PLANNING GRANT	12,000	14.267	N/A	03/01/18 - 06/30/18	428	U S DEPT OF HOUSING & URBAN DEVELOPMENT - CITY OF BAKERSFIELD UNITED WAY OF KERN COUNTY
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	14,000	84.412	N/A	07/01/17 - 06/30/18	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
CCTR QRIS BLOCK GRANT	22,200		N/A	07/01/17 - 06/30/18	253-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
CSPP QRIS BLOCK GRANT	23,400		N/A	07/01/17 - 06/30/18	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
LIWP SOLAR PV PILOT	BASED ON WATTS INSTALLED		N/A	07/01/16 - 06/30/18	241	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, FRESNO ECONOMIC OPPORTUNITY COMMISSION
LIWP SINGLE FAMILY	501,468		PC06436	08/16/17 - 06/30/18	245	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, COMMUNITY ACTION PARTNERSHIP OF ORANGE COUNTY, RICHARD HEATH & ASSOCIATES, INC.
MIGRANT ALTERNATIVE PAYMENT	1,658,866		CMAP - 7000	07/01/17 - 06/30/18	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	1,458,400		CCTR - 7050	07/01/17 - 06/30/18	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	2,596,232		CSPP - 7119	07/01/17 - 06/30/18	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	236,499		CMIG - 7004	07/01/17 - 06/30/18	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	35,172		CMSS - 7004	07/01/17 - 06/30/18	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
INFORMATION & EDUCATION	80,000 80,000		16 - 10206	07/01/17 - 06/30/18 07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
RESTRICTED cont'd.						
TAX CHECK - OFF (FOOD BANK)	9,784		15 MOU - 00118	07/01/17 - 06/30/18	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK)	242,296		N/A	07/01/17 - 06/30/18	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	209,094		N/A	07/01/17 - 06/30/18	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	90,660		2015.2.5	07/01/17 - 06/30/18	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	134,418		2015.2.6	07/01/17 - 06/30/18	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	50,921		2017.2.01	07/01/17 - 06/30/18	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
REALIGNMENT FOR SUCCESS	138,906		236 - 2017	06/01/17 - 12/31/18	246	STATE OF CALIFORNIA, DEPT OF CORRECTIONS AND REHABILITATION, COUNTY OF KERN, COMMUNITY CORRECTIONS PARTNERSHIP
COUNTY OF KERN HELPLINE 211	44,738		105 - 2018	07/01/17 - 06/30/18	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES	71,406		230 - 2017	07/01/17 - 06/30/18	335	COUNTY OF KERN, DEPT OF HUMAN SERVICES
READY KERN	1,098		N/A	06/26/17 - 06/30/18	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
211 KINGS COUNTY	42,000		N/A	07/01/15 - 06/30/18	536-231	KINGS UNITED WAY
211 TULARE COUNTY	162,000		N/A	07/01/15 - 06/30/18	536-232	UNITED WAY OF TULARE COUNTY
211 MERCED COUNTY	27,400		N/A	10/22/15 - PENDING	536-233	UNITED WAY OF MERCED COUNTY
211 STANISLAUS COUNTY	60,000		N/A	07/01/17 - 06/30/18	536-234	UNITED WAY OF STANISLAUS COUNTY
PENDING	22,716		20121633	03/01/18 - 02/28/19	407-000	THE CALIFORNIA ENDOWMENT
FOOD BANK SOLAR	5,000		N/A	03/01/18 - 02/28/19	485	SOUTHERN CALIFORNIA GAS COMPANY
HUMAN RESOURCES	25,000		N/A	01/01/16 - 12/31/18	501-006	BLUE SHIELD
PREP WORKS - YOUTH CENTERS	30,000		N/A	08/01/17 - 07/31/18	444	STARBUCKS
PREP WORKS PROGRAM	25,000		N/A	07/01/17 - 06/30/18	448	WELLS FARGO FOUNDATION

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
RESTRICTED cont'd.						
EAST KERN EMERGENCY CLOSET	3,000		N/A	07/01/17 - 06/30/18	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	24,701		N/A	01/01/18 - 02/28/19	454	DIGNITY HEALTH
FOOD BANK FREE FARMERS MARKET - WASCO	30,000		N/A	01/01/18 - 12/31/18	467	THE WONDERFUL COMPANY FOUNDATION
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - 12/31/18	456	BANK OF THE WEST

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2018/19

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	
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
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					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
147	Commodity Supplemental Food Program		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
524	Energy			X			

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2018/19

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
	Small Business Development						
456	Bank of the West				X		
	East Kern Family Resource Center						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
	Youth Services						
120	Information & Education				X		
242	Youth Authority				X		
246	Realignment for Success				X		
335	Gang Prevention				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
	2-1-1						
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		
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		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
FISCAL YEAR 2018/19

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/18	n/a				
03/30/18	n/a				
04/30/18	n/a				
05/31/18	$ 565,000	$ 565,000	1	$ 90.26	5.75070%
06/30/18	n/a				
07/31/18	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 5, 2018 for $1 million and will terminate on January 15, 2019. On February 9, 2018, the line of credit was increased to $2 million with the same termination date.

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

Note 3: Line of credit was used on May 31, 2018, and the amount drawn was $565,000. The loan was repaid on 6/1/18 and the interest for one day was $90.26.

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
12/31/17 - 3/30/18	90 days	959.72	0.25%

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

COMMUNITY ACTION PARTNERSHIP OF KERN
OPERATING CASH SUMMARY AS OF JULY 31, 2018

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(78,945.94)
HEAD START/EARLY HEAD START	391,832.08
SUBTOTAL	**312,886.14**
CHILD DEVELOPMENT RESERVE No. 2	21,436.74
GENERAL CHILD CARE	(103,347.06)
MIGRANT A/P	1,743,034.50
MIGRANT CHILD CARE	27,473.40
MIGRANT SPECIALIZED SERVICES	5,826.05
STATE PRESCHOOL	417,236.67
SUBTOTAL	**2,111,660.30**
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(71,109.13)
EF&S	46,615.00
EFAP	82,477.00
FOOD BANK	168,695.38
FOOD BANK - STATE	122,444.98
SOCAL GAS	5,000.00
WONDERFUL FOUNDATION	14,093.19
SUBTOTAL	**368,269.74**
ENERGY	(93,359.69)
LIHEAP	(251,361.60)
LIWP	(15,954.54)
LIWP SOLAR PV	(77.29)
LIWP SINGLE FAMILY	(87,910.47)
WATER TANK	(23.63)
TRANSFER NEGATIVE BALANCE	448,687.22
SUBTOTAL	**0.00**
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	25,000.00
SUBTOTAL	**25,000.00**
211	(70,727.69)
CAL FRESH	(3,052.51)
COST POOLS	43,934.90
CSBG	95,497.56
DIFFERENTIAL RESPONSE	(26,863.18)
DIGNITY HEALTH	17,479.39
DISCRETIONARY FUND	205,805.19
ECONOMIC EMPOWERMENT	(3,690.40)
FIRST 5 KERN 211	(31,409.03)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(21,028.73)
FIRST 5 HELP ME GROW	(12,726.99)
FRIENDSHIP HOUSE	(83,079.80)
FUNDRAISING	301,644.94
GANG PREVENTION	(11,432.17)
GENERAL FUND	117,051.52
HOSPITAL PREPAREDNESS	
INDIRECT FUND	1,345,714.12
IRS - VITA	(3,769.51)
INFORMATION & EDUCATION	(43,134.23)
REALIGNMENT FOR SUCCESS	(12,417.83)
SHAFTER YOUTH CENTER	(12,025.14)
STARBUCKS FOUNDATION	30,236.05
UNITED WAY 211	(5,419.02)
WELLS FARGO FOUNDATION	2,451.26
WIC	(796,588.79)
LESS: ENERGY NEGATIVE BALANCE	(448,687.22)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**573,762.69**
TOTAL OPERATING CASH	3,391,578.87

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.

2. Head Start Accrued Vacation: This is an interest bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.

3. CSD Advances Account: This is an interest bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.

4. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits are subsequently transferred to the Operating Account.

5. Child Development Reserve #1: This is an interest bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Child Care (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

6. Child Development Reserve #2: This is an interest bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

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

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

BANK RECONCILIATION FOR THE MONTH ENDED
July 31, 2018

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 07/31/18		3,868,630.99
Bank Adj		
Check #170690 s/b 49.60, not 58.32 as cleared by bank (pending)		
LESS: OUTSTANDING CHECKS	540,058.19	
ADJUSTED BANK BALANCE AT 07/31/18		3,328,572.80
GENERAL LEDGER BALANCE AT 06/30/18		1,512,435.78
ADD: DEPOSITS	4,170,358.20	
ACH DEPOSITS	-	
US TREAS DRAWDOWNS	1,368,088.39	
RECEIVED CASH FROM ADP	-	
TRSFR FOR LIHEAP18	-	
TRSF CASH FOR HS/EHS VACATIONS	-	
ADD: DEPOSITS UNPOSTED	3,549.45	
WF CORP FEE	35.56	
COUNTY OF KERN	4,964.51	
LESS: CHECKS ISSUED (CURRENT MONTH)	2,189,077.59	
ADP PAYROLL 07/6/18	663,055.80	
ADP PAYROLL 07/20/18	774,397.83	
EFTS FOR HRA & STD/403B	864.66	
REC LOAN PRINCIPAL/INT EXPENSES	31,907.53	
UNRECONCILED DIFFERENCE		
ADP SUI/SDI Adj	100.33	
CLIENT ANALYSIS SERVICE CHARGE	788.17	
CLIENT UNUSED FEE FOR LINE OF CREDIT	1,259.96	
EFT FOR HSA ON 6/29/18	337.56	
EFT FOR HSA ON 7/11/18	314.62	
EFT FOR HSA ON 7/20/18	8,979.50	
EFT FOR HSA ON 7/24/18	314.62	
STANDARD/403B FOR 7/11/18	17,934.86	
STANDARD/403B FOR 7/24/18	19,947.06	
XFR CMAP RESERVE-CDR #2	21,579.00	
GENERAL LEDGER BALANCE AT 07/31/18		3,328,572.80

DIFFERENCE: -

PREPARED BY: [signature] TITLE: Accountant DATE: 08/09/18

APPROVED BY: [signature] TITLE: CFO DATE: 8/10/2018

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

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2018

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**07/31/18**		**144,403.37**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**07/31/18**		**144,403.37**
BALANCE PER G/L	**06/30/18**		**78,399.98**
ADD: DEPOSITS		66,085.00	
INTEREST		19.47	
BANK ACCOUNT TRANSFER FROM GENERAL FUND			
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		101.08	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**07/31/18**		**144,403.37**

** December 2009 name changed from Food Bank to DOE ARRA.*
*** January 2018 name changed from DOE ARRA to CSD Advances.*

DIFFERENCE: 0.00

PREPARED BY: _____ TITLE: Accountant DATE: 08/10/18

APPROVED BY: _____ TITLE: CFO DATE: 8/10/18

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

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 6302(
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**07/31/18**		**11,301.44**
DEPOSITS IN TRANSIT (CREDIT CARD)		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**07/31/18**		**11,301.44**
BALANCE PER GENERAL LEDGER	**06/30/18**		**11,341.64**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
BANKCARD DEPOSIT		0.00	
PAYPAL DEPOSIT		0.00	
INTEREST		1.73	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		29.48	
BANKCARD FEES		12.45	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO GENERAL FUND		0.00	
BALANCE PER GENERAL LEDGER:	**07/31/18**		**11,301.44**

** 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.*

Difference: **0.00**

PREPARED BY: _____ TITLE: Accountant DATE: 08/10/18

APPROVED BY: _____ TITLE: CFO DATE: 8/10/18

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

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2018

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:		**07/31/18**		**267.56**
DEPOSITS IN TRANSIT			0.00	
OUTSTANDING CHECKS			0.00	
OTHER	(Pending bank transfer)		21,579.00	
ADJUSTED BANK BALANCE:		**07/31/18**		**21,846.56**
BALANCE PER G/L		**06/30/18**		**322.40**
ADD:	DEPOSITS		0.00	
	INTEREST		0.04	
	BANK ACCOUNT TRANSFER FROM GENERAL FUND		21,579.00	
LESS:	CHECKS		0.00	
	CLIENT ANALYSIS SERVICE CHARGE		54.88	
	BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L		**07/31/18**		**21,846.56**
			DIFFERENCE:	0.00

PREPARED BY: _____ TITLE: Accountant DATE: 08/10/18

APPROVED BY: _____ TITLE: CFO DATE: 8/10/18

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

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2018

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**07/31/18**		**0.00**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**07/31/18**		**0.00**
BALANCE PER G/L	**06/30/18**		**0.00**
ADD: DEPOSITS			
INTEREST		0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND			
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**07/31/18**		**0.00**
		DIFFERENCE:	0.00

PREPARED BY: _____ TITLE: Accountant DATE: 08/10/18

APPROVED BY: _____ TITLE: CFO DATE: 8/10/18

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2018

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**07/31/18**		**482,375.12**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**07/31/18**		**482,375.12**

BALANCE PER G/L	**06/30/18**		**482,191.40**
ADD: DEPOSITS		0.00	
INTEREST		183.72	
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	**07/31/18**		**482,375.12**

DIFFERENCE: 0.00

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

PREPARED BY: _____ TITLE: Accountant DATE: 08/10/18

APPROVED BY: _____ TITLE: CFO DATE: 8/10/18

COMMUNITY ACTION PARTNERSHIP OF KERN
BANK OF AMERICA MASTERCARD SUMMARY
STATEMENTS DATED JUNE 22 - JULY 21, 2018

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	1,348.87
Emily Gonzalez Demont	Assistant Director - Grants Management	0.00
Yolanda Gonzales	Director of Head Start/State Child Development Programs	1,492.37
Ralph Martinez	Director of Community Development	2,751.68
Raymond Quan	Director of Human Resources	666.52
Pritika Ram	Director of Administration	830.12
Carmen Segovia	Director of Health & Nutrition Services	1,332.38
Jeremy Tobias	Chief Executive Officer	1,601.32
Emilio Wagner	Director of Operations	1,138.84
	Total	11,162.10

Bank of America

GLORIA BARBERO

Platinum Plus® for Business | June 22, 2018 - July 21, 2018 | Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$1,348.87
Minimum Payment Due	**$13.49**
Payment Due Date	**08/16/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$758.43
Payments and Other Credits	-$758.43
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$1,345.28
Fees Charged	**$3.59**
Finance Charge	**$0.00**
New Balance Total	$1,348.87
Credit Limit	$5,000
Credit Available	$3,651.13
Statement Closing Date	07/21/18
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
07/13	07/13	CA Banking Center payment	19406005750003503794674	- 758.43
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$758.43**
		Purchases and Other Charges		
06/22	06/21	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	55432868172200818730335	234.70
06/22	06/21	AMAZON.COM AMZN.COM/BI AMZN.COM/BILLWA	55310208172083033347978	544.39
06/25	06/22	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	55432868173200041384370	17.54
06/25	06/22	AMAZON.COM AMZN.COM/BI AMZN.COM/BILLWA	55310208173083023476901	12.09

0075843 0001349 0134887

Account Number: 5472 0635 7871 **6363**
June 22, 2018 - July 21, 2018

New Balance Total $1,348.87
Minimum Payment Due $13.49
Payment Due Date 08/16/18

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$

GLORIA BARBERO
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

☐ *Check here for a change of mailing address or phone numbers. Please provide all corrections on the reverse side.*

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

CUSTOMER STATEMENT OF DISPUTED ITEM (You must use a separate form for each dispute. Please print.)

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: PO BOX 53101, PHOENIX, AZ 85072-3101 no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call **1.866.601.4410, 8am-8pm Est**. You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

PLEASE DO NOT ALTER WORDING ON THIS FORM OR MAIL YOUR LETTER WITH YOUR PAYMENT. Provide copies of all documentation that will help us investigate your dispute (e.g. contracts, invoices, detailed letter, sales slips, return receipts, or second opinions).

Your Name: _____ Account Number: _____

Posting Date: _____ Transaction Date: _____ Reference Number: _____

Amount: _____ Disputed Amount: _____ Merchant Name: _____

Below tell us why you think the item noted above is in error. Check one box only.

☐ 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.

☐ 2. I certify that the charge listed above was not made by me or a person authorized by me to use my card, nor were the goods or services represented by the transaction received by me or authorized by me.

☐ 3. Although I did engage in a transaction with this merchant, I was billed for _____ transaction(s) totaling $_____ that I did not engage in. I have my card in my possession. If available, enclose a copy of the sales slip for the valid charge.

☐ 4. I have not received the merchandise that was to be shipped to me on ___/___/___ (MM/DD/YY). I have asked the merchant to credit my account.

☐ 5. Merchandise shipped to me was not as described. Please explain in detail and if applicable provide proof of return.

_____

_____

_____

_____

☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ___/___/___(MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.

_____

_____

_____

☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of $_____. I have contacted the merchant, returned the merchandise on ___/___/___ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____

Please supply proof of return or if unable to return merchandise please explain. _____

_____

☐ 8. I notified the merchant on ___/___/___ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: _____

☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on ___/___/___ (MM/DD/YY) were not received. Please describe the services to be received and explain the merchants failure to provide the services.

_____

_____

☐ 10. I was issued a credit slip that was not shown on my statement. **A copy of my credit slip is enclosed.** If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.

☐ 11. The amount of the charge was increased from $ _____ to $_____ or my sales slip was added incorrectly. **Enclosed is a copy of the sales slip that shows the correct amount.**

☐ 12. Other: Please explain _____

_____

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): _____ **Date:** _____

Home Telephone: (___)_____ **Business Telephone:** (___)_____

PLEASE KEEP A COPY OF BOTH SIDES OF THIS STATEMENT FOR YOUR RECORDS

PAYMENTS

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays). 2) received at the payment address indicated on the front of this statement. 3) paid with a check drawn in U.S. dollars on a U.S. financial Institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

SERVICE FOR THE HEARING IMPAIRED: 1.888.500.6267, 24 Hours

CUSTOMER CORRESPONDENCE

If you prefer to send a written inquiry regarding your account, please send the request to: BANK OF AMERICA, PO BOX 982238, EL PASO, TX, 79998-2238, USA. This address should not be utilized to dispute merchant transactions appearing on your billing statement. Please see the paragraph above for instructions regarding dispute procedures.

CHANGE OF ADDRESS OR TELEPHONE NUMBER? PLEASE MAKE THE CHANGE BELOW, OR VISIT US ONLINE.

PLEASE PRINT LEGIBLY.

Cardholder Name Change

Address

Address

City State

ZIP

( ) - Home Telephone

( ) - Business Telephone

For address changes on all accounts in your program, have the authorized contact mail a request to,
BANK OF AMERICA, PO BOX 982238,
EL PASO, TX, 79998-2238, USA

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
06/26	06/25	AMAZON.COM AMZN.COM/BI AMZN.COM/BILLWA	553102081760830273394 82	232.00
06/28	06/27	WALMART.COM 800-966-6546 AR	554328681782009598738 56	58.56
06/28	06/27	AMAZON.COM AMZN.COM/BI AMZN.COM/BILLWA	553102081780832272241 10	36.26
06/29	06/28	AMAZON.COM AMZN.COM/BI AMZN.COM/BILLWA	553102081790831876139 39	36.26
07/09	07/06	CPS HUMAN RESOURCE SER 916-2633600 CA	554368781881218878272 23	4.85
07/17	07/16	KAHOOT! AS OSLO DUB	853839081980000002999 86	119.40
07/19	07/18	WALMART.COM 800-966-6546 AR	554328681992000236130 69	49.23
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$1,345.28**
		Fees Charged		
07/17	07/17	INTERNATIONAL TRANSACTION FEE	853839081980000002999 86	3.59
		TOTAL FEES FOR THIS PERIOD		**$3.59**

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	25.99% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Bank of America

EMILY GONZALEZ DEMONT

Platinum Plus® for Business | June 22, 2018 - July 21, 2018 | Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$0.00
Minimum Payment Due	**$0.00**
Payment Due Date	**08/16/18**

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$1,087.84
Payments and Other Credits	-$1,087.84
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$0.00
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$0.00
Credit Limit	$10,000
Credit Available	$10,000.00
Statement Closing Date	07/21/18
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
07/13	07/13	CA Banking Center payment	19406005750003503958006	- 1,087.84
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$1,087.84**

0108784 0000000 0000000

Account Number: 5472 0635 7650 **7970**
June 22, 2018 - July 21, 2018

New Balance Total	$0.00
Minimum Payment Due	**$0.00**
Payment Due Date	**08/16/18**

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$

EMILY GONZALEZ DEMONT
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

☐ *Check here for a change of mailing address or phone numbers. Please provide all corrections on the reverse side.*

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

CUSTOMER STATEMENT OF DISPUTED ITEM (You must use a separate form for each dispute. Please print.)

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: PO BOX 53101, PHOENIX, AZ 85072-3101 no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call **1.866.601.4410, 8am-8pm Est.** You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

PLEASE DO NOT ALTER WORDING ON THIS FORM OR MAIL YOUR LETTER WITH YOUR PAYMENT. Provide copies of all documentation that will help us investigate your dispute (e.g. contracts, invoices, detailed letter, sales slips, return receipts, or second opinions).

Your Name: _____ Account Number: _____

Posting Date: _____ Transaction Date: _____ Reference Number: _____

Amount: _____ Disputed Amount: _____ Merchant Name: _____

Below tell us why you think the item noted above is in error. **Check one box only.**

☐ 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.

☐ 2. I certify that the charge listed above was not made by me or a person authorized by me to use my card, nor were the goods or services represented by the transaction received by me or authorized by me.

☐ 3. Although I did engage in a transaction with this merchant, I was billed for _____ transaction(s) totaling $_____ that I did not engage in. I have my card in my possession. If available, enclose a copy of the sales slip for the valid charge.

☐ 4. I have not received the merchandise that was to be shipped to me on ___/___/___ (MM/DD/YY). I have asked the merchant to credit my account.

☐ 5. Merchandise shipped to me was not as described. Please explain in detail and if applicable provide proof of return.

_____

_____

_____

_____

☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ___/___/___(MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.

_____

_____

_____

☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of $_____. I have contacted the merchant, returned the merchandise on ___/___/___ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____

Please supply proof of return or if unable to return merchandise please explain. _____

_____

☐ 8. I notified the merchant on ___/___/___ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: _____

☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on ___/___/___ (MM/DD/YY) were not received. Please describe the services to be received and explain the merchants failure to provide the services.

_____

_____

☐ 10. I was issued a credit slip that was not shown on my statement. **A copy of my credit slip is enclosed.** If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.

☐ 11. The amount of the charge was increased from $ _____ to $_____ or my sales slip was added incorrectly. **Enclosed is a copy of the sales slip that shows the correct amount.**

☐ 12. Other: Please explain _____

_____

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): _____ **Date:** _____

Home Telephone: (___)_____ **Business Telephone:** (___)_____

PLEASE KEEP A COPY OF BOTH SIDES OF THIS STATEMENT FOR YOUR RECORDS

PAYMENTS

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays). 2) received at the payment address indicated on the front of this statement. 3) paid with a check drawn in U.S. dollars on a U.S. financial Institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

SERVICE FOR THE HEARING IMPAIRED: 1.888.500.6267, 24 Hours

CUSTOMER CORRESPONDENCE

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CHANGE OF ADDRESS OR TELEPHONE NUMBER? PLEASE MAKE THE CHANGE BELOW, OR VISIT US ONLINE.

PLEASE PRINT LEGIBLY.

Cardholder Name Change

Address

Address

City State

ZIP

( ) - ( ) -

Home Telephone Business Telephone

For address changes on all accounts in your program, have the authorized contact mail a request to,
BANK OF AMERICA, PO BOX 982238,
EL PASO, TX, 79998-2238, USA

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	25.99% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Bank of America

YOLANDA GONZALES

Platinum Plus® for Business | June 22, 2018 - July 21, 2018 | Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$1,492.37
Minimum Payment Due	**$14.92**
Payment Due Date	**08/16/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$305.03
Payments and Other Credits	-$305.03
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$1,492.37
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$1,492.37
Credit Limit	$10,000
Credit Available	$8,507.63
Statement Closing Date	07/21/18
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
07/13	07/13	CA Banking Center payment	19406005750015503895335	- 305.03
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$305.03**
		Purchases and Other Charges		
06/26	06/25	OFFICE DEPOT #952 BAKERSFIELD CA	05436848177500155092480	348.32
07/02	06/29	BEST BUY 00008565 BAKERSFIELD CA	05410198180295006066354	293.82
07/02	06/29	FOSTER'S DONUTS BAKERSFIELD CA	55432868181200397458919	43.96
07/13	07/12	MARRIOTT NEWPORT BEACH NEWPORT BCH CA	55432868193200813580086	452.44

0030503 0001492 0149237

Account Number: 5472 0635 8398 **5391**
June 22, 2018 - July 21, 2018

New Balance Total $1,492.37
Minimum Payment Due $14.92
Payment Due Date 08/16/18

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$

YOLANDA GONZALES
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

☐ *Check here for a change of mailing address or phone numbers. Please provide all corrections on the reverse side.*

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

CUSTOMER STATEMENT OF DISPUTED ITEM (You must use a separate form for each dispute. Please print.)

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: PO BOX 53101, PHOENIX, AZ 85072-3101 no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call **1.866.601.4410, 8am-8pm Est.** You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

PLEASE DO NOT ALTER WORDING ON THIS FORM OR MAIL YOUR LETTER WITH YOUR PAYMENT. Provide copies of all documentation that will help us investigate your dispute (e.g. contracts, invoices, detailed letter, sales slips, return receipts, or second opinions).

Your Name: _____
Posting Date: _____ Transaction Date: _____
Amount: _____ Disputed Amount: _____

Account Number: _____
Reference Number: _____
Merchant Name: _____

Below tell us why you think the item noted above is in error. Check one box only.

☐ 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.

☐ 2. I certify that the charge listed above was not made by me or a person authorized by me to use my card, nor were the goods or services represented by the transaction received by me or authorized by me.

☐ 3. Although I did engage in a transaction with this merchant, I was billed for _____ transaction(s) totaling $_____ that I did not engage in. I have my card in my possession. If available, enclose a copy of the sales slip for the valid charge.

☐ 4. I have not received the merchandise that was to be shipped to me on ___/___/___ (MM/DD/YY). I have asked the merchant to credit my account.

☐ 5. Merchandise shipped to me was not as described. Please explain in detail and if applicable provide proof of return.

_____
_____
_____
_____

☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ___/___/___(MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.

_____
_____
_____

☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of $_____. I have contacted the merchant, returned the merchandise on ___/___/___ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____
Please supply proof of return or if unable to return merchandise please explain.
_____
_____

☐ 8. I notified the merchant on ___/___/___ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: _____

☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on ___/___/___ (MM/DD/YY) were not received. Please describe the services to be received and explain the merchants failure to provide the services.

_____
_____

☐ 10. I was issued a credit slip that was not shown on my statement. **A copy of my credit slip is enclosed.** If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.

☐ 11. The amount of the charge was increased from $ _____ to $_____ or my sales slip was added incorrectly. **Enclosed is a copy of the sales slip that shows the correct amount.**

☐ 12. Other: Please explain
_____
_____

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): _____ **Date:** _____

Home Telephone: (___)_____ **Business Telephone:** (___)_____

PLEASE KEEP A COPY OF BOTH SIDES OF THIS STATEMENT FOR YOUR RECORDS

PAYMENTS

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays). 2) received at the payment address indicated on the front of this statement. 3) paid with a check drawn in U.S. dollars on a U.S. financial Institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

SERVICE FOR THE HEARING IMPAIRED: 1.888.500.6267, 24 Hours

CUSTOMER CORRESPONDENCE

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CHANGE OF ADDRESS OR TELEPHONE NUMBER? PLEASE MAKE THE CHANGE BELOW, OR VISIT US ONLINE.

PLEASE PRINT LEGIBLY.

Cardholder Name Change

Address

Address

City State

ZIP

( ) - Home Telephone

( ) - Business Telephone

For address changes on all accounts in your program, have the authorized contact mail a request to,
BANK OF AMERICA, PO BOX 982238,
EL PASO, TX, 79998-2238, USA

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Arr: 07/09/18 Dep: 07/12/18 Inv: 022419		
07/20	07/19	PANERA BREAD #601790 BAKERSFIELD CA	55263528201400003157182	46.99
07/20	07/19	PANERA BREAD #601790 BAKERSFIELD CA	55263528201400001626154	306.84
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$1,492.37**

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	25.99% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Bank of America **Business Advantage** LIFE / BETTER CONNECTED®

Online Banking

Tip of the month

Banking at your fingertips

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Our Mobile Banking app[1] is certified by J.D. Power® for providing "An Outstanding Customer Experience."[2]

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[1] Mobile Banking requires that you download the Mobile Banking app and is only available for select mobile devices. Message and data rates may apply.
[2] For J.D. Power award information, visit jdpower.com.
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Bank of America

GLORIA BARBERO

Platinum Plus® for Business | June 22, 2018 - July 21, 2018 | Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$1,348.87
Minimum Payment Due	**$13.49**
Payment Due Date	**08/16/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$758.43
Payments and Other Credits	-$758.43
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$1,345.28
Fees Charged	**$3.59**
Finance Charge	**$0.00**
New Balance Total	$1,348.87
Credit Limit	$5,000
Credit Available	$3,651.13
Statement Closing Date	07/21/18
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
07/13	07/13	CA Banking Center payment	19406005750003503794674	- 758.43
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$758.43**
		Purchases and Other Charges		
06/22	06/21	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	55432868172200818730335	234.70
06/22	06/21	AMAZON.COM AMZN.COM/BI AMZN.COM/BILLWA	55310208172083033347978	544.39
06/25	06/22	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	55432868173200041384370	17.54
06/25	06/22	AMAZON.COM AMZN.COM/BI AMZN.COM/BILLWA	55310208173083023476901	12.09

0075843 0001349 0134887

Account Number: 5472 0635 7871 **6363**
June 22, 2018 - July 21, 2018

New Balance Total $1,348.87
Minimum Payment Due $13.49
Payment Due Date 08/16/18

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$

GLORIA BARBERO
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

☐ *Check here for a change of mailing address or phone numbers. Please provide all corrections on the reverse side.*

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

CUSTOMER STATEMENT OF DISPUTED ITEM (You must use a separate form for each dispute. Please print.)

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: PO BOX 53101, PHOENIX, AZ 85072-3101 no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call **1.866.601.4410, 8am-8pm Est**. You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

PLEASE DO NOT ALTER WORDING ON THIS FORM OR MAIL YOUR LETTER WITH YOUR PAYMENT. Provide copies of all documentation that will help us investigate your dispute (e.g. contracts, invoices, detailed letter, sales slips, return receipts, or second opinions).

Your Name: _____ Account Number: _____

Posting Date: _____ Transaction Date: _____ Reference Number: _____

Amount: _____ Disputed Amount: _____ Merchant Name: _____

Below tell us why you think the item noted above is in error. Check one box only.

☐ 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.

☐ 2. I certify that the charge listed above was not made by me or a person authorized by me to use my card, nor were the goods or services represented by the transaction received by me or authorized by me.

☐ 3. Although I did engage in a transaction with this merchant, I was billed for _____ transaction(s) totaling $_____ that I did not engage in. I have my card in my possession. If available, enclose a copy of the sales slip for the valid charge.

☐ 4. I have not received the merchandise that was to be shipped to me on ___/___/___ (MM/DD/YY). I have asked the merchant to credit my account.

☐ 5. Merchandise shipped to me was not as described. Please explain in detail and if applicable provide proof of return.

_____

_____

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_____

☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ___/___/___(MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.

_____

_____

_____

☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of $_____. I have contacted the merchant, returned the merchandise on ___/___/___ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____

Please supply proof of return or if unable to return merchandise please explain. _____

_____

☐ 8. I notified the merchant on ___/___/___ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: _____

☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on ___/___/___ (MM/DD/YY) were not received. Please describe the services to be received and explain the merchants failure to provide the services.

_____

_____

☐ 10. I was issued a credit slip that was not shown on my statement. **A copy of my credit slip is enclosed.** If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.

☐ 11. The amount of the charge was increased from $ _____ to $_____ or my sales slip was added incorrectly. **Enclosed is a copy of the sales slip that shows the correct amount.**

☐ 12. Other: Please explain _____

_____

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): _____ **Date:** _____

Home Telephone: (___)_____ **Business Telephone:** (___)_____

PLEASE KEEP A COPY OF BOTH SIDES OF THIS STATEMENT FOR YOUR RECORDS

PAYMENTS

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays). 2) received at the payment address indicated on the front of this statement. 3) paid with a check drawn in U.S. dollars on a U.S. financial Institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

SERVICE FOR THE HEARING IMPAIRED: 1.888.500.6267, 24 Hours

CUSTOMER CORRESPONDENCE

If you prefer to send a written inquiry regarding your account, please send the request to: BANK OF AMERICA, PO BOX 982238, EL PASO, TX, 79998-2238, USA. This address should not be utilized to dispute merchant transactions appearing on your billing statement. Please see the paragraph above for instructions regarding dispute procedures.

CHANGE OF ADDRESS OR TELEPHONE NUMBER? PLEASE MAKE THE CHANGE BELOW, OR VISIT US ONLINE.

PLEASE PRINT LEGIBLY.

Cardholder Name Change

Address

Address

City State

ZIP

( ) - Home Telephone

( ) - Business Telephone

For address changes on all accounts in your program, have the authorized contact mail a request to,
BANK OF AMERICA, PO BOX 982238,
EL PASO, TX, 79998-2238, USA

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
06/26	06/25	AMAZON.COM AMZN.COM/BI AMZN.COM/BILLWA	553102081760830273394 82	232.00
06/28	06/27	WALMART.COM 800-966-6546 AR	554328681782009598738 56	58.56
06/28	06/27	AMAZON.COM AMZN.COM/BI AMZN.COM/BILLWA	553102081780832272241 10	36.26
06/29	06/28	AMAZON.COM AMZN.COM/BI AMZN.COM/BILLWA	553102081790831876139 39	36.26
07/09	07/06	CPS HUMAN RESOURCE SER 916-2633600 CA	554368781881218878272 23	4.85
07/17	07/16	KAHOOT! AS OSLO DUB	853839081980000002999 86	119.40
07/19	07/18	WALMART.COM 800-966-6546 AR	554328681992000236130 69	49.23
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$1,345.28**
		Fees Charged		
07/17	07/17	INTERNATIONAL TRANSACTION FEE	853839081980000002999 86	3.59
		TOTAL FEES FOR THIS PERIOD		**$3.59**

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	25.99% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Bank of America

EMILY GONZALEZ DEMONT

Platinum Plus® for Business | June 22, 2018 - July 21, 2018 | Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$0.00
Minimum Payment Due	**$0.00**
Payment Due Date	**08/16/18**

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$1,087.84
Payments and Other Credits	-$1,087.84
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$0.00
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$0.00
Credit Limit	$10,000
Credit Available	$10,000.00
Statement Closing Date	07/21/18
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
07/13	07/13	CA Banking Center payment	19406005750003503958006	- 1,087.84
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$1,087.84**

0108784 0000000 0000000

Account Number: 5472 0635 7650 **7970**
June 22, 2018 - July 21, 2018

New Balance Total	$0.00
Minimum Payment Due	**$0.00**
Payment Due Date	**08/16/18**

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$.

EMILY GONZALEZ DEMONT
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COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

☐ *Check here for a change of mailing address or phone numbers. Please provide all corrections on the reverse side.*

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PLEASE DO NOT ALTER WORDING ON THIS FORM OR MAIL YOUR LETTER WITH YOUR PAYMENT. Provide copies of all documentation that will help us investigate your dispute (e.g. contracts, invoices, detailed letter, sales slips, return receipts, or second opinions).

Your Name: _____ Account Number: _____

Posting Date: _____ Transaction Date: _____ Reference Number: _____

Amount: _____ Disputed Amount: _____ Merchant Name: _____

Below tell us why you think the item noted above is in error. **Check one box only.**

☐ 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.

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☐ 5. Merchandise shipped to me was not as described. Please explain in detail and if applicable provide proof of return.

_____

_____

_____

_____

☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ___/___/___(MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.

_____

_____

_____

☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of $_____. I have contacted the merchant, returned the merchandise on ___/___/___ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____

Please supply proof of return or if unable to return merchandise please explain. _____

_____

☐ 8. I notified the merchant on ___/___/___ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: _____

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_____

_____

☐ 10. I was issued a credit slip that was not shown on my statement. **A copy of my credit slip is enclosed.** If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.

☐ 11. The amount of the charge was increased from $ _____ to $_____ or my sales slip was added incorrectly. **Enclosed is a copy of the sales slip that shows the correct amount.**

☐ 12. Other: Please explain _____

_____

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): _____ **Date:** _____

Home Telephone: (___)_____ **Business Telephone:** (___)_____

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PAYMENTS

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PLEASE PRINT LEGIBLY.

Cardholder Name Change

Address

Address

City State

ZIP

( ) - ( ) -

Home Telephone Business Telephone

For address changes on all accounts in your program, have the authorized contact mail a request to,
BANK OF AMERICA, PO BOX 982238,
EL PASO, TX, 79998-2238, USA

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	25.99% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Bank of America

YOLANDA GONZALES

Platinum Plus® for Business | June 22, 2018 - July 21, 2018 | Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$1,492.37
Minimum Payment Due	**$14.92**
Payment Due Date	**08/16/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$305.03
Payments and Other Credits	-$305.03
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$1,492.37
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$1,492.37
Credit Limit	$10,000
Credit Available	$8,507.63
Statement Closing Date	07/21/18
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
07/13	07/13	CA Banking Center payment	19406005750015503895335	- 305.03
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$305.03**
		Purchases and Other Charges		
06/26	06/25	OFFICE DEPOT #952 BAKERSFIELD CA	05436848177500155092480	348.32
07/02	06/29	BEST BUY 00008565 BAKERSFIELD CA	05410198180295006066354	293.82
07/02	06/29	FOSTER'S DONUTS BAKERSFIELD CA	55432868181200397458919	43.96
07/13	07/12	MARRIOTT NEWPORT BEACH NEWPORT BCH CA	55432868193200813580086	452.44

0030503 0001492 0149237

Account Number: 5472 0635 8398 **5391**
June 22, 2018 - July 21, 2018

New Balance Total $1,492.37
Minimum Payment Due $14.92
Payment Due Date 08/16/18

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$

YOLANDA GONZALES
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

☐ *Check here for a change of mailing address or phone numbers. Please provide all corrections on the reverse side.*

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PLEASE DO NOT ALTER WORDING ON THIS FORM OR MAIL YOUR LETTER WITH YOUR PAYMENT. Provide copies of all documentation that will help us investigate your dispute (e.g. contracts, invoices, detailed letter, sales slips, return receipts, or second opinions).

Your Name: _____
Posting Date: _____ Transaction Date: _____
Amount: _____ Disputed Amount: _____

Account Number: _____
Reference Number: _____
Merchant Name: _____

Below tell us why you think the item noted above is in error. Check one box only.

☐ 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.

☐ 2. I certify that the charge listed above was not made by me or a person authorized by me to use my card, nor were the goods or services represented by the transaction received by me or authorized by me.

☐ 3. Although I did engage in a transaction with this merchant, I was billed for _____ transaction(s) totaling $_____ that I did not engage in. I have my card in my possession. If available, enclose a copy of the sales slip for the valid charge.

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☐ 5. Merchandise shipped to me was not as described. Please explain in detail and if applicable provide proof of return.

_____
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☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ___/___/___(MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.

_____
_____
_____

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☐ 11. The amount of the charge was increased from $ _____ to $_____ or my sales slip was added incorrectly. **Enclosed is a copy of the sales slip that shows the correct amount.**

☐ 12. Other: Please explain
_____
_____

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): _____ **Date:** _____

Home Telephone: (___)_____ **Business Telephone:** (___)_____

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PAYMENTS

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PLEASE PRINT LEGIBLY.

Cardholder Name Change

Address

Address

City State

ZIP

( ) - Home Telephone

( ) - Business Telephone

For address changes on all accounts in your program, have the authorized contact mail a request to,
BANK OF AMERICA, PO BOX 982238,
EL PASO, TX, 79998-2238, USA

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Arr: 07/09/18 Dep: 07/12/18 Inv: 022419		
07/20	07/19	PANERA BREAD #601790 BAKERSFIELD CA	55263528201400003157182	46.99
07/20	07/19	PANERA BREAD #601790 BAKERSFIELD CA	55263528201400001626154	306.84
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$1,492.37**

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	25.99% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Bank of America **Business Advantage** LIFE / BETTER CONNECTED®

Online Banking

Tip of the month

Banking at your fingertips

J.D. POWER 2018 CERTIFIED MOBILE APP

Our Mobile Banking app[1] is certified by J.D. Power® for providing "An Outstanding Customer Experience."[2]

To learn more, and download it for free, visit **bankofamerica.com/getmobileapp**.

[1] Mobile Banking requires that you download the Mobile Banking app and is only available for select mobile devices. Message and data rates may apply.
[2] For J.D. Power award information, visit jdpower.com.
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Bank of America

RALPH MARTINEZ

Platinum Plus® for Business | June 22, 2018 - July 21, 2018 | Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$2,751.68
Minimum Payment Due	**$27.52**
Payment Due Date	**08/16/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$69.00
Payments and Other Credits	-$69.00
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$2,751.68
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$2,751.68
Credit Limit	$10,000
Credit Available	$7,248.32
Statement Closing Date	07/21/18
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
07/13	07/13	CA Banking Center payment	19406005750003504006243	- 69.00
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$69.00**
		Purchases and Other Charges		
06/27	06/26	FOOD-EX BAKERSFIELD CA	25247808177004344007526	728.64
07/02	07/01	STAYCLASSYP STAYCLASSY 6199611892 CA	55429508182894518333690	69.00
07/12	07/10	JAKES ORIGINAL TEX-MEX BAKERSFIELD CA	85309618192701746971059	80.44
07/13	07/11	UNITED 01671862963956 800-932-2732 TX	55432868193200793080164	891.80

0006900 0002752 0275168

Account Number: 5472 0635 7953 **9426**
June 22, 2018 - July 21, 2018

New Balance Total $2,751.68
Minimum Payment Due $27.52
Payment Due Date 08/16/18

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$

RALPH MARTINEZ
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

☐ *Check here for a change of mailing address or phone numbers. Please provide all corrections on the reverse side.*

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

CUSTOMER STATEMENT OF DISPUTED ITEM (You must use a separate form for each dispute. Please print.)

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: PO BOX 53101, PHOENIX, AZ 85072-3101 no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call **1.866.601.4410, 8am-8pm Est.** You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

PLEASE DO NOT ALTER WORDING ON THIS FORM OR MAIL YOUR LETTER WITH YOUR PAYMENT. Provide copies of all documentation that will help us investigate your dispute (e.g. contracts, invoices, detailed letter, sales slips, return receipts, or second opinions).

Your Name: _____ Account Number: _____

Posting Date: _____ Transaction Date: _____ Reference Number: _____

Amount: _____ Disputed Amount: _____ Merchant Name: _____

Below tell us why you think the item noted above is in error. Check one box only.

☐ 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.

☐ 2. I certify that the charge listed above was not made by me or a person authorized by me to use my card, nor were the goods or services represented by the transaction received by me or authorized by me.

☐ 3. Although I did engage in a transaction with this merchant, I was billed for _____ transaction(s) totaling $_____ that I did not engage in. I have my card in my possession. If available, enclose a copy of the sales slip for the valid charge.

☐ 4. I have not received the merchandise that was to be shipped to me on ___/___/___ (MM/DD/YY). I have asked the merchant to credit my account.

☐ 5. Merchandise shipped to me was not as described. Please explain in detail and if applicable provide proof of return.

_____

_____

_____

_____

☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ___/___/___(MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.

_____

_____

_____

☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of $_____. I have contacted the merchant, returned the merchandise on ___/___/___ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____

Please supply proof of return or if unable to return merchandise please explain.

_____

_____

☐ 8. I notified the merchant on ___/___/___ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: _____

☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on ___/___/___ (MM/DD/YY) were not received. Please describe the services to be received and explain the merchants failure to provide the services.

_____

_____

_____

☐ 10. I was issued a credit slip that was not shown on my statement. **A copy of my credit slip is enclosed.** If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.

☐ 11. The amount of the charge was increased from $ _____ to $_____ or my sales slip was added incorrectly. **Enclosed is a copy of the sales slip that shows the correct amount.**

☐ 12. Other: Please explain _____

_____

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): _____ **Date:** _____

Home Telephone: (___)_____ **Business Telephone:** (___)_____

PLEASE KEEP A COPY OF BOTH SIDES OF THIS STATEMENT FOR YOUR RECORDS

PAYMENTS

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays). 2) received at the payment address indicated on the front of this statement. 3) paid with a check drawn in U.S. dollars on a U.S. financial Institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

SERVICE FOR THE HEARING IMPAIRED: 1.888.500.6267, 24 Hours

CUSTOMER CORRESPONDENCE

If you prefer to send a written inquiry regarding your account, please send the request to: BANK OF AMERICA, PO BOX 982238, EL PASO, TX, 79998-2238, USA. This address should not be utilized to dispute merchant transactions appearing on your billing statement. Please see the paragraph above for instructions regarding dispute procedures.

CHANGE OF ADDRESS OR TELEPHONE NUMBER? PLEASE MAKE THE CHANGE BELOW, OR VISIT US ONLINE.

PLEASE PRINT LEGIBLY.

Cardholder Name Change

Address

Address

City State

ZIP

( ) - Home Telephone

( ) - Business Telephone

For address changes on all accounts in your program, have the authorized contact mail a request to,
BANK OF AMERICA, PO BOX 982238,
EL PASO, TX, 79998-2238, USA

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		MARTINEZ/RALPH ERNES 01671862963956 Departure Date: 08/26/18 Airport Code: BFL UA Q DEN Departure Date: 08/26/18 Airport Code: DEN UA Q ORD Departure Date: 08/26/18 Airport Code: ORD UA Q FNT Departure Date: 08/27/18 Airport Code: FNT AU W ORD Departure Date: 08/27/18 Airport Code: ORD UA W DEN Departure Date: 08/31/18 Airport Code: DEN UA V BFL		
07/13	07/11	UNITED 01671862963993 800-932-2732 TX SHEGOS/SHEILA MARIE 01671862963993 Departure Date: 08/26/18 Airport Code: BFL UA Q DEN Departure Date: 08/26/18 Airport Code: DEN UA Q ORD Departure Date: 08/26/18 Airport Code: ORD UA Q FNT Departure Date: 08/27/18 Airport Code: FNT AU W ORD Departure Date: 08/27/18 Airport Code: ORD UA W DEN Departure Date: 08/31/18 Airport Code: DEN UA V BFL	55432868193200793080180	891.80
07/13	07/12	LAMBOURNE TRAVEL 6613239031 CA	55438458194286000878311	45.00
07/13	07/12	LAMBOURNE TRAVEL 6613239031 CA	55438458194286000878329	45.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$2,751.68**

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	25.99% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

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To learn more, and download it for free, visit **bankofamerica.com/getmobileapp**.

[1] Mobile Banking requires that you download the Mobile Banking app and is only available for select mobile devices. Message and data rates may apply.
[2] For J.D. Power award information, visit jdpower.com.
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Bank of America

RAYMOND T QUAN

Platinum Plus® for Business | June 22, 2018 - July 21, 2018 | Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$666.52
Minimum Payment Due	**$10.00**
Payment Due Date	**08/16/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$0.00
Payments and Other Credits	$0.00
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$666.52
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$666.52
Credit Limit	$10,000
Credit Available	$9,333.48
Statement Closing Date	07/21/18
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Purchases and Other Charges		
06/25	06/23	DOUBLETREE HOTEL ALBSM ALBUQUERQUE NM Arr: 06/19/18 Dep: 06/23/18 Inv: 938965	553102081740360093896 53	626.52
06/27	06/25	RPS BAKERSFIELD BAKERSFIELD CA	5543687817726177738 6816	40.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$666.52**

0075780 0001000 0066652

Account Number: 5472 0635 7556 **4162**
June 22, 2018 - July 21, 2018

New Balance Total $666.52
Minimum Payment Due $10.00
Payment Due Date 08/16/18

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$

RAYMOND T QUAN
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

☐ *Check here for a change of mailing address or phone numbers. Please provide all corrections on the reverse side.*

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

CUSTOMER STATEMENT OF DISPUTED ITEM (You must use a separate form for each dispute. Please print.)

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: **PO BOX 53101, PHOENIX, AZ 85072-3101** no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call **1.866.601.4410, 8am-8pm Est.** You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

PLEASE DO NOT ALTER WORDING ON THIS FORM OR MAIL YOUR LETTER WITH YOUR PAYMENT. Provide copies of all documentation that will help us investigate your dispute (e.g. contracts, invoices, detailed letter, sales slips, return receipts, or second opinions).

Your Name: _____ Account Number: _____

Posting Date: _____ Transaction Date: _____ Reference Number: _____

Amount: _____ Disputed Amount: _____ Merchant Name: _____

Below tell us why you think the item noted above is in error. **Check one box only.**

☐ 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.

☐ 2. I certify that the charge listed above was not made by me or a person authorized by me to use my card, nor were the goods or services represented by the transaction received by me or authorized by me.

☐ 3. Although I did engage in a transaction with this merchant, I was billed for _____ transaction(s) totaling $_____ that I did not engage in. I have my card in my possession. If available, enclose a copy of the sales slip for the valid charge.

☐ 4. I have not received the merchandise that was to be shipped to me on ___/___/___ (MM/DD/YY). I have asked the merchant to credit my account.

☐ 5. Merchandise shipped to me was not as described. Please explain in detail and if applicable provide proof of return.

_____

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☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ___/___/___(MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.

_____

_____

_____

☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of $_____. I have contacted the merchant, returned the merchandise on ___/___/___ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____

Please supply proof of return or if unable to return merchandise please explain. _____

_____

☐ 8. I notified the merchant on ___/___/___ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: _____

☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on ___/___/___ (MM/DD/YY) were not received. Please describe the services to be received and explain the merchants failure to provide the services.

_____

_____

☐ 10. I was issued a credit slip that was not shown on my statement. **A copy of my credit slip is enclosed.** If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.

☐ 11. The amount of the charge was increased from $ _____ to $_____ or my sales slip was added incorrectly. **Enclosed is a copy of the sales slip that shows the correct amount.**

☐ 12. Other: Please explain _____

_____

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): _____ **Date:** _____

Home Telephone: (___)_____ **Business Telephone:** (___)_____

PLEASE KEEP A COPY OF BOTH SIDES OF THIS STATEMENT FOR YOUR RECORDS

PAYMENTS

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays). 2) received at the payment address indicated on the front of this statement. 3) paid with a check drawn in U.S. dollars on a U.S. financial institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

SERVICE FOR THE HEARING IMPAIRED: 1.888.500.6267, 24 Hours

CUSTOMER CORRESPONDENCE

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CHANGE OF ADDRESS OR TELEPHONE NUMBER? PLEASE MAKE THE CHANGE BELOW, OR VISIT US ONLINE.

PLEASE PRINT LEGIBLY.

Cardholder Name Change

Address

Address

City State

ZIP

( ) - Home Telephone ( ) - Business Telephone

For address changes on all accounts in your program, have the authorized contact mail a request to,
BANK OF AMERICA, PO BOX 982238,
EL PASO, TX, 79998-2238, USA

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	25.99% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Bank of America

PRITIKA RAM

Platinum Plus® for Business | June 22, 2018 - July 21, 2018 | Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$830.12
Minimum Payment Due	**$10.00**
Payment Due Date	**08/16/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$348.34
Payments and Other Credits	-$348.34
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$830.12
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$830.12
Credit Limit	$10,000
Credit Available	$9,169.88
Statement Closing Date	07/21/18
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
07/13	07/13	CA Banking Center payment	194060057600285037441O4	- 348.34
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$348.34**
		Purchases and Other Charges		
06/25	06/21	FELDESMAN TUCKER LEIFE 2024668960 DC	75337008173471700472122	275.00
06/25	06/21	SACRAMENTO HOLIDAY INN SACRAMENTO CA Arr: 06/20/18 Dep: 06/21/18 Inv: 24499174	55310208175708901839543	217.72
07/13	07/11	UNITED 01671862963923 800-932-2732 TX	55432868193200793080131	292.40

0034834 0001000 0083012

Account Number: 5472 0635 7731 **9490**
June 22, 2018 - July 21, 2018

New Balance Total $830.12
Minimum Payment Due $10.00
Payment Due Date 08/16/18

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$

PRITIKA RAM
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

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Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
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CUSTOMER STATEMENT OF DISPUTED ITEM (You must use a separate form for each dispute. Please print.)

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PLEASE DO NOT ALTER WORDING ON THIS FORM OR MAIL YOUR LETTER WITH YOUR PAYMENT. Provide copies of all documentation that will help us investigate your dispute (e.g. contracts, invoices, detailed letter, sales slips, return receipts, or second opinions).

Your Name: _____ Account Number: _____

Posting Date: _____ Transaction Date: _____ Reference Number: _____

Amount: _____ Disputed Amount: _____ Merchant Name: _____

Below tell us why you think the item noted above is in error. Check one box only.

☐ 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.

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_____

_____

_____

_____

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_____

_____

_____

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Please supply proof of return or if unable to return merchandise please explain.

_____

_____

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_____

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☐ 11. The amount of the charge was increased from $ _____ to $_____ or my sales slip was added incorrectly. **Enclosed is a copy of the sales slip that shows the correct amount.**

☐ 12. Other: Please explain _____

_____

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): _____ **Date:** _____

Home Telephone: (___)_____ **Business Telephone:** (___)_____

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PAYMENTS

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays). 2) received at the payment address indicated on the front of this statement. 3) paid with a check drawn in U.S. dollars on a U.S. financial Institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

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CHANGE OF ADDRESS OR TELEPHONE NUMBER? PLEASE MAKE THE CHANGE BELOW, OR VISIT US ONLINE.

PLEASE PRINT LEGIBLY.

Cardholder Name Change

Address

Address

City State

ZIP

( ) - ( ) -

Home Telephone Business Telephone

For address changes on all accounts in your program, have the authorized contact mail a request to,
BANK OF AMERICA, PO BOX 982238,
EL PASO, TX, 79998-2238, USA

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		RAM/PRITIKA 01671862963923 Departure Date: 08/26/18 Airport Code: BFL UA N DEN Departure Date: 08/31/18 Airport Code: DEN UA N BFL		
07/13	07/12	LAMBOURNE TRAVEL 6613239031 CA	55438458194286000878303	45.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$830.12**

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	25.99% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

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Online Banking

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[1] Mobile Banking requires that you download the Mobile Banking app and is only available for select mobile devices. Message and data rates may apply.
[2] For J.D. Power award information, visit jdpower.com.
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Bank of America

CARMEN SEGOVIA

Platinum Plus® for Business

June 22, 2018 - July 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$1,332.38
Minimum Payment Due	**$13.32**
Payment Due Date	**08/16/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$6,254.11
Payments and Other Credits	-$6,254.11
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$1,332.38
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$1,332.38
Credit Limit	$20,000
Credit Available	$18,667.62
Statement Closing Date	07/21/18
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
07/13	07/13	CA Banking Center payment	19406005750003504048773	- 6,254.11
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$6,254.11**
		Purchases and Other Charges		
06/22	06/20	ALBERTSONS 0358 BAKERSFIELD CA	55310208172975010011693	37.98
06/25	06/22	WALMART.COM 800-966-6546 AR	55432868173200032547605	115.06
06/25	06/22	WALMART.COM 8009666546 AR	55500368174083207262144	35.70
06/27	06/26	USPS PO 0504680519 BAKERSFIELD CA	05436848178000341600931	65.00

0625411 0001332 0133238

Account Number: 5472 0690 0817 **5856**
June 22, 2018 - July 21, 2018

New Balance Total $1,332.38
Minimum Payment Due $13.32
Payment Due Date 08/16/18

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$

CARMEN SEGOVIA
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

☐ *Check here for a change of mailing address or phone numbers. Please provide all corrections on the reverse side.*

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

CUSTOMER STATEMENT OF DISPUTED ITEM (You must use a separate form for each dispute. Please print.)

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: **PO BOX 53101, PHOENIX, AZ 85072-3101** no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call **1.866.601.4410, 8am-8pm Est.** You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

PLEASE DO NOT ALTER WORDING ON THIS FORM OR MAIL YOUR LETTER WITH YOUR PAYMENT. Provide copies of all documentation that will help us investigate your dispute (e.g. contracts, invoices, detailed letter, sales slips, return receipts, or second opinions).

Your Name: _____ Account Number: _____

Posting Date: _____ Transaction Date: _____ Reference Number: _____

Amount: _____ Disputed Amount: _____ Merchant Name: _____

Below tell us why you think the item noted above is in error. **Check one box only.**

☐ 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.

☐ 2. I certify that the charge listed above was not made by me or a person authorized by me to use my card, nor were the goods or services represented by the transaction received by me or authorized by me.

☐ 3. Although I did engage in a transaction with this merchant, I was billed for _____ transaction(s) totaling $_____ that I did not engage in. I have my card in my possession. If available, enclose a copy of the sales slip for the valid charge.

☐ 4. I have not received the merchandise that was to be shipped to me on ___/___/___ (MM/DD/YY). I have asked the merchant to credit my account.

☐ 5. Merchandise shipped to me was not as described. Please explain in detail and if applicable provide proof of return.

_____

_____

_____

_____

☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ___/___/___(MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.

_____

_____

_____

☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of $_____. I have contacted the merchant, returned the merchandise on ___/___/___ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____

Please supply proof of return or if unable to return merchandise please explain. _____

_____

☐ 8. I notified the merchant on ___/___/___ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: _____

☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on ___/___/___ (MM/DD/YY) were not received. Please describe the services to be received and explain the merchants failure to provide the services.

_____

_____

☐ 10. I was issued a credit slip that was not shown on my statement. **A copy of my credit slip is enclosed.** If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.

☐ 11. The amount of the charge was increased from $ _____ to $_____ or my sales slip was added incorrectly. **Enclosed is a copy of the sales slip that shows the correct amount.**

☐ 12. Other: Please explain _____

_____

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): _____ **Date:** _____

Home Telephone: (___)_____ **Business Telephone:** (___)_____

PLEASE KEEP A COPY OF BOTH SIDES OF THIS STATEMENT FOR YOUR RECORDS

PAYMENTS

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays). 2) received at the payment address indicated on the front of this statement. 3) paid with a check drawn in U.S. dollars on a U.S. financial Institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

SERVICE FOR THE HEARING IMPAIRED: 1.888.500.6267, 24 Hours

CUSTOMER CORRESPONDENCE

If you prefer to send a written inquiry regarding your account, please send the request to: **BANK OF AMERICA, PO BOX 982238, EL PASO, TX, 79998-2238, USA.** This address should not be utilized to dispute merchant transactions appearing on your billing statement. Please see the paragraph above for instructions regarding dispute procedures.

CHANGE OF ADDRESS OR TELEPHONE NUMBER? PLEASE MAKE THE CHANGE BELOW, OR VISIT US ONLINE.

PLEASE PRINT LEGIBLY.

Cardholder Name Change

Address

Address

City State

ZIP

( ) - ( ) -

Home Telephone Business Telephone

For address changes on all accounts in your program, have the authorized contact mail a request to,
BANK OF AMERICA, PO BOX 982238,
EL PASO, TX, 79998-2238, USA

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
06/28	06/26	ME N EDS PIZZERIA - 82 VISALIA CA	05314618178100093163494	100.42
06/29	06/28	OFFICE DEPOT #952 BAKERSFIELD CA	05436848180500176068100	77.86
06/29	06/28	OFFICE DEPOT #952 BAKERSFIELD CA	05436848180500176068282	94.81
07/02	06/29	BEST BUY 00008565 BAKERSFIELD CA	05410198180295047044675	262.72
07/03	07/02	FEDEXOFFICE 00052936 BAKERSFIELD CA	05410198183069300295093	66.30
07/11	07/10	FEATHER FLAG NATION 8779005692 CA	5548077819108321752 4163	282.73
07/13	07/12	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	5543286819320077541 5347	73.80
07/19	07/18	USPS PO BOXES ONLINE 800-275-8777 DC	05436848200600015856073	120.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$1,332.38**

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	25.99% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Bank of America **Business Advantage** LIFE / BETTER CONNECTED®

Online Banking

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Banking at your fingertips

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Our Mobile Banking app[1] is certified by J.D. Power® for providing "An Outstanding Customer Experience."[2]

To learn more, and download it for free, visit **bankofamerica.com/getmobileapp**.

[1] Mobile Banking requires that you download the Mobile Banking app and is only available for select mobile devices. Message and data rates may apply.
[2] For J.D. Power award information, visit jdpower.com.
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Bank of America

JEREMY T TOBIAS

Platinum Plus® for Business | June 22, 2018 - July 21, 2018 | Cardholder Statement

Account Information:
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PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$1,601.32
Minimum Payment Due	**$16.01**
Payment Due Date	**08/16/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$569.40
Payments and Other Credits	-$569.40
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$1,601.32
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$1,601.32
Credit Limit	$10,000
Credit Available	$8,398.68
Statement Closing Date	07/21/18
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
07/13	07/13	CA Banking Center payment	194060057600285038409 94	- 569.40
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$569.40**
		Purchases and Other Charges		
06/25	06/22	AMERICAN 0010289212675 ALBUQUERQUE NM TOBIAS/JEREMY T 0010289212675	55417348174871742502857	25.00

0056940 0001601 0160132

Account Number: 5472 0635 7791 **4407**
June 22, 2018 - July 21, 2018

New Balance Total $1,601.32
Minimum Payment Due $16.01
Payment Due Date 08/16/18

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$.

JEREMY T TOBIAS
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

☐ *Check here for a change of mailing address or phone numbers. Please provide all corrections on the reverse side.*

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

CUSTOMER STATEMENT OF DISPUTED ITEM (You must use a separate form for each dispute. Please print.)

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: PO BOX 53101, PHOENIX, AZ 85072-3101 no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call **1.866.601.4410, 8am-8pm Est.** You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

PLEASE DO NOT ALTER WORDING ON THIS FORM OR MAIL YOUR LETTER WITH YOUR PAYMENT. Provide copies of all documentation that will help us investigate your dispute (e.g. contracts, invoices, detailed letter, sales slips, return receipts, or second opinions).

Your Name: _____ Account Number: _____

Posting Date: _____ Transaction Date: _____ Reference Number: _____

Amount: _____ Disputed Amount: _____ Merchant Name: _____

Below tell us why you think the item noted above is in error. Check one box only.

☐ 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.

☐ 2. I certify that the charge listed above was not made by me or a person authorized by me to use my card, nor were the goods or services represented by the transaction received by me or authorized by me.

☐ 3. Although I did engage in a transaction with this merchant, I was billed for _____ transaction(s) totaling $_____ that I did not engage in. I have my card in my possession. If available, enclose a copy of the sales slip for the valid charge.

☐ 4. I have not received the merchandise that was to be shipped to me on ___/___/___ (MM/DD/YY). I have asked the merchant to credit my account.

☐ 5. Merchandise shipped to me was not as described. Please explain in detail and if applicable provide proof of return.

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☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ___/___/___(MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.

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☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of $_____. I have contacted the merchant, returned the merchandise on ___/___/___ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____ Please supply proof of return or if unable to return merchandise please explain.

_____

_____

☐ 8. I notified the merchant on ___/___/___ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: _____

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_____

_____

☐ 10. I was issued a credit slip that was not shown on my statement. **A copy of my credit slip is enclosed.** If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.

☐ 11. The amount of the charge was increased from $ _____ to $_____ or my sales slip was added incorrectly. **Enclosed is a copy of the sales slip that shows the correct amount.**

☐ 12. Other: Please explain

_____

_____

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): _____ **Date:** _____

Home Telephone: (___)_____ **Business Telephone:** (___)_____

PLEASE KEEP A COPY OF BOTH SIDES OF THIS STATEMENT FOR YOUR RECORDS

PAYMENTS

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays). 2) received at the payment address indicated on the front of this statement. 3) paid with a check drawn in U.S. dollars on a U.S. financial Institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

SERVICE FOR THE HEARING IMPAIRED: 1.888.500.6267, 24 Hours

CUSTOMER CORRESPONDENCE

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CHANGE OF ADDRESS OR TELEPHONE NUMBER? PLEASE MAKE THE CHANGE BELOW, OR VISIT US ONLINE.

PLEASE PRINT LEGIBLY.

Cardholder Name Change

Address

Address

City State

ZIP

( ) - ( ) -

Home Telephone Business Telephone

For address changes on all accounts in your program, have the authorized contact mail a request to,
BANK OF AMERICA, PO BOX 982238,
EL PASO, TX, 79998-2238, USA

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Departure Date: 06/22/18 Airport Code: EBC AA Y FEE		
06/25	06/23	DOUBLETREE HOTEL ALBSM ALBUQUERQUE NM Arr: 06/19/18 Dep: 06/23/18 Inv: 938963	553102081740360093896 38	626.52
07/05	07/04	GREATER BAKERSFIELD CH BAKERSFIELD CA	5542135818562712770 4223	275.00
07/13	07/11	UNITED 01671862963934 800-932-2732 TX TOBIAS/JEREMY TROY 01671862963934 Departure Date: 08/26/18 Airport Code: BFL UA N DEN Departure Date: 08/31/18 Airport Code: DEN UA N BFL	5543286819320079308 0149	292.40
07/13	07/11	UNITED 01671862963945 800-932-2732 TX OCHOA/YOLANDA 01671862963945 Departure Date: 08/26/18 Airport Code: BFL UA N DEN Departure Date: 08/31/18 Airport Code: DEN UA N BFL	5543286819320079308 0156	292.40
07/13	07/12	LAMBOURNE TRAVEL 6613239031 CA	5543845819428600087 8287	45.00
07/13	07/12	LAMBOURNE TRAVEL 6613239031 CA	5543845819428600087 8352	45.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$1,601.32**

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	20.99% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Bank of America **Business Advantage** LIFE / BETTER CONNECTED®

Online Banking

Tip of the month

Banking at your fingertips



Our Mobile Banking app[1] is certified by J.D. Power® for providing "An Outstanding Customer Experience."[2]

To learn more, and download it for free, visit **bankofamerica.com/getmobileapp**.

[1] Mobile Banking requires that you download the Mobile Banking app and is only available for select mobile devices. Message and data rates may apply.
[2] For J.D. Power award information, visit jdpower.com.
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Bank of America

EMILIO WAGNER

Platinum Plus® for Business | June 22, 2018 - July 21, 2018 | Cardholder Statement

Account Information:
www.bankofamerica.com

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Customer Service:
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TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$1,138.84
Minimum Payment Due	**$11.39**
Payment Due Date	**08/16/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$3,058.42
Payments and Other Credits	-$3,058.42
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$1,138.84
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$1,138.84
Credit Limit	$10,000
Credit Available	$8,861.16
Statement Closing Date	07/21/18
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
07/13	07/13	CA Banking Center payment	19406005760028503470932	- 3,058.42
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$3,058.42**
		Purchases and Other Charges		
07/02	06/29	LA QUINTA INNS 0650 FRESNO CA Arr: 06/28/18 Dep: 06/29/18 Inv: 371395	55432868181200525634845	101.02
07/02	06/29	LA QUINTA INNS 0650 FRESNO CA Arr: 06/28/18 Dep: 06/29/18 Inv: 371394	55432868181200525634860	101.02

0305842 0001139 0113884

Account Number: 5472 0635 7450 **8442**
June 22, 2018 - July 21, 2018

New Balance Total $1,138.84
Minimum Payment Due $11.39
Payment Due Date 08/16/18

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$

EMILIO WAGNER
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

☐ *Check here for a change of mailing address or phone numbers. Please provide all corrections on the reverse side.*

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

CUSTOMER STATEMENT OF DISPUTED ITEM (You must use a separate form for each dispute. Please print.)

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: **PO BOX 53101, PHOENIX, AZ 85072-3101** no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call **1.866.601.4410, 8am-8pm Est**. You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

PLEASE DO NOT ALTER WORDING ON THIS FORM OR MAIL YOUR LETTER WITH YOUR PAYMENT. Provide copies of all documentation that will help us investigate your dispute (e.g. contracts, invoices, detailed letter, sales slips, return receipts, or second opinions).

Your Name: _____ Account Number: _____

Posting Date: _____ Transaction Date: _____ Reference Number: _____

Amount: _____ Disputed Amount: _____ Merchant Name: _____

Below tell us why you think the item noted above is in error. **Check one box only.**

☐ 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.

☐ 2. I certify that the charge listed above was not made by me or a person authorized by me to use my card, nor were the goods or services represented by the transaction received by me or authorized by me.

☐ 3. Although I did engage in a transaction with this merchant, I was billed for _____ transaction(s) totaling $_____ that I did not engage in. I have my card in my possession. If available, enclose a copy of the sales slip for the valid charge.

☐ 4. I have not received the merchandise that was to be shipped to me on ___/___/___ (MM/DD/YY). I have asked the merchant to credit my account.

☐ 5. Merchandise shipped to me was not as described. Please explain in detail and if applicable provide proof of return.

_____

_____

_____

☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ___/___/___(MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.

_____

_____

_____

☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of $_____. I have contacted the merchant, returned the merchandise on ___/___/___ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____

Please supply proof of return or if unable to return merchandise please explain.

_____

_____

☐ 8. I notified the merchant on ___/___/___ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: _____

☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on ___/___/___ (MM/DD/YY) were not received. Please describe the services to be received and explain the merchants failure to provide the services.

_____

_____

☐ 10. I was issued a credit slip that was not shown on my statement. **A copy of my credit slip is enclosed.** If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.

☐ 11. The amount of the charge was increased from $ _____ to $_____ or my sales slip was added incorrectly. **Enclosed is a copy of the sales slip that shows the correct amount.**

☐ 12. Other: Please explain _____

_____

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): _____ **Date:** _____

Home Telephone: (___)_____ **Business Telephone:** (___)_____

PLEASE KEEP A COPY OF BOTH SIDES OF THIS STATEMENT FOR YOUR RECORDS

PAYMENTS

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays). 2) received at the payment address indicated on the front of this statement. 3) paid with a check drawn in U.S. dollars on a U.S. financial Institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

SERVICE FOR THE HEARING IMPAIRED: 1.888.500.6267, 24 Hours

CUSTOMER CORRESPONDENCE

If you prefer to send a written inquiry regarding your account, please send the request to: BANK OF AMERICA, PO BOX 982238, EL PASO, TX, 79998-2238, USA. This address should not be utilized to dispute merchant transactions appearing on your billing statement. Please see the paragraph above for instructions regarding dispute procedures.

CHANGE OF ADDRESS OR TELEPHONE NUMBER? PLEASE MAKE THE CHANGE BELOW, OR VISIT US ONLINE.

PLEASE PRINT LEGIBLY.

Cardholder Name Change

Address

Address

City State

ZIP

( ) - Home Telephone

( ) - Business Telephone

For address changes on all accounts in your program, have the authorized contact mail a request to,
BANK OF AMERICA, PO BOX 982238,
EL PASO, TX, 79998-2238, USA

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
07/13	07/11	UNITED 01671862963971 800-932-2732 TX WAGNER/EMILIO GABRIE 01671862963971 Departure Date: 08/26/18 Airport Code: BFL UA Q DEN Departure Date: 08/26/18 Airport Code: DEN UA Q ORD Departure Date: 08/26/18 Airport Code: ORD UA Q FNT Departure Date: 08/27/18 Airport Code: FNT AU W ORD Departure Date: 08/27/18 Airport Code: ORD UA W DEN Departure Date: 08/31/18 Airport Code: DEN UA V BFL	55432868193200793080172	891.80
07/13	07/12	LAMBOURNE TRAVEL 6613239031 CA	55438458194286000878279	45.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$1,138.84**

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	25.99% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

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[1] Mobile Banking requires that you download the Mobile Banking app and is only available for select mobile devices. Message and data rates may apply.
[2] For J.D. Power award information, visit jdpower.com.
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COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019 (5 OF 12 MONTHS OR 41.67%)

Line Item	2018/19 Budget	3/1/18 - 7/31/18 Actual	% Expended	Available Budget
USDA Revenue (Note A)	$1,265,857	449,185	35.5%	816,672
Head Start Subsidy	1,151,461	421,870	36.6%	729,591
Total Revenue	$2,417,318	$871,055	36.0%	1,546,263
Expenditures (Note B)				
Salaries	$557,792	226,588	40.6%	331,204
Benefits	167,338	83,559	49.9%	83,779
Vehicle Gasoline, Repair/Maintenance	70,000	28,830	41.2%	41,170
Space Costs	101,200	29,668	29.3%	71,532
Supplies - Office & Food Service	114,900	47,235	41.1%	67,665
Equipment Purchase		7,271		(7,271)
Equipment Repair/Maintenance	6,000	4,584	76.4%	1,416
Communication	13,000	3,679	28.3%	9,321
Risk Insurance	12,700	2,643	20.8%	10,057
Printing	1,700	310	18.2%	1,390
Hiring & Employee Costs	1,800	213	11.8%	1,587
First Aid	2,600	25	1.0%	2,575
Home Base Socializations	9,568		0.0%	9,568
Raw Food/Vended Meals	763,418	274,157	35.9%	489,261
Sub Total	1,822,016	708,761	38.9%	1,113,255
Adult Meals Prepared	188,000	111,018	59.1%	76,982
Indirect	219,302	51,276	23.4%	168,026
Total Expenditures	$2,229,318	$871,055	39.1%	1,358,263

	Prior Period	July 2018	Cum
Total Meals Prepared and Vended (Note C)	243,157	18,852	262,009
Total Meals Claimed	199,654	12,786	212,440
Difference	43,503	6,066	49,569
Pecentage Claimed to Prepared/Vended	82.1%	67.8%	81.1%

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 7/1/17 - 6/30/18 (12 OF 12 MONTHS = 100%)

Contract CMAP-7000	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	Total	%	% Earned to MRA
Provider Payments	411,134	455,315	507,599	468,130	475,940	458,399	472,067	476,835	489,677	481,817	495,923	438,997	5,631,833		
Less: Family Fees	(13,071)	(14,022)	(2,966)	(5,788)	(9,373)	(9,652)	(10,344)	(11,462)	(11,406)	(11,603)	(11,398)	(11,072)	(122,157)		
Net Provider Payments	398,063	441,293	504,633	462,342	466,567	448,747	461,723	465,373	478,271	470,214	484,525	427,925	5,509,676	82.18%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**5,832,639**		**96.56%**
Administration & Support Services Revenue															
Provider Payments	411,134	455,315	507,599	468,130	475,940	458,399	472,067	476,835	489,677	481,817	495,923	438,997	5,631,833		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	87,210	96,582	107,672	99,300	100,957	97,236	100,135	101,147	103,871	102,204	105,196	93,120	1,194,630		
Program Administration/Support Services Costs	42,841	62,672	82,488	65,595	63,154	81,946	38,075	108,635	39,852	59,136	63,348	82,978	790,720	11.79%	
Indirect (10% x MTDC) Costs	46,066	52,639	58,667	53,301	54,208	54,352	51,410	59,055	53,455	54,617	56,429	52,540	646,739	6.02%	
Transfer Indirect to CSBG						(123,209)		(40,442)	(53,292)			(25,885)	(242,828)		
Total Operating Costs	88,907	115,311	141,155	118,896	117,362	13,089	89,485	127,248	40,015	113,753	119,777	109,632	1,194,630	17.82%	
Revenue Earned Over/(Under) Costs	(1,697)	(18,729)	(33,483)	(19,596)	(16,405)	84,147	10,650	(26,101)	63,856	(11,549)	(14,581)	(16,512)	(0.00)		
TOTAL COSTS - NET OF FAMILY FEES	486,970	556,604	645,788	581,238	583,929	461,836	551,208	592,621	518,286	583,967	604,302	537,557	6,704,306	100.00%	

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

Provider payments	5,631,833
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	1,194,630

Note 2: The maximum reimburseable amount per the 2017/18 State contract is as follows:

Provider Payments	5,832,639	82.50%
Administration	1,060,480	15.00%
Support Services	176,747	2.50%
Maximum Reimbursable Amount (MRA)	7,069,866	100.00%

Note 3: The MRA for 2017/18 is $540,145 greater than 2016/17.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2017/18 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/17 - 6/30/18 (12 OF 12 MONTHS = 100.00%)

	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-7050)														
Adjusted Days of Enrollment - Certified	3,900	5,289	4,655	4,917	4,534	4,331	4,971	4,484	5,516	5,563	5,834	5,124	59,118	
Reimbursement Rate per Child per Day	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.45	X $45.46	X $45.44	
Revenue Earned	$177,216	$240,332	$211,523	$223,428	$206,025	$196,801	$225,882	$203,753	$250,647	$252,787	$265,101	$232,829	2,686,324	**115.34%**
Maximum Reimburseable Amount (MRA)													**$2,329,073**	
CALIFORNIA STATE PRESCHOOL (CSPP-7119)														
Adjusted Days of Enrollment - Certified	3,041	4,826	6,531	7,817	6,948	6,083	6,900	6,878	6,919	7,823	6,431	2,547	72,744	
Reimbursement Rate per Child per Day	X $45.73	X $45.73	X $45.73	X $45.73	X $45.73	X $45.73	X $45.73	X $45.73	X $45.73	X $45.73	X $45.74	X $45.75	X $45.73	
Revenue Earned	$139,065	$220,693	$298,663	$357,471	$317,732	$278,176	$315,537	$314,531	$316,406	$357,746	$294,090	$116,474	3,326,583	**106.24%**
Maximum Reimburseable Amount (MRA)													**$3,131,270**	
MIGRANT CHILD CARE (CMIG-7004)														
Adjusted Days of Enrollment - Certified	418	500	433	549	480	451	545	500	611	641	659	597	6,384	
Reimbursement Rate per Child per Day	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.45	X $45.46	X $45.44	
Revenue Earned	$18,994	$22,720	$19,676	$24,947	$21,811	$20,493	$24,765	$22,720	$27,764	$29,127	$29,945	$27,128	290,089	**122.66%**
Maximum Reimburseable Amount (MRA)													**$236,499**	

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 reimburseable amount is per the 2017/18 State contracts.

Note 3: CCTR's MRA for 2017/18 is $268,586 greater than 2016/17.
CSPP's MRA for 2017/18 is $361,517 greater than 2016/17.
CMIG's MRA for 2017/18 is $27,193 greater than 2016/17.

Division/CFO: Tracy Webster, CFO	**Month/Year:** July 2018
Program/Work Unit: Not Applicable	**Deputy CFO:** Idi Alali
Services: Overall financial and accounting functions of the organization	

Activities	July 2018		Year to Date (3/1/18-7/31/18)	
Description	**Number**	**Amount**	**Number**	**Amount**
Accounting Transactions Processed	14,593		97,337	
Bank Deposits	10	4,173,908	30	10,643,294
Wire Deposits	2	4,965	20	256,393
Head Start/IRS Drawdowns	2	1,368,088	26	10,364,563
Vendor Checks Issued	873	2,189,078	4,475	10,620,999
Payroll Disbursed		1,437,454		11,124885
Grant Reports Prepared in July 2018	15		68	
Cal Fresh Outreach				
Dept. of Education • CCTR • CMIG/CMSS • CSPP • Migrant Alternative Payment				
Differential Response				
EFAP				
Federal Financial Report (FFR) • EHS/HS Kern – Annual • EHS San Joaquin – Annual & Final • EHS Partnership – Semi-annual				
First 5 Kern • 211 • E. Kern Family Resource Center • Help Me Grow				
Gang Prevention				
Information & Education				
LIHEAP 2016				
LIHEAP 2017				
LIHEAP 2018				
Realignment for Success				
Supplemental Commodity Food Program				
U. S. Treasury Cash Report • Head Start • Internal Revenue Service				
WIC				

Other: **Total Division Staffing**: 8 + 3 vacancies – Accountant (2) & Accounting Specialist

CFO	Deputy CFO
Accounting Manager	Accountant II
Accountant (2)	Accounting Specialist
Accounting Technician (4)	Accounting Clerk

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF FEBRUARY 28, 2018

ASSETS	
Cash in Bank	3,327,316.09
Cash - Vacation Reserve	522,349.93
Petty Cash	500.00
Accounts Receivable	1,958,069.35
Travel Advance	10,419.51
Prepaid Expense	329,421.22
Inventory	1,052,415.42
Net Fixed Assets - Unrestricted	2,590,181.40
Net Fixed Assets - Restricted	9,236,431.72
Total Assets	19,027,104.64
LIABILITES AND NET ASSETS	
Accounts Payable	1,883,875.63
Accrued Expenses	1,631,632.30
Accrued Vacation	911,138.65
Line of Credit	-
Note Payable	2,781,736.49
Advance Payable	22,808.43
Deferred Revenue	916,929.98
Total Liabilites	8,148,121.48
Total Net Assets	10,878,983.16
Total Liabilities and Net Assets	19,027,104.64

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2017 TO FEBRUARY 28, 2018

REVENUE	
Grant Revenue	56,169,374.05
Donations	185,435.16
Other Revenue	5,739,376.57
In-Kind	7,370,302.73
Total Revenue	69,464,488.51
EXPENDITURES	
Salaries	27,957,579.95
Benefits	8,352,458.54
Travel	568,658.09
Space Costs	5,285,050.63
Supplies	2,377,973.59
Consultant/Contract Services	2,262,172.17
Other Costs	2,393,552.96
Program Costs	7,954,516.70
Capital Expenditures	(0.00)
Indirect	5,071,136.24
In-Kind	7,370,302.73
Total Expenditures	69,593,401.60
Net Change in Assets	(128,913.09)
Net Assets, beginning	11,007,896.25
Net Assets, ending	10,878,983.16

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF JULY 31, 2018

ASSETS	
Cash in Bank	3,569,306.98
Cash - Vacation Reserve	482,191.40
Petty Cash	500.00
Accounts Receivable	14,035,449.66
Travel Advance	31,545.47
Prepaid Expense	518,146.52
Inventory	1,113,158.13
Net Fixed Assets - Unrestricted	2,471,082.45
Net Fixed Assets - Restricted	9,236,431.72
Total Assets	31,457,812.33
LIABILITES AND NET ASSETS	
Accounts Payable	761,445.41
Accrued Expenses	439,942.18
Accrued Vacation	470,878.79
Line of Credit	-
Note Payable	2,662,637.54
Advance Payable	393,726.00
Deferred Revenue	16,125,459.68
Total Liabilites	20,854,089.60
Total Net Assets	10,603,722.73
Total Liabilities and Net Assets	31,457,812.33

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD JULY 1, 2018 TO JULY 31, 2018

REVENUE	
Grant Revenue	18,749,406.13
Donations	84,623.19
Other Revenue	1,787,007.37
In-Kind	813,097.75
Total Revenue	21,434,134.44
EXPENDITURES	
Salaries	9,203,632.75
Benefits	3,165,350.61
Travel	224,508.85
Space Costs	1,611,607.39
Supplies	591,331.03
Consultant/Contract Services	829,439.34
Other Costs	827,919.61
Program Costs	2,578,208.53
Capital Expenditures	25,292.19
Indirect	1,839,006.82
In-Kind	813,097.75
Total Expenditures	21,709,394.87
Net Change in Assets	(275,260.43)
Net Assets, beginning	10,878,983.16
Net Assets, ending	10,603,722.73

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 07-31-18 (41.67%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	$ 25,995,600	$ 8,447,430	$ 17,548,170	32%
BENEFITS	7,979,525	2,955,742	5,023,783	37%
TRAVEL	536,271	223,540	312,731	42%
SPACE COST	3,765,111	1,469,767	2,295,344	39%
SUPPLIES	1,796,041	549,487	1,246,554	31%
EQUIPMENT	211,038	24,898	186,140	12%
CONSULTANT/CONTRACT SERVICES	954,462	496,277	458,185	52%
OTHER COSTS	2,259,160	766,837	1,492,323	34%
PROGRAM COSTS	9,151,790	2,583,181	6,568,609	28%
INDIRECT	5,059,589	1,709,038	3,350,551	34%
TOTAL	$ 57,708,587	$ 19,226,198	$ 38,482,389	33%

DATE PREPARED: 8/9/2018

PREPARED BY:
Tracy Webster, CFO

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 07-31-18 (41.67%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	$ 20,001,314	$ 6,416,701	$ 13,584,613	32%
BENEFITS	6,306,887	2,316,518	3,990,369	37%
TRAVEL	323,189	130,524	192,665	40%
SPACE COST	2,763,629	1,041,375	1,722,254	38%
SUPPLIES	1,391,790	428,111	963,679	31%
EQUIPMENT	113,310	17,628	95,682	16%
CONSULTANT/CONTRACT SERVICES	697,686	263,166	434,520	38%
OTHER COSTS	1,273,028	438,568	834,460	34%
PROGRAM COSTS	6,935,676	2,092,143	4,843,533	30%
INDIRECT	3,489,828	1,279,285	2,210,543	37%
TOTAL	$ 43,296,337	$ 14,424,019	$ 28,872,318	33%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 07-31-18 (41.67%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	$ 3,431,870	$ 1,058,100	$ 2,373,770	31%
BENEFITS	981,090	331,097	649,993	34%
TRAVEL	106,391	45,496	60,895	43%
SPACE COST	576,555	219,533	357,022	38%
SUPPLIES	214,757	83,245	131,512	39%
EQUIPMENT	97,728	7,271	90,457	7%
CONSULTANT/CONTRACT SERVICES	11,300	1,374	9,926	12%
OTHER COSTS	310,015	111,285	198,730	36%
PROGRAM COSTS	1,235,539	288,550	946,989	23%
INDIRECT	604,331	207,104	397,227	34%
TOTAL	$ 7,569,576	$ 2,353,055	$ 5,216,521	31%

DATE PREPARED: 8/9/2018

PREPARED BY:
Tracy Webster, CFO

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 07-31-18 (41.67%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	$ 1,300,000	$ 510,511	$ 789,489	39%
BENEFITS	377,000	153,310	223,690	41%
TRAVEL	60,000	33,707	26,293	56%
SPACE COST	200,000	86,227	113,773	43%
SUPPLIES	140,000	24,526	115,474	18%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	200,000	223,494	(23,494)	112%
OTHER COSTS	535,000	160,566	374,434	30%
PROGRAM COSTS	950,000	189,234	760,766	20%
INDIRECT	376,200	138,158	238,042	37%
TOTAL	$ 4,138,200	$ 1,519,733	$ 2,618,467	37%

DATE PREPARED: 8/9/2018

PREPARED BY:
Tracy Webster, CFO

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 07-31-18 (41.67%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	$ 652,004	$ 214,973	$ 437,031	33%
BENEFITS	150,654	66,539	84,115	44%
TRAVEL	32,701	12,586	20,115	38%
SPACE COST	102,402	97,546	4,856	95%
SUPPLIES	25,419	7,823	17,596	31%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	43,226	7,946	35,280	18%
OTHER COSTS	66,152	21,033	45,119	32%
PROGRAM COSTS	20,025	8,013	12,012	40%
INDIRECT	101,673	43,646	58,027	43%
TOTAL	$ 1,194,256	$ 480,104	$ 714,152	40%

DATE PREPARED: 8/9/2018

PREPARED BY:
Tracy Webster, CFO

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 07-31-18 (41.67%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	$ 606,412	$ 244,643	$ 361,769	40%
BENEFITS	163,069	87,930	75,139	54%
TRAVEL	13,990	1,227	12,763	9%
SPACE COST	118,325	25,053	93,272	21%
SUPPLIES	21,875	3,648	18,227	17%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	2,250	297	1,953	13%
OTHER COSTS	48,705	13,122	35,583	27%
PROGRAM COSTS	10,550	2,525	8,025	24%
INDIRECT	484,007	37,845	446,162	8%
TOTAL	$ 1,469,183	$ 416,291	$ 1,052,892	28%

DATE PREPARED: 8/9/2018

PREPARED BY:
Tracy Webster, CFO

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 07-31-18 (41.67%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	$ 4,000	$ 2,501	$ 1,499	63%
BENEFITS	825	348	477	42%
TRAVEL	0	-	0	0%
SPACE COST	4,200	32	4,168	1%
SUPPLIES	2,200	2,133	67	97%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	-	0	0%
OTHER COSTS	26,260	22,265	3,995	85%
PROGRAM COSTS	0	2,717	(2,717)	Not budgeted
INDIRECT	3,550	3,000	550	85%
TOTAL	$ 41,035	$ 32,996	$ 8,039	80%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2018/19
BUDGET TO ACTUAL - 3/1/18 TO 2/28/19 (5 OF 12 MONTHS = 41.67%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 5,059,589**	**$ 1,709,038**	**33.8%**	**$ 3,350,551**
Expenditures				
Salaries	2,820,260	906,756	32.2%	1,913,504
Benefits @ 24.11% actual	674,091	215,899	32.0%	458,192
Total Personnel Costs	3,494,351	1,122,656	32.1%	2,371,695
Operating Costs				
Travel	90,750	14,025	15.5%	76,725
Space Costs	187,900	67,670	36.0%	120,230
Supplies	138,400	37,172	26.9%	101,228
Consultant/Contract	630,725	299,723	47.5%	331,003
Other Operating Costs	363,950	88,739	24.4%	275,211
Total Operating Costs	1,411,725	507,329	35.9%	904,396
Total Expenditures	**$ 4,906,076**	**$ 1,629,985**	**33.2%**	**$ 3,276,091**
Excess Indirect Revenue	**$ 153,513**	**$ 79,053**		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	$ 1,223,465	$ 377,900	30.9%	$ 845,565
Operations	1,394,366	505,366	36.2%	889,000
Executive	536,935	196,727	36.6%	340,208
Community Development	704,410	197,694	28.1%	506,716
Finance	1,046,900	352,298	33.7%	694,602
	$ 4,906,076	$ 1,629,985	33.2%	$ 3,276,091

Prepared Date: 8/10/18

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Lisa Price, Program Governance Coordinator

Date: August 22, 2018

Subject: *Agenda Item VIII(a)*: August Policy Council Report – **Action Item**

The Policy Council convened on several dates subsequently following the last CAPK Board of Directors Meeting. Those dates are: June 28, 2018; however, quorum was not established. Therefore, a Special Call Meeting was held on July 6, 2018 at which quorum was met. Additionally, the Policy Council met for its standing monthly meeting on July 26, 2018; quorum was met.

Kern County Fire Department provided a presentation with an emphasis on firework and water safety among other pertinent summertime topics geared towards parents. Additional presentations were made on the topic of preparing children for kindergarten as well as a presentation on Head Start / Early Head Start data trends.

There were several new business action items presented for approval. These agenda items were as follows:

- 2018 – 2019 Head Start / Early Head Start School Readiness Goals
- Head Start / Early Head Start Budget Revision for 2018 -2019 Funding Year
- 2017 – 2018 Self-Assessment EHS San Joaquin
- 2017 – 2018 Self-Assessment Head Start / Early Head Start Kern

Upon conclusion of presentation of information and required voting processes all afore-mentioned action items were approved by the committee.

Executive session convened to review and vote regarding the hiring process for the vacant CFO position. After presentation of all information this action item was approved by the Policy Council Executive Committee.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING NOTES
June 28, 2018
5005 Business Park North
Conference Room 130

1. **Call to Order** – **Vice-Chairperson, Joanna Guillen,** called the meeting to order at 5:31 p.m.
   a. Moment of Silence, Pledge of Allegiance - Parliamentarian
   b. Reading of 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."

2. **Roll Call/Set Quorum** – **Secretary, Nicole Walker**. Quorum was not established. As quorum was not met, any action items will not be voted upon. Action items will be brought forward in a subsequent meeting.
   PC Members Present: Joanna Guillen, Nicole Walker, Ulyses Rodriguez, Diana Reyes, Victoria Garcia Carlos, Marina Acosta, Destiny Thompson-Butler, Ana Lester, Lindsay Harrison, Rosa Reyes.

3. **Approval of Agenda** – **Vice-Chairperson, (**ACTION)**
   a. There was no motion for approval of the PC Agenda dated June 28, 2018 as quorum was not met.

4. **Approval of Minutes** – **Vice-Chairperson, (**ACTION)**
   a. There was no motion for approval of the PC meeting minutes dated April 26, 2018, as quorum was not met.
   b. There was no motion for approval of the PC meeting minutes dated May 24, 2018, as quorum was not met.
   c. There was no motion for approval of the PC meeting minutes dated May 29, 2018, as quorum was not met.

5. **Presentation of Guests/Public Forum**
   The following guests were in attendance: Yolanda Gonzales, Director of Head Start/State Child Development; Lisa Price, Program Governance Coordinator; Emily Gonzalez Demont, Assistant Director of Grants Management; Bryan Lopez, IT Specialist; Mary Ann Mooney, Program Manager; Alan Rodriguez, Health and Nutrition Support Services Supervisor; Debbie Connolly, Early Head Start Partnership Coordinator; Lisa Hernandez, Family Service Worker II; Angelica Llanes, Sterling parent; Nadine Berry, Administrative Assistant.
   a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*

6. **Standing Committee Reports** (three minutes each)
   a. School Readiness Committee – No report at this time.
   b. Planning Committee – The Planning Committee met on June 5, 2018. During the meeting the committee reviewed enrollment and average daily attendance reports. The program is currently fully enrolled. The committee also went over the April CACFP report, which showed 84,000+ meals were served. The Recruitment and Selection form was reviewed, discussed, updated and approved during the meeting. The next meeting is scheduled for August 6, 2018, at 5:15 p.m.
   c. Budget and Finance Committee – Quorum was not met.
   d. By-Laws Committee – No report at this time.

7. **Presentations**
   a. Summer Safety – Kern County Fire Department, Public Education
      With the Fourth of July being next week, make sure that the area you are in allows fireworks. Tehachapi and Lake Isabella do not allow fireworks, except at approved and pre-planned events. When purchasing your fireworks, purchase only those that have the "Safe & Sane" mark on them. When preparing to light them, make sure you have a bucket of water available and that you are watching children, especially when they are using sparklers. Grilling safety was also covered. Make sure there is at least a three-foot radius around the barbecue that your child is not allowed to enter. There is an increase of fire on the Fourth of July, caused

either by fireworks or cooking. Pools are a leading cause of injury or death for children. Make sure that pools are surrounded by a fence of some type, and if there is not a fence, make sure there is a door alarm to alert you when your child goes outside. Ensure there are no floating toys or other items of interest left in the pool so that your child does not go in after them. A handout was also provided.

b. Preparing Your Child for Kindergarten – Alan Rodriguez, Health & Nutrition Support Services Supervisor
Mr. Rodriguez shared that the Health and Nutrition teams are each comprised of four specialists. School readiness starts with health. If your child doesn't feel well, they will not do well in school. To get the most out of school, your child needs to be healthy. Adults learn from children as children learn from adults. Immunizations are extremely important, as it is the best way to keep children safe from disease. Having up-to-date immunizations is a requirement not only for Head Start, but for Kindergarten and beyond. Take your child's immunization record with you each time you take your child to the doctor to ensure shots are up-to-date. Head Start works to ensure children are ready to enter Kindergarten. Schools are no longer accepting waivers for religious preference for not giving children immunizations. The only reason a school will accept a child that is not up-to-date is if the child is ill and the doctor has determined is in the best interest of the child not to immunize. Dentals are also a requirement for children to enter Kindergarten. If your child is having issues with their teeth, they won't want to eat, therefore they will not be able to stay focused in the classroom. Medical authorizes a child to visit the dentist every six months for a check-up. The idea is for infants to have their first dental exam by the time they are one to ensure teeth are coming in at the time they should be and there are no complications. Physicals are another requirement for Kindergarten. If your child had a physical after March 1st, you will not need to have another one for Kindergarten entrance. Head Start staff educate parents to advocate for their children's health with the pediatrician.

8. **New Business** – **Vice-Chairperson (**ACTION)**
   a. Request to approve the Head Start/Early Head Start School Readiness Goals 2018/2019 – Tracey Wheat, Education Coordinator
   Ms. Wheat explained to the members that the Desired Results Developmental Profile (DRDP) is administered to all children in the program within the first 60 days of enrollment and then two more times throughout the year. This is not a pass or fail type of item, it is used to determine where the child is developmentally to determine if additional assistance is needed to get the child where they need to be. Children, just like adults, learn differently, and the results of the DRDP are used to build classrooms, activities and lesson plans. The lowest scoring domains are chosen and goals are created around these results and provided to all teachers and parents to work with all children to improve the scores. The domains are worked on in six-week cycles, and it is not just focused on education, but all service areas. School Readiness Goals are required by the Head Start Performance Standards. There was no motion to approve the Head Start/Early Head Start School Readiness Goals 2018/2019 as quorum was not met.

9. **Executive Session – Vice-Chairperson (**Action)**
   a. Request to approve Candidate Identified for Vacant CFO position – Yolanda Gonzales, Head Start/State Child Development Director
   Meeting went into Executive session at 6:04 p.m. Meeting reconvened at 6:10 p.m. There was no motion to approve Candidate Identified for Vacant CFO Position as quorum was not met.

10. **Communications**
   a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2018 through May 31, 2018
   b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2018 through May 31, 2018
   c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2018 through May 31, 2018
   d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through May 31, 2018
   e. Parent Local Travel & Child Care through May 31, 2018
   f. Parent Activity Funds through May 31, 2018
   g. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2018 through May 31, 2018
   h. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2018 through May 31, 2018
   i. 2017 – 2018 Recruitment & Selection Plan

j. Kern County Cooling Centers
k. Kern County Sheriff's Office Headquarters Tours
l. Free Community Support Group
m. Kern County Nurse – Family Partnership; Kern County Public Health Department / First 5
n. Make it a Holiday Not a Hazard/Fireworks Injuries
o. Policy Council Bylaws Committee Meeting minutes May 3, 2018 (English/Spanish)
p. Policy Council Planning Committee Meeting minutes May 1, 2018 (English/Spanish)
q. School Readiness Committee Meeting minutes May 16, 2018 (English/Spanish)
r. Policy Council Planning Committee Meeting minutes June 5, 2018 (English/Spanish)
s. Policy Council termination letter, Christine DeNardo - May 4, 2018 (English/Spanish)
t. Policy Council termination letter, Maggy Hartzell - May 30, 2018 (English/Spanish)

No motion was made as quorum was not met.

11. **Program Governance Report/Training** – Lisa Price, Governance Coordinator

Ms. Price started off by thanking all for attending, given the weather and time of year. She shared a few reminders. Make sure you are not leaving children or pets in your car, at any time of year. It is oftentimes a change in routine that causes a child to be left in the car. The best way to ensure a child is not left in the car is by placing an item belonging to the child on the front seat next to you, or placing your purse, bag, etc. in the back seat so you have to open the back door. Another good way is to make sure the car seat is in the middle, so that when you look in your rearview mirror, you will see the child. Have an open line of communication with your child's school so they will give you call and ask why the child isn't there. Always make sure you are looking before locking and have conversations with your family and friends about the danger of car heat death.

12. **Community Representative Report** – Ana Lester/Lindsay Harrison

Ms. Harrison shared a news release from the Kern County Library system stating that certain libraries would be providing free lunches for children 2-18 years of age. Some of the Boys and Girls clubs in the county are providing free breakfast, lunch and dinner for children. Ms. Harrison advised the members they should be proactive about their children's health. Ms. Lester provided some handouts about First 5, which is funded by Proposition 10. The funds from Prop 10 are distributed to the counties based on the number of live births. Kern County has one of the highest numbers in the state. There are 41 programs in Kern County that are administered by First 5.

13. **Early Head Start San Joaquin Report** – Rashi Strother, Family Services and Governance Specialist

Ms. Strother reported that there are currently two big projects underway in San Joaquin. The first is the return of staff after a one-month break and providing pre-service. The next one is scheduling parent orientations. Looking forward to welcoming back returning parent and meeting new ones. They are asking parents to bring a picture of their child and share a story about them.

14. **Early Head Start Partnership Report** – Debbie Connolly, EHS Partnership Coordinator

Ms. Connolly shared that Bakersfield College had a grand opening of their new outdoor classroom, which is the first of its kind in Kern County. The outdoor classroom is based on the premise that children learn everywhere they go. The activities provided in the indoor classroom are reflected outdoors as well.

15. **Board of Directors Representatives Report** – Yolanda Ochoa, CAPK Board of Directors Representative

On behalf of Ms. Ochoa, Ms. Gonzales provided a brief report of the meeting. The request for a Cost of Living Allowance (COLA) for centralized non-Head Start staff was reviewed. The COLA for Head Start staff was previously approved. The Board also reviewed and approved the School Readiness Goals. There was a presentation about an initiative for libraries requesting that 1/8th of taxes go to fund libraries in order to ensure they stay open and accessible for the public.

16. **Director's Report (HS/State Child Development)** – Yolanda Gonzales, Director of Head Start/State Child Development

Ms. Gonzales started by welcoming the members and letting them know how pleased and honored she is to have them as part of the program. Head Start has a passion to provide services to families to assist them in

becoming self-sufficient and to have their children ready to enter Kindergarten. The program is currently preparing for pre-service for the Kern County staff. Pre-service for the full-year staff will be starting in July and preparations are currently underway for the return of part-year staff in August. Pre-service helps the staff understand where they need to be in serving children and providing quality services to the children and families. Visits have been made to sites to start working having a more natural play yard to create environments conducive to learning. The program wants to move away from the standardized play structures. Ms. Gonzales announced that the Broadway Center in Wasco is ready and that renovations are taking place at other sites. There are mobile immunization clinics taking place during the summer. It would be a perfect time to ensure children are up-to-date and to share the information with friends, neighbors and families. She closed with a thank you to the members for everything they do for themselves, each other, and the Partnership.

17. **Policy Council Chairperson/Announcements** – Joanna Guillen, Vice-Chairperson

    Flyers for the Movie Grill, which is located at Calloway and Rosedale, were distributed. They are hosting $1.00 movies starting at 10:00 a.m., Monday-Wednesday and tickets can be purchased online. Various city parks throughout Bakersfield as well as various North of the River parks with be showing free movies each weekend. They will be on Friday, Saturday, or Sunday. Contact your park district for further information.

18. **Adjournment** – Chairperson

    The meeting was adjourned at 6:38 p.m. by the Vice-Chairperson.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING
SPECIAL CALL MINUTES
July 6, 2018
5005 Business Park North
Board Room

1. **Call to Order** – **Chairperson**
   Chairperson Enrique Salazar Jr. called the meeting to order at 12:03 p.m.

2 Roll Call/Set Quorum – **Secretary**

Secretary Nicole Walker conducted roll call; quorum was established.

PC Members Present: Enrique Salazar Jr., Joanna Guillen, Nicole Walker, Ulyses Rodriguez, Diana Reyes,

3. Approval of Agenda – **Chairperson, (**ACTION)**

a. Motion was made by Ulyses Rodriguez and seconded by Diana Reyes to approve the Policy Council Agenda dated July 6, 2018. Motion carried unanimously.

4. Approval of Minutes – **Chairperson, (**ACTION)**

a. Motion to approve the PC Meeting minutes dated April 26, 2018 was made by Ulyses Rodriguez and seconded by Diana Reyes. Motion carried unanimously.
b. Motion was made to approve the PC Meeting notes dated May 24, 2018 by Diana Reyes and seconded by Ulyses Rodriguez. Motion carried unanimously.
c. Motion was made to approve the PC Meeting minutes dated May 29, 2018 was made by Diana Reyes and seconded by Ulyses Rodriguez. Motion carried unanimously.

5. Presentation of Guests/Public Forum

a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*

None

6. New Business – **Chairperson (**ACTION)**

a. Request to approve the Head Start/Early Head Start School Readiness Goals 2018 - 2019 – Tracey Wheat, Education Coordinator
   On behalf of Ms. Wheat a summary of the School Readiness Goals was reviewed. Motion was made by Joanna Guillen to approve the Head Start/Early Head Start School Readiness Goals for 2018 - 2019 and seconded by Ulyses Rodriguez. Motion carried unanimously.

b. Request to approve the submission of a Head Start / Early Head Start Kern Budget Revision to the Office of Head Start for the 2018 – 2019 Funding Year – Jerry Meade, Program Design & Management Administrator
   Mr. Meade shared that a previous approval was granted by Policy Council and subsequently approved by the Office of Head Start for a carry-over which included use for a construction/facilities project that did not materialize. These funds must be expending prior to the fiscal year which ends February 2019 approval is requested from PC to submit a budget revision to the Office of Head Start. This budget revision will include renovation projects at the Harvey L. Hall and Delano Child Development Centers. Because these two renovations do not meet the definition of Major Construction, the funds in the amount of $378,182.00 will be moved to the "Other" category for building and maintenance repair. It was asked of Mr. Meade if the agency is still looking for other building for expansion of Child Development Centers. Mr. Meade responded that we are always looking for facilities adding if anyone sees a vacant building that may be a good fit to let him know! Motion was made by Ulyses Rodriguez to

approve the submission of a Head Start / Early Head Start Kern Budget Revision to the Office of Head Start and was seconded by Diana Reyes. Motion carried unanimously.

7. Executive Session – Chairperson (Action)**

a. Request to approve Candidate Identified for Vacant CFO position – Yolanda Gonzales, Head Start/State Child Development Director

On behalf of Ms. Gonzales, Mr. Meade stated as per the Performance Standards the hiring process of key positions with the agency must be shared with and approved by the Policy Council as well as the CAPK Board of Directors. The process of which a candidate was selected for the position of Chief Financial Officer as outlined in a letter submitted to the Office of Head Start was shared. Motion was made by Joanna Guillen to approve the process of for candidate identified for vacant CFO position and seconded by Ulyses Rodriguez. Motion carried unanimously.

8. Communications

a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2018 through May 31, 2018
b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2018 through May 31, 2018
c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2018 through May 31, 2018
d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through May 31, 2018
e. Parent Local Travel & Child Care through May 31, 2018
f. Parent Activity Funds through May 31, 2018
g. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2018 through May 31, 2018
h. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2018 through May 31, 2018
i. 2017 – 2018 Recruitment & Selection Plan
j. Kern County Cooling Centers
k. Kern County Sheriff's Office Headquarters Tours
l. Free Community Support Group
m. Kern County Nurse – Family Partnership; Kern County Public Health Department / First 5
n. Make it a Holiday Not a Hazard/Fireworks Injuries
o. Policy Council Bylaws Committee Meeting minutes May 3, 2018 (English/Spanish)
p. Policy Council Planning Committee Meeting minutes May 1, 2018 (English/Spanish)
q. School Readiness Committee Meeting minutes May 16, 2018 (English/Spanish)
r. Policy Council Planning Committee Meeting minutes June 5, 2018 (English/Spanish)
s. Policy Council termination letter, Christine DeNardo - May 4, 2018 (English/Spanish)
t. Policy Council termination letter, Maggy Hartzell - May 30, 2018 (English/Spanish)
u. Policy Council termination letter, Naomi Carrillo – July 2, 2018 (English/Spanish)
v. Policy Council termination letter, Karla Villa – July 2, 2018 (English/Spanish)

Motion was made by Nicole Walker to receive and file items (a) – (v)

9. Adjournment – Chairperson

The meeting was adjourned at 12:18 p.m. by the Vice-Chairperson.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
July 26, 2018
5005 Business Park North
Board Room 130

1. **Call to Order** – **Chairperson, Enrique Salazar, Jr.**, called the meeting to order at 5:30 p.m.
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of 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."
2. **Roll Call/Set Quorum** – **Secretary, Nicole Walker**. Quorum was established.
   PC Members Present: Jacqueline Boykin, Amber Dunlap, Nicole Walker, Ulyses Rodriguez, Marina Acosta, Victoria Garcia Carlos, Joanna Guillen, Enrique Salazar, Jr., Destiny Thompson-Butler, Ana Lester, Lindsay Harrison, Yolanda Ochoa.
3. **Approval of Agenda** – **Chairperson** **(**ACTION)**
   a. Motion for approval of the PC Agenda dated July 26, 2018, was made by Ulyses Rodriguez; Amber Dunlap seconded; motion carried unanimously.
4. **Approval of Minutes** – **Chairperson** **(**ACTION)**
   a. Motion for approval of the PC meeting minutes dated June 28, 2018, was made by Ulyses Rodriguez; Amber Dunlap seconded; motion carried unanimously.
   b. Motion for approval of the PC meeting minutes dated July 6, 2018, was made by Ulyses Rodriguez; Amber Dunlap seconded; motion carried unanimously.
5. **Presentation of Guests/Public Forum**
   The following guests were in attendance: Jerry Meade, Program Design and Management Administrator; Leslie Mitchell, Education and Support Services Administrator; Ginger Mendez, HS/State Enrollment/ Attendance Manager; LeTisha Brooks, Program Manager; Debbie Connolly EHS CCP/HB Coordinator; Sylvia Ortega, Quality Assurance Manager; Lisa Price, Program Governance Coordinator; Bryan Lopez, IT Specialist; Nadine Berry, Administrative Assistant.
   a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*
6. **Standing Committee Reports** *(five minutes each)*
   a. School Readiness Committee
   No report. Next meeting not announced.
   b. Planning Committee
   No report. Next meeting to be held August 7, 2018.
   c. Finance Committee, Amber Dunlap
   The sub-committee members reviewed the current Budget-to-Actuals for each program including parent travel. Next meeting to be held August 23, 2018.
   d. By-Laws Committee
   No report. Next meeting not announced.
7. **Presentations**
   a. Head Start/Early Head Start Data Trends – Leslie Mitchell, Education and Support Services Administrator
   Ms. Mitchell explained that data trends are used to ensure each child and teacher are assessed throughout the year. There are not only individual assessments, but there are assessments based on interactions between children and teachers. The first assessment that was reviewed was the CLASS, or the Classroom Assessment Scoring System (CLASS). This assessment measures Emotional Support, Classroom Organization and Instructional Support. CLASS is done two times a year, once in the fall and then about half way through the school year. The CLASS scores for Kern County are placing above the National averages. The program

strives to score higher each year and there is a lot of emphasis placed on Instructional Support. The results of the CLASS assessments are used to determine professional development and trainings. The next assessment is focused on the children, and it is the Desired Results Developmental Profile (DRDP). This assessment is used across all ages. Children aged 0-3 have five domains, and the children aged 3-4+ have eight domains. The DRDP is completed three times per year. After each assessment growth can be observed in each age group. The results are used to determine what areas children need more assistance with and to individualize lesson plans. There is emphasis placed on social-emotional development and language skills. Parent Surveys are an assessment of how satisfied parents are with the program and if they program is meeting their expectations. Surveys are completed twice a year. The last assessments Ms. Mitchell shared were the Infant/Toddler and Early Childhood Environmental Rating System (ITERS and ECERS). The ERS assesses the environment (indoor and outdoor) and how children interact with such. The goal for the ERS is to score a five or higher. The results from all these assessments are used to create the annual School Readiness Goals which are used to continue supporting teachers and planning parent trainings.

8. **New Business** – Chairperson **(**ACTION)**
   a. Request for approval of the 2017-2018 Self-Assessment EHS San Joaquin – Sylvia Ortega, Compliance Coordinator

      Ms. Ortega shared the process of completing the 2017-2018 Self-Assessment for Early Head Start San Joaquin. During the self-assessment, there were two findings. The first finding was in relation to data. The EHS San Joaquin program is in the exploration stage of implementing a data visualization tool for monitoring. The other finding was that the Early Head Start program did not have Mentor Coach. The program is currently in the process of hiring a Mentor Coach. A motion for approval of the 2017-2018 Self-Assessment EHS San Joaquin was made by Ana Lester; Amber Dunlap seconded; motion carried unanimously.
   b. Request for approval of the 2017-2018 Self-Assessment HS/EHS Kern – Sylvia Ortega, Compliance Coordinator

      Ms. Ortega shared the process of completing the 2017-2018 Self-Assessment for Kern Head Start/Early Head Start. During the self-assessment, there were two findings. The first finding was in relation to data. Kern Head Start/State Child Development program is in the exploration stage of implementing a data visualization tool for monitoring. The other finding was that the Head Start/Early Head Start program had not secured a Mental Health Consultant. The program is currently in the process of completing the contract to secure a Mental Health Consultant. A motion for approval of the 2017-2018 Self-Assessment HS/EHS Kern was made by Amber Dunlap; Joanna Guillen seconded; motion carried unanimously.

9. **Communications**
   a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2018 through June 30, 2018
   b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2018 through June 30, 2018
   c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2018 through June 30, 2018
   d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through June 30, 2018
   e. Parent Local Travel & Child Care through June 30, 2018
   f. Parent Activity Funds through June 30, 2018
   g. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2018 through June 30, 2018
   h. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2018 through June 30, 2018
   i. Free Children's Mobile Immunization, Sunrise Villa Head Start July 31 – First 5 Kern (English/Spanish)
   j. Free Backpacks/Activities for Kids ~ Child Support Services
   k. Homemaker Care Training Program ~ Dignity Health
   l. Kids Summer Movies

   The Chairperson called for a motion to move and file the July 26, 2018, Communications. Motion made by Ulyses Rodriguez to move and file the Communications items (a) through (l).

10. **Program Governance Report/Training** – Lisa Price, Program Governance Coordinator

    Ms. Price thanked the Policy Council members for their attendance and participation in the theme for the evening. She spoke about summer and summer stress and to not let the stress get to you. Don't try to plan something for every day to keep your kids busy. You must take care of yourself in order to take care of your

family. Take the time to make real memories with your children that will last their lifetimes. Fads go by the wayside, but time spent together is forever. Help them do things and to learn new things. Limit screen time.

11. **Community Representative Report** – Ana Lester/Lindsay Harrison
    Ms. Harrison shared that the National Night Out would be held August 7, 2018, at the Rabobank. This is a time when law enforcement and the community can come to together and work on bridging the gap between the groups. Ms. Harrison stressed to make sure all children are receiving their immunizations prior to school starting. Ms. Lester spoke about preparing children for returning to school and the importance of easing back into routines instead of just jumping in. Spend about 15 minutes one-on-one with your child each day just to check in and see how the day has gone. Avoid drilling them, just talk casually about it.
12. **Early Head Start San Joaquin Report** – Rashi Strother, Family Services and Governance Specialist
    Ms. Strother shared that the program worked on their annual self-assessment and concurred with the presentation regarding the findings.
13. **Early Head Start Partnership Report** – Debbie Connolly, EHS Partnership Coordinator
    Ms. Connolly reported that she and two of the Partnership Directors attended the Leadership Conference in Newport Beach. Data is oxygen for running Head Start programs. The Director's also obtained more insight into what Head Start is about and the importance it plays in school readiness. The keynote speaker was Michael Josephson, the creator of Education for Youth and spoke about the importance of connections. We all have the power to create the culture you want.
14. **Board of Directors Representatives Report** – Yolanda Ochoa, Board of Director's Representative
    Ms. Ochoa stated that the Executive Board met on Wednesday and reviewed the Budget-to-Actual as well as the revisions. She also expressed her gratitude for the sympathy card.
15. **Director's Report (HS/State Child Development)** – Yolanda Gonzales, Director of Head Start/State Child Development
    Mr. Meade reported on behalf of Ms. Gonzales. First, he thanked the members for being present and making quorum and for those who attended the special call meeting to have the grant awards submitted. The COLA and the carryover adjustments were approved. Mr. Meade attended a summit where news about the future of Head Start was shared. An announcement was made that the OHS Director has been brought in and she has a background in K-12 and will ensure that Head Start children are ready to go to Kindergarten. Funding opportunities for expansion of Early Head Start and the Partnership grant are being made available as well as additional duration money. The California Department of Education is mirroring Head Start eligibility, making Homeless the priority. San Joaquin is not a state blend, so their budget is tight and at times they do without. The Community Assessment will be brought to the Policy Council in August. The refunding application for Kern Head Start/Early Head Start will be completed and ready for approval by the end of October. Mr. Meade introduce the new Enrollment and Attendance Manager, Ginger Mendez. He told the members that letters from parents explaining what Head Start means to them and the opportunities they and their children have received are being requested, so ask everyone you know.
16. **Policy Council Chairperson/Announcements** – Enrique Salazar, Jr., Chairperson
    Mr. Salazar expressed his thanks for attending and that he understands it is hot outside and that it can be an obstacle to regular meeting attendance. To children, parents are the superstars. We need to slow down and take a step back and think before we react. He thanked Ms. Price for the new spark she has brought to Policy Council and in putting everything together. Make sure your children get their immunizations when they are supposed to, so you don't get a call telling you that they are behind. The presentations were great and thank you for the information.
17. **Adjournment** –Chairperson
    The meeting was adjourned at 6:34 p.m. by the Chairperson.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Chief Executive Officer

Date: August 22, 2018

Subject: *Agenda Item IX*: Chief Executive Officer Report - **Action Item**

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a) Homeless services in the community

As the Board has heard in various presentations and communications recently, CAPK is building a strategy to develop homeless service programs within our agency. CAPK currently does not provide any direct, targeted homeless services in the community. However, we are a participant at the Homeless Collaborative and many of our services (such as our Food Bank and 2-1-1 programs) offer indirect support to homeless populations and in support of current homeless service providers. As you reviewed earlier on this agenda, we have applied for the Coordinated Entry system through the Homeless Collaborative group. This proposal would designate CAPK as the point of coordination for the service providers and collection of data on the homeless clients they serve and would ultimately provide better coordination and support for the community homeless providers in identifying, assessing and engaging the homeless towards voluntary treatment and housing services. Also, CAPK has applied for funding through the Kern County Behavioral Health and Recovery Services to provide Street Outreach, Engagement, and Linkages for the homeless in the greater Bakersfield Area. This program would include direct services through case managers and a drop-in center (i.e. day center) to provide various services and engagement with the homeless population.

The homeless situation in the community is complex and lacks simple answers. These services will be a dramatic shift for CAPK in that our programs tend to focus on assisting those that seek out and desire the assistance and are often very active participants in creating a better life for themselves and their families. While our goals as an agency will remain the same, the clients in these new programs will be difficult to serve and often battling multiple issues including mental health, and drug addiction along with being homeless. Also, the community is very concerned with the homeless situation, and these services will be under a great deal of pressure to perform services at a success rate that is noticeable, while dealing with the varying perceptions and intangibles. Serving this population will require everyone to work together as a cohesive unit.

Low-income housing opportunities

Staff is investigating the opportunities for developing Low/Mod Income housing in the community. Since the last update to the Board of Directors in November 2017, staff fully participates in the Affordable Housing Coalition of Kern County (AHCKC), which meets monthly. In the past months, staff have met with various local agencies to research and discuss the opportunities and anticipated projects under the umbrella of affordable housing for low to moderate income families. Meetings have been held with the Housing Authority of County of Kern; the City of Bakersfield Development Services Department; and the County of Kern Planning & Natural Resources Department. Staff anticipates a full update to the Board in September.

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