

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
July 22, 2020
12:00 pm

Per Governor's Executive Order N-25-20
Meeting to be held via Tele-Conference

[Join Microsoft Teams Meeting](#)

(213) 204-2374 - Conference ID: 261 202 536#

Members of the public may join the tele-conference or listen to the call from the CAPK office at
5005 Business Park North, Bakersfield, CA

AGENDA

1. Call to Order

2. Roll Call

Curtis Floyd
Janea Benton

Fred Plane
Yolanda Ochoa

Nila Hogan
Guadalupe Perez

3. Approval of Agenda

4. Public Forum

The public may address the Committee 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.

5. New Business

- a. Resolution to Approve the Submission of the 2020 Low-Income Home Energy Assistance Program (LIHEAP) CARES Contract #20U-2561 – Emilio Wagner, Director of Operations – **Action Item (p. 3-5)**
- b. Reorganization of the Operations Division – Emilio Wagner, Director of Operations – **Info Item (p. 6-8)**
- c. County of Kern Emergency Solutions Grants – Coronavirus Aid, Relief, And Economic Security (CARES) Act Contract Application Submission and Resolution – Sheila Shegos, Director of Community Development – **Action Item (p. 9-13)**
- d. New Job Description for Medi-Cal Health Enrollment Navigator Project Program Educator – Carmen Segovia, Director of Health & Nutrition – **Action Item (p. 14-17)**
- e. Department of Community Services and Development Coronavirus Aid, Relief, And Economic Security (CARES) Act Contract Application – Community Services Block Grant (CSBG) Local Plan for Supplemental Funding - Pritika Ram, Director of Administration – **Action Item (p. 18-27)**
- f. Community Action Partnership of Kern Foundation: Submission of State Documents and Approval of Job Description – Pritika Ram, Director of Administration – **Action Item (p. 28-56)**
 - i. CAPK Foundation Articles of Incorporation
 - ii. Foundation Bylaws
 - iii. Foundation Updated Budget
 - iv. New Job Description – Associate Director of Development
 - v. Foundation Board Matrix – Sample Template

Executive Committee Agenda

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- g. Funding Requests – Pritika Ram, Director of Administration – **Action Item**
 - i. California Office of Business Oversight for VITA Financial Empowerment **(p. 57)**
 - ii. Bank of America for VITA Financial Empowerment for Small Businesses **(p. 58)**
- h. Head Start COVID-19 Update – Yolanda Gonzales, Director of Head Start / State Child Development and Jerry Meade, Assistant Director of Head Start / State Child Development – **Info Item (Verbal Report)**
- i. Head Start & Early Head Start Budget to Actual Reports – Heather McCarley, Finance Manager – **Info Item**
 - i. Kern Head Start Budget to Actual for the Period Ended June 30, 2020 **(p. 59-61)**
 - ii. Kern Early Head Start Budget to Actual for the Period Ended June 30, 2020 **(p. 62-64)**
 - iii. San Joaquin Early Head Start Budget to Actual for the Period Ended June 30, 2020 **(p. 65-67)**
 - iv. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended June 30, 2020 **(p.68-70)**
- j. Financial Statements, June 2020 – Tracy Webster, Chief Financial Officer – **Action Item (p. 71-115)**

6. Committee Member Comments

7. Closed Session

8. Closed Session Report

9. Next Scheduled Meeting

Executive Committee Meeting
Thursday, December 16, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

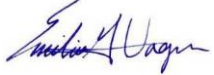
10. Adjournment

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North in Bakersfield, CA and online at www.capk.org by 12:00 am July 17, 2020 by Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee



From: Emilio G. Wagner, Director of Operations

Date: July 22, 2020

Subject: *Agenda Item 5a:* Resolution to Approve the Submission of the 2020 Low-Income Home Energy Assistance Program (LIHEAP) CARES Contract #20U-2561 – **Action Item**

The California Department of Community Services and Development (CSD) has released the 2020 CARES Act Program contract. This contract provides funding to assist eligible Kern County residents with Utility Assistance and Weatherization services that have been financially impacted by the COVID-19 pandemic. The funding period is July 1, 2020 to April 30, 2021 with an allocation of \$2,291,443. Breakdown of budget is as follows:

Weatherization:	\$246,692
Admin/Assurance 16/ECIP/HEAP:	\$692,091
Utility Assistance	\$1,352,660

Key limitations/priorities:

Weatherization – Discouraged from providing weatherization services if the home was weathered under LIHEAP with the last 4 years.

Utility assistance – First priority given to household member affected by COVID-19 with past due notice for residential energy services and households with vulnerable populations. Second priority is given to applicants with the lowest income and highest energy burden.

To execute this contract, a Board Resolution must be submitted with the contract package.

Recommendation:

Staff recommends the Board of Directors approve the attached Board Resolution #2020-13 which authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as CAPK's representative signatory with regard to the 2020 CARES Act Program contract and subsequent amendments during the contract period.

Attachments:

Resolution #2020-13 Approving the Submission of the 2020 CARES Act Program Contract 2020 CARES Act Program Contract #20U-2561

RESOLUTION # 2020-13

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2020 LIHEAP CARES Act Program Contract

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on July 22, 2020, via tele-conference in Bakersfield, California at a scheduled 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 State of California Department of Community Services and Development (CSD) has allocated funds through the 2020 Coronavirus Aid, Relief & Economic Security (CARES) Act Program Contract to provide utility assistance and weatherization services through the Low-Income Home Energy Assistance Program (LIHEAP); and

WHEREAS, the CSD CARES Act Program Contract specifically gives priority to eligible Kern County residents that have been financially impacted by the COVID-19 pandemic; and

WHEREAS, the CSD requires that an authorized signatory be named for the 2020 LIHEAP CARES Act Program Contract; and

NOW, THEREFORE, be it resolved that the CAPK Executive Committee of the Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as the Partnership’s representative signatory with regard to the submission of the 2020 LIHEAP CARES Act Program Contract and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 22nd day of July 2020.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

AGREEMENT NUMBER

PURCHASING AUTHORITY NUMBER (if applicable)

STD. 213 (Rev 03/2019) CSD (Rev 07/2019)

20U-2561

1. This Agreement is entered into between the Contracting Agency and the Contractor named below

CONTRACTING AGENCY NAME

Department of Community Services and Development

CONTRACTOR NAME

Community Action Partnership of Kern

2. The term of this Agreement is: July 1, 2020 through April 30, 2021

3. The maximum amount of this Agreement is: Total \$2,291,443.00

4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:

Part I

Preamble

Article 1 - Scope of Work

Article 2 - Contract Construction, Administration, Procedure

Part II*

Subpart A - Administrative Requirements*

Subpart B - Financial Requirements*

Subpart C - Programmatic Requirements*

Subpart D - Compliance Requirements*

Subpart E - Certifications and Assurances*

Subpart F - State Contracting Requirements GTC 04/2017*

Subpart G - Definitions*

Subpart H - Table of Forms*

Items shown with an Asterisk (*) are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be accessed at <https://providers.csd.ca.gov/>.

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO

CONTRACTOR		California Department of General Services Approval (or exemption, if applicable)	
CONTRACTOR NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i> Community Action Partnership of Kern			
CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP 5005 Business Park North, Bakersfield, CA 93309			
PRINTED NAME OF PERSON SIGNING	TITLE		
CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED		
STATE OF CALIFORNIA			
CONTRACTING AGENCY NAME Department of Community Services and Development			
CONTRACTING AGENCY ADDRESS 2389 Gateway Oaks Drive, Suite 100	CITY Sacramento	STATE CA	ZIP 95833
PRINTED NAME OF PERSON SIGNING Chris Vail	TITLE Chief Financial Officer		
CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED		



COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

To: Executive Committee

From: Emilio G. Wagner, Director of Operations

Date: July 22, 2020

Subject: *Agenda Item 5b:* Reorganization of the Operations Division – **Info Item**

Summary and Background:

The following proposal is presented to the Community Action Partnership of Kern (CAPK) Executive Committee for consideration. CAPK has experienced tremendous growth in revenue and new programs in the past year, which has required additional facilities, technology equipment, and services to accommodate this rapid growth. As a mission-driven organization, we continue to strive toward expanding access to programs in our community. As such, we propose the following for Information Technology and Facilities.

- Facilities and Transportation: CAPK operates 97 facilities and occupies 407,600 square feet of space, which must be maintained, improved, and modified on a regular basis to meet program goals and objectives. On average, repair, maintenance, and improvement cost for all CAPK facilities is approximately \$2.5 million with 122 vendor contracts. CAPK operates 62 vehicles which are maintained by each program individually with their own replacement and maintenance schedule.
- Information Technology: Technology has transformed CAPK to enable better communication, ease of file sharing, and consistency of applications among staff. Information Technology provides support to over 1,200 email accounts, 30 SharePoint/Team sites, 1,000 devices, and 1 petabyte of storage. The early stages of the Customer Relation Management system have been deployed to meet the needs of the Low Barrier Navigation Center with additional services in design for all other programs.

Current Events:

- Facilities and Transportation: With the consistent and rapid growth, all efforts have been directed to meeting the current need of our organization. Due to the growth, there is a lack of consistency and standards surrounding furniture, materials, and finishes. Unfortunately, Facility Staff do not have the resources to develop standards and predefined finish schedules to ensure that CAPK's image is consistent throughout the

organization. Currently, each program division autonomously purchases office furniture inconsistent with organization standards and design. This can lead to inconsistent furniture standards and places a burden on program staff to execute these tasks. With regards to transportation, all vehicle maintenance and their replacement schedule is decentralized. Each program maintains their own records and adheres to their own maintenance schedule.

- Information Technology: Hardware is a major component to CAPKs infrastructure. Hardware is a major component of the IT department and has been the focus to ensure that all systems are up to date, minimizing downtime and ensuring the network is secure. Every device that is connected to the network is IT's responsibility to maintain in addition to providing support to all staff that use the hardware. Since moving to Microsoft Office 365, there has been a growing need to have a designated staff member be responsible for software management, which includes maintenance of SharePoint sites, adding access control to all software and maintaining the CRM system. Currently, IT staff are hardware focused and support in software management is in need.

Proposal:

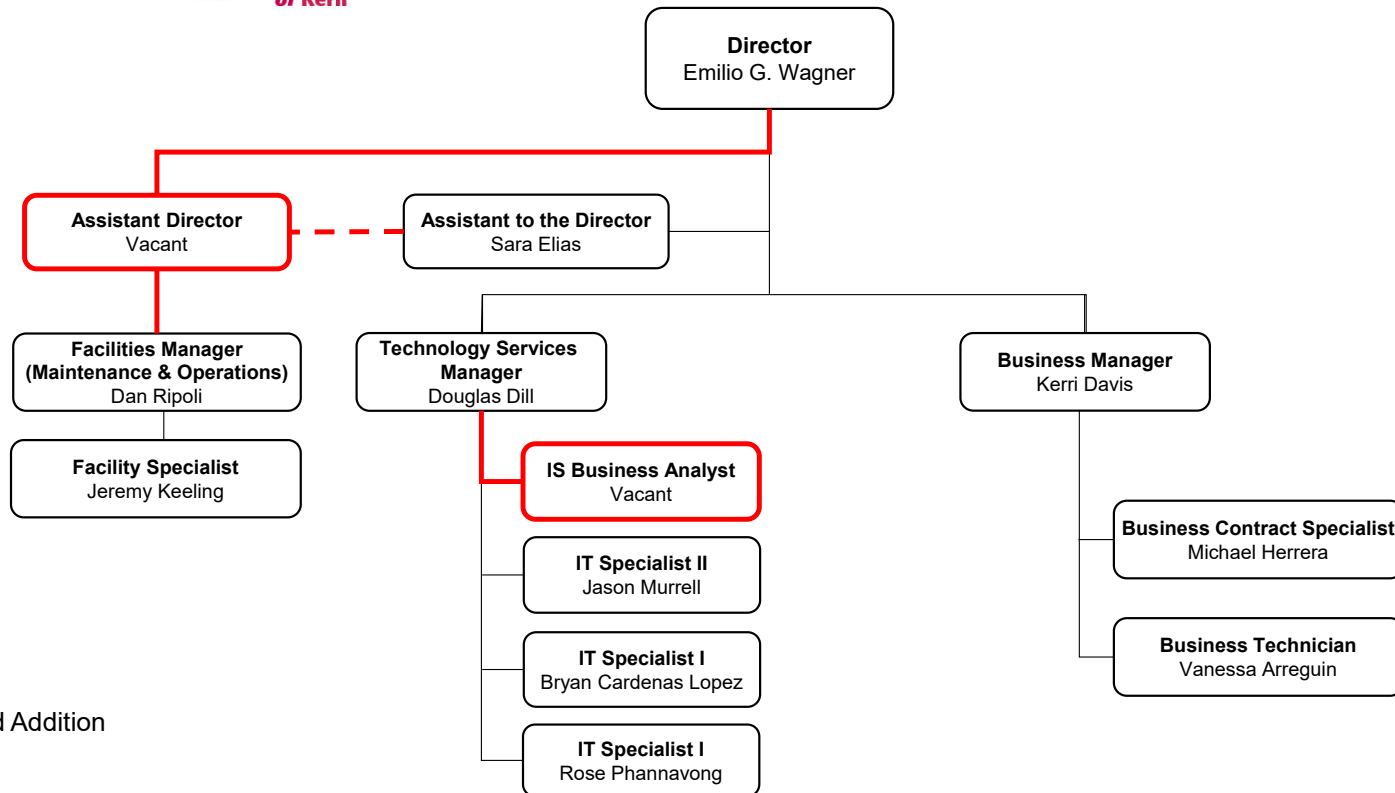
- Facilities and Transportation: To address the need for establishing standards surrounding furnishings, finishes, and transportation, the proposal is to develop and recruit an Assistant Director of Operations which will oversee the key areas mentioned previously along with being responsible with coordinating space planning, alterations, construction, and repair projects for facilities owned and leased. The position will supervise the Facilities Manager and receive supervision from the Director of Operations. In addition, there is no clear succession plan for the Operations Division and adding an Assistant Director position will resolve this gap.
- Information Technology: The proposal is to develop and recruit for an Information Systems Business Analyst to oversee CRM, SharePoint, and central point of software access. This position will assist programs in developing their software resources to strengthen collaboration and program reporting.

Attachments:

Proposed Operations Division Organizational Chart



Operations Division



Proposed 9/2020

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Sheila Shegos, Director of Community Development

Date: July 22, 2020

Subject: *Agenda Item 5c: County of Kern Emergency Solutions Grants - Coronavirus Aid, Relief, and Economic Security (CARES) Act Contract Application Submission and Resolution – Sheila Shegos, Director of Community Development – **Action Item***

The County of Kern has released a second round of Emergency Solutions Grants program funding under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Community Action Partnership (CAPK) will be applying for funding to provide assistance to persons who are experiencing homelessness or are at risk of homelessness within the County. Under the ESG program guidance, CAPK will be applying to the following components:

- (1) Emergency Shelter
- (2) Rapid Re-Housing
- (3) Homelessness Prevention

Funding will be used to continue the rental assistance program to those at-risk of homelessness, as well as those transitioning from temporary/shelter placement to permanent housing to approximately 250 individuals/families, purchasing a transportation vehicle for the M Street Navigation Center, adding a 1.0 FTE security guard at the M Street Navigation Center, 5.20 FTE personnel, and related operational costs. The ESG program grant period ends in September 2022, however, given the scope of proposed services and expenditures, the budget reflects a 12-month period with 18% allocated to personnel and 73% for operational and direct services, totaling \$1,309,496. The application requires a Board Resolution and Certifications form. The grant is due on August 31, 2020.

Recommendations

Staff recommends the Board of Directors approve with resolution the submission of the County of Kern FY 2020 Emergency Solutions Grant (Round 2) application.

Attachments

Board Resolution 2020-14
ESG Certification Form

RESOLUTION # 2020-14

**A Resolution of the Board of Directors
of the Community Action Partnership of Kern
Approving the Application Submission of the
County of Kern Emergency Solutions Grants
Notice of Funding Availability CARES ACT
EMERGENCY SOLUTIONS GRANTS (ESG-CV-2) PROGRAM**

The Executive Committee of the Board of Directors of Community Action Partnership of Kern, located at 5005 Business Park North, Bakersfield, CA 93309 met on Wednesday, July 22, 2020 at a scheduled Committee meeting by tele-conference and/or in-person at 5005 Business Park North, Bakersfield, CA 93309, 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 the County of Kern; 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, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents of the County of Kern; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes staff to prepare and submit the application and contract documents to the County of Kern Emergency Solutions Grants Notice of Funding Availability Coronavirus Aid, Relief, and Economic Security (CARES) Act EMERGENCY SOLUTIONS GRANTS (ESG-CV-2) PROGRAM, and hereby request the funds provide financial assistance and the obligations that accompany said funds for the purpose of the CAPK COVID 19 emergency response. Be it further resolved that Jeremy T. Tobias, Chief Executive Officer, is hereby authorized to request this course of action by completing any and all application documents, contracts and required documentation for submittal to the County of Kern on behalf of Community Action Partnership of Kern.

APPROVED by a majority vote of the Executive Committee of the Board of Directors for Community Action Partnership of Kern, this 22nd day of July 2020.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

CERTIFICATIONS & SIGNATURE

A. COMPLIANCE WITH DRUG-FREE WORKPLACE REQUIREMENTS

The undersigned acknowledges and certifies that the employees to be engaged in the performance of this grant at the Place or Places of Performance, hereinafter defined, will comply with the Drug-Free Workplace Act of 1988. The agency also agrees to obtain signed certifications by each employee and new hire that certifies that the employee will comply with the Act, and the agency will maintain these certifications on file and make them available for review pursuant to the terms and conditions relative to record keeping and monitoring, as will be defined in the resolution governing any future grant awards.

B. COMPLIANCE WITH OTHER FEDERAL REQUIREMENTS

The undersigned acknowledges and certifies that the organization will comply with all applicable State and Federal requirements as reflected in 24 CFR part 576.404, 576.406, 576.407, and 576.408 regarding the following: Conflict of Interest; Lobbying Requirements, Uniform Administrative Requirements; Procurement of Recovered Materials; Displacement, Relocation and Acquisition; and Relocation Assistance for Displaced Persons.

In addition, the undersigned acknowledges and certifies that the organization prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.

It is further certified that this organization has reviewed its projects, programs, and services for compliance with all applicable regulations contained in Section 504 of the Rehabilitation of 1973, as amended, and the Americans with Disabilities Act of 1990.

C. CONFIDENTIALITY REQUIREMENTS

The undersigned certifies that the organization will adopt policies and procedures which meet at least the minimum standards for protecting the confidentiality of information as set forth in Federal ESG requirements as reflected in 24 CFR part 576.500.

D. CERTIFICATION OF HOMELESS MANAGEMENT INFORMATION SYSTEMS (HMIS) PARTICIPATION REQUIREMENTS

The undersigned acknowledges and certifies that the organization will participate in the congressionally mandated HMIS database system that has been implemented by the CoC.

It is further certified that this organization agrees to comply with Federal Register 4848-N-02, which states that recipients of McKinney-Vento HUD funds, including the ESG program, must provide certain data on homeless clients served through a centralized HMIS database. The organization understands that they will be contacted by the HMIS System Administrator to secure licenses, software and training for this database.

The undersigned understands that participation in the HMIS database system will be at their own cost in order to meet this mandated requirement. (Note: Domestic violence shelters will not be required to participate in the HMIS database system, but must agree to enter client data into a comparable database as required by 24 CFR part 576.)

E. DISCHARGE PLANNING

Local governments receiving ESG funds must make every effort to develop, to the maximum extent practicable and where appropriate, practices and protocols to insure that publicly funded institutions, such as health care facilities, foster care and other jails/corrections programs located in the local government's jurisdiction do not discharge persons to the streets or otherwise result in homelessness for this vulnerable population.

F. PERFORMANCE STANDARDS

The undersigned acknowledges and certifies that programs and services funded through the ESG program will be designed to assist the local CoC and County PLNR in meeting performance outcomes adopted by the CoC. The undersigned further understands that performance objectives, outcomes and measures will be used to demonstrate how activities funded with the ESG program are helping local CoC to meet their goals.

The undersigned also agrees to provide the County PLNR and the local CoC copies of reports obtained from HMIS which will be used to determine whether or not the agency is meeting objectives, and will provide completed Quarterly and Annual Reports to the County PLNR upon request.

G. CERTIFICATION OF SUBMISSION

The undersigned hereby acknowledges and certifies that the Board of Directors of the applying organization endorses this Application to be submitted to the County PLNR.

The undersigned further certifies the organization submitting this Application is: 1) a non-profit, government, or faith based organization; 2) tax-exempt, if applicable; 3) incorporated in the State of California; and 4) has complied with all applicable laws and regulations.

The undersigned hereby commits the organization to provide Eligible Activities in accordance with this Application for ESG program funds.

The undersigned further commits the organization will submit required reports and draw reimbursement requests within timeframes provided by the County PLNR once funds are awarded.

The undersigned further commits the organization will develop written policies and procedures, which include the written standards provided as part of this submission prior to receiving ESG funds.

The undersigned further commits the organization will agree that all relevant federal, state and local regulations and other assurances as required by the County PLNR, including all guidelines, definitions, and limitations set forth in ESG Program Guidelines will be adhered to at all times.

The undersigned hereby confirms the organization is fully capable of fulfilling the obligations as cited in this Application, and that the organization's Board of Directors, or equivalent, has reviewed and approved submittal of this Application as reflected in the Resolution to be submitted as Attachment A.

The undersigned further confirms the organization understands that any approval of the Application is conditional pending the final approval of ESG funding by the County PLNR, acceptance of the funding by the County of Kern, and execution of an agreement by County PLNR with the organization. Applicant acknowledges that only an executed agreement with the County of Kern authorizes the initiation of project services or activates eligible for reimbursement.

The undersigned certifies under penalty of perjury that all statements made in this proposal are true and correct to the best of the undersigned's knowledge.

Typed Name: _____

Authorized Signature (Board Officer): _____

Title: _____

Date Signed: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From: 
Carmen Segovia, Director of Health & Nutrition

Date: July 16, 2020

Subject: *Agenda Item 5d:* New Job Description for Medi-Cal Health Enrollment Navigator Project- Program Educator- **Action Item**

In March of 2020, the CAPK Friendship House Community Center in partnership with the CAPK 211 program, received funding from the County of Kern to implement a Medi-Cal Health Enrollment Navigator Project for adults/families, providing outreach, enrollment, and Medi-Cal retention services, until June 30, 2021.

However, due to the pandemic the program took longer than expected to get started, and in May of 2020 CAPK received news from the County of Kern that due to the State deficit in the budget that the Governor proposed to eliminate the Medi-Cal Health Navigator funding, for a total savings of \$15 million. As a result, the County of Kern instructed CAPK to suspend all Medi-Cal Health Navigator activities as of May 31, 2020, until funding availability could be determined.

On July 2, 2020, the County of Kern informed CAPK that the Medi-Cal Health Navigator funding for FY 2020/21 had been restored and that no cuts to the budget are anticipated. As a result, a Medi-Cal Program Educator is needed to facilitate the program activities and requirements. HR will be pointing the position to determine the compensation grade.

Attached is the proposed Medi-Cal Program Educator position which will be housed in the CAPK Friendship House.

Recommendation:

Staff recommends approval of the Medi-Cal Program Educator Job Description.

Attachment:

Medi-Cal Program Educator Job Description



Friendship House Community Center Program Educator

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: Non-Exempt

Date Approved:

SUMMARY:

Under the direction of the Program Manager for the Friendship House (FHCC) responsible for the outreach, enrollment, and retention of Medi-Cal services for persons of various ages and diverse backgrounds. In addition, assists with program reports, evaluation processes and activities.

SUPERVISION RECEIVED:

Receives supervision from the FHCC 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. Provides outreach on Medi-Cal services.
2. Provide Medi-Cal retention services.
3. Ensures proper safety procedures and program guidelines are followed.
4. Provide information on Medi-Cal Health Care coverage/benefits.
5. Assist Medi-Cal applicants with completing the Medi-Cal application.
6. Contact Medi-Cal recipients and inform them of renewal dates/requirements.
7. Gathers data, completes routine reports.
8. Perform paperwork tasks as required and maintain confidentiality.
9. Participate in recruitment, outreach activities, and encourage program participation.
10. Work alternate hours as required, including nights and weekends.
11. Perform any other like duties as assigned.

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 CAPK programs.
5. programs.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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
Problems of socially and economically challenged families.

Ability to:

Utilize social media platforms, including Instagram, Facebook, Twitter
Utilize websites such as Zoom, Skype, Microsoft Teams, Podcasts, and video promos
Ability to deal with conceptual matters
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 adults/families.
Bilingual (English/Spanish) 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.

- Degree preferred.
- Two (2) years paid or volunteer experience facilitating outreach and/or presentations.
- Two (2) years paid or volunteer working with adults/families of diverse backgrounds.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a fingerprint, 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		Program Educator		
Activity	Hours per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

LIFTING

CARRYING

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

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From: Pritika Ram, Director of Administration
Date: July 22, 2020
Subject: *Agenda Item 5e:* Department of Community Services and Development - Coronavirus Aid, Relief, and Economic Security (CARES) Act Contract Application- Community Services Block Grant (CSBG) Local Plan for Supplemental Funding – Pritika Ram, Director of Administration – **Action Item**

In June 2020, Community Action Partnership of Kern was allocated Community Services Block Grant Supplemental funding through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. As part of the supplement funding guidance, grantees are required to complete a Local Plan.

As described in the Local Plan document, the intention is to assist CAPK in identifying potential emerging needs due to COVID-19 and outline some of the potential impact areas to our local community, and will be an extension our 2020-21 Community Action Plan report. The Local Plan includes the following categories or areas of impact: health, employment, education, human services, community resources, as well as anticipated short- and long-term impacts around service disruption, housing, agency capacity, and coordination of resources.

The Local Plan is due to CSD by July 31, 2020.

Recommendation

Staff recommends the Executive Committee approve the submission of the Department of Community Services and Development Local Plan for the CARES Act CSBG Supplemental Funding.

Attachment

CSD CARES Act CSBG Local Plan

Local Plan for CARES Act CSBG Supplemental Funding

COVER PAGE AND CERTIFICATION

Agency Name:	
Primary Agency Contact	
Title	
Phone	
Email	
Secondary Agency Contact	
Title	
Phone	
Email	

Certification of CARES Local Plan

The undersigned hereby certifies that the local plan information submitted for CARES Act CSBG Supplemental Funding has been authorized by the governing body of this organization. By signing below, your agency certifies that it will continue to comply with all State and Federal Assurances and any other laws, rules, and/or statutes in the performance of the activities funded through this grant, as indicated in your agency's Community Services Block Grant (CSBG) 2020-2021 Community Action Plan (CAP). Additionally, by signing below, your agency certifies that it will provide applicable services and programs to individuals impacted by COVID-19 in your community, ensure CARES expenditure and outcome reporting are tracked separately, and ensure unduplicated counts are obtained.

Board Chair (printed name)	Board Chair (signature)	Date

Executive Director (printed name)	Executive Director (signature)	Date

Plan Submitted By (printed name)	Date

Board Approved Plan On:

If plan was not approved by the governing board prior to submission, please indicate when the plan will be presented to the board*:

*Agencies will need to resubmit certification to CSD after obtaining board approval

CSD Use Only

Date Local Plan Received	Date Local Plan Approved	Accepted By

Local Plan for CARES Act CSBG Supplemental Funding

Each agency shall participate in the development and submission of a CARES Act CSBG Supplemental Funding Local Plan. The CARES Act CSBG Supplemental Funding Local Plan template is due to CSD no later than July 31, 2020. Please email your local plan to the CSBGDiv@csd.ca.gov inbox.

Below are helpful resources:

- [Local Plan Data](#)
- [Needs Assessment Data](#)
- [Employment Development Department Unemployment Insurance Information by County](#)

LOCAL PLAN

The following section is intended to assist your agency in identifying potential emerging needs due to COVID-19 and outlines some of the potential impact areas to your local community. The impact areas described may not apply to all communities; data is likely not readily available for all impact areas. Check the box that best represents your community. **If needed, use the “other” selection to provide any further explanation as it relates to the impact category described.**

Health impacts:

- Individuals over 65, especially those with underlying health conditions, have been shown to be at particular risk for severe health implications from COVID-19. Those in congregate settings (e.g. nursing homes) are a particular concern in this community.

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

- Community health resources will be stretched thin as resources devoted to those sick with COVID-19 will limit resources available to others. Limited Intensive Care and other hospital services in this community would mean others NOT directly affected by COVID might lack access to care.

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

Local Plan for CARES Act CSBG Supplemental Funding

- Behavioral health resources will need to be available in new and increased ways to deal with the many different stressors/traumas caused by the pandemic, especially its impact over an extended time period. Issues such as domestic violence, elder abuse, child abuse, drug abuse, suicide and other indicators of behavioral health issues are a particular concern in this community.

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

- Nutrition for school-aged children previously accessing free/reduced breakfast, lunch, and snacks is impacted as many are now removed from that food source due to school closures.

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

Employment impacts:

- Employment impacts of the pandemic have been immediate and profound. Anecdotal information as well as early data about unemployment claims from March and April confirm a significant emerging need in the area of employment.¹ Local indicators show that national patterns of unemployment are being seen in this community.

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

¹ <https://www.brookings.edu/blog/the-avenue/2020/05/13/what-weekly-unemployment-claims-reveal-about-the-local-impacts-of-the-covid-19-recession/>

Local Plan for CARES Act CSBG Supplemental Funding

- Individuals in the health care field are at high-risk of exposure to COVID-19 and are under tremendous stress due to additional work hours and challenging work conditions. In particular many of those workers with close, frequent contact with vulnerable individuals are lower-wage individuals.²

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

- Individuals in the educational field are working remotely due to school shutdowns. Lower-wage workers in these fields are more vulnerable to layoffs and/or may lack the technology resources in their home to work remotely.³

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

² https://www.cdc.gov/mmwr/volumes/69/wr/mm6915e6.htm?s_cid=mm6915e6_x

³ <https://www.npr.org/2020/04/11/830856140/teaching-without-schools-grief-then-a-free-for-all>

Local Plan for CARES Act CSBG Supplemental Funding

- Individuals in many sectors of the economy – but particularly the service sector, the retail sectors, and others most affected by quarantine policies – are currently experiencing sudden and unexpected unemployment. Some are unaware of resources available to them and their families as they are experiencing unemployment for the first time.⁴

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

Educational impacts:

- Closings of public schools in the Community Assessment area are having an immediate impact on children's education. Children with less access to resources (broadband internet, computers/tablets, technology expertise, language barriers, etc.) are most at-risk for suffering learning loss during a potentially protracted period of school closure.

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

⁴ <https://www.pewresearch.org/fact-tank/2020/03/27/young-workers-likely-to-be-hard-hit-as-covid-19-strikes-a-blow-to-restaurants-and-other-service-sector-jobs/>

Local Plan for CARES Act CSBG Supplemental Funding

- Caregivers of school-age children must secure day care arrangements for their children or sacrifice employment to care for their children. These same caregivers are also expected to be primary teachers for their children during the period of the closure. Parents with limited resources face numerous challenges as a result of this situation and educational outcomes for their children will be affected.⁵

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

Impacts on human services:

- Services to vulnerable populations are being curtailed or drastically changed. Some service providers are not operating, leaving gaps in services to the community. Other service providers have had to alter their service provision in significant ways, leaving some family needs unmet. Finally, for those service providers continuing to operate, the changed circumstances have required significant, immediate adaptations that will require additional resources to support over a longer period of time:

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

⁵ <https://www.washingtonpost.com/education/2020/04/17/why-covid-19-will-explode-existing-academic-achievement-gaps/>

Local Plan for CARES Act CSBG Supplemental Funding

Community resource impacts:

- The impacts of COVID-19 on community resources are numerous and include a reduction in the availability of resources (access to group activities, commercial services), a scarcity of some resources (health care, food and emergency supplies) and/or needs for resources that have not previously been required in this community in any significant capacity.

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

- The broad impacts of COVID-19 on this community have created an even more urgent need for coordination and collaboration of resources among the public sector, the public health sector, first responders, educators, the business community, the faith community and many others. Our agency plays an important role convening organizations, people, and resources to support families.

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

Local Plan for CARES Act CSBG Supplemental Funding

Anticipated short- and long-term impacts

The needs above are already established through initial data and anecdotal reports from customers, staff, board members, and community stakeholders. Based on these already-observed events, it is likely that there will be short-term (1-3 months) and long-term (greater than 3 months) impacts that require immediate planning. **If needed, use the “other” selection to provide any further explanation as it relates to the impact category described.** A partial, but not complete, list of the anticipated impacts includes:

- *Prolonged service disruptions*: The disruptions in service delivery to customers are expected to continue for a substantial time. This is likely to lead to ancillary challenges for customers that may become long-term issues. For example, learning loss⁶ and domestic violence/child abuse⁷ have become larger problems due to service disruptions.

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

- *Exacerbated housing issues*: Due to the immediate economic impact of the COVID-19 pandemic, renters face one or more months where they may lack the funds to pay rent; homeowners with a mortgage may miss mortgage payments.

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

⁶ <https://www.washingtonpost.com/education/2020/04/17/why-covid-19-will-explode-existing-academic-achievement-gaps/>

⁷ <https://www.samhsa.gov/sites/default/files/social-distancing-domestic-violence.pdf>

Local Plan for CARES Act CSBG Supplemental Funding

- *Prolonged employment issues:* Sudden layoffs and other employment disruptions are being addressed by emergency response measures; however, it is anticipated that long-term recovery efforts will be required to help customers reconnect to the workforce, particularly those for whom employment assistance has not previously been required.⁸

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

- *Prolonged agency capacity issues:* Policies limiting in-person staff/customer interactions may be in place for an extended period of time and agencies will need to maintain remote work and remote customer-interaction infrastructure to be responsive to these needs in a more sustainable capacity.

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

- *Prolonged community resource/coordination issues:* The short-term community coordination needs cited in this assessment are presumed to continue into the long-term. Current conditions may persist for an extended period; recovery efforts will require coordination; ongoing community preparedness to guard against a future outbreak will also require ongoing convening and new community readiness strategies based on what is shown to be effective during the current crisis.⁹

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

⁸ <https://www.brookings.edu/research/how-covid-19-will-change-the-nations-long-term-economic-trends-brookings-metro/>

⁹ <https://centerforcommunityinvestment.org/blog/reimagining-strategy-context-covid-19-crisis-triage-tool>

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From: Pritika Ram, Director of Administration

Date: July 22, 2020

Subject: *Agenda Item 5f:* Community Action Partnership of Kern Foundation submission of state documents – Pritika Ram, Director of Administration – **Action Item**

Since the January 2020 Board Meeting, staff have been working alongside the Foundation Ad Hoc Committee and consultants to begin the process in creating the Community Action Partnership of Kern Foundation. The Ad Hoc Committee consists of the following members: Curtis Floyd, Janea Benton, and Fred Plane.

After speaking with legal counsel and the fundraising consultant, documents related to the Foundation, the Articles of Incorporation and Bylaws, are ready for submission, as well as the new job description of the Associate Director of Development, which has been reviewed and approved by the Human Resources Department.

Additional items to review include the following:

- (1) Foundation Board Matrix
- (2) Foundation Budget Start-up and Years 1-3
- (3) With the approval of items enclosed, the current timeline is as follows: the Secretary of State is processing Articles of Incorporation in 2.5 weeks, and the IRS exemption process is an estimated six (6) to nine (9) month period after that. Once we receive the Articles of Incorporation, we can file the Federal exemption paperwork (IRS 1023 application) which will bring us to January 2021.

Recommendation

Staff recommends the Executive Committee authorize CEO Jeremy T. Tobias to sign and submit the Articles of Incorporation to the appropriate entities through legal counsel, the Bylaws for the Foundation, and approve the new job description for the Associate Director of Development. Staff also recommend the Executive Committee to authorize the Ad Hoc Committee to begin recruitment and selection of the Foundation Board members with the support of assigned CAPK staff.

Attachments

CAPK Foundation Articles of Incorporation
CAPK Foundation Bylaws
Foundation Updated Budget
New Job Description: Associate Director of Development
Foundation Board Matrix – Sample Template
Foundation Org Charts – Start-up through Year 3

ARTICLES OF INCORPORATION

I.

The name of this corporation is COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION.

II.

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for:

- () public purposes
- (X) charitable purposes
- () public and charitable purposes

B. The specific purpose of this corporation is (i) to exclusively benefit Community Action Partnership of Kern, an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, by conducting fundraising activities and developing and managing an endowment that supports the Community Action Partnership of Kern and (ii) such other charitable purposes which are related to the foregoing as determined by this corporation's board of directors. The corporation may engage in any lawful act or activity for which the corporation may be organized under such law.

III.

The name and address in the State of California of this corporation's initial agent for service of process are:

Jeremy T. Tobias
5005 Business Park North
Bakersfield, CA 93309

IV.

A. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

C. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code; or (2) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

V.

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation (the “Assets”) shall be distributed to Community Action Partnership of Kern, a California nonprofit public benefit corporation, which is organized and operated for a qualifying purpose under California Revenue and Taxation Code Section 214, subdivision (j). If Community Action Partnership of Kern is no longer in existence, the Assets shall be distributed to another nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c) (3) of the Internal Revenue Code.

VI.

(a) The street address of the Corporation is 5005 Business Park North, Bakersfield, California 93309.

(b) The mailing address of the Corporation is 5005 Business Park North, Bakersfield, California 93309.

Dated: July 22, 2020

Jeremy T. Tobias, Incorporator

**BYLAWS
OF
COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION,
a California nonprofit public benefit corporation**

**ARTICLE I.
LOCATION OF OFFICES**

The name of this corporation is **COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION**. It is a California nonprofit public benefit corporation with principal offices at **5005 Business Park North, Bakersfield, CA 93309**.

**ARTICLE II.
PURPOSE**

This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the California Nonprofit Public Benefit Corporation Law for public and charitable purposes. The specific purposes of this corporation are to exclusively benefit Community Action Partnership of Kern (“CAPK”), an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, by conducting fundraising activities and developing and managing an endowment that supports CAPK, and to engage in any other lawful activities permitted under the California Nonprofit Public Benefit Corporation Law. The recital of these purposes as contained in this paragraph is intended to be exclusive of any and all other purposes, this corporation being formed for those public and charitable purposes only.

**ARTICLE III.
MEMBERSHIP**

3.1. Members.

The sole member of this corporation shall be CAPK. CAPK shall have all powers of voting at members meetings in CAPK.

3.2. Removal of Members.

The purpose of the corporation is to support CAPK and therefore CAPK may not be removed as the member of this corporation.

3.4. Place of Meetings.

Notwithstanding anything to the contrary in these Bylaws, any meeting whether regular, special, or adjourned of the sole member of this corporation may be held at any place within or without the State of

California that has been designated by the Board of Directors (“Board”) as the place of meetings.

3.5. Regular Meetings.

The regular annual meeting of the sole member, of which no notice need be given, shall be held at the principal office of the corporation at **5005 Business Park North, Bakersfield, CA 93309** on **January 15th** of each year, if not a legal holiday and if a legal holiday, then on the next succeeding business day not a legal holiday. The Directors may designate a different time, date, or location, in which case notice must be given in the manner specified for special meetings. At the regular annual meeting, the sole member shall consider reports of the affairs of the corporation, and transact other business as may properly be brought before the meeting, including but not limited to the election of Directors of the corporation to serve for the ensuing year and until their successors are elected and qualified.

3.6. Special Meetings.

Special meetings of the sole member may be called at any time by order of any of the following: The President, the Secretary, the sole member, or two (2) or directors of the board.

3.7. Notice of Special Meetings.

Written notice of special meetings of the sole member shall be given personally or by mailing by first class, registered or certified mail, to the sole member at its last known address, postage prepaid, a notice of the meeting at least ten (10) days before the time fixed for holding the meeting.

Notice of any meeting of the member shall specify the place, the day, and the hour of meeting, and in case of a special meeting, the general nature of the business to be transacted.

3.8. Quorum.

At all meetings of the sole member, the sole member shall constitute one hundred percent (100%) of the voting authority of the membership, necessary for the transaction of business.

3.9. Adjournments.

Any business that might be done at a regular meeting of the sole member may be done at a special or at an adjourned meeting.

3.10. Waiver and Consent.

The transaction of any meeting of the sole member, however called or noticed shall be as valid as though conducted at a meeting duly held after regular call and notice, if the sole member is present, and if either before or after the meeting, the sole member signs a written waiver of notice or a consent to the holding of the meeting, or an approval of the minutes of the meeting.

Any action that may be taken at a meeting of the sole member, may be taken without a meeting if authorized by a writing signed by the sole member, and filed with the Secretary of the corporation.

3.11. Voting Rights.

The sole member is the only person who shall be entitled to vote at any shareholder meeting, and shall exercise such rights through one of the following individuals, who shall be present at such shareholder meeting, CAPK's then-acting: (i) chief executive officer, (ii) board chair or (iii) executive director.

3.14. Proxies.

Proxies are not allowed.

ARTICLE IV. DIRECTORS

4.1. Powers.

Subject to limitations of the Articles and these Bylaws and of pertinent restrictions of the California Corporations Code, all the activities and affairs of the corporation shall be exercised by or under the direction of the Board of Directors. Without prejudice to these general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers in addition to the other powers enumerated in these Bylaws:

(a) to select and remove all the officers, agents and employees of the corporation, prescribe duties for them as may not be inconsistent with law, with the Articles of Incorporation, or with these Bylaws, fix the terms of their offices and their compensation and in their discretion require from them security for faithful service;

(b) to make disbursements from the funds and properties of the corporation as are required to fulfill the purposes of this corporation as are more fully set out in the Articles of Incorporation thereof and generally to conduct, manage and control the activities and affairs of the corporation and to make such rules and regulations therefor not inconsistent with law, with the Articles of Incorporation or with these Bylaws, as they may deem best;

(c) to adopt, make and use a corporate seal and to alter the form of such seal from time to time as they may deem best;

(d) to borrow money and incur indebtedness for the purposes of the corporation and to cause to be executed and delivered therefor, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, or other evidences of debt and securities therefore; and,

(e) to the extent permitted by the exempt status of the organization, to carry on a business at a profit and apply any profit that results from the business activity to any activity in which it may legally engage.

4.2. Number of Directors.

The authorized number of Directors of the corporation shall be not less than 7 and not more than 21, with the exact number to be determined from time to time by the Directors until changed by an amendment of the Articles of Incorporation or by an amendment to these Bylaws. The number may be changed by the vote or written assent of a majority of the directors then in office.

4.3. Selection and Tenure of Office.

Directors shall be elected at each annual meeting of the sole member. Each Director shall serve until the next annual meeting and until a successor has been elected and qualified. If an annual meeting is not held, or the Directors are not elected at an annual meeting, the Directors may be elected at any special meeting of the sole member held for that purpose.

4.4. Qualifications and Requirements.

Each Director must be an individual over the age of eighteen (18) who has experience on a nonprofit board and/or who has experience in fundraising, developing and maintaining a charitable endowment, and all directors must believe without reservation in the purposes of the organization. Further, each Director shall make a personal commitment to the corporation, which shall mean a cash donation to the corporation of at least \$500.00, on an annual basis.

4.5. Vacancies.

Subject to the provisions of Corp. Code, § 5226, any Director may resign effective on giving written notice to the Chair of the Board, the President, or the Secretary of the Board, unless the notice specifies a later time for the effectiveness of the resignation.

If the resignation is to take effect at some future time, a successor may be selected before that time, to take office when the resignation becomes effective.

Vacancies in the Board shall be filled in the same manner as the Director or Directors whose office is vacant was selected, provided, however, that vacancies may also be filled by election by a majority of the remaining Directors, although less than a quorum, or by a sole remaining Director. Each Director so

elected shall hold office until the expiration of the term of the replaced Director and until a successor has been named and qualified.

A vacancy or vacancies in the Board shall be deemed to exist in case of the death, resignation, or removal of any Director, or if the authorized number of Directors be increased. However, if a vacancy occurs because the authorized number of Directors has been increased, then such vacancy shall only be filled by the sole member.

The Board may declare vacant the office of a Director who has been declared of unsound mind by a final order of court, or convicted of a felony, or been found by a final order or judgment of any court to have breached any duty arising under the California Nonprofit Public Benefit Corporation Law. [Corp. Code, §§ 5230 et seq.].

No reduction of the authorized number of Directors shall have the effect of removing any Director prior to the expiration of the Director's term of office.

4.6. Removal of Directors.

A Director may be removed from office if any of the following has been found to have occurred:

- (a) Unexcused absences from three (3) consecutive regularly scheduled board meetings;
- (b) Unexcused absences from five (5) regularly scheduled board meetings in any consecutive twelve (12) month period;
- (c) Any combination of excused or unexcused absences may be grounds for removal under (a) or (b) above; however, the Board will consider the nature of absences when making a determination or consideration of removal.
- (d) a conflict of interest is found to exist between the Director and the corporation;
- (e) the Director is found to have engaged in activities that are directly contrary to the interests of the corporation; or
- (f) the Director is found to be engaged in the misrepresentation of the corporation and its policies to outside third parties, either willfully, or on a repeated basis;
- (g) A majority of Directors who meet the qualifications set forth in Section 4.4 determine that the Director has not continued to meet these qualifications. This includes, without limitation, a Director's refusal to make the personal commitment described in Section 4.4.

Before any removal occurs, the Director will be advised of the allegation and the basis for the allegation and will be given an opportunity to present any contrary evidence or explanation he or she may have to the Board. Removal must be by a majority vote of all the Directors.

4.7. Place of Meetings.

Notwithstanding anything to the contrary provided in these Bylaws, any meeting (whether regular, special, or adjourned) of the Board of Directors of the corporation may be held at any place within or without the State of California that has been designated for that purpose by resolution of the Board of Directors or by the written consent of the sole member of the Board.

4.8. Regular Meetings.

Regular meetings of the Board shall be held without call or notice immediately after the adjournment of each annual meeting of the sole member.

4.9. Special Meetings.

Special meetings of the Board of Directors may be called at any time by order of the President, the Secretary, or of two or more of the Directors.

4.10. Notice of Special Meetings.

Special meetings of the Board shall be held on four days' notice by first class mail or a forty-eight hour notice given personally or by telephone, including a voice messaging system or other system or technology designed to record and communicate messages, telegraph, facsimile, electronic mail, or other electronic means. The notice shall be addressed or delivered to each Director or at the Director's address as it is shown on the records of the corporation or as may have been given to the corporation by the Director for purpose of notice or, if the address is not shown on the records or is not readily ascertainable, at the place at which the meetings of the Directors are regularly held.

4.11. Quorum.

Except as otherwise provided in these Bylaws, a majority of the authorized number of Directors shall constitute a quorum except when a vacancy or vacancies prevents a majority, whereupon a majority of the Directors in office shall constitute a quorum, provided a majority shall constitute either one third of the authorized number of Directors or at least two Directors, whichever is larger, or unless the authorized number of Directors is only one. A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Except as the Articles of Incorporation, these Bylaws and the California Nonprofit Public Benefit Corporation Law may provide, the act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be

the act of the Board of Directors.

4.12. Participation in Meetings by Conference Telephone.

Members of the Board may participate in a meeting through use of conference telephone, electronic video screen communications, or other communications equipment, as long as all members participating in the meeting can communicate with all of the other members concurrently, each member is provided the means of participating in all matters before the board, including the capacity to propose, or to interpose an objection, to a specific action to be taken, and the corporation adopts and implements some means of verifying that the person communicating by telephone, electronic video screen, or other communications equipment is a director entitled to participate in the board meeting, and that all statements, questions, actions, or votes were made by that director and not by another person not permitted to participate as a director.

4.13. Waiver of Notice.

Notice of a meeting need not be given to any Director who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes of the meeting, whether before or after the meeting, or who attends the meeting without protesting, prior to the meeting or at its commencement, the lack of notice to the Director. All waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings.

4.14. Adjournment.

A majority of the Directors present, whether or not a quorum is present, may adjourn any Directors' meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given to absent Directors if the time and place be fixed at the meeting adjourned, except as provided in the next sentence. If the meeting is adjourned for more than 24 hours, notice of any adjourn to another time or place shall be given prior to the time of the adjourned meeting to the Directors who were not present at the time of the adjournment.

4.15. Action Without Meeting.

Any action required or permitted to be taken by the Board may be taken without a meeting if all members of the Board shall individually or collectively consent in writing to the action. The consent or consents shall have the same effect as a unanimous vote of the Board and shall be filed with the minutes of proceedings of the Board.

4.16. Rights of Inspection.

Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records,

and documents of every kind, and to inspect the physical properties of the corporation of which the person is a Director, for a purpose reasonably related to the person's interest as a Director.

4.17. Official Board Committees.

Committees of the Board may be appointed by resolution passed by a majority of the whole Board. Committees shall be composed of two or more members of the Board, and shall have the powers of the Board as may be expressly delegated to it by resolution of the Board of Directors, except with respect to:

(a) the approval of any action for which the California Nonprofit Public Benefit Corporation Law also requires members' approval (must be approved by the Board as a whole);

(b) the filling of vacancies on the Board or on any committee;

(c) the fixing of compensation of the Directors for serving on the Board or on any committee;

(d) the amendment or repeal of Bylaws or the adoption of new Bylaws;

(e) the amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repealable;

(f) the appointment of other committees of the Board or the members thereof;

(g) the expenditure of corporate funds to support a nominee for Director after there are more people nominated for Director than can be elected; or

(h) the approval of any self-dealing transaction, as these transactions are defined in Corp. Code, § 5233.

Any committee may be designated an Executive Committee or by another name as the Board shall specify. The Board shall have the power to prescribe the manner in which proceedings of any committee shall be conducted. In the absence of a prescription, the committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Unless the Board or the committee shall otherwise provide, the regular and special meetings and other actions of any committee shall be governed by the provision of this Article applicable to meetings and actions of the Board. Minutes shall be kept of each meeting of each committee.

4.18. Fees and Compensation.

Directors (as such) shall not receive compensation for their services as Directors. Directors may receive a

reasonable allowance for personal services actually rendered pursuant to resolution passed by a majority vote at a regular or special meeting of the sole member; reimbursement for expenses as may be fixed or determined by the Board. Not more than 49% of the Directors may serve the organization in some other capacity for which compensation is paid.

ARTICLE V. OFFICERS

5.1. Officers.

The officers of the corporation shall be a Chair of the Board or a President or both, a Secretary, and a Chief Financial Officer. The corporation may also have, at the discretion of the Board of Directors, one or more Vice Presidents, one or more Assistant Secretaries, and other officers as may be appointed in accordance with the provisions of Section 5.3 of this Article. One person may hold two or more offices, except that neither the Secretary nor the Chief Financial Officer may serve concurrently as the President or the Chair of the Board.

5.2. Election.

The officers of the corporation, except such officers as may be appointed in accordance with the provisions of Section 5.3 or Section 5.5 of this Article, shall be chosen annually by, and shall serve at the pleasure of, the Board of Directors, subject to the rights, if any, of an officer under any contract of employment. Each officer shall hold his or her office until he or she resigns, is removed, or becomes otherwise disqualified to serve, or until his or her successor is elected and qualified.

5.3. Subordinate Officers.

The Board of Directors may appoint, and may empower the President to appoint, other officers as the business of the corporation may require, each of whom shall hold office for a period, have the authority, and perform the duties as are provided in the Bylaws or as the Board of Directors may from time to time determine.

5.4. Removal and Resignation.

Any officer may be removed, either with or without cause, by a majority of the Directors at the time in office, at any regular or special meeting of the Board, or except in case of an officer chosen by the Board of Directors, by any officer on whom the power of removal may be conferred by the Board of Directors.

Any officer may resign at any time, without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party, by giving written notice to the Board of Directors, to the President, or to the Secretary of the corporation. The resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice; and, unless otherwise specified in the notice, the

acceptance of the resignation shall not be necessary to make it effective.

5.5. Vacancies.

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in the Bylaws for regular election or appointment to the office, provided that the vacancies shall be filled as they occur and not on an annual basis.

5.6. Inability to Act.

In the case of absence or inability to act of any officer of the corporation and of any person herein authorized to act in his or her place, the Board of Directors may from time to time delegate the powers or duties of the officer to any other officer, or any director or other person whom the Board may select.

5.7. Chair of the Board.

The Chair of the Board, if there shall be one, shall, if present, preside at all meetings of the Board of Directors, and exercise and perform other powers and duties as may be from time to time assigned to him or her by the Board of Directors or prescribed by the Bylaws. If the corporation does not have a President, then the Chair shall also have the powers otherwise given to the President.

5.8. President.

Subject to supervisory powers, if any, as may be given by the Board of Directors to the Chair of the Board, if there be one, the President shall be the Chief Executive Officer of the corporation and shall, subject to the control of the Board of Directors, have general supervision, direction, and control of the activities and Officers of the corporation. In the absence of the Chair of the Board, or if there is none, the President shall preside at all meetings of the Board of Directors. The President shall be ex-officio a member of all the standing committees, including the Executive Committee, if any, and shall have the general powers and duties of management usually vested in the office of a President of a corporation, and shall have other powers and duties as may be prescribed by the Board of Directors or the Bylaws.

5.9. Vice President.

In the absence or disability of the President, the Vice Presidents, in order of their rank as fixed by the Board of Directors, or if not ranked, the Vice President designated by the Board of Directors, shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice Presidents shall have other powers and perform other duties as from time to time may be prescribed for them respectively by the Board of Directors or the Bylaws.

5.10. Secretary.

The Secretary shall keep, or cause to be kept, a book of minutes at the principal office or other place as the Board of Directors may order, of all meetings of the sole member, and the Board and its committees, with the time and place of holding, whether regular or special, and if special, how authorized, the notice of the meeting given, the names of those present at the meetings, and the proceedings. The Secretary shall keep, or cause to be kept, at the principal office in the State of California, the original and a copy of the corporation's Articles and Bylaws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committees of the Board required by these Bylaws or by law to be given, shall keep the seal of the corporation in safe custody, and shall have other powers and perform other duties as prescribed by the Board.

The Secretary shall keep or cause to be kept, at the principal office of the corporation, a membership register, or a duplicated membership register, showing the names of the sole member and its addresses.

The Secretary shall also keep, or cause to be kept, a book of minutes at the principal office or other place as the Board may order, of all meetings of the sole member, with the time and place of holding, whether regular or special, and if special, how authorized, the notice of the meeting, the names of those present at meetings, and the proceedings. The Secretary shall give, or cause to be given, notice of all meetings of the sole member required by these Bylaws.

5.11. Treasurer and Chief Financial Officer.

The Treasurer shall be the Chief Financial Officer of the corporation and shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation. The books of account shall at all reasonable times be open to inspection by any Director.

The Treasurer shall deposit all monies and other valuables in the name and to the credit of the corporation with such depositories as may be designated by the Board of Directors. The Treasurer shall disburse the funds of the corporation as may be ordered by the Board of Directors, shall render to the President and the Directors, whenever they request it, an account of all of his or her transactions and of the financial condition of the corporation, and shall have other powers and perform other duties as may be prescribed by the Board of Directors.

5.12. Assistant Treasurer.

At the request of the Treasurer, or in his or her absence or disability, the Assistant Treasurer shall perform all the duties of the Treasurer, and when so acting, shall have all the powers of, and be subject to all the restrictions on, the Treasurer.

5.13. Salaries.

The salaries of the Officers shall be fixed from time to time by the Board of Directors and no Officer shall be prevented from receiving the salary by reason of the fact that the Officer is also a Director of the corporation.

ARTICLE VI. OTHER PROVISIONS

6.1. Principal Offices

The principal office for the transaction of the activities and affairs of the corporation (“principal office”) is located at 5005 Business Park North, Bakersfield, CA 93309. The board of directors (“board”) may change the principal office from one location to another. Any change of location of the principal office shall be noted by the secretary on these bylaws opposite this section, or this section may be amended to state the new location. The board may at any time establish branch or subordinate offices at any place or places where the corporation is qualified to conduct its activities.

6.2. Endorsement of Documents; Contracts.

Subject to the provisions of applicable law, any note, mortgage, evidence of indebtedness, contract, conveyance, or other instrument in writing, and any assignment or endorsement thereof, executed or entered into between this corporation and any other person, when signed by any one of the Chair of the Board, the President or any Vice President, and any one of the Secretary, any Assistant Secretary, the Treasurer or any Assistant Treasurer of this corporation shall be valid and binding on this corporation in the absence of actual knowledge on the part of the other person that the signing Officers had no authority to execute the same.

The Board of Directors, except as otherwise provided in the Bylaws, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the corporation. This authority may be general or confined to specific instances. Unless so authorized by the Board of Directors, and except as provided in this Section, no officer, agent, or employee shall have any power or authority to bind the corporation by any contract or agreement, or to pledge its credit, or to render it liable for any purpose or to any amount.

6.3. Representation of Shares of Other Corporations.

The President, or any other officer or officers authorized by the Board or the President, are each authorized to vote, represent, and exercise on behalf of the corporation all rights incident to any and all shares of any other corporation or corporations standing in the name of the corporation. The authority herein granted may be exercised either by any officer in person or by any other person authorized to do so in proxy or power of attorney duly executed by the officer.

6.4. Construction and Definitions.

Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the General Provisions of the California Nonprofit Corporation Law [Corp. Code, §§ 5000 et seq.] and in the California Nonprofit Public Benefit Corporation Law [Corp. Code, §§ 5110 et seq.] shall govern the construction of these Bylaws.

6.5. Amendments.

These Bylaws may be amended by repeal and new and additional Bylaws may be made from time to time by an affirmative vote of the sole member, or by the written assent of sole the member. Subject to right of the sole member to amend or repeal, these Bylaws (other than a Bylaw or amendment of the Bylaws changing the authorized number of Directors) may be amended or repealed by the Board in the exercise of the power granted to the Board in these Bylaws.

6.6. Record of Amendments.

Whenever an amendment or new Bylaw is adopted, it shall be copied in the Book of Minutes with the original Bylaws, in the appropriate place. If any Bylaw is repealed, the fact of repeal with the date of the meeting at which the repeal was enacted or written assent was filed shall be stated in the Book.

ARTICLE VII. INDEMNIFICATION OF AGENTS OF THE CORPORATION

7.1. Definitions.

For purposes of this section, “agent” means any person who is or was a Director, Officer, employee, or other agent of this corporation, or is or was serving at the request of this corporation as a Director, Officer, employee, or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, or was a Director, Officer, employee, or agent of a foreign or domestic corporation that was a predecessor corporation of this corporation or of another enterprise at the request of the predecessor corporation; “proceeding” means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative; and “expenses” includes, without limitation, attorney’s fees and any expenses of establishing a right to indemnification under Section 7.4 or 7.5(c) of this Article.

7.2. Indemnification in Actions by Third Parties.

This corporation shall have the power to indemnify any person who was or is a party, or is threatened to be made a party to any proceeding (other than an action by or in the right of this corporation to procure judgment in its favor, an action brought under Corp. Code, § 5233, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets

held in charitable trust) by reason of the fact that the person is or was an agent of this corporation, against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with the proceeding if the person acted in good faith and in a manner the person reasonably believed to be in the best interests of the corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct was unlawful. The termination of any proceeding by judgment, order, settlement, conviction or on a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of this corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

7.3. Indemnification in Actions by or in the Right of the Corporation.

This corporation shall have the power to indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action by or in the right of this corporation or brought under Corp. Code, § 5233, or an action brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that the person is or was an agent of this corporation, against expenses actually and reasonably incurred by the person in connection with the defense or settlement of the action if the person acted in good faith, in a manner the person believed to be in the best interests of this corporation and with the care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 7.3:

(a) In respect of any claim, issue or matter as to which the person shall have been adjudged to be liable to this corporation in the performance of the person's duty to this corporation, unless and only to the extent that the court in which the proceeding is or was pending shall determine on application that, in view of all the circumstances of the case, the person is fairly and reasonably entitled to indemnity for the expenses which the court shall determine.

(b) Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or

(c) Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval unless it is settled with the approval of the Attorney General.

7.4. Indemnification Against Expenses.

To the extent that an agent of this corporation has been successful on the merits in defense of any proceeding referred to in Section 7.2 or 7.3 of this Article in defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

7.5. Required Indemnification.

Except as provided in Section 7.4 of this Article, indemnification under this Article shall be made by this corporation only if authorized in the specific case, on a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Section 7.2 or 7.3, by:

(a) a majority vote of a quorum consisting of Directors who are not parties to the proceeding;

(b) approval of the sole member (Corp. Code, § 5034), with the persons to be indemnified not being entitled to vote thereon; or

(c) the court in which the proceeding is or was pending, on application made by this corporation or the agent, attorney, or other person rendering services in connection with the defense, whether or not the application by the agent, attorney, or other person is opposed by this corporation.

7.6. Advance of Expenses.

Expenses incurred in defending any proceeding may be advanced by this corporation prior to the final disposition of the proceeding on receipt of an undertaking by or on behalf of the agent to repay the amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article.

7.7. Other Indemnification.

No provision made by the corporation to indemnify its or its subsidiary's Directors or Officers for the defense of any proceeding, whether contained in the Articles, Bylaws, a resolution of the sole member or Directors, an agreement or otherwise, shall be valid unless consistent with this Article. Nothing contained in this Article shall affect any right to indemnification to which persons other than the Directors and Officers may be entitled by contract or otherwise.

7.8. Forms of Indemnification Not Permitted.

No indemnification or advance shall be made under this Article, except as provided in Sections 7.4 or 7.5(c) in any circumstances where it appears that:

(a) it would be inconsistent with a provision of the Articles of Incorporation, these Bylaws, a resolution of the members or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

(b) it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

7.9. Insurance.

The corporation shall have the power to purchase and maintain insurance on behalf of any agent of the corporation against any liability asserted against or incurred by the agent in the capacity or arising out of the agent's status as an agent whether or not the corporation would have the power to indemnify the agent against the liability under the provisions of this Article; provided, however, that this corporation shall have no power to purchase and maintain insurance to indemnify any agent of the corporation for a violation of Corp. Code, § 5233.

7.10. Nonapplicability to Fiduciaries of Employee Benefit Plans.

This Article does not apply to any proceeding against any trustee, investment manager, or other fiduciary of an employee benefit plan in that person's capacity as a trustee, investment manager, or fiduciary, even though the person may also be an agent of the corporation as defined in Section 1 of this Article. The corporation shall have power to indemnify the trustee, investment manager, or other fiduciary to the extent permitted by Corp. Code, § 207(f).

ARTICLE VIII. RECEIPT, INVESTMENT, AND DISBURSEMENT OF FUNDS

8.1. The corporation shall receive all monies, other properties, or both monies and properties, transferred to it for the purposes for which the corporation was formed (as shown by the Articles of Incorporation). However, nothing contained herein shall require the Board of Directors to accept or receive any money or property of any kind if it shall determine in its discretion that receipt of the money or property is contrary to the expressed purposes of the corporation as shown by the Articles.

8.2. The corporation shall hold, manage, and disburse any funds or properties received by it from any source in a manner that is consistent with the expressed purposes of this corporation.

8.3. No disbursement of corporation money or property shall be made until it is first approved by the President of the corporation or by the Treasurer or by the Directors. However, the Directors shall have the authority to appropriate specific sums to fulfill the objects and purposes for which the corporation was formed and to direct the officers of the corporation from time to time to make disbursements to implement the appropriations.

8.4. All checks, drafts, demands for money and notes of the corporation, and all written contracts of the corporation shall be signed by the officer or officers, agent or agents, as the Board of Directors may from time to time by resolution designate.

**ARTICLE IX.
CORPORATE RECORDS AND REPORTS**

9.1. Records.

The corporation shall maintain adequate and correct accounts, books and records of its business and properties. All these books, records, and accounts shall be kept at the corporation's principal place of business in California, as fixed by the Board of Directors from time to time.

9.2. Inspection of Books and Records.

The membership register or duplicate membership register, the books of account, and minutes and proceedings of the sole member and the Board, and of executive committees of the Directors of this corporation shall be open to inspection on the written demand of any member at any reasonable time, for a specifically stated purpose reasonably related to his or her interests as a member, and shall be exhibited at any time when required by the demand of any member meeting.

Every Director shall have the absolute right at any reasonable time to inspect all books, records, documents of every kind, and the physical properties of the corporation, and of its subsidiary organizations, if any.

9.3. Certification and Inspection of Bylaws.

The original or a copy of these Bylaws, as amended or otherwise altered to date, certified by the Secretary, shall be open to inspection by the sole member and Directors of the corporation at all reasonable times during office hours.

**ARTICLE X.
DISSOLUTION**

On dissolution of this corporation, the Board of Directors shall cause the corporation's assets to be distributed the sole member, CAPK, if it exists. If it no longer exists, the Board of Directors shall cause the assets to be distributed to another corporation with purposes similar to that identified in the Articles of Incorporation, and Article 2 of these Bylaws.

Community Action Partnership of Kern Foundation -- Revised Budget as of July 2020

(1) CCS Estimation May 2020	Start-Up	Year 1	Year 2	Year 3	Year 4	Year 5	NOTES
Total Expenses	\$ -	\$ 109,000	\$ 125,000	\$ 217,000	NOT PROJECTED		Refer to page 29 of CCS Report. The report did not include operational and full staff expenses.
Projected Contributed Revenue	-	\$ 300,000	\$ 550,000	\$ 900,000			
% Revenue Spent on Expenses	-	36.3%	22.7%	24.1%			

(2) CAPK Estimation	Start-Up	Year 1	Year 2	Year 3	Year 4	Year 5	NOTES
Total Expenses	\$ 207,998	\$ 339,341	\$ 331,095	\$ 328,327	\$ 344,743	\$ 361,981	Based on revised budget and updated staffing
Projected Contributed Revenue	-	\$ 300,000	\$ 550,000	\$ 900,000	\$ 1,350,000	\$ 1,900,000	
% Revenue Spent on Expenses	-	113.1%	60.2%	36.5%	25.5%	19.1%	

(3) CAPK Projections to reach 20-24%	Start-Up	Year 1	Year 2	Year 3	Year 4	Year 5	NOTES
							In order to maintain the 20-24% range, or \$0.20 to \$0.24 cost per \$1.00 raised, we would need to raise more funds based on revised budget and updated staffing.
Total Expenses	-	339,341	331,095	328,327	344,743	361,981	
Projected Contributed Revenue	-	1,400,000	1,500,000	1,650,000	1,815,000	2,087,250	
% Revenue Spent on Expenses	-	24%	22%	20%	19%	17%	

(4) GAP between (2) & (3)	-	(1,100,000)	\$ (950,000)	\$ (750,000)	\$ (465,000)	\$ (187,250)	
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NOTE: For the Start-up and Year 1 budget periods, expenses will be allocated to the Indirect budget and considered a contribution.



Associate Director of Development

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

Salary Range: Grade 12

FLSA Status: Exempt

Date Approved: July 22, 2020

SUMMARY:

The Associate Director of Development is responsible for achieving annual fundraising goals and for measuring and evaluating performance on a regular basis. In cooperation with the Director of Administration and Board, prepares written strategic fundraising plans for corporate and individual giving programs that establish annual quantitative and qualitative goals, objectives, and key accountabilities aimed at maintaining and increasing the numbers of both corporate and individual donors and the total dollars raised. This position will focus on creating a donor constituency for support, identification of additional prospective donors, and the work of the annual fundraising events.

SUPERVISION RECEIVED:

Director of Administration

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:

The Associate Director of Development will work to acquire and sustain a substantial base of funding for CAPK, performing a wide range of duties including some or all, of the following:

1. Prepares all communications (solicitations, marketing materials, acknowledgments, email correspondence, etc.) associated with the annual fundraising events.
2. Assists the Director of Administration with recruiting, managing, and developing major gift and corporate donors.
3. Secures key corporate sponsorships.
4. Travels to various sites for corporate fundraising and major donor events.
5. Responsible for donor relations and for maintaining a system for tracking and acknowledging gifts.
6. Supports other development activities as needed.
7. Sustains a portfolio of 75-100 individual major donors and major donor prospects.
8. Identifies local and national corporate business donors and develops effective strategies for solicitation.
9. Prepares and submits grant proposals, budgets, and reports to funders.
10. Meet with partners, community members, stakeholders, and prospective donors to establish relationships, donor cultivation, and fundraising around individual giving and major gifts.
11. Works closely with the Director of Administration related to fundraising strategy and development program implementation.
12. Develops and maintains regular reporting and analysis of major gifts and annual fund performance.

13. Develops and implements an annual stewardship plan.
14. Work in conjunction with the Director of Administration to operate the Community Action Partnership of Kern Foundation, including following the State of California Ralph M. Brown Act, recruitment of Board members, planning events.
15. Manage a Customer Relationship Management (CRM) fundraising and gift giving platform.
16. Works closely with the Administrative Coordinator to establish and maintain individual points of contact related to fundraising events.

B. Other Job Specific Duties:

1. Takes the lead or co-lead on new projects and initiatives, develops a documented plan of action and corresponding timelines to ensure successful completion.
2. Proactively communicates with staff, management, the Board of Directors, and other stakeholders, as appropriate, to ensure successful rollout and implementation of initiatives.
3. Assist with strategic planning process and related projects and initiatives.
4. Attends all meetings, trainings, and conferences as assigned.
5. Work both independently and in a team environment.
6. Perform 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, spreadsheets, database, power point and other related software applications

Ability to:

Possess excellent oral, written, organizational, and interpersonal skills
 Ability to work effectively in a team environment
 Ability to set priorities and coordinate multiple projects
 Demonstrated attention to detail
 Ability to articulate CAPK 's mission and to produce clear, grammatically correct, and persuasive correspondence, program information, publicity material, and funding proposals
 Highly energetic, goal-oriented self-starter with outstanding organizational and interpersonal skills
 Strong time management and organizational skills; highly motivated with attention to detail and the ability to meet goals and deadlines
 Strong administrative skills with the ability to work with volunteers, board members, and CAPK leaders
 Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint
 Some evening and weekend work required
 Work with conceptual matters.
 Effectively present program services information to the public, partners, and stakeholders

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 a four-year college or university. Experience may be considered on a year per year bases for education.
- Three (3) years of professional experience in nonprofit fundraising, or an equivalent combination of education and experience with a strong emphasis on writing and interpersonal skills.
- Demonstrated track record of solid fundraising results and demonstrated success soliciting major gifts, including the ability to plan, organize, and execute fundraising activities effectively, as well as the ability to participate in high-level corporate and foundation solicitations.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a background check, 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 indoor/outdoor
- Noise level is moderate.
- Hazards are relevant to work environment.

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.

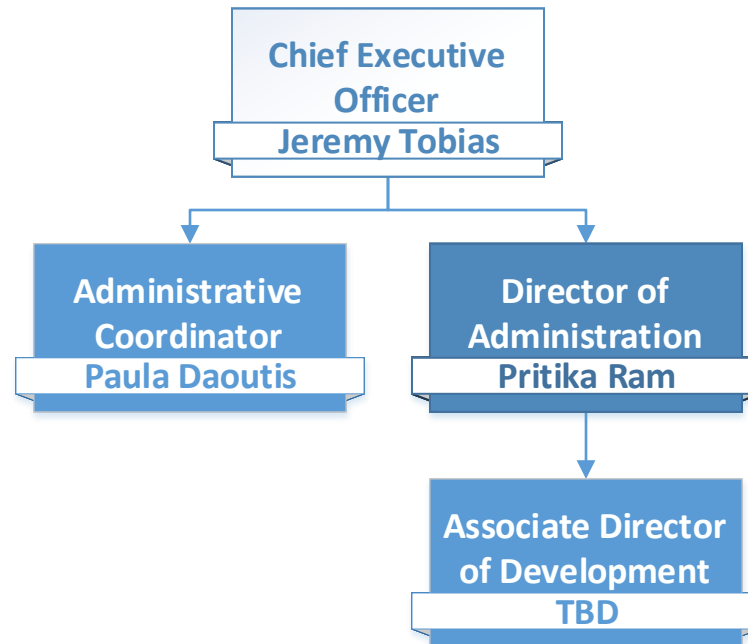
POSITION TITLE Homeless Services Food Prep Assistant				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing			X	
Kneeling			X	
Crawling		X		
Twisting (neck)				X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

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

	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	TOTALS
FOUNDATION BOARD MEMBER CANDIDATES																
Constituency																
CAPK Leadership/Staff																0
Agricultural Sector																0
Energy Sector																0
Banking Sector																0
Health Sector																0
Human Services Sector																0
Public Sector																0
Other																0
Areas of Expertise																
Administration/Management																0
CAPK Institutional Knowledge																0
Financial oversight																0
Fundraising																0
Government																0
Human resources																0
Investment management																0
Law																0
Leadership skills/motivator																0
Marketing, public relations																0
Natural Resources																0
Physical plant (architect, engineer)																0
Real estate																0
Sales																0
Software Development																0
Strategic planning																0
Technology																0
Understanding of community needs																0
Other																0
Profession																
Architect																0
Attorney																0
Banker																0
Consultant																0
Data Analyst																0
Doctor																0
Educator																0
Engineer																0
Environmentalist																0
Health Professional																0
Lawyer																0
Policy Analyst																0
Program Manager or Director																0
Scientist																0
Software Engineer																0
Resources																
Money to give																0
Access to money																0
Access to other resources																0
Availability for active participation																0
Community Connections																
Corporate																0
Education																0
Media																0
Philanthropy																0
Political																0
Small business																0
Social services																0
Other																0
Additional Qualities																
Consensus builder																0
Good communicator																0
Strategist																0
Team member																0
Visionary																0

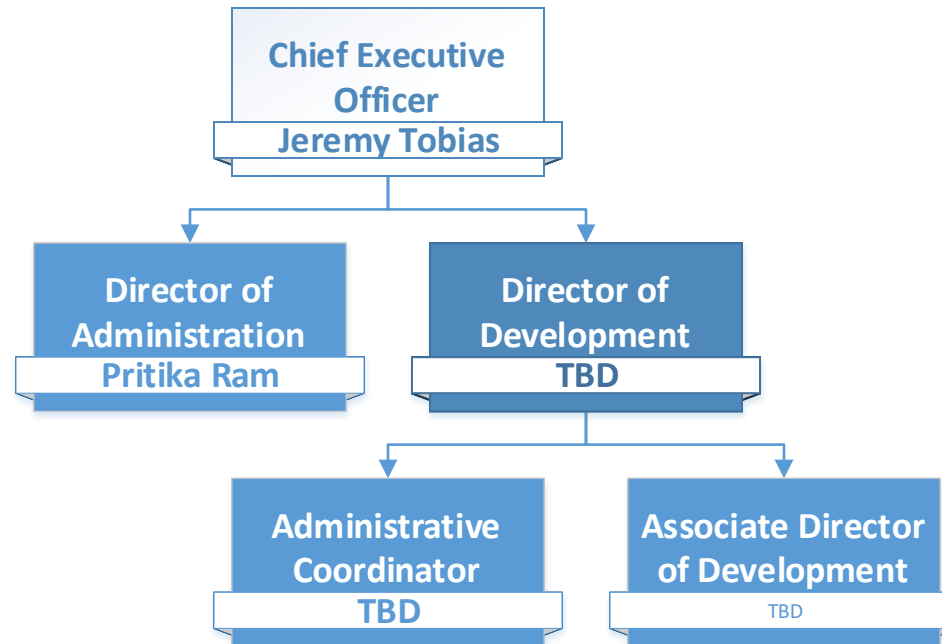


FOUNDATION START-UP



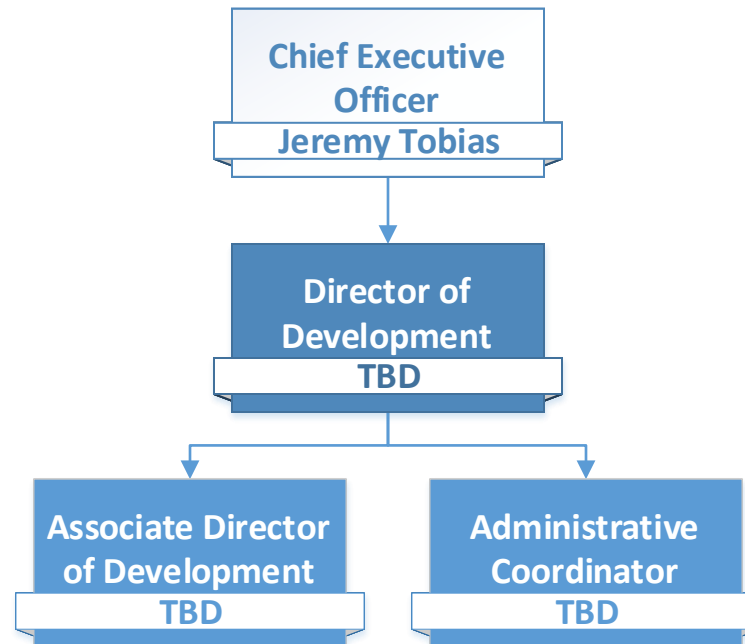


FOUNDATION YEARS 1 & 2





FOUNDATION YEAR 3+



Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	CAPK VITA
Funding Agency	California Department of Business Oversight	Project Name	VITA Empowerment for Financial Stability
CFDA	N/A	Target Population	Low-to-Moderate Income Tax Payers
New Funder or Reapplication	New	Number to be served	180
Estimated Request	\$100,000	Division Director	Pritika Ram
Award Period	Sep. 1, 2020 - August 31, 2021	Program Manager	Jacquelyn Guerra
Project Goal (One sentence goal statement)			
The CAPK VITA program will provide Empowerment for Financial Stability and Growth (EFSG) program will offer no cost financial empowerment workshops and one-on-one coaching to low-to-moderate (LMI) income Volunteer Income Tax Assistance (VITA) clients in Kern County, Ca			
Project Description (Brief one paragraph description)			
The VITA EFSG program will use the Your Money Your Goals (YMYG) Toolkit created by the U.S. Consumer Financial Protection Bureau, (CFPB) to provide interactive workshops and one-on-one financial coaching. The YMYG Toolkit is a collection of important financial empowerment information and tools that can be selected based on the needs and goals of participants. Additionally, participants will be coached/encouraged to use the Bank of America Better Money Habits on-line resources to further build financial knowledge and skills. Workshops and coaching will help participants identify their own specific financial goals and providing them with the education, tools, support, and resources to be successful.			
Estimated Budget Summary			
Salaries and benefits @ \$71,942 to include 1.0 FTE program educator, .05 Program manger, and .50 admin assistant; staff mileage @ \$1,380; participant incentives @ \$2,700; savings match @ \$7,000; space costs @ \$2,746; outreach @ \$2,742; and other general operating costs @ \$2,400; and indirect @\$9,090.			

Approvals:

1. Division Director Date Pritika Ram Digitally signed by Pritika Ram Date: 2020.07.08 13:40:37 -07'00' 07/08/2020 2. Director of Community Development Date	Tracy Webster Digitally signed by Tracy Webster Date: 2020.07.08 13:48:26 -07'00' Date 3. Chief Financial Officer Jeremy T. Tobias Digitally signed by Jeremy T. Tobias Date: 2020.07.08 14:37:46 -07'00' 07/08/2020 4. Chief Executive Officer Date
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Date Presented/Approved

Policy Council:	PRE Presentation:	B&F Approval:	Board Approval:
_____	_____	_____	_____

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Private	CAPK Program	CAPK VITA
Funding Agency	Bank of America	Project Name	VITA Empowerment for Financial Stability for Small Businesses
CFDA	N/A	Target Population	Low-to-Moderate Income Tax Payers
New Funder or Reapplication	New	Number to be served	70
Estimated Request	\$60,000	Division Director	Pritika Ram
Award Period	Jan 1, 2021 - Dec 31, 2021	Program Manager	Jacquelyn Guerra
Project Goal (One sentence goal statement)			
The CAPK VITA program will provide Empowerment for Financial Stability and Growth (EFSG) program will offer no cost financial empowerment workshops and one-on-one coaching to Kern low-to-moderate (LMI) income small business owners/operators.			
Project Description (Brief one paragraph description)			
The program educator will conduct monthly no-cost financial empowerment workshops for up to 15 participants at each. Interested participants can attend one or all workshops. Instruction will cover subjects such as opening and managing a bank account, debt, saving for emergencies, creating a business plan, lending, and budgeting. The workshops will be offered on a varying schedule and at CAPK program locations throughout the County to accommodate the needs of working families. To encourage attendance, refreshments will be provided, and clients will receive tickets for a prize drawing at each workshop such as gift cards, family movie passes, etc. The program educator will also conduct one-on-one financial coaching for up to 50 interested workshop participants. Participants that complete at least 3 one-on-one financial coaching session will be eligible for up to \$55 match for opening a new savings account.			
Estimated Budget Summary			
Salaries and benefits @ \$47,450 to include 1.0 FTE program educator, staff mileage @ \$690; participant incentives @ \$600; savings match @ 2,750 space costs @ \$1,373; outreach @ \$500; other general operating costs @ \$1,182; and indirect @ \$5,455			

Approvals:

1. Division Director Digitally signed by Pritika Ram Date: 2020.07.08 13:41:10 -07'00' Pritika Ram Date 07/08/2020	Tracy Webster Digitally signed by Tracy Webster Date: 2020.07.08 13:45:51 -07'00' 3. Chief Financial Officer Jeremy T. Tobias Date 07/08/2020
2. Director of Community Development Date Date	4. Chief Executive Officer Date Date

Date Presented/Approved

Policy Council:	PRE Presentation:	B&F Approval:	Board Approval:

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: 
Heather McCarley, Finance Manager

Subject: Head Start - Kern
Budget to Actual Report for the Period Ended June 30, 2020 – **Info Item**

Date: July 22, 2020

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year project period. The second-year budget period is March 1, 2020 through February 28, 2021.

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2020 through June 30, 2020. Four months (33.3%) of the twelve-month budget period have elapsed.

Base Funds

Overall expenditures are at 27% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 18% of the budget.

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

Non-Federal share is at 42% of the budget.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2020 - February 28, 2021
 Report Period: March 1, 2020 - June 30, 2020
 Month 4 of 12 (33.33.0%)

Prepared 7/16/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,617,742	2,317,958	6,299,784	27%	73%
FRINGE BENEFITS	3,145,745	646,436	2,499,309	21%	79%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	592,203	106,262	485,941	18%	82%
CONTRACTUAL	112,749	61,873	50,876	55%	45%
CONSTRUCTION	191,358	0	191,358		
OTHER	2,935,604	996,284	1,939,320	34%	66%
INDIRECT	1,497,959	412,881	1,085,078	28%	72%
TOTAL BASE FUNDING	17,093,360	4,541,693	12,551,667	27%	73%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	45,136	0	45,136	0%	100%
SUPPLIES	23,986	364	23,622	2%	98%
CONTRACTUAL	10,005	0	10,005	0%	100%
OTHER	82,315	28,694	53,621	35%	65%
INDIRECT	16,144	2,906	13,238	18%	82%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	31,964	145,622	18%	82%

GRAND TOTAL HS FEDERAL FUNDS	17,270,946	4,586,614	12,684,332	27%	73%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	41,638	1,526,000	3%	97%
CALIF DEPT OF ED	5,130,608	2,804,702	2,325,906	55%	45%
TOTAL NON-FEDERAL	6,698,246	2,846,340	3,851,906	42%	58%

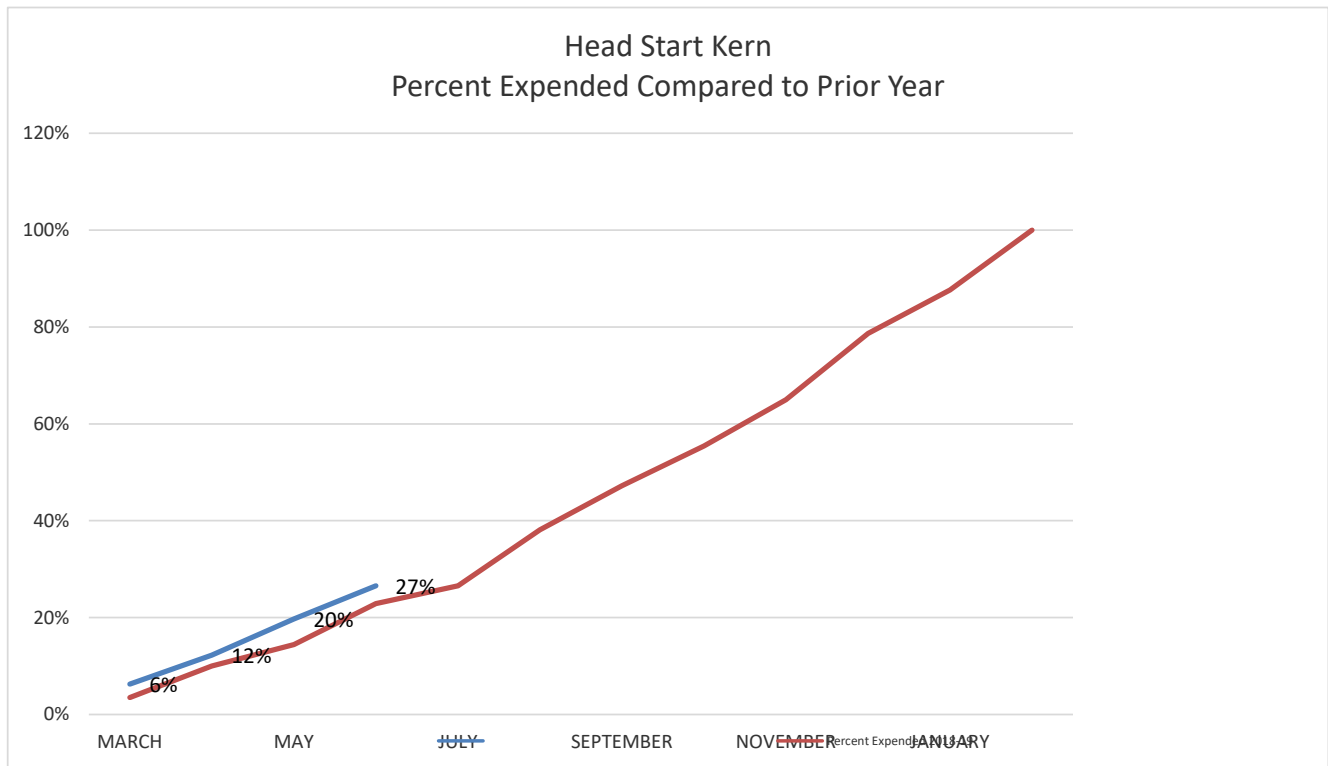
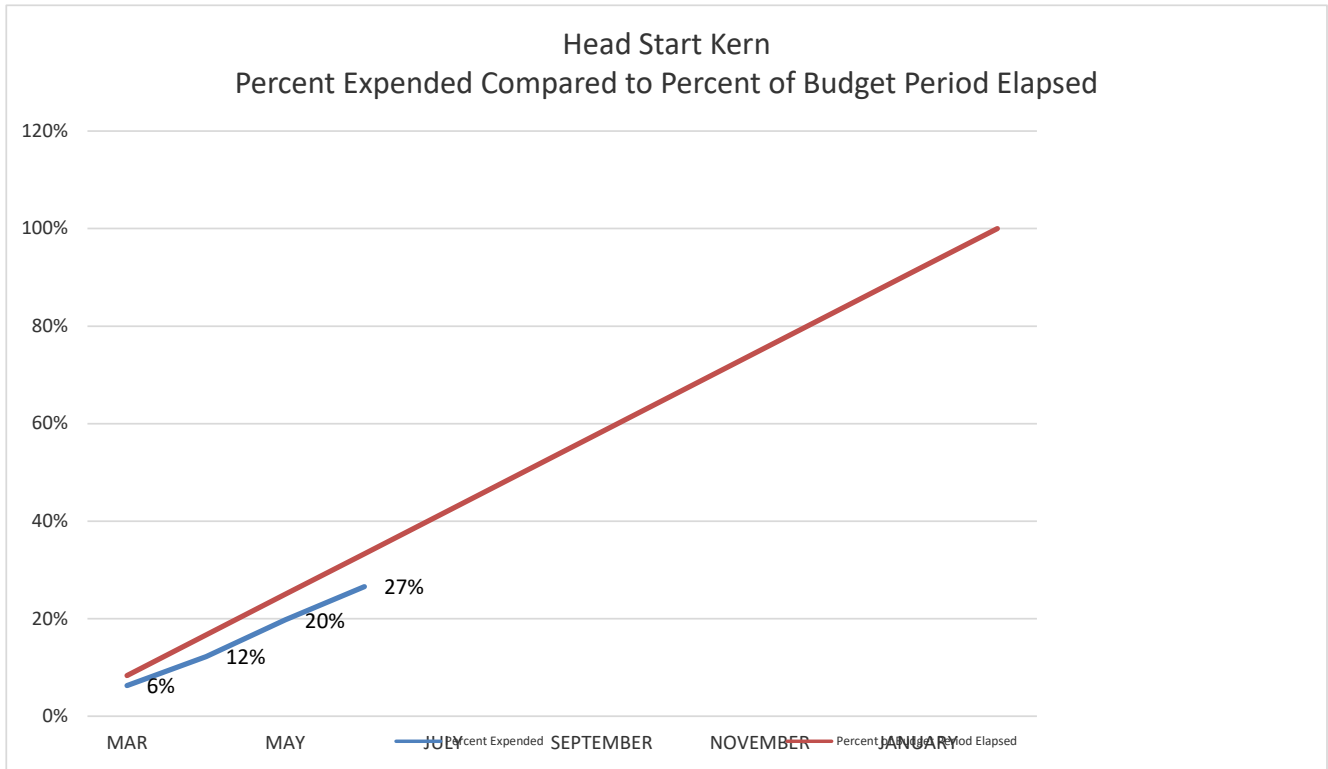
Budget reflects Notice of Award #09CH011132-02-00

Actual expenditures include posted expenditures and estimated adjustments through 6/30/2020

Administrative Cost for HS and EHS Kern **7.0%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	12,347				12,347	7/3/2020
Lowe's	4,408				4,408	6/25/2020
Smart & Final	329				329	7/1/2020
Save Mart	1,560				1,560	7/7/2020
Chevron & Texaco Business Card	5,319				5,319	7/6/2020
Home Depot	5,478				5,478	7/5/2020
	29,441	0	0	0	29,441	



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: 
Heather McCarley, Finance Manager

Subject: Early Head Start – Kern
Budget to Actual Report for the Period Ended June 30, 2020 – **Info Item**

Date: July 22, 2020

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year project period. The second-year budget period is March 1, 2020 through February 28, 2021.

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2020 through June 30, 2020. Four months (33.3%) of the twelve-month budget period have elapsed.

Base Funds

Overall expenditures are at 25% of the budget, which is on trend with expenditures at this point in the prior budget period.

Training & Technical Assistance Funds

Overall expenditures are at 18% of the budget.

Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2020 - February 28, 2021
 Report Period: March 1, 2020 - June 30, 2020
 Month 4 of 12 (33.33.0%)

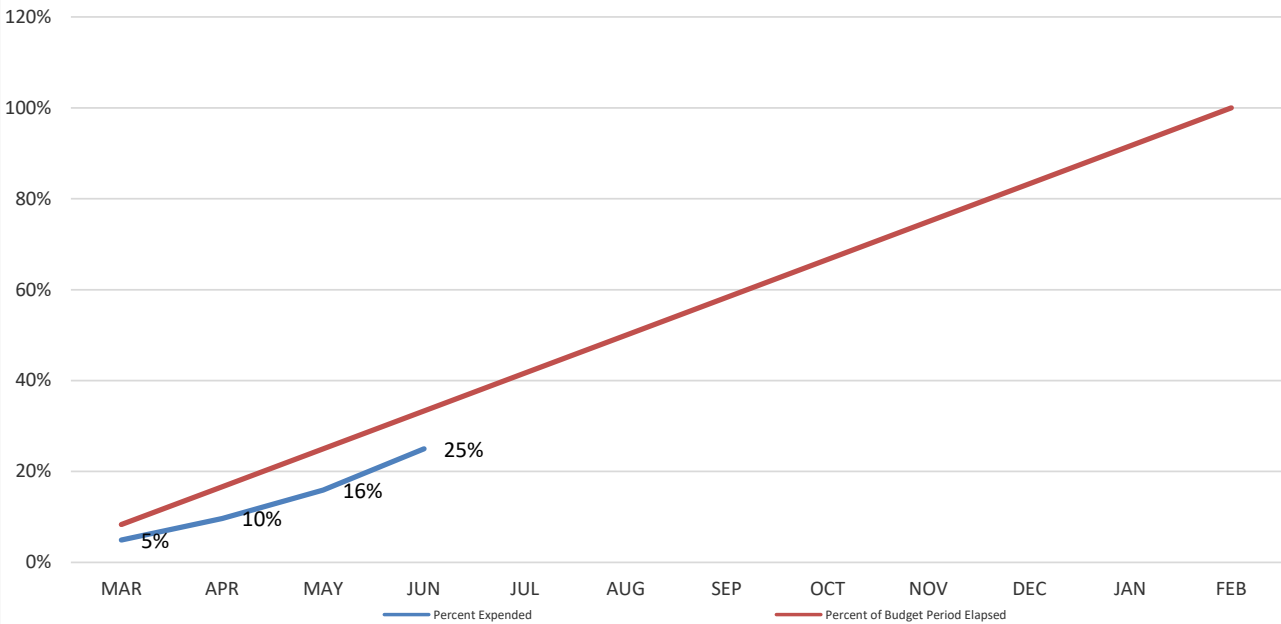
Prepared 7/16/20

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	4,346,346	1,233,542	3,112,804	28%	72%
FRINGE BENEFITS	1,551,385	320,783	1,230,602	21%	79%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	433,822	106,446	327,376	25%	75%
CONTRACTUAL	64,349	14,879	49,470	23%	77%
CONSTRUCTION	610,874	0	610,874		
OTHER	802,984	273,508	529,476	34%	66%
INDIRECT	768,738	194,916	573,822	25%	75%
TOTAL BASE FUNDING	8,578,498	2,144,074	6,434,424	25%	75%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	36,140	0	36,140	0%	100%
SUPPLIES	6,807	314	6,493	5%	95%
CONTRACTUAL	7,169	4,543	2,626	63%	37%
OTHER	103,144	22,073	81,071	21%	79%
INDIRECT	15,326	2,693	12,633	18%	82%
TOTAL TRAINING & TECHNICAL ASSISTANCE	168,586	29,623	138,963	18%	82%
GRAND TOTAL EHS FEDERAL FUNDS	8,747,084	2,173,697	6,573,387	25%	75%

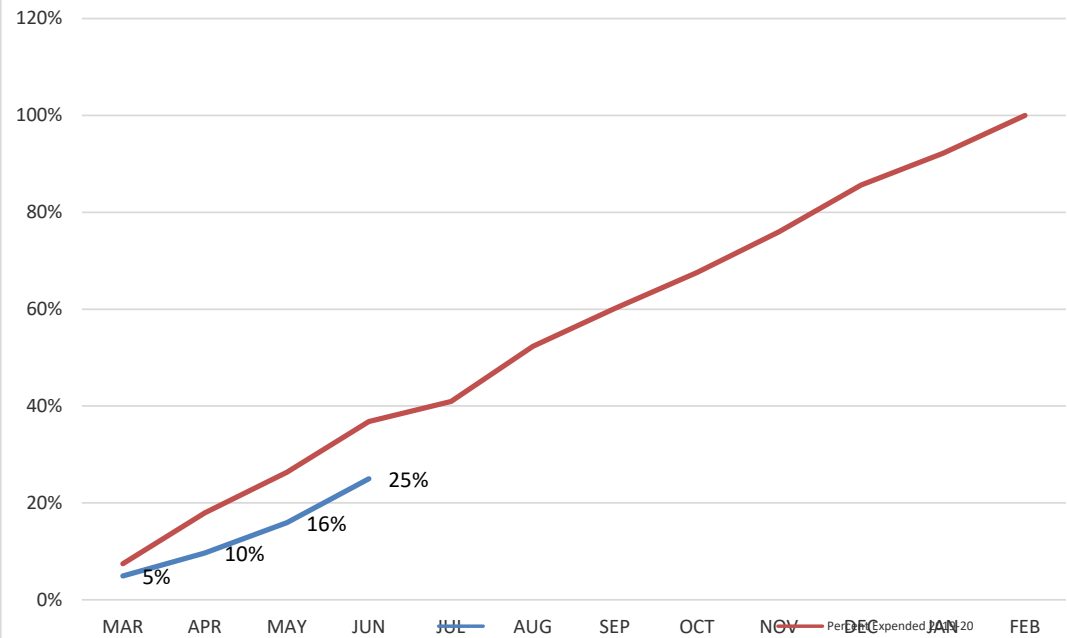
Budget reflects Notice of Award #09CH011132-02-00

Actual expenditures include posted expenditures and estimated adjustments through 6/30/2020

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



Early Head Start Kern Percent Expended Compared to Prior Year



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee


From: Heather McCarley, Finance Manager

Subject: Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended June 30, 2020 – **Info Item**

Date: July 22, 2020

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2020 through June 30, 2020. Five months (41.67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 30% of the budget, which is on trend compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 23% of the budget. The combined personnel and fringe benefits expenses are at 24% of the budget.

Non-Federal Share

Non-Federal share is at 3% of the budget.

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

Budget Period: February 1, 2020 - January 31, 2021

Report Period: February 1, 2020 - June 30, 2020

Month 5 of 12 (41.67%)

Prepared 7/13/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,237,521	945,526	2,291,995	29%	71%
FRINGE BENEFITS	916,396	257,862	658,534	28%	72%
TRAVEL	18,360	0	18,360	0%	100%
SUPPLIES	105,820	81,586	24,234	77%	23%
CONTRACTUAL	10,600	6,630	3,970	63%	37%
OTHER	521,927	161,237	360,690	31%	69%
INDIRECT	458,529	136,987	321,542	30%	70%
TOTAL	5,269,153	1,589,828	3,679,325	30%	70%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	21,912	5,982	15,930	27%	73%
FRINGE BENEFITS	13,758	2,790	10,968	20%	80%
TRAVEL	18,226	0	18,226	0%	100%
SUPPLIES	6,815	81	6,734	1%	99%
CONTRACTUAL	3,845	0	3,845	0%	100%
OTHER	43,785	15,595	28,190	36%	64%
INDIRECT	10,834	2,445	8,389	23%	77%
TOTAL	119,175	26,893	92,282	23%	77%

GRAND TOTAL EHS FEDERAL FUNDS	5,388,328	1,616,721	3,771,607	30%	70%
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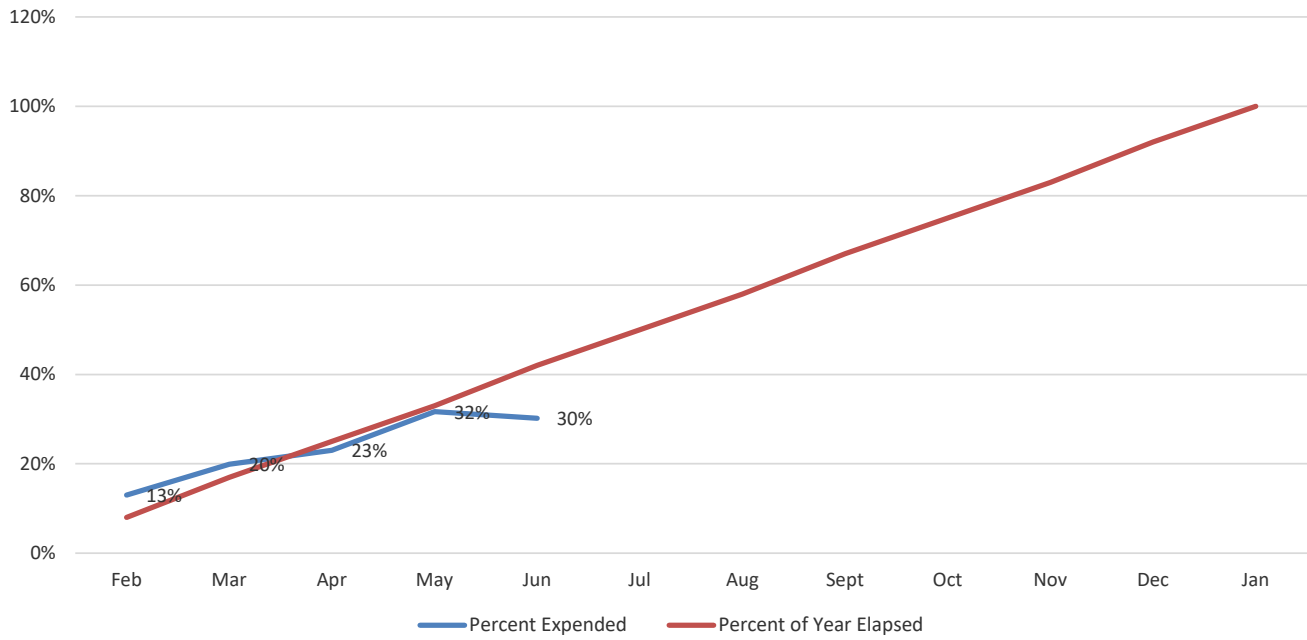
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,082	39,786	1,307,296	3%	97%
TOTAL NON-FEDERAL FUNDS	1,347,082	39,786	1,307,296	3%	97%

Centralized Administrative Cost	8.4%
Program Administrative Cost	4.6%
Total Administrative Cost	13.1%

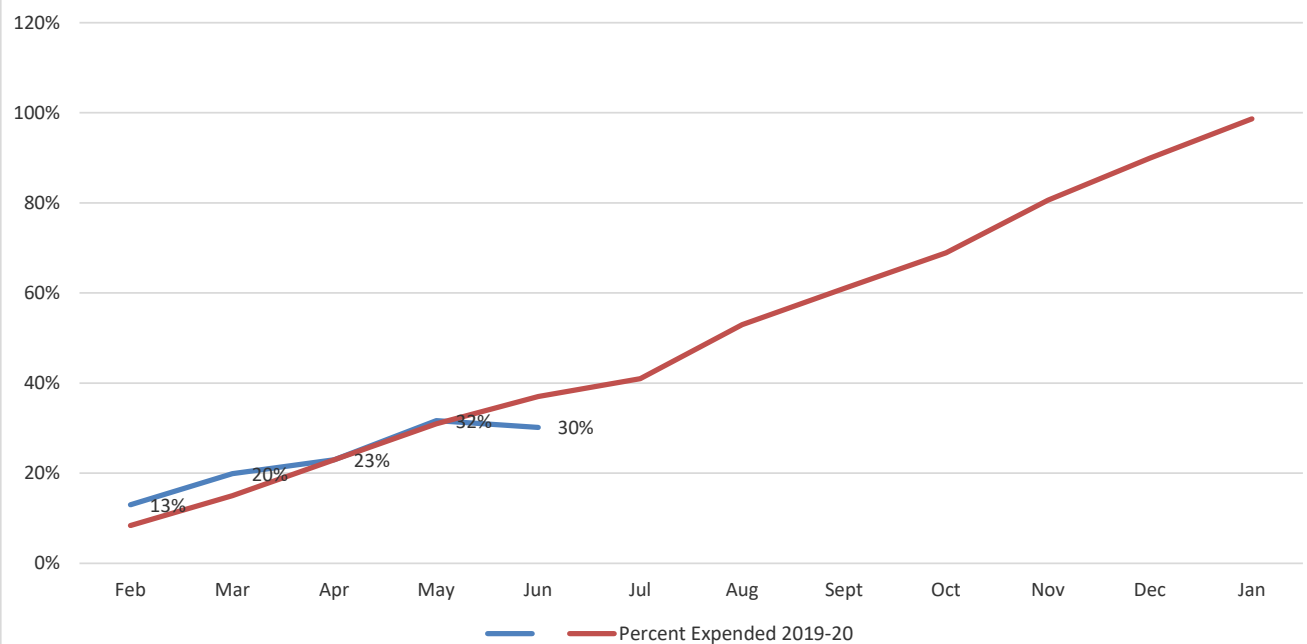
Budget reflects Notice of Award #09CH011406-01-00

Actual expenditures include posted expenditures and estimated adjustments through 6/30/2020

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



Early Head Start San Joaquin
Percent Expended Compared to Prior Year



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: 
Heather McCarley, Finance Manager

Subject: Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report for the Period Ended June 30, 2020 – **Info Item**

Date: July 22, 2020

The following are highlights of the Early Head Start Child Care Partnerships & Expansion Budget to Actual Report for the period March 1, 2020 through June 30, 2020. Four months (33.33%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 19% of the budget. Last year at this time we were just getting expansion under way and can be seen in the prior year comparison chart.

Training & Technical Assistance (T&TA)

Overall expenditures are at 7% of the budget.

Non-Federal Share

Non-Federal share is at 21% of the budget. Non-federal share has not been calculated for the current fiscal year due classroom closures.

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

Budget Period: March 1, 2020 - February 28, 2021

Report Period: March 1, 2020 - June 30, 2020

Month 4 of 12 (33.33.0%)

Prepared 7/16/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	704,216	130,336	573,880	19%	81%
FRINGE BENEFITS	208,046	23,470	184,576	11%	89%
SUPPLIES	28,175	8,419	19,756	30%	70%
CONTRACTUAL	1,009,556	180,457	829,099	18%	82%
OTHER	143,707	59,730	83,977	42%	58%
INDIRECT	203,138	38,478	164,660	19%	81%
TOTAL BASE FUNDING	2,296,838	440,891	1,855,947	19%	81%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	16,391	58	16,333	0%	100%
OTHER	29,393	560	28,833	2%	98%
INDIRECT	5,107	337	4,770	7%	93%
TOTAL TRAINING & TECHNICAL ASSISTANCE	56,185	3,706	52,479	7%	93%

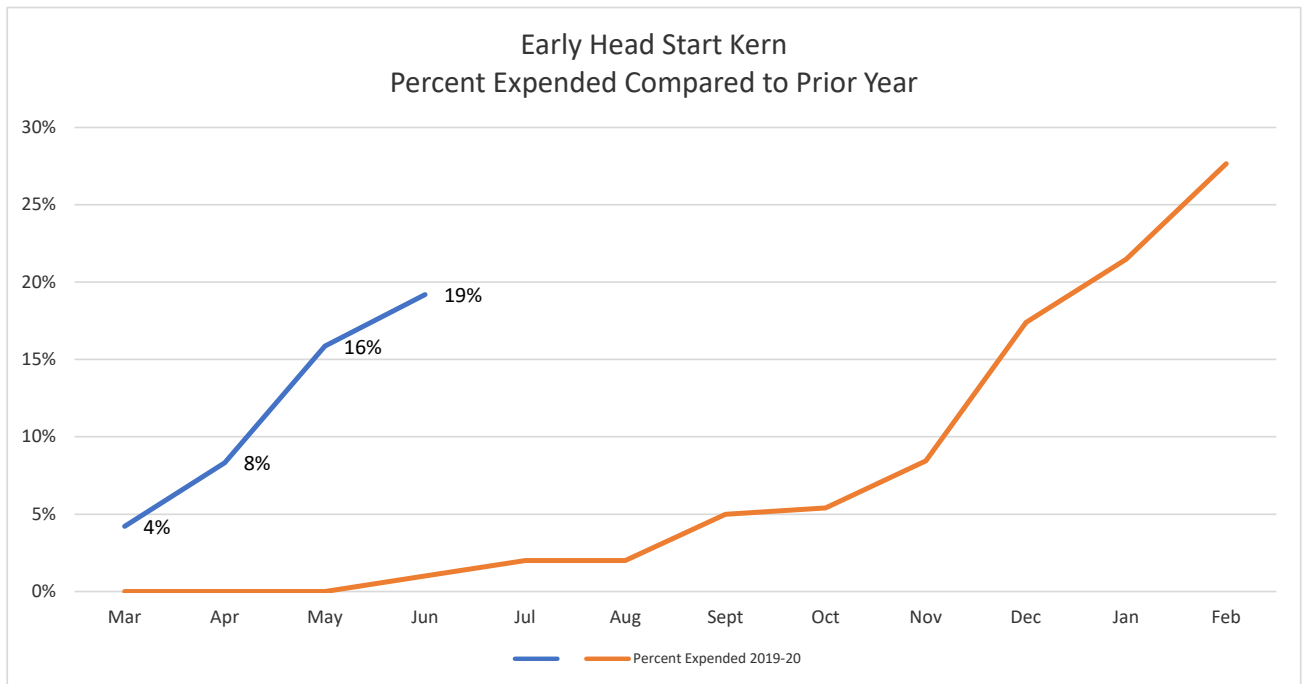
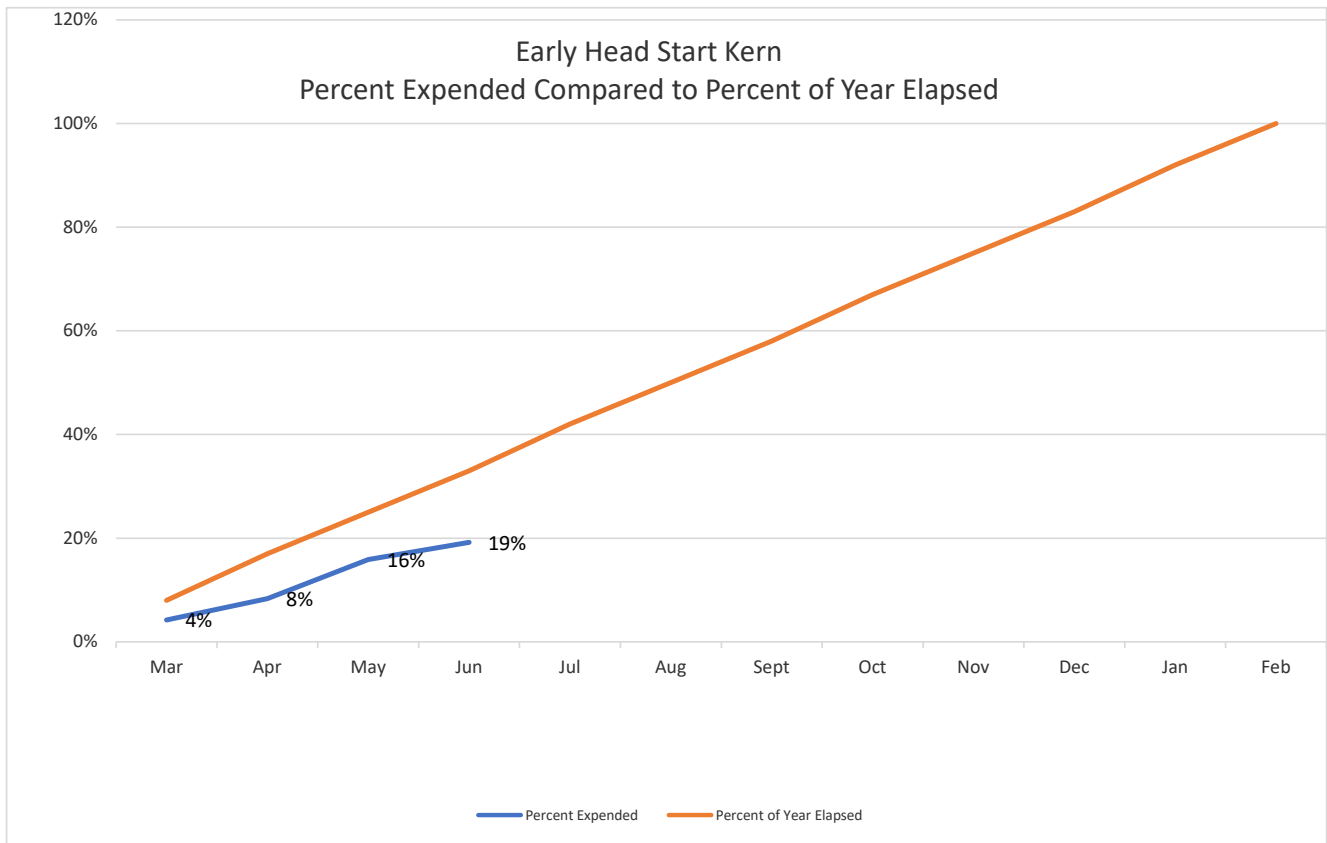
GRAND TOTAL EHS FEDERAL FUNDS	2,353,023	459,246	1,893,777	20%	80%
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NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	124,279	463,977	21%	79%
TOTAL NON-FEDERAL	588,256	124,279	463,977	21%	79%

Budget reflects Notice of Award #09HP000163-02-00

Actual expenditures include posted expenditures and estimated adjustments through 6/30/2020





Helping People... Changing Lives.

COMMUNITY ACTION PARTNERSHIP OF KERN

EXECUTIVE COMMITTEE

JULY 22, 2020

FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/20 - 02/28/21	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/20 - 02/28/21	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/20 - 02/28/21	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/20 - 02/28/21	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/20 - 02/28/21	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/20 - 02/28/21	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/20 - 02/28/21	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/20 - 02/28/21	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START EXPANSION	2,353,023	93.600	09HP000163-02	03/01/20 - 02/28/21	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	26,018,030	93.600	09CH011132-02	03/01/20 - 02/28/21	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START - START UP FUNDS	0	93.600	09CH011132-02	03/01/20 - 02/28/21	108/109	
EARLY HEAD START SAN JOAQUIN	5,388,328	93.600	09-CH011406-01	02/01/20 - 01/31/21	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041800	04/02/19 - 04/01/20	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	94,012 122,216	21.009	19VITAA0228	08/01/18 - 07/31/19 08/01/19 - 07/31/20	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,520,187	93.569	20F - 3015	01/01/20 - 12/31/20	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG CARES ACT	2,054,530	93.569	20F - 3654	03/27/20 - 05/31/22	104	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
COUNTY OF KERN CARES ACT FOOD BANK DELIVERY PROGRAM	2,000,000		391-2020	06/16/20 - 12/30/20	135	COUNTY OF KERN, CARES ACT, CORONAVIRUS RELIEF FUND
AMERICORPS PLANNING GRANT	69,959		17AFHY26-PG87	1/15/2020 - 12/31/2020	155-007	CALIFORNIA VOLUNTEERS, AMERICORPS, STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
AMERICORPS OPERATIONAL	653,691			2/1/2020 - 1/31/2021	155-000	CALIFORNIA VOLUNTEERS, AMERICORPS, STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CSBG DISCRETIONARY RIDGECREST EARTHQUAKE RESPONSE (COMMUNITY SERVICES BLOCK GRANT)	177,018	93.569	19F - 4463	09/01/19 - 03/31/20	175/032	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,615,849 4,415,991		19B - 5012 20B - 2012	10/01/18 - 06/30/20 10/01/19 - 06/30/21	122-39 122-30	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399	81.042	17C-4010	06/01/18 - 06/30/20	123-65	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085	93.575	CCTR - 9050	07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 9050	07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000	93.575	CMAF - 9000	07/01/19 - 06/30/20	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	164,081	93.575	CSPP - 9121	07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	357,247	93.596	CSPP - 9121	07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,491,998	10.561	19-10324	10/01/19 - 09/30/20	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
ECONOMIC EMPOWERMENT	50,000	93.590	EE - KERN - 17 - 20	07/01/19 - 06/30/20	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	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	373,833	10.568/.569	15 - MOU - 00118	10/01/19 - 09/30/20	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
EFAP CARES ACT	623,392			03/27/20 - 09/30/20	105-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)	389,808			06/05/20 - 09/30/20	105-095	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 36	79,598			7/1/2019 - 3/31/2020	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 37	58,005			7/1/2020 - 3/31/2021	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S CARES Act	82,698			7/1/2020 - 3/31/2021	114-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	\$1,992.62 PER TRUCK LOAD			10/01/19 - 09/30/20	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	332,408	10.565	16 - 6017	10/01/19 - 09/30/20	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	10/01/19 - 09/30/20	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,001,061	10.557	19 - 10139	10/01/19 - 09/30/20	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	96,442	10.561	18 - 7012 - SUB - CAPK	10/01/19 - 09/30/20	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM SSI	60,476 43,513	10.561		10/01/19 - 09/30/20 10/01/20 - 09/30/21	164-005	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/19 - 06/30/20	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
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/19 - 06/30/20	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	4,173,682		CMAF - 9000	07/01/19 - 06/30/20	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,659,082		CCTR - 9050	07/01/19 - 06/30/20	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	3,846,369		CSPP - 9121	07/01/19 - 06/30/20	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	262,661		CMIG - 9004	07/01/19 - 06/30/20	250	STATE OF CALIFORNIA, DEPT OF EDUCATION

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
MIGRANT SPECIALIZED SERVICES	39,399		CMSS - 9004	07/01/19 - 06/30/20	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	174,000		19T - 9011	10/01/19 - 06/30/20	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	1,877,011		N/A	07/01/19 - 06/30/20	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000 70,000		509-2019	07/01/19 - 06/30/20 07/01/20 - 06/30/21	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	147,879 328,862		509-2019	01/01/20 - 06/30/20 07/01/20 - 06/30/21	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM	57,000		18-CESH-12453	10/03/19 - 07/24/24	272	STATE OF CALIFORNIA, DEPT OF GENERAL SERVICES, UNITED WAY OF KERN
COUNTY OF KERN 2020 CENSUS	47,707		N/A	01/14/20 - 09/30/20	273	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER START-UP	239,630		017-2020	01/14/20 - 06/30/20	275-007	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	1,027,736		017-2020	01/14/20 - 06/30/20	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,054,472		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
FOOD BANK CAPACITY PROGRAM	101,490		SGRT-19-0012	07/01/17 - 06/30/20	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,758		15 MOU - 00118	07/01/19 - 06/30/20	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	274,439		N/A	07/01/19 - 06/30/20	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD COVID-19 DISASTER BOXES (FOOD BANK)	21,334		N/A	07/01/19 - 06/30/20	216-093	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
DIFFERENTIAL RESPONSE SERVICES	219,006		N/A	07/01/19 - 06/30/20	280	COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	105,697		2015.2.5	07/01/19 - 06/30/20	288	KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	135,637		2015.2.6	07/01/19 - 06/30/20	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	169,641		2017.2.01	07/01/19 - 06/30/20	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
COUNTY OF KERN HELPLINE 211	45,000		669-2019	07/01/19 - 06/30/20	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/19 - 06/30/20	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
SIERRA FOUNDATION - 2020 CENSUS	40,000		GRANT CANCELLED	01/01/20 - 07/31/20	408	SIERRA FOUNDATION
NALEO EDUCATIONAL FOUNDATION - 2020 CENSUS	15,000		N/A	01/13/20 - 09/30/20	409	NALEO EDUCATIONAL FOUNDATION
GOODWILL INDUSTRIES - CALIFORNIA STATEWIDE COVID-19 CALL CENTER RESPONSE	90,681		N/A	03/30/20 - 03/29/21	430	GOODWILL INDUSTRIES OF SACRAMENTO & NORTHERN NEVADA, INC.
UNITED WAY - COVID-19 211 COMMUNITY RESPONSE AND RELIEF	45,000		N/A	04/01/20 - 06/30/20	431	UNITED WAY WORLDWIDE
NO KID HUNGRY (FOOD BANK)	150,000		N/A	05/28/20 - 09/30/20	465	NO KID HUNGRY - SHARE OUR STRENGTH
EAST KERN HEALTH LINK - RESOURCE FAIRS	3,000		N/A	06/01/19 - 05/31/20	501-005	BORAX VISITOR CENTER FOUNDATION
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/21	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
CALIFORNIA FAMILY RESOURCE CENTER - EKFRS COVID-19 RAPID RESPONSE	10,000		MOU# COVID-413-7	04/13/20-06/30/20	533-005	CALIFORNIA FAMILY RESOURCE CENTER ASSOCIATION, PREVENT CHILD ABUSE CALIFORNIA
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/21	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
211 KINGS COUNTY	22,868 22,868		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017 63,017		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-232	UNITED WAY OF TULARE COUNTY

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
211 STANISLAUS COUNTY	66,000 70,019		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-234	UNITED WAY OF STANISLAUS COUNTY
SOUTHERN CA EDISON - 211 CUSTOMER RELATIONS MANAGEMENT (CRM) DEVELOPMENT PROGRAM	35,000		N/A	1/1/20 - 10/1/20	429	SOUTHERN CALIFORNIA EDISON
PREP WORKS - YOUTH CENTERS			N/A		444	STARBUCKS
PREP WORKS PROGRAM			N/A		448	WELLS FARGO FOUNDATION
EAST KERN EMERGENCY CLOSET	PENDING		N/A	PENDING	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	PENDING		N/A	PENDING	454	DIGNITY HEALTH
FOOD BANK FREE FARMERS MARKET - WASCO	66,000		N/A	01/01/20 - 12/31/20	467	THE WONDERFUL COMPANY FOUNDATION
DAP (DISGORGEMENT ASSISTANCE PROGRAM)	346,238		20D - 1012	10/01/19 - 12/31/20	484	SERVICES AND DEVELOPMENT, BARCLAY'S BANK SETTLEMENT WITH FETC
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2020/21

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

**COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2020/21**

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
245	LIWP Single Family			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	<u>Small Business Development</u>						
456	Bank of the West				X		
	<u>East Kern Family Resource Center</u>						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
	<u>Youth Services</u>						
120	Information & Education				X		
155	Americorps				X		
242	Youth Authority				X		
246	Realignment for Success				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
335	Gang Prevention				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	<u>Census</u>						
273	County of Kern 2020 Census				X		
408	Sierra Foundation 2020 Census				X		
409	NALEO Education Foundation 2020 Census				X		
	<u>Homeless Services</u>						
275	County of Kern LBNC				X		
275-007	County of Kern LBNC - Start-up				X		
	<u>2-1-1</u>						
160	HUD Coordinated Entry System				X		
164	Cal Fresh				X		
164-005	Cal Fresh (SSI)				X		
186	2-1-1 Hospital Preparedness Program				X		
272	United Way - CESH				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		

**COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2020/21**

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
FISCAL YEAR 2020/21

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/29/20	n/a				
03/31/20	n/a				
04/30/20	n/a				
05/31/20	n/a				
06/30/20	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of March 23, 2020 for \$4 million and will terminate on March 22, 2021. A \$2 million increase

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

Note 3: Line of credit was not required for the month of June 2020.

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
12/31/19 - 3/30/20	90 days	\$ 1,253.47	0.25%
04/01/20 - 6/30/20	90 days	\$ 2,583.33	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, 2020	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(59,668.85)
HEAD START/EARLY HEAD START	364,521.79
SUBTOTAL	304,852.94
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
GENERAL CHILD CARE	(80,882.16)
MIGRANT A/P	1,390,708.23
MIGRANT CHILD CARE	(17,623.06)
MIGRANT SPECIALIZED SERVICES	(22,066.82)
STATE PRESCHOOL	57,351.18
SUBTOTAL	1,327,487.07
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(87,993.25)
EF&S	41,349.00
EFAP	(39,087.44)
FOOD BANK	468,831.73
FOOD BANK CAPACITY PROGRAM	0.00
FOOD BANK - STATE	138,665.43
SOCAL GAS	0.00
TRADE MITIGATION	(27,412.47)
WONDERFUL FOUNDATION	93,119.03
SUBTOTAL	587,472.03
ENERGY	(281,000.03)
DOE WAP	(68,384.77)
LIHEAP	(485,113.20)
PG&E	(15,720.99)
DAP (Disgorgement Assistance Program)	(5,304.80)
TRANSFER NEGATIVE BALANCE	468,328.53
SUBTOTAL	(387,195.26)
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	192,464.12
AMERICORPS - CALIFORNIA VOLUNTEERS	(201,387.15)
BANK OF THE WEST	11,708.13
CAL FRESH	(27,605.02)
CALEITC	(50,236.92)
COST POOLS	442,311.52
COUNTY OF KERN 2020 CENSUS	360.02
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	48,878.53
CSBG	102,041.01
CSBG DISCRETIONARY	(36,103.20)
DIFFERENTIAL RESPONSE	(33,638.52)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	1,613,711.05
ECONOMIC EMPOWERMENT	(11,101.27)
EAST KERN FAMILY RESOURCE CENTER	9,151.79
FIRST 5 KERN 211	(18,518.51)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(26,222.36)
FIRST 5 HELP ME GROW	(12,398.80)
FRIENDSHIP HOUSE	14,429.32
FUNDRAISING	284,689.92
GANG PREVENTION	0.00
GAPP FUND	0.00
GENERAL FUND	70,875.97
Goodwill Ind-CA State 211 COVID-19 Call Cntr Response	(6,696.22)
HOME VISIT INITIATIVE (CO OF KERN)	25,648.88
HUD-COORDINATED ENTRY SYSTEM	(33,994.92)
INDIRECT FUND	1,221,876.34
IRS - VITA	(57,449.29)
INFORMATION & EDUCATION	0.00
NALEO - 2020 Census	7,103.08
NEOPB CAL FRESH HEALTHY LIVING	(84,693.57)
POSITIVE YOUTH DEV SVC	(3,068.19)
POSITIVE YOUTH M	(2.20)
READYKERN	0.00
SHAFTER YOUTH CENTER	2,303.91
SHARE OUR STRENGTH NO KID HUNGRY	150,000.00
Sierra Foundation - 2020 Census	0.00
SO CA EDISON - 211 CUSTOMER RELATIONS	35,000.00
UNITED WAY 211	931.58
UNITED WAY CESH	34,456.03
UNITED WAY COVID-19 211 COMMUNITY RESPONSE	10,265.71
WELLS FARGO FOUNDATION	47,939.20
WIC	(625,538.57)
LESS: ENERGY NEGATIVE BALANCE	(468,328.53)
ADD: LINE OF CREDIT	
SUBTOTAL	2,633,840.59
TOTAL OPERATING CASH	4,468,457.37

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
June 30, 2020**

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	06/30/20		4,736,212.90
LESS: OUTSTANDING CHECKS		267,646.70	
ADJUSTED BANK BALANCE AT	06/30/20		4,468,566.20
GENERAL LEDGER BALANCE AT	05/31/20		3,522,787.94
ADD: DEPOSITS		3,440,437.15	
US TREAS DRAWDOWNS		1,746,425.02	
FUNDS FROM OTHER GRANTS		554,917.50	
ADP /HEALTH EQUITY REFUND		395.77	
RETURNED ACH		17,312.00	
ONLINE DONATION		13,315.76	
LESS: CHECKS		1,683,603.41	
ADP PAYROLL 6/5/20		1,334,849.46	
ADP PAYROLL 6/19/20		907,107.17	
EFTS FOR HRA/HSA/ STD/403B		276,751.41	
REC LOAN PRINCIPAL/INT EXPENSES		31,403.82	
CREDIT CARD		11,150.57	
BANK FEES		3,817.11	
ACH VOUCHERS		570,822.99	
		7,519.00	
GENERAL LEDGER BALANCE AT	06/30/20		4,468,566.20

DIFFERENCE: -

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 07/15/2020

APPROVED BY:  TITLE: Chief Financial Officer DATE: 07/15/2020

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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2020

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	06/30/20	656,374.88
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	06/30/20	656,374.88

BALANCE PER G/L	05/31/20	656,288.80
ADD:		
DEPOSITS		0.00
INTEREST		86.08
ROUNDING ERROR		0.00
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
BALANCE PER G/L	06/30/20	656,374.88

DIFFERENCE: 0.00

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

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 07/15/20

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 07/15/20

**COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT****

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
June 30, 2020**

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 06/30/20 86,698.18

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 06/30/20 86,698.18

BALANCE PER G/L 05/31/20 86,686.81

ADD: DEPOSITS 0.00

INTEREST 11.37

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

WIRE TRANSFER 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 06/30/20 86,698.18

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

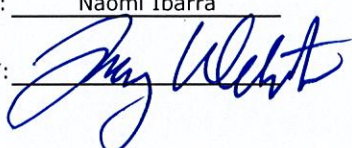
DIFFERENCE: 0.00

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

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 07/15/20

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 07/15/20

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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2020

WELLS FARGO BANK, N.A.
 P. O. BOX 63021
 SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	06/30/20	9,345.29
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE	06/30/20	9,345.29

BALANCE PER GENERAL LEDGER	05/31/20	15,872.37
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00
ONLINE DONATIONS		6,883.80
PAYPAL DEPOSIT		0.00
INTEREST		2.56
LESS: APPLIED MERCHANT DEBITS		0.00
CLIENT ANALYSIS SERVICE CHARGE		12.45
BANKCARD FEES		285.23
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		13,115.76
		0.00
BALANCE PER GENERAL LEDGER:	06/30/20	9,345.29

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

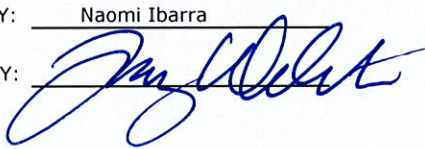
Difference: 0.00

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

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

PREPARED BY: Naomi Ibarra TITLE: Accountant

DATE: 07/15/20

APPROVED BY:  TITLE: Chief Financial Officer

DATE: 07/15/20

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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2020

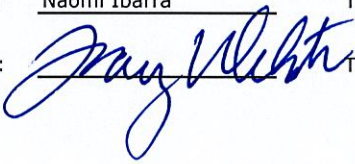
WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	06/30/20	7,519.04
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE:	06/30/20	7,519.04

BALANCE PER G/L	05/31/20	0.00
ADD:		
DEPOSITS	0.00	
INTEREST	0.04	
BANK ACCOUNT TRANSFER FROM GENERAL FUND	7,519.00	
LESS:		
CHECKS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND	0.00	
BALANCE PER G/L	06/30/20	7,519.04

DIFFERENCE: 0.00

PREPARED BY: <u>Naomi Ibarra</u>	TITLE: <u>Accountant</u>	DATE: <u>07/16/20</u>
APPROVED BY: 	TITLE: <u>Chief Financial Officer</u>	DATE: <u>07/16/20</u>



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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2020

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 06/30/20 2.11

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 06/30/20 2.11

BALANCE PER G/L 05/31/20 2.11

ADD: DEPOSITS 0.00

INTEREST 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

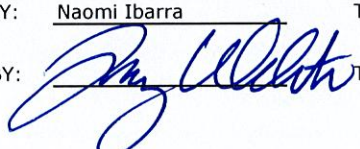
CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 06/30/20 2.11

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 07/15/20

APPROVED BY:  TITLE: Chief Financial Officer DATE: 07/15/20



**COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED June 1, 2020 - June 30, 2020**

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Gloria Barbero	Administrator - EHS San Joaquin	1,070.72
Yolanda Gonzales	Director of Head Start/State Child Development Programs	96.31
Donna Holland	Fiscal Administrator	266.30
Pritika Ram	Director of Administration	700.00
Carmen Segovia	Director of Health & Nutrition Services	9,217.64
Jeremy Tobias	Chief Executive Officer	-
Emilio Wagner	Director of Operations	896.65
Tracy Webster	Chief Financial Officer	99.00
	Total	\$ 12,346.62



Statement Expenses

07/01/2020 08:33 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	AP, CAPK	Start Date:	06/01/2020
Card Number:	xxxx-xxxx-xxxx-7017	End Date:	06/30/2020
Status:	Open	Reminder Period:	07/01/2020 through 07/03/2020
Charges:	0.00 USD	Grace Period:	07/04/2020 through 07/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2020 through 07/10/2020
Total Amount:	0.00 USD	Download Period:	07/11/2020 through 07/28/2020

Charges

There are no results.

---End of Report---

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Statement Expenses

 07/01/2020 08:43 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	BARBERO, GLORIA	Start Date:	06/01/2020
Card Number:	xxxx-xxxx-xxxx-7058	End Date:	06/30/2020
Status:	Open	Reminder Period:	07/01/2020 through 07/03/2020
Charges:	1,070.72 USD	Grace Period:	07/04/2020 through 07/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2020 through 07/10/2020
Total Amount:	1,070.72 USD	Download Period:	07/11/2020 through 07/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/11/2020	06/12/2020	Western Building Mat 559-4548500,CA		CAPK Pcard(CAPL Pcard)	No	1,070.72 USD / 1,070.72

Total Charges: 1,070.72 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 07/01/2020 08:44 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	GONZALES, YOLANDA	Start Date:	06/01/2020
Card Number:	xxxx-xxxx-xxxx-7009	End Date:	06/30/2020
Status:	Open	Reminder Period:	07/01/2020 through 07/03/2020
Charges:	96.31 USD	Grace Period:	07/04/2020 through 07/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2020 through 07/10/2020
Total Amount:	96.31 USD	Download Period:	07/11/2020 through 07/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/29/2020	06/01/2020	Flockler Subscription Tampere		CAPK Pcard(CAPL Pcard)	No	(506.83) USD / (506.83)
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/01/2020	06/02/2020	Target 00006148 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	33.50 USD / 33.50
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/29/2020	06/30/2020	Flockler Subscription Tampere		CAPK Pcard(CAPL Pcard)	No	564.00 USD / 564.00
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/29/2020	06/30/2020	Cross Border Trans Fee		CAPK Pcard(CAPL Pcard)	No	5.64 USD / 5.64

Total Charges: 96.31 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 07/01/2020 08:46 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	HOLLAND, DONNA	Start Date:	06/01/2020
Card Number:	xxxx-xxxx-xxxx-7033	End Date:	06/30/2020
Status:	Open	Reminder Period:	07/01/2020 through 07/03/2020
Charges:	266.30 USD	Grace Period:	07/04/2020 through 07/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2020 through 07/10/2020
Total Amount:	266.30 USD	Download Period:	07/11/2020 through 07/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/12/2020	06/12/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	223.94 USD / 223.94
	Description	Baby formula					
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/16/2020	06/18/2020	Discounted Parts Llc 717-303-3331,PA		CAPK Pcard(CAPL Pcard)	No	42.36 USD / 42.36
	Description	Replacement knob for conveyor toaster					

Total Charges: 266.30 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 07/01/2020 08:46 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	RAM, PRITIKA	Start Date:	06/01/2020
Card Number:	xxxx-xxxx-xxxx-7074	End Date:	06/30/2020
Status:	Open	Reminder Period:	07/01/2020 through 07/03/2020
Charges:	700.00 USD	Grace Period:	07/04/2020 through 07/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2020 through 07/10/2020
Total Amount:	700.00 USD	Download Period:	07/11/2020 through 07/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/09/2020	06/11/2020	National Community Action 202-8422092,DC		CAPK Pcard(CAPL Pcard)	No	700.00 USD / 700.00

Total Charges: 700.00 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 07/01/2020 08:47 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	SEGOVIA, CARMEN	Start Date:	06/01/2020
Card Number:	xxxx-xxxx-xxxx-7025	End Date:	06/30/2020
Status:	Open	Reminder Period:	07/01/2020 through 07/03/2020
Charges:	9,217.64 USD	Grace Period:	07/04/2020 through 07/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2020 through 07/10/2020
Total Amount:	9,217.64 USD	Download Period:	07/11/2020 through 07/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/31/2020	06/01/2020	Facebk 3gelhra432 Fb.me/ads,CA		CAPK Pcard(CAPL Pcard)	No	6.82 USD / 6.82
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/03/2020	06/05/2020	Verticalscr 888-291-1369,PA		CAPK Pcard(CAPL Pcard)	No	7.50 USD / 7.50
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/10/2020	06/10/2020	Ada_cdr Website 312-899-4886,IL		CAPK Pcard(CAPL Pcard)	No	70.00 USD / 70.00
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/10/2020	06/10/2020	Ada_cdr Website 312-899-4886,IL		CAPK Pcard(CAPL Pcard)	No	70.00 USD / 70.00
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/11/2020	06/15/2020	International Plastics - 864-297-8000,SC		CAPK Pcard(CAPL Pcard)	No	268.53 USD / 268.53
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/12/2020	06/15/2020	Walmart.com 800-966-6546,AR		CAPK Pcard(CAPL Pcard)	No	500.00 USD / 500.00
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/12/2020	06/15/2020	Walmart.com 800-966-6546,AR		CAPK Pcard(CAPL Pcard)	No	1,000.00 USD / 1,000.00
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/12/2020	06/15/2020	Walmart.com 800-966-6546,AR		CAPK Pcard(CAPL Pcard)	No	1,000.00 USD / 1,000.00
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/15/2020	06/16/2020	Verticalscr 888-291-1369,PA		CAPK Pcard(CAPL Pcard)	No	7.50 USD / 7.50
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/16/2020	06/18/2020	Office Depot #952		CAPK Pcard(CAPL Pcard)	No	129.90 USD / 129.90

		Bakersfield,CA		Pcard)			
11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2020	06/18/2020	Amzn Mktp Us Ms9qd8n00 Amzn.com/bill,WA		CAPK Pcard(CAPL Pcard)	No	44.99 USD / 44.99
12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2020	06/18/2020	Amazon.com Ms2mh9fm2 Amzn.com/bill,WA		CAPK Pcard(CAPL Pcard)	No	79.01 USD / 79.01
13.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/18/2020	06/19/2020	Amzn Mktp Us Ms4s90z62 Amzn.com/bill,WA		CAPK Pcard(CAPL Pcard)	No	323.67 USD / 323.67
14.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/18/2020	06/19/2020	Www Costco Com 800-955-2292,WA		CAPK Pcard(CAPL Pcard)	No	487.12 USD / 487.12
15.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/22/2020	06/23/2020	Smart And Final 362 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	324.64 USD / 324.64
16.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/23/2020	06/23/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	346.33 USD / 346.33
17.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/24/2020	06/24/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	179.67 USD / 179.67
18.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/24/2020	06/24/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	570.44 USD / 570.44
19.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/27/2020	06/29/2020	Walmart.com 800-966-6546,AR		CAPK Pcard(CAPL Pcard)	No	129.79 USD / 129.79
20.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/27/2020	06/29/2020	Walmart.com 800-966-6546,AR		CAPK Pcard(CAPL Pcard)	No	279.28 USD / 279.28
21.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/27/2020	06/29/2020	Walmart.com 800-966-6546,AR		CAPK Pcard(CAPL Pcard)	No	1,153.05 USD / 1,153.05
22.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/27/2020	06/29/2020	Walmart.com 800-966-6546,AR		CAPK Pcard(CAPL Pcard)	No	331.25 USD / 331.25
23.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/27/2020	06/29/2020	Walmart.com Ax 800-966-6546,AR		CAPK Pcard(CAPL Pcard)	No	757.64 USD / 757.64
24.	Transaction	Posting	Merchant	General Ledger	Unit	Receipt	Amount / Original

	Date	Date		Code		Submitted ‡	Currency
	06/27/2020	06/29/2020	Walmart.com 800-966-6546,AR		CAPK Pcard(CAPL Pcard)	No	7.57 USD / 7.57
25.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/27/2020	06/29/2020	Walmart.com 800-966-6546,AR		CAPK Pcard(CAPL Pcard)	No	906.44 USD / 906.44
26.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/29/2020	06/30/2020	Usps Po 0504680519 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	165.00 USD / 165.00
27.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/29/2020	06/30/2020	Usps Po 0504680519 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	71.50 USD / 71.50

Total Charges: 9,217.64 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

07/01/2020 08:48 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	TOBIAS, JEREMY	Start Date:	06/01/2020
Card Number:	xxxx-xxxx-xxxx-7066	End Date:	06/30/2020
Status:	Open	Reminder Period:	07/01/2020 through 07/03/2020
Charges:	0.00 USD	Grace Period:	07/04/2020 through 07/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2020 through 07/10/2020
Total Amount:	0.00 USD	Download Period:	07/11/2020 through 07/28/2020

Charges

There are no results.

---End of Report---



Statement Expenses

 07/01/2020 08:49 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WAGNER, EMILIO	Start Date:	06/01/2020
Card Number:	xxxx-xxxx-xxxx-7041	End Date:	06/30/2020
Status:	Open	Reminder Period:	07/01/2020 through 07/03/2020
Charges:	896.65 USD	Grace Period:	07/04/2020 through 07/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2020 through 07/10/2020
Total Amount:	896.65 USD	Download Period:	07/11/2020 through 07/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/31/2020	06/02/2020	Macys Bakersfield Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	177.00 USD / 177.00
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/07/2020	06/08/2020	Vzwrlls Prpay Autopay 888-294-6804,FL		CAPK Pcard(CAPL Pcard)	No	65.00 USD / 65.00
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/20/2020	06/22/2020	Mindbody, Inc 805-4762700,CA		CAPK Pcard(CAPL Pcard)	No	445.40 USD / 445.40
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/19/2020	06/22/2020	Onestepgpscom 181-865-9203,CA		CAPK Pcard(CAPL Pcard)	No	209.25 USD / 209.25

Total Charges: 896.65 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 07/01/2020 08:49 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WEBSTER, TRACY	Start Date:	06/01/2020
Card Number:	xxxx-xxxx-xxxx-6993	End Date:	06/30/2020
Status:	Open	Reminder Period:	07/01/2020 through 07/03/2020
Charges:	99.00 USD	Grace Period:	07/04/2020 through 07/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2020 through 07/10/2020
Total Amount:	99.00 USD	Download Period:	07/11/2020 through 07/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/06/2020	06/08/2020	Abila, Inc 512- 8613118,TX		CAPK Pcard(CAPL Pcard)	No	99.00 USD / 99.00

Total Charges: 99.00 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---

**COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2020 TO FEBRUARY 28, 2021 (4 OF 12 MONTHS OR 33.33%)**

Line Item	2020/21 Budget	3/1/20 - 06/30/20 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,731,420	258,442	14.9%	1,472,978
Head Start Subsidy	223,145	305,320	136.8%	(82,175)
Total Revenue	<u>1,954,565</u>	<u>563,762</u>	28.8%	<u>1,390,803</u>
Expenditures (Note B)				
Salaries	539,453	205,793	38.1%	333,660
Benefits	180,433	60,357	33.5%	120,075
Vehicle Gasoline, Repair/Maintenance	66,738	4,508	6.8%	62,229
Space Costs	75,593	36,929	48.9%	38,665
Supplies - Office & Food Service	101,841	21,674	21.3%	80,168
Equipment Repair/Maintenance & Lease	17,089	3,155	18.5%	13,934
Communication	10,127	4,849	47.9%	5,278
Risk Insurance	9,388	5,279	56.2%	4,110
Printing	1,319	389	29.5%	930
Hiring & Employee Costs	1,800	-	0.0%	1,800
First Aid	2,600	-	0.0%	2,600
Other Misc	(22)	22	-	(44)
Raw Food/Vended Meals	988,367	177,446	18.0%	810,921
Sub Total	1,994,727	520,402	26.1%	1,474,325
Adult Meals Prepared	178,430	16,332	9.2%	162,098
Indirect	157,408	27,028	17.2%	130,379
Total Expenditures	<u>2,330,565</u>	<u>563,762</u>	24.2%	<u>1,766,803</u>

	Prior Period	June 2020	Cumulative
Total Meals Prepared and Vended (Note C)	146,674	32,738	179,412
Total Meals Claimed	99,830	20,995	120,825
Difference	30,726	11,743	58,587

Percentage Claimed to Prepared/Vended		64.1%	67.3%
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Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/19 - 6/30/20 (11 OF 12 MONTHS = 91.67%)

Contract CMAP-9000	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	Total	%	% Earned to MRA
Provider Payments	\$ 463,474	\$ 625,316	\$ 713,655	\$ 729,041	\$ 751,020	\$ 726,457	\$ 681,430	\$ 718,757	\$ 713,266	\$ 697,622	\$ 689,987	\$ -	\$ 7,510,024		
Add: Family Fees	<u>7,020</u>	<u>9,948</u>	<u>10,275</u>	<u>10,730</u>	<u>11,617</u>	<u>11,450</u>	<u>12,216</u>	<u>12,203</u>	<u>12,000</u>	<u>12,000</u>	<u>-</u>	<u>-</u>	<u>\$ 109,460</u>		
Net Provider Payments	\$ 470,495	\$ 635,264	\$ 723,930	\$ 739,771	\$ 762,637	\$ 737,907	\$ 693,646	\$ 730,960	\$ 725,266	\$ 709,622	\$ 689,987	\$ -	\$ 7,619,483	86.72%	
Maximum Reimbursable Amount (MRA) for Provider Payments													7,907,363		96.36%
Administration & Support Services Revenue															
Provider Payments	\$ 470,495	\$ 635,264	\$ 723,930	\$ 739,771	\$ 762,637	\$ 737,907	\$ 693,646	\$ 730,960	\$ 725,266	\$ 709,622	\$ 689,987	\$ -	\$ 7,619,483		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	<u>\$ 99,802</u>	<u>\$ 134,753</u>	<u>\$ 153,561</u>	<u>\$ 156,921</u>	<u>\$ 161,771</u>	<u>\$ 156,526</u>	<u>\$ 147,137</u>	<u>\$ 155,052</u>	<u>\$ 153,844</u>	<u>\$ 150,526</u>	<u>\$ 146,361</u>	<u>\$ -</u>	<u>\$ 1,616,252</u>		
Program Administration/Support Services Costs	37,414	85,521	58,950	67,118	58,315	89,108	66,461	80,583	27,271	72,026	70,719	-	713,484	8.12%	
Indirect (10% x MTDC) Costs	50,675	72,283	78,548	80,994	82,553	83,066	76,465	84,007	74,486	76,197	75,273	-	834,547	5.16%	
Transfer Indirect to CSBG	-	-	(53,276)	-	-	(231,767)	-	(96,021)	-	-	-	-	(381,064)		
Total Operating Costs	<u>\$ 88,089</u>	<u>\$ 157,804</u>	<u>\$ 84,221</u>	<u>\$ 148,113</u>	<u>\$ 140,867</u>	<u>\$ (59,593)</u>	<u>\$ 142,926</u>	<u>\$ 68,568</u>	<u>\$ 101,757</u>	<u>\$ 148,223</u>	<u>\$ 145,992</u>	<u>-</u>	<u>1,166,967</u>	13.28%	
Revenue Earned Over/(Under) Costs	<u>\$ 11,713</u>	<u>\$ (23,051)</u>	<u>\$ 69,339</u>	<u>\$ 8,808</u>	<u>\$ 20,904</u>	<u>\$ 216,119</u>	<u>\$ 4,211</u>	<u>\$ 86,483</u>	<u>\$ 52,088</u>	<u>\$ 2,303</u>	<u>\$ 369</u>	<u>-</u>	<u>449,285</u>		
TOTAL COSTS - NET OF FAMILY FEES	<u>\$ 558,584</u>	<u>\$ 793,068</u>	<u>\$ 808,151</u>	<u>\$ 887,883</u>	<u>\$ 903,504</u>	<u>\$ 678,314</u>	<u>\$ 836,572</u>	<u>\$ 799,528</u>	<u>\$ 827,023</u>	<u>\$ 857,845</u>	<u>\$ 835,978</u>	<u>\$ -</u>	<u>8,786,450</u>	<u>100.00%</u>	

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

Provider payments	7,619,483
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	<u>1,616,252</u>

Note 2: The maximum reimbursable amount per the 2019/20 State contract is as follows:

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

Note 3: The MRA for 2019/20 is \$1,126,877 greater than 2018/19

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2019/20 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/19 - 6/30/20 (12 OF 12 MONTHS = 100.00%)

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-9050)														
Adjusted Days of Enrollment - Certified	4,284	4,437	4,439	5,590	4,629	4,031	6,243	5,433	4,016	6,642	6,034	6,642	62,418	
Reimbursement Rate per Child per Day	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	
Revenue Earned	\$ 212,213	\$ 219,803	\$ 219,911	\$ 276,925	\$ 229,327	\$ 199,674	\$ 309,255	\$ 269,150	\$ 198,940	\$ 329,028	\$ 298,943	\$ 329,028	\$ 3,092,197	87.47%
Maximum Reimbursable Amount (MRA)													\$3,535,022	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	97.42%	99.38%	99.96%	99.80%	99.01%	99.38%	98.68%	99.56%	98.13%					99.04%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-9121)														
Adjusted Days of Enrollment - Certified	1,904	1,992	3,219	7,217	7,189	7,470	9,722	8,683	5,975	10,613	9,648	10,613	84,243	
Reimbursement Rate per Child per Day	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	
Revenue Earned	\$ 94,897	\$ 99,297	\$ 160,457	\$ 359,757	\$ 358,376	\$ 372,375	\$ 484,657	\$ 432,832	\$ 297,834	\$ 529,057	\$ 480,940	\$ 529,057	\$ 4,199,536	96.15%
Maximum Reimbursable Amount (MRA)													\$4,367,697	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	85.15%	94.12%	99.06%	99.20%	98.43%	98.50%	98.63%	99.20%	99.05%					98.02%
Five Percent Flexibility, Maximum = 100 Percent	90.15%	99.12%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					100.00%
MIGRANT CHILD CARE (CMIG-9004)														
Adjusted Days of Enrollment - Certified	298	257	228	143	55	74	82	465	335	568	516	568	3,590	
Reimbursement Rate per Child per Day	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	
Revenue Earned	\$ 14,766	\$ 12,732	\$ 11,317	\$ 7,073	\$ 2,701	\$ 3,665	\$ 4,051	\$ 23,049	\$ 16,614	\$ 28,158	\$ 25,572	\$ 28,158	\$ 177,858	69.92%
Maximum Reimbursable Amount (MRA)													\$254,377	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.13%	100.00%	100.00%	100.00%	95.24%	100.00%	100.00%	99.27%	100.00%					99.54%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2019/20 State contracts

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

Month/Year: June-2020
Director of Finance: Lorraine Casillas

Services: Overall financial and accounting functions of the organization

Activities	June-2020		Year to Date 03/1/20 -06/30/20	
Description	Number	Amount	Number	Amount
Bank Deposits	11	3,440,189	53	10,388,309
Wire Deposits	24	579,590	54	1,730,695
Head Start/IRS Drawdowns	6	2,015,758	23	10,668,438
Vendor Checks Issued	815	2,265,577	3,299	10,332,891
Payroll Disbursed		2,241,957		10,170,063
Grant Reports Prepared	24		102	
Adopt a Beach				
Americorp				
CalEITC				
CalFresh CFO				
CalFresh SSI				
Census				
CESH				
CSBG				
DAP				
DOE				
DR				
East Kern Resource Center				
Economic Empower				
Final Expansion				
Final Kern SF-425				
Goodwill				
HMG				
Homeless				
HUD				
HVI				
LIHEAP				
Postive Youth				
Postive Youth Medi-Cal				
WIC				

Total Division Staffing	21 positions	2 Vacancies (Accountant, Payroll Specialist)
	CFO	Accounting Technician (4)
	Director of Finance	Benefits Specialist
	Finance Manager	Benefits Technician
	Payroll Manager	Fiscal Technician (2)
	Accounting Manager	Payroll Specialists (3)
	Accountant (3)	Administrative Assistant to CFO
	Accounting Specialist	

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 29, 2020

ASSETS

Cash in Bank	3,642,899
Cash - Vacation Reserve	644,697
Petty Cash	500
Accounts Receivable	4,862,257
Travel Advance	3,475
Prepaid Expense	439,349
Inventory	1,340,867
Net Fixed Assets - Unrestricted	1,656,674
Net Fixed Assets - Restricted	<u>8,778,811</u>

Total Assets 21,369,528

LIABILITIES AND NET ASSETS

Accounts Payable	2,795,971
Accrued Expenses	892,046
Accrued Vacation	1,048,870
Line of Credit	-
Note Payable	1,852,804
Advance Payable	2,913
Deferred Revenue	<u>605,397</u>

Total Liabilities 7,198,002

Total Net Assets 14,171,526

Total Liabilities and Net Assets 21,369,528

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2019 TO FEBRUARY 29, 2020

REVENUE

Grant Revenue	66,389,344
Donations	191,712
Other Revenue	1,780,235
In-Kind	<u>10,796,592</u>

Total Revenue 79,157,882

EXPENDITURES

Salaries	28,545,273
Benefits	8,373,962
Travel	666,442
Space Costs	5,684,927
Supplies	2,551,784
Consultant/Contract Services	2,538,409
Other Costs	2,386,282
Program Costs	10,107,934
Capital Expenditures	(52,918)
Indirect	5,870,332
In-Kind	<u>10,796,592</u>

Total Expenditures 77,469,019

Net Change in Assets 1,688,863

Net Assets, beginning 12,482,663

Net Assets, ending 14,171,526

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF JUNE 30, 2020

ASSETS

Cash in Bank	4,553,462
Cash - Vacation Reserve	656,289
Petty Cash	500
Accounts Receivable	2,195,514
Travel Advance	5,181
Prepaid Expense	606,416
Inventory	1,361,012
Net Fixed Assets - Unrestricted	1,552,771
Net Fixed Assets - Restricted	<u>8,557,544</u>

Total Assets 19,488,688

LIABILITIES AND NET ASSETS

Accounts Payable	1,609,885
Accrued Expenses	1,290,905
Accrued Vacation	656,049
Line of Credit	-
Note Payable	1,748,901
Advance Payable	837
Deferred Revenue	<u>-</u>

Total Liabilities 5,306,576

Total Net Assets 14,182,113

Total Liabilities and Net Assets 19,488,689

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2020 TO JUNE 30, 2020

REVENUE

Grant Revenue	19,854,067
Donations	241,452
Other Revenue	1,957,779
In-Kind	<u>2,194,388</u>

Total Revenue 24,247,684

EXPENDITURES

Salaries	10,471,812
Benefits	2,816,190
Travel	57,438
Space Costs	1,727,852
Supplies	717,940
Consultant/Contract Services	973,919
Other Costs	779,055
Program Costs	2,562,393
Capital Expenditures	145,532
Indirect	1,790,578
In-Kind	<u>2,194,388</u>

Total Expenditures 24,237,098

Net Change in Assets 10,586

Net Assets, beginning 14,171,526

Net Assets, ending 14,182,113

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 06-30-20 (33.3%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	33,899,419	9,795,568	24,103,851	29%
BENEFITS	10,717,727	2,640,470	8,077,257	25%
TRAVEL	810,935	52,509	758,426	6%
SPACE COST	11,119,500	1,390,831	9,728,669	13%
SUPPLIES	2,080,726	674,049	1,406,677	32%
EQUIPMENT	92,760	194,038	(101,278)	209%
CONSULTANT/CONTRACT SERVICES	4,153,742	764,437	3,389,305	18%
OTHER COSTS	2,824,098	740,999	2,083,099	26%
PROGRAM COSTS	11,302,823	2,520,994	8,781,829	22%
INDIRECT	6,922,747	1,782,086	5,140,661	26%
TOTAL	83,924,477	20,555,981	63,368,496	24%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 06-30-20 (33.3%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	25,284,641	7,278,657	18,005,984	29%
BENEFITS	8,333,569	2,044,815	6,288,754	25%
TRAVEL	421,078	21,475	399,603	5%
SPACE COST	9,896,853	1,035,159	8,861,694	10%
SUPPLIES	1,555,024	391,920	1,163,104	25%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,319,386	292,177	1,027,209	22%
OTHER COSTS	1,194,260	360,931	833,329	30%
PROGRAM COSTS	8,019,281	2,147,022	5,872,259	27%
INDIRECT	4,706,398	1,337,404	3,368,994	28%
TOTAL	60,730,490	14,909,561	45,820,929	25%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 06-30-20 (33.3%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,883,096	1,121,580	2,761,516	29%
BENEFITS	1,149,013	285,213	863,800	25%
TRAVEL	173,890	24,147	149,743	14%
SPACE COST	596,640	221,474	375,166	37%
SUPPLIES	256,622	94,772	161,850	37%
EQUIPMENT	87,760	188,769	(101,009)	215%
CONSULTANT/CONTRACT SERVICES	561,751	95,654	466,097	17%
OTHER COSTS	409,191	159,700	249,491	39%
PROGRAM COSTS	1,755,159	335,500	1,419,659	19%
INDIRECT	754,762	198,186	556,576	26%
TOTAL	9,627,884	2,724,996	6,902,888	28%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 06-30-20 (33.3%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,872,858	471,992	1,400,866	25%
BENEFITS	487,438	114,026	373,412	23%
TRAVEL	136,389	2,814	133,575	2%
SPACE COST	283,566	55,833	227,733	20%
SUPPLIES	95,488	9,273	86,215	10%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,714,880	220,664	1,494,216	13%
OTHER COSTS	835,065	124,044	711,021	15%
PROGRAM COSTS	817,251	28,076	789,175	3%
INDIRECT	624,293	99,534	524,759	16%
TOTAL	6,867,228	1,126,256	5,740,972	16%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 06-30-20 (33.3%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,869,380	611,849	1,257,531	33%
BENEFITS	476,632	112,719	363,913	24%
TRAVEL	64,888	3,177	61,711	5%
SPACE COST	219,141	33,231	185,910	15%
SUPPLIES	148,196	144,249	3,947	97%
EQUIPMENT	5,000	5,270	(270)	105%
CONSULTANT/CONTRACT SERVICES	505,975	98,102	407,873	19%
OTHER COSTS	334,442	58,162	276,280	17%
PROGRAM COSTS	708,132	10,395	697,737	1%
INDIRECT	383,805	92,483	291,322	24%
TOTAL	4,715,591	1,169,636	3,545,955	25%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 06-30-20 (33.3%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	714,748	244,726	470,022	34%
BENEFITS	197,428	65,509	131,919	33%
TRAVEL	14,690	896	13,794	6%
SPACE COST	121,100	45,134	75,966	37%
SUPPLIES	19,296	27,340	(8,044)	142%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,750	13,364	(11,614)	764%
OTHER COSTS	37,330	13,872	23,458	37%
PROGRAM COSTS	3,000	-	3,000	0%
INDIRECT	410,845	40,883	369,962	10%
TOTAL	1,520,187	451,722	1,068,465	30%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 06-30-20 (33.3%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	274,696	66,764	207,932	24%
BENEFITS	73,647	18,189	55,458	25%
TRAVEL	-	-	-	0%
SPACE COST	2,200	-	2,200	0%
SUPPLIES	6,100	6,495	(395)	106%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	50,000	44,475	5,525	89%
OTHER COSTS	13,810	24,290	(10,480)	176%
PROGRAM COSTS	-	-	-	0%
INDIRECT	42,644	13,596	29,048	32%
TOTAL	463,097	173,809	289,288	38%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2020/21
BUDGET TO ACTUAL - 3/1/20 TO 6/30/20 (3 OF 12 MONTHS = 33.33%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 6,768,370	\$ 1,782,086	26.3%	\$ 4,986,284
Expenditures				
Salaries	3,549,957	848,374	23.9%	2,701,583
Benefits @ 24.2% actual	<u>859,588</u>	<u>186,139</u>	<u>21.7%</u>	<u>673,449</u>
Total Personnel Costs	4,409,545	1,034,513	23.5%	3,375,032
Operating Costs				
Travel	92,300	3,108	3.4%	89,192
Space Costs	193,300	57,911	30.0%	135,389
Supplies	122,700	44,302	36.1%	78,398
Consultant/Contract	1,123,000	245,116	21.8%	877,884
Other Operating Costs	<u>285,000</u>	<u>41,721</u>	<u>14.6%</u>	<u>243,279</u>
Total Operating Costs	1,816,300	392,159	21.6%	1,424,141
Total Expenditures	<u>\$ 6,225,845</u>	<u>\$ 1,426,672</u>	<u>22.9%</u>	<u>\$ 4,799,173</u>
Excess Indirect Revenue	<u>\$ 542,525</u>	<u>\$ 355,414</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 917,844	\$ 199,275	21.7%	\$ 718,569
Operations	1,986,752	472,330	23.8%	1,514,422
Executive	821,364	67,581	8.2%	753,783
Community Development	742,266	172,601	23.3%	569,665
Finance	<u>1,757,619</u>	<u>514,886</u>	<u>29.3%</u>	<u>1,242,734</u>
	<u>\$ 6,225,845</u>	<u>\$ 1,426,672</u>	<u>22.9%</u>	<u>\$ 4,799,173</u>

Prepared Date: 07/15/2020