

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
Per Governor's Executive Order N-25-20
Meeting to be held via Tele-Conference

August 19, 2020

12:00 pm

(213) 204-2374 - Conference ID: 964 386 113#

[Join Microsoft Teams Meeting](#)

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

Janea Benton

Jonathan Mullings

Guadalupe Perez

Ana Vigil

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. Special Presentation

- a. No special presentation.

6. New Business

- a. Head Start & Early Head Start Budget to Actual Reports – Heather McCarley, Finance Manager – ***Info Item***
1. Kern Head Start Budget to Actual for the Period Ended July 31, 2020 ***(p. 3-5)***
 2. Kern Early Head Start Budget to Actual for the Period Ended July 31, 2020 ***(p. 6-8)***
 3. San Joaquin Early Head Start Budget to Actual for the Period Ended July 31, 2020 ***(p. 9-11)***
 4. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended July 31, 2020 ***(p. 12-14)***
- b. Head Start and State Child Development Revised Job Descriptions – Jerry Meade, Assistant Director of Head Start / State Child Development: Program – ***Action Item (p. 15-46)***
- c. Head Start and Early Head Start Kern Budget Revision – Jerry Meade, Assistant Director of Head Start / State Child Development: Program – ***Action Item (p. 47-49)***
- d. County of Kern Emergency Solutions Grants: Coronavirus Aid, Relief, and Economic Security Act (ESG CARES) Second Round Application Budget – Sheila Shegos, Director of Community Development – ***Action Item (p. 50-52)***
- e. Reorganization of Operations Division – Emilio Wagner, Director of Operations – ***Action Item (p. 53-63)***

- f. Agency-Wide Budget Revision #2 – Tracy Webster, Chief Financial Officer – **Action Item (p. 64-74)**
- g. Financial Statements, July 2020 – Tracy Webster, Chief Financial Officer – **Action Item (p. 75-126)**

7. Consent

*The Board will be asked to approve all of the following items by a single vote, unless a member of the Board or the public asks that an item be removed from the consent agenda and considered and discussed separately – **Action Item***

- a. Application Status Reports for June 2020 (**p. 127-132**)
- b. Consent Funding Requests Under \$50,000 (**p. 133**)

8. Committee Comments

9. Next Scheduled Meeting

Budget & Finance Committee Meeting
Wednesday, September 23, 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, Bakersfield, CA and online at www.capk.org by 12:00 pm, August 14, 2020. Paula Daoutis, Administrative Coordinator.

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 July 31, 2020 – Info Item

Date: August 19, 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 July 31, 2020. Five months (41.67%) of the twelve-month budget period have elapsed.

Base Funds

Overall expenditures are at 31% 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 25% of the budget.

COVID Cares Funds

Overall expenditures are at 1% of the budget.

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

Non-Federal share is at 39% 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 - July 31, 2020

Month 5 of 12 (41.67%)

Prepared 8/13/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,818,776	2,589,483	7,229,293	26%	74%
FRINGE BENEFITS	3,060,914	853,209	2,207,705	28%	72%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	544,252	290,023	254,229	53%	47%
CONTRACTUAL	110,999	70,244	40,755	63%	37%
CONSTRUCTION	0	0	0		
OTHER	2,688,652	1,210,332	1,478,320	45%	55%
INDIRECT	1,561,956	501,329	1,060,627	32%	68%
TOTAL BASE FUNDING	17,785,549	5,514,621	12,270,928	31%	69%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	45,136	2,035	43,101	5%	95%
SUPPLIES	23,986	1,091	22,895	5%	95%
CONTRACTUAL	10,005	0	10,005	0%	100%
OTHER	82,315	36,848	45,467	45%	55%
INDIRECT	16,144	3,997	12,147	25%	75%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	43,971	133,615	25%	75%

COVID CARES

SUPPLIES	631,304	0	631,304		
OTHER	420,869	3,766	417,104		
INDIRECT	105,217	2,554	102,663		
TOTAL COVID CARES	1,157,390	6,319	1,151,071	1%	99%

GRAND TOTAL HS FEDERAL FUNDS	19,120,525	5,598,558	13,521,967	29%	71%
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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	78,390	1,489,248	5%	95%
CALIF DEPT OF ED	5,130,608	2,524,139	2,606,469	49%	51%
TOTAL NON-FEDERAL	6,698,246	2,602,529	4,095,717	39%	61%

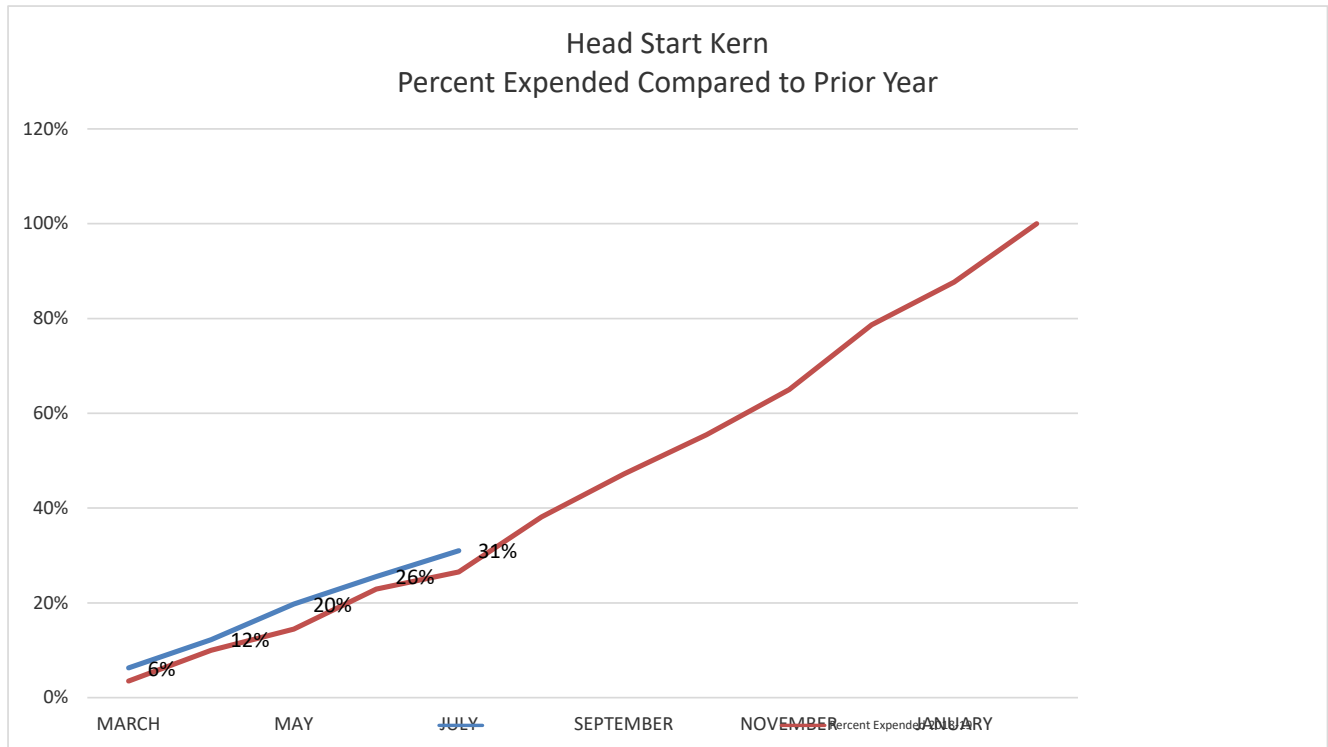
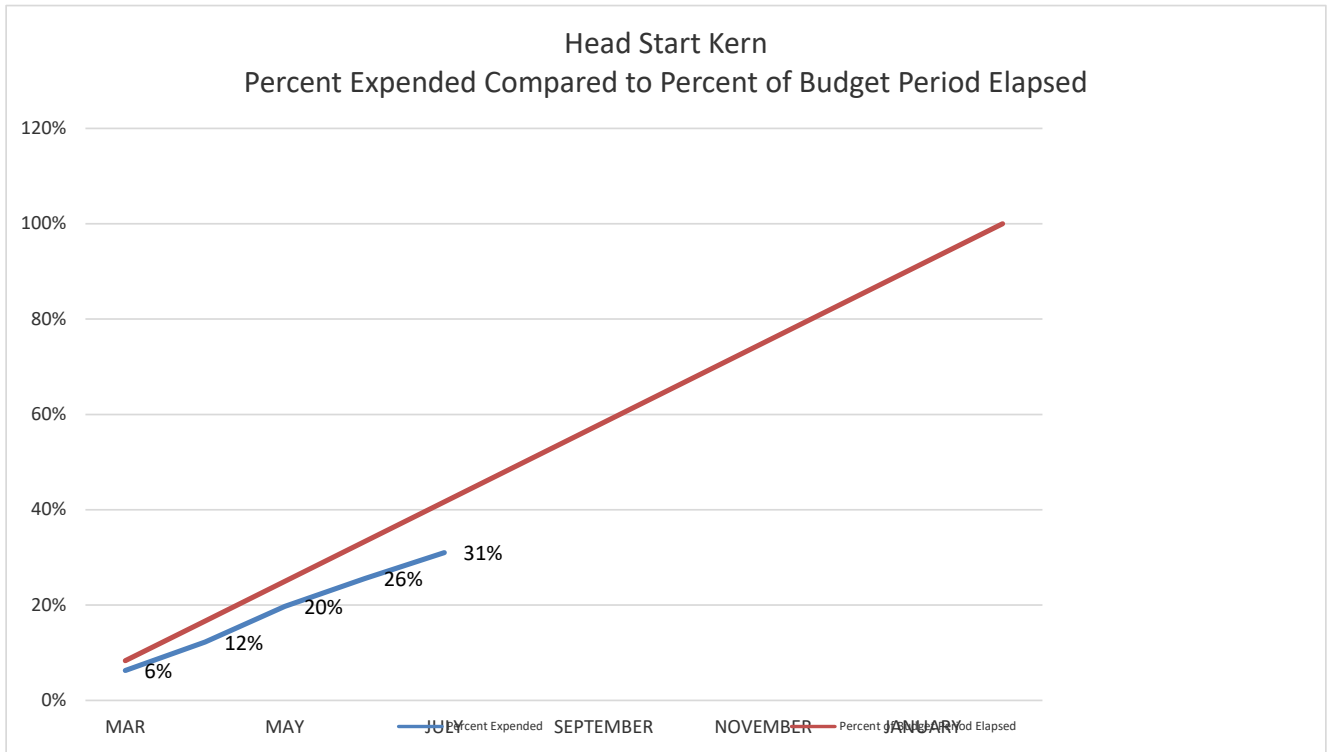
Budget reflects Notice of Award #09CH011132-02-01

Actual expenditures include posted expenditures and estimated adjustments through 7/31/2020

Administrative Cost for HS and EHS Kern 7.6%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	18,100				18,100	8/3/2020
Lowe's	3,892				3,892	7/25/2020
Smart & Final	55				55	8/1/2020
Save Mart	1,158				1,158	8/4/2020
Chevron & Texaco Business Card	4,082				4,082	8/6/2020
Home Depot	3,518				3,518	8/5/2020
	30,805	0	0	0	30,805	



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 July 31, 2020 – Info Item

Date: August 19, 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 July 31, 2020. Five months (41.67%) of the twelve-month budget period have elapsed.

Base Funds

Overall expenditures are at 31% 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 20% of the budget.

COVID Cares Funds

Overall expenditures are at 4% 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 - July 31, 2020
Month 5 of 12 (41.66%)

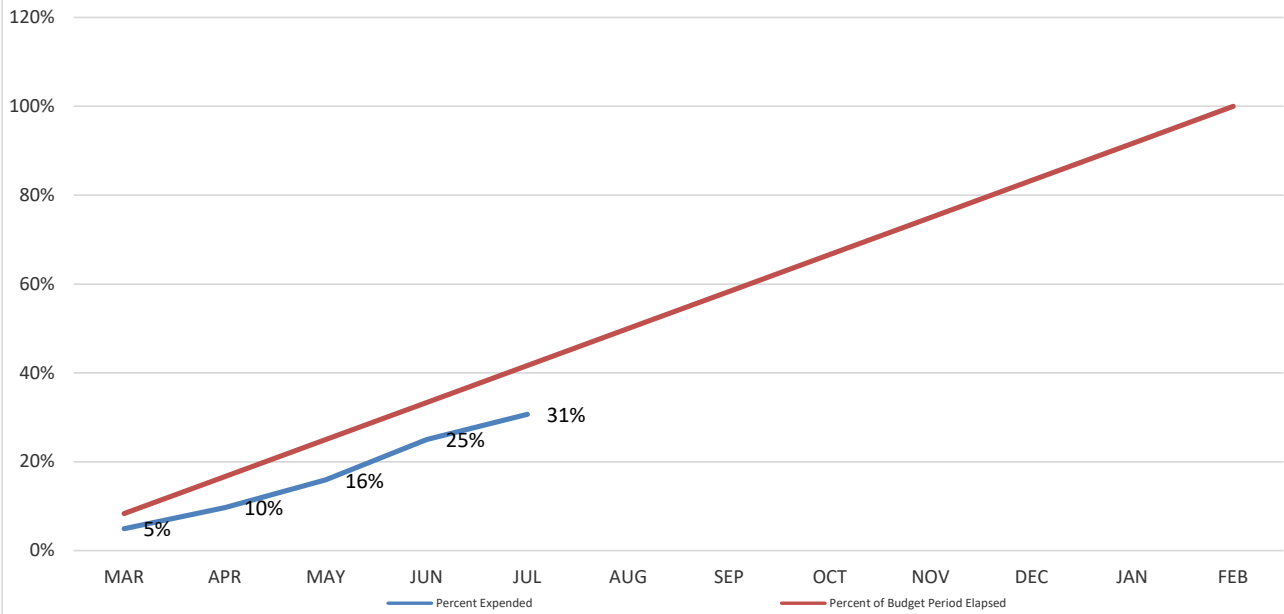
Prepared 8/13/20

	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
BASE FUNDS					
PERSONNEL	4,462,290	1,531,919	2,930,371	34%	66%
FRINGE BENEFITS	1,659,459	402,756	1,256,703	24%	76%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	390,472	149,764	240,708	38%	62%
CONTRACTUAL	37,099	18,187	18,912	49%	51%
CONSTRUCTION	610,998	0	610,998		
OTHER	953,456	383,261	570,195	40%	60%
INDIRECT	799,530	248,589	550,941	31%	69%
TOTAL BASE FUNDING	8,913,304	2,734,476	6,178,828	31%	69%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	36,140	843	35,297	2%	98%
SUPPLIES	6,807	556	6,251	8%	92%
CONTRACTUAL	7,169	4,543	2,626	63%	37%
OTHER	103,144	24,849	78,295	24%	76%
INDIRECT	15,326	3,079	12,247	20%	80%
TOTAL TRAINING & TECHNICAL ASSISTANCE	168,586	33,870	134,716	20%	80%
COVID CARES					
SUPPLIES	213,789	3,783	210,006	2%	98%
OTHER	142,527	11,716	130,811	8%	92%
INDIRECT	35,632	1,576	34,056		
TOTAL COVID CARES	391,948	17,076	374,872	4%	96%
GRAND TOTAL EHS FEDERAL FUNDS	9,473,838	2,799,189	6,674,649	30%	70%

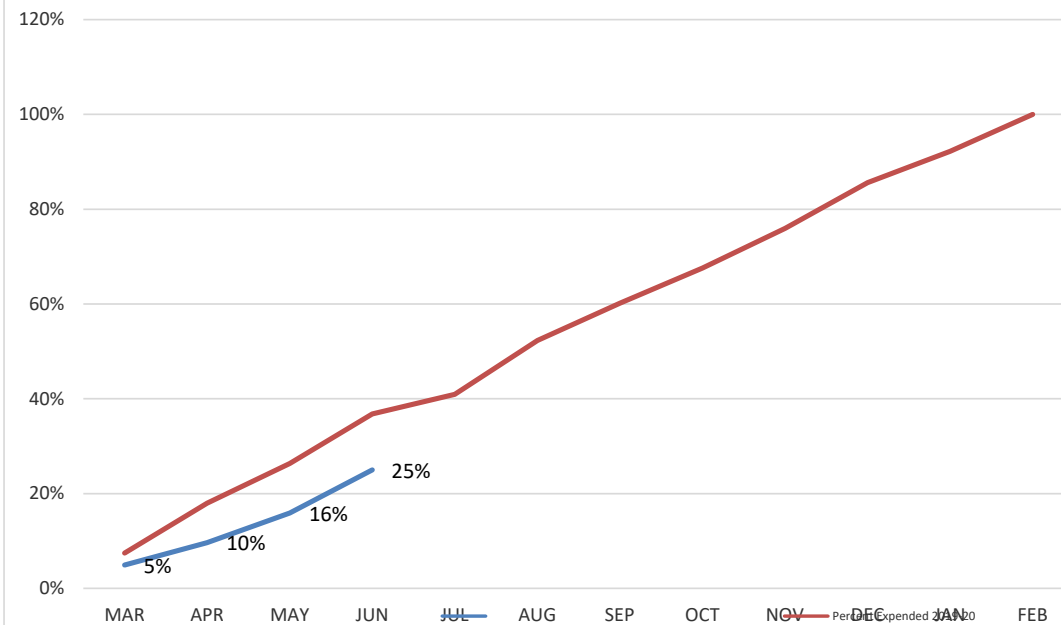
Budget reflects Notice of Award #09CH011132-02-01

Actual expenditures include posted expenditures and estimated adjustments through 7/31/2020

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 July 31, 2020 – Info Item

Date: August 19, 2020

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2020 through July 31, 2020. Six months (50.00%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 45% of the budget, which is on trend compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 28% of the budget. The combined personnel and fringe benefits expenses are at 38% of the budget.

COVID Cares

Overall expenditures are at 9% of the budget.

Non-Federal Share

Non-Federal share is at 5% 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 - July 31, 2020

Month 6 of 12 (50.0%)

Prepared 8/13/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,173,727	1,513,583	1,660,144	48%	52%
FRINGE BENEFITS	959,615	405,180	554,435	42%	58%
TRAVEL	0	0	0	#DIV/0!	#DIV/0!
SUPPLIES	125,025	105,119	19,906	84%	16%
CONTRACTUAL	10,600	8,311	2,289	78%	22%
OTHER	741,956	234,563	507,393	32%	68%
INDIRECT	478,171	214,315	263,856	45%	55%
TOTAL	5,489,094	2,481,071	3,008,023	45%	55%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	21,912	9,675	12,237	44%	56%
FRINGE BENEFITS	13,758	4,338	9,420	32%	68%
TRAVEL	18,226	0	18,226	0%	100%
SUPPLIES	6,815	160	6,655	2%	98%
CONTRACTUAL	3,845	0	3,845	0%	100%
OTHER	43,785	16,423	27,362	38%	62%
INDIRECT	10,834	3,060	7,774	28%	72%
TOTAL	119,175	33,656	85,519	28%	72%

COVID CARES

SUPPLIES	187,546	20,361	167,185	11%	89%
OTHER	62,515	3,335	59,180	5%	95%
INDIRECT	25,006	2,371	22,635	9%	91%
TOTAL	275,067	26,067	249,000	9%	91%

GRAND TOTAL EHS FEDERAL FUNDS	5,883,336	2,540,794	3,342,542	43%	57%
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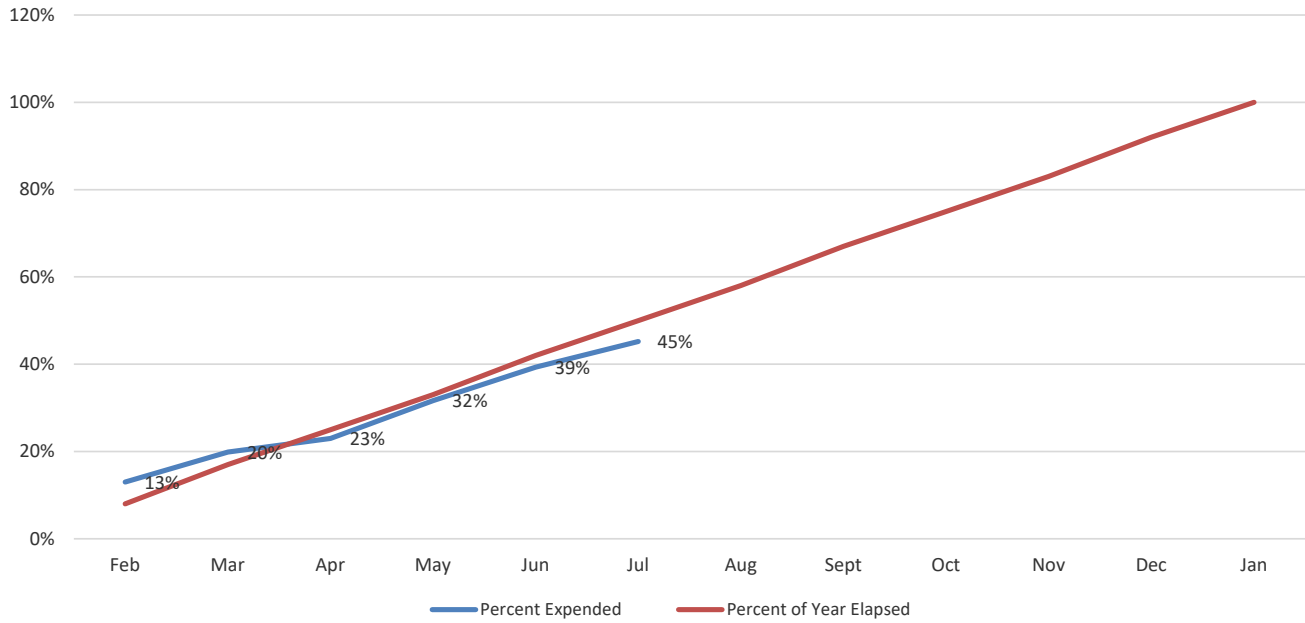
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,082	67,914	1,279,168	5%	95%
TOTAL NON-FEDERAL FUNDS	1,347,082	67,914	1,279,168	5%	95%

Centralized Administrative Cost	8.3%
Program Administrative Cost	4.5%
Total Administrative Cost	12.9%

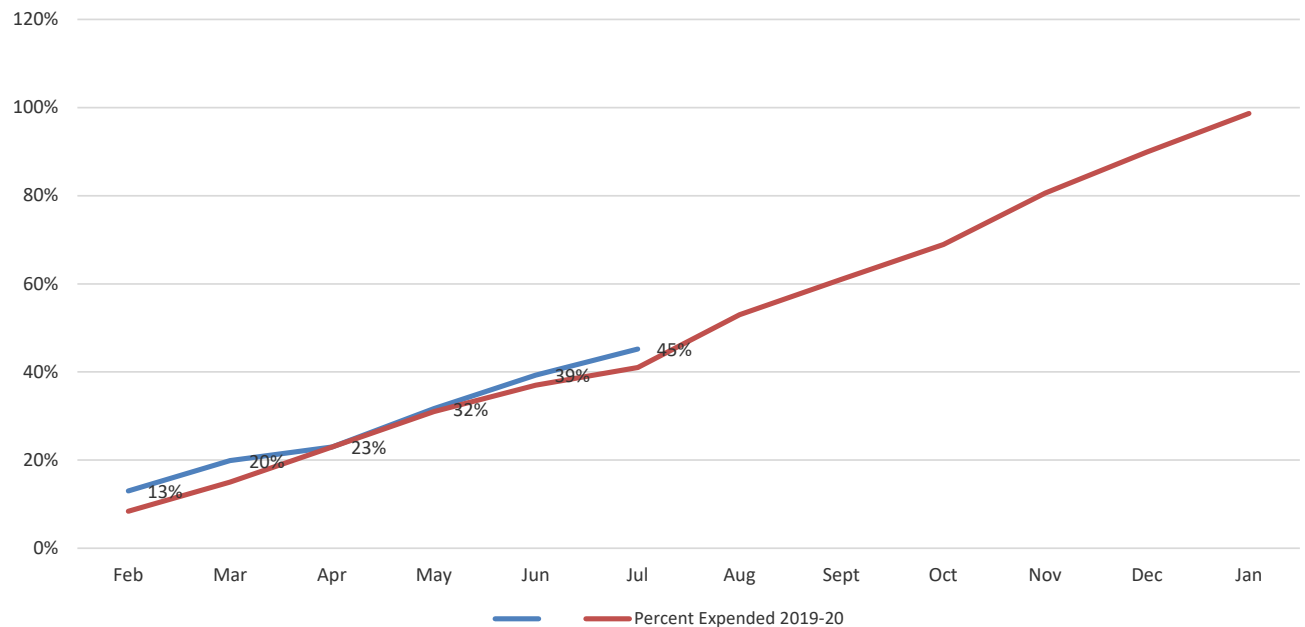
Budget reflects Notice of Award #09CH011406-01-01

Actual expenditures include posted expenditures and estimated adjustments through 7/31/2020

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 July 31, 2020 – Info Item

Date: August 19, 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 July 31, 2020. Five months (41.67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 25% of the budget.

Training & Technical Assistance (T&TA)

Overall expenditures are at 7% of the budget.

COVID Cares

Overall expenditures are at 0.2% of the budget

Non-Federal Share

Non-Federal share is at 21% of the budget.

**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 - July 31, 2020

Month 5 of 12 (41.67%)

Prepared 8/13/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	704,216	173,018	531,198	25%	75%
FRINGE BENEFITS	208,046	30,412	177,634	15%	85%
SUPPLIES	28,175	13,095	15,080	46%	54%
CONTRACTUAL	1,009,556	232,496	777,060	23%	77%
OTHER	143,707	74,890	68,817	52%	48%
INDIRECT	203,138	48,946	154,192	24%	76%
TOTAL BASE FUNDING	2,296,838	572,857	1,723,981	25%	75%

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%

COVID CARES

SUPPLIES	91,077	0	91,077	0%	100%
OTHER	30,359	205	30,154	1%	99%
INDIRECT	12,143	23	12,120	0%	100%
TOTAL COVID	133,579	228	133,351	0%	100%

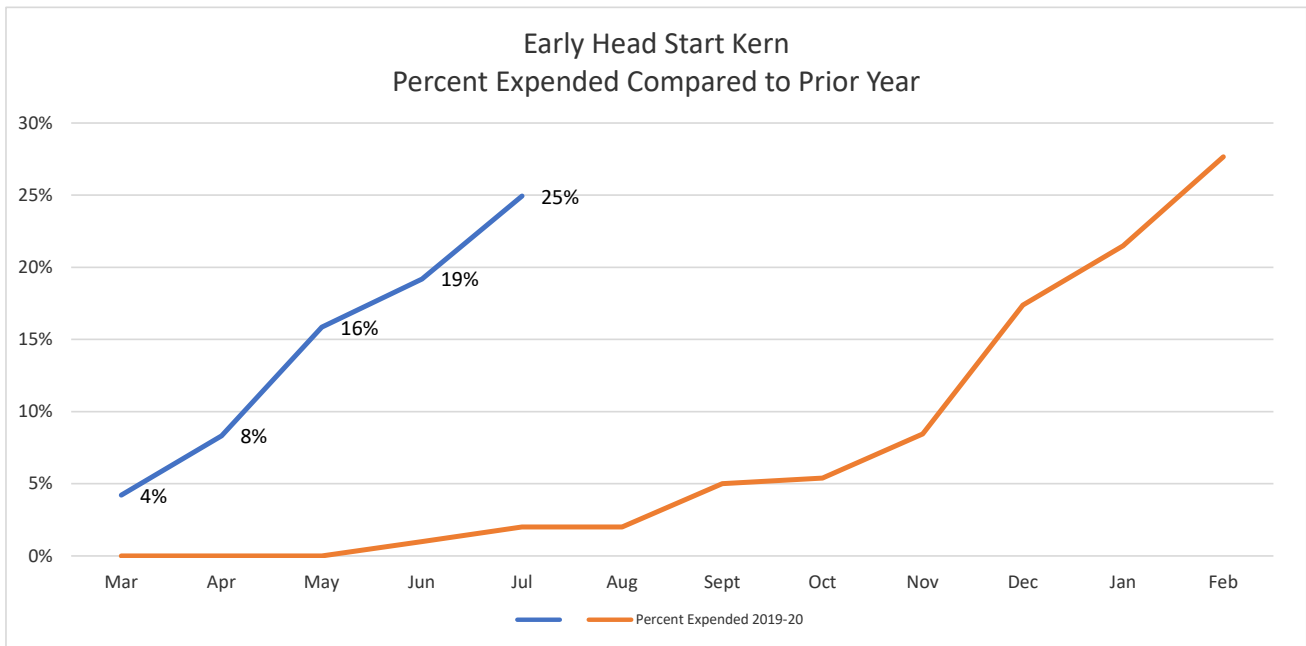
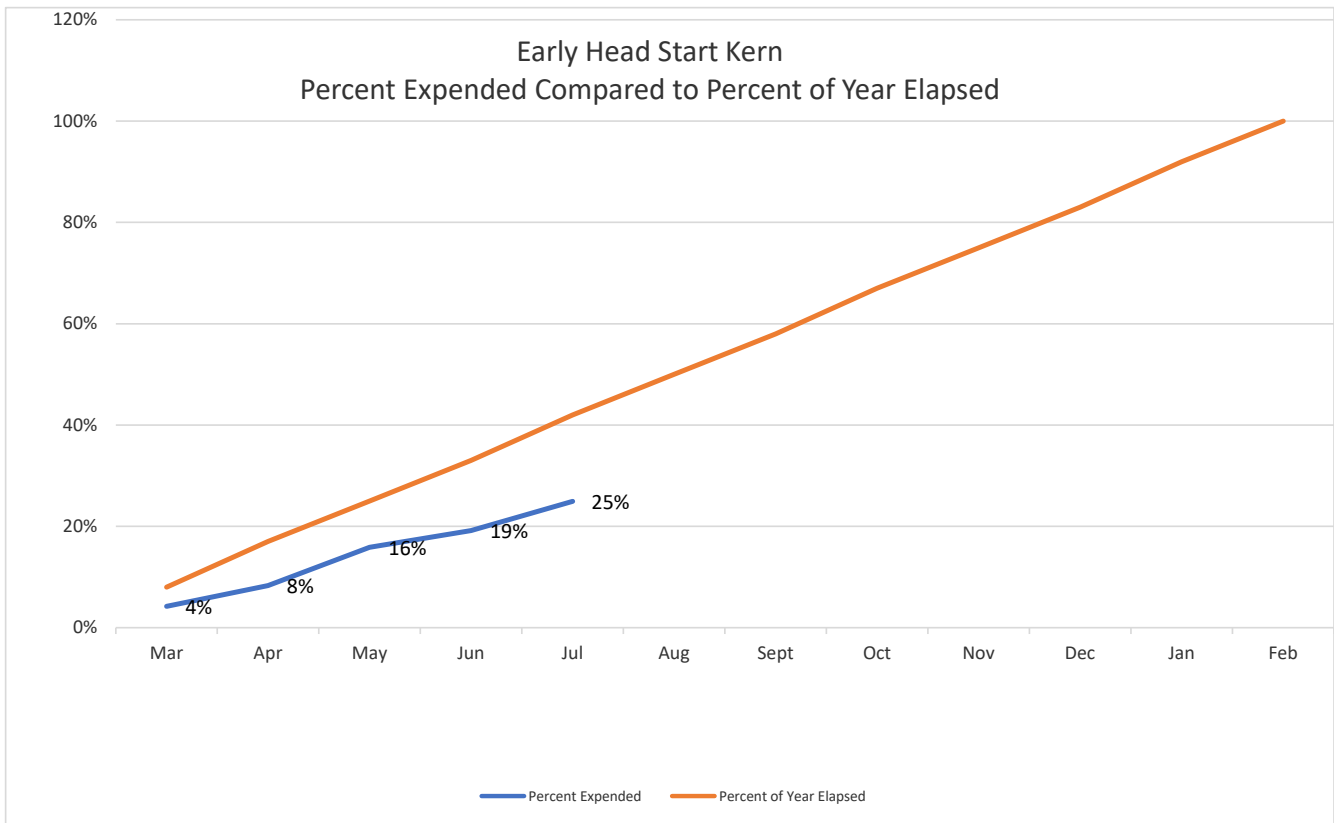
GRAND TOTAL EHS FEDERAL FUNDS	2,486,602	591,441	1,895,161	24%	76%
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NON-FEDERAL SHARE

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 #09HP000163-02-01

Actual expenditures include posted expenditures and estimated adjustments through 7/31/2020



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget and Finance Committee

From: Jerry Meade, Assistant Director of HS ~ Program

Date: August 19, 2020

Subject: *Agenda Item 6b:* Head Start and State Child Development Revised Job Descriptions – **Action Item**

In May of this year, the Board of Directors approved a new organizational structure for the Head Start and State Child Development division. Since that time staff have worked with HR to revise job descriptions to reflect the approved changes within the new structure. Included with this memo are seven job descriptions that have been reviewed by Human Resources and are presented for Board Approval. Below you will find a table showing the changes made to the position. Changes include title changes, new reports (direct or supervisor) and grade changes determined appropriate by HR for positions with increased responsibilities.

Position	Reason for Change	Grade Change
CACFP Monitor (New)	New	Grade 8
Partnership Administrator	New Reports/New Supervisor	N/A
Partnership & Home Base Manager (Former: Partnership Manager)	Title Change/New Reports	N/A
Health and Nutrition Manager (Former: Health and Nutrition Supervisor)	Title Change/ New Grade	Grade 8 to 10
Family Engagement & Inclusion Manager (Former: Family Services and Disabilities Supervisor)	Title Change/New Grade	Grade 8 to 10
Data Analyst (Former: CEDS Data Analyst)	New Title/New Supervisor	N/A
Education Manager (Former: Education Coordinator)	Title Change/New Grade	Grade 8 to 10
Food Service Manager	New Supervisor	N/A

Recommendation

Staff recommends the Budget & Finance Committee approve the seven revised Job Descriptions for the Head Start and State Child Development division.

Attachments:

CACFP Monitor Job Description
Partnership Administrator Job Description
Partnership and Home Base Manager Job Description
Health and Nutrition Manager Job Description
Family Engagement and Inclusion Manager Job Description
Data Analyst Job Description
Education Manager Job Description
Food Service Manager Job Description



Head Start and State Child Development CACFP Monitor

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

Salary Range: Grade 8

FLSA Status: Non-Exempt

Date Approved:

SUMMARY:

Under the direction the Child and Adult Care Food Program (CACFP) Attendance Coordinator the CACFP Monitor will be responsible for monitoring center compliance in accordance with CACFP/USDA regulations, licensing, and Head Start Performance Standards and Protocols as they pertain to food service, safety and sanitation.

SUPERVISION RECEIVED:

Receives supervision from CACFP Attendance Coordinator

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

1. Responsible for the overall monitoring of Head Start center compliance with menus, eligibility, meal counts with a five-day reconciliation, enrollment and licensing.
2. Responsible for the planning, implementation and monitoring of the CACFP requirements, i.e. food safety and sanitation reports, meal observations, etc.
3. Provides the necessary documentation and works closely with the CACFP Attendance Coordinator to ensure proper food safety and sanitation at the centers.
4. In collaboration with the CACFP Attendance Coordinator, the Food Service Manager, and Site Supervisor, the CACFP Monitor develops and maintains a system to ensure that the required staff training is provided, and follow-up is completed on a timely basis.
5. Responsible for providing staff training on CACFP rules and regulations, food service policies and procedures.
6. Responsible for staying abreast and knowledgeable of the Child and Adult Care Food Program, Child Education & Development Services, and the Nutrition Service are practices, policies and procedures.
7. Active member of the Nutrition Services Advisory Committee.
8. Maintain safe and functional work environment.
9. Attends meetings, trainings and conferences as required.
10. Is proactive in the program effort to recruit and enroll families that qualify for CEDS programs.
11. Performs any other related duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

Deal with conceptual matters
Plan, organize, allocate, and control substantial resources.
Communicate effectively, both verbally and in writing.
Demonstrate good interpersonal skills.
Attend evening and weekend meetings
Effectively present program information to the general public.
Establish professional working relationships with staff, agencies and parents.
Bilingual language fluency (Spanish/English) desirable
Work alternative hours as required, including nights and weekends.
Work independently.

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 any accredited college or university in a nutrition related field or any equivalent combination of education and/or experience may be substituted on a year to year basis.
- Serv-Safe Certificate or obtain a Serve-Safe Certificate desired.
- Minimum two (2) years of experience in food service or nutrition related field.

OTHER REQUIREMENTS

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

WORK ENVIRONMENT:

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

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

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 CACFP Monitor				
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					



Head Start and State Child Development Partnership Administrator

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:

SUMMARY:

Under the general direction of the Assistant Director of Head Start and State Child Development - Program the Partnership Administrator is responsible to manage comprehensive Early Head Start Home Base, Child Care Partnership, and Home Visiting Program (HVP) programs and ensure each program is fully compliant with all State and Federal regulations, contract requirements, and CAPK policies. The Partnership Administrator will monitor overall contract compliance assuring all reporting and budgetary functions are completed with quality and in a timely manner. Holds the responsibility to maintain effective relationships with community partners.

SUPERVISION RECEIVED:

Receives direct supervision from Assistant Director of Head Start and State Child Development - Program

SUPERVISION EXERCISED:

HVP Program Manager, Partnership/Homebase Manager, and Administrative Assistant

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Responsible to participate in the division's strategic leadership team to guide decision making and establish business processes to ensure a culture of program excellence.
2. Holds responsibility for full compliance of required regulations for the delivery of EHS Homebase, Child Care Partnerships and Home Visiting Program.
3. Maintains a management system to monitor and ensure full compliance of program requirements.
4. Is responsible for shared communications with Assistant Director and community partners.
5. Assist the Administrative Management team with developing and writing the annual grant narrative and assisting with budget development.
6. Report to the Assistant Director areas for which improvement plans are needed to make corrections for ongoing compliance of health and safety.
7. Supports all mandated training to ensure compliance of Federal and State requirements.
8. Oversees Program Managers to ensure that daily services are in compliance with all regulations and contract requirements.
9. Assists the Assistant Director in formulating and administering agency policies and developing short-range and long-range goals and objectives.
10. Analyses program activity, operational and personnel costs to ensure compliance with multiple funding requirements.

11. Works closely with Assistant Director and other administrative personnel to review achievements and discuss required changes in goals, objective, or program emphasis resulting from current status and conditions.
12. Works closely with Program, Design and Management Administrator to ensure facilities are maintained and both environments internal and external are well kept for the Health and Safety of all children.
13. Works with Administrative team on-going to plan and implement on-going trainings for professional development and on-going pre-service training and as required.

B. Other Job Specific Duties:

1. Attends meetings and trainings as required.
2. Works alternative hours as required, including nights and weekends.
3. Is assertive in the program effort to recruit and enroll families that qualify for the HS/SCD Programs.
4. Perform any other duties as assigned or as needed.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Demonstrate good interpersonal skills.
- Work as a positive team member.
- Communicate effectively, both verbally and in writing.
- Demonstrate excellent problem-solving skills
- Work with highly complex conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Effectively present CAPK program services information to the general public.
- Establish professional working relationships with staff, agencies, and parents.
- Exhibit an understanding and design of a curriculum which fosters appreciation of cultural and linguistic diversity, integrates health and nutrition education, promotes language development, art, music, and dramatic play, and develops mathematical and science concepts.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in Child Development, Business Administration, Education Administration, Behavioral Science, or any other related degree.
- Six (6) semester units of administration or management classes.
- Minimum five (5) years supervisory experience.

- Six (6) years of experience with Head Start/Early Head Start, public education, child welfare, medical social work, public assistance, contract compliance, government or related group work and community organizations, with management or administration.
- Experience in budget oversight is required.
- Direct experience with government funded programs is highly desirable.
- Bilingual (English/Spanish) capabilities desirable

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Partnership Administrator				
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 lb	X			X		
100+ lbs	X			X		



Helping People... Changing Lives.

Head Start and State Child Development Division Partnership/HomeBase Manager

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

Salary Range: Grade 10

FLSA Status: Exempt

Date Approved:

SUMMARY:

Provide oversight and support to Early Head Start Child Care Partnerships (EHS CCP) and Early Head Start HomeBase. Implement short term and long-range planning for service delivery, monitoring and training. Manage in assisting the Partnership and HomeBase Staff with the integration of all content areas into the day to day program. Ensure all Performance Standards for Education, Nutrition; Mental Wellness, Disabilities, Health and Family Engagement are in full compliance with all aspects of Early Head Start Stat Federal regulations. Administer effective communication among administration leadership, staff, families and community collaborators.

SUPERVISION RECEIVED:

Receives supervision from the Partnership Administrator

SUPERVISION EXERCISED:

Direct supervision of EHS HomeBase Coordinator, EHS CCP Coordinator, and Family Advocates

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. Responsible for the oversight and support of full compliance of required regulations, Performance Standards and responsibilities as written on agreements of child care partnerships and HomeBase.
2. Completes on-going reports based on measurable and objective criteria and related to the program service area plans and goals, transitions and enrollment and on-going trainings.
3. Works with Partnership Administrator to ensure budget and expenditures are in full compliance with the grant requirements.
4. Works with Partnership Administrator to monitor grant, budget to actual. Reports to board and policy council monthly.
5. Evaluates performance, provides mentoring, coaching and necessary disciplinary action. for assigned staff.
6. Oversee and provide support to ensure delivery of services in all functional areas, utilizing internal and external resources to provide supplies and medical, social, mental health, educational and special services as deemed appropriate.
7. Conduct ongoing monitoring site visits to ensure compliance of all daily operation.
8. Implements and maintains monthly management team meetings comprised of all comprehensive service areas.
9. Responsible for responding to non-compliance reports and the completion of corrective action plans.

10. Provides monthly comprehensive reports to the Partnership Administrator of all performance standards and Head Start Act as it relates to the partnership and the grant.
11. Works closely with the Enrollment and Attendance Team to ensure full enrollment.
12. Works in partnership with Family Engagement and Inclusion Manager and Education Manager to implement school readiness and family engagement framework.
13. Ensures that effective communication is maintained between the partnership, and Head Start staff.
14. Oversee the implementation of all required assessments and screenings are completed in a timely manner.
15. Manage the coordination of professional development and mentor coaching as required.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Head Start Programs.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

Applicable federal, state, and local laws, codes, and regulations
 Regulations governing the administration of Head Start Program and State related programs desirable
 Use of computer (PC) and current versions of software
 Principles and methods of budget development, administration and revision
 Principles and methods of organization, planning and coordination
 Supervisory principles and practices
 Correspondence and report writing practices and procedures
 Current problems of socially and economically challenged families
 Word processing, spreadsheet, database, and other related applications

Ability to:

Coordinate multiple complex projects and meet critical deadlines; plan, direct and review the work of staff on a project or day-to-day basis
 Work independently
 Prepare clear, concise, and complete oral and written reports and other documents and correspondence
 Exercise sound, independent judgment within general policy guidelines
 Interpret and apply laws, regulations and policies
 Analyze administrative, operational, and organizational problems; evaluate alternatives and reach sound solutions
 Communicate effectively verbally and in writing
 Work with accuracy and attention to detail
 Effectively operate modern office equipment
 Gather and analyze data
 Ensure the maintenance of accurate records
 Handle diverse public contact situations with diplomacy and tact

Establish and maintain effective working relationships with those encountered in the course of work.

Attend evening and weekend meetings

Effectively present Head Start program to the general public.

Bilingual language fluency (Spanish/English) fluency highly 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.

- Bachelor's degree from any accredited college or university with major in one of the following disciplines: Early Childhood Development, Education, Human Development or related field.
- Program Director's permit desired. At minimum must possess a valid Site Supervisor permit issued by the Commission for Teacher Preparation and Licensing.
- Minimum three (3) years of progressive management experience in Early Childhood Education, Human Development, or related field.
- Minimum of two (2) years Supervisory experience.
- Desired one (1) year of direct experience in government funded programs or similar programs required.
- Familiarity with problems of socially and economically challenged families. Have an awareness of the contributions of parents and volunteers who may be non-professional.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and annually thereafter.
- Must have completed a First Aid/CPR Certificate or will obtain the certification within 90 days of employment.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level 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 Manager			
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 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					



Head Start and State Child Development Health and Nutrition Manager

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

Salary Range: Grade 10 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:

Under the direction of the Education and Support Services Administrator, the Health and Nutrition Manager is responsible for assisting in the development and planning of a comprehensive Head Start and Early Head Start program; including providing supervision; leadership; training and technical expertise for program staff. Responsible for the ongoing, monitoring, data collection, record keeping, planning, and supervision of assigned staff. Responsible for the overall compliance and requirements of all policies and procedures as outlined in the Performance Standards, Community Care Licensing and State Requirements in the Health and Nutrition Service Area.

SUPERVISION RECEIVED:

Receives supervision from Education and Support Services Administrator

SUPERVISION EXERCISED:

Supervision of Health (4) and Nutrition (2) Content Area Specialists

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Is responsible for the ongoing research as it relates to best practices and strategies, as they relate to both Health and Nutrition.
2. Responsible to evaluate performance, provide training, mentoring, coaching and necessary disciplinary action as needed to support staff in the areas of Health and Nutrition.
3. Manages the Health and Nutrition assessment of Head Start / State participants and weekly collection of data necessary. Complete ongoing data monitoring, tracking, follow-up, and analysis of Health and Nutrition services, to ensure data is complete for annual reports, PIR, Self-Assessment, Parent, Family and Community Engagement Outcomes and School Readiness Goals.
4. Research State Immunization Registry records to update the data system to complete required State and CSBG immunization reports.
5. Monitors all injury reports and follows-up on any trends and patterns, immediately ensure all reports and follow up to medical emergencies. and communicable diseases are submitted timely to appropriate agency.
6. Collaborate with community agencies and oversees the annual collection of agreements from dental providers, and acquires Memorandums of Understanding, regarding health services, and payment plans as needed.
7. In collaboration with Staff, and Dietician responsible for reviewing referrals, special dietary needs and follow up on plans of action for Health and Nutrition concerns.

8. Ensures that nutrition and growth assessments, meal changes, and hematocrit and lead screenings are conducted and completed.
9. Update Health and Nutrition procedures, forms and service area plans in accordance with Head Start Performance Standards and applicable laws and regulations.
10. Integrate Health and Nutrition education into children's curriculums.
11. Coordinates the Health and Nutrition Advisory Committees.

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 to include participating in recruitment events.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Current problems of socially and economically challenged families
- Modern office procedures and equipment including computers
- Word processing and other related software applications.

Ability to:

- Plan, organize, and allocate resources.
- To work as a positive team member.
- Work independently.
- Maintain record-keeping and reporting systems.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze problems; identify alternative solutions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment including Microsoft Office Suite.
- Learn and train staff on program specific software.
- Effectively organize and prioritize assigned work.
- Reasonably obtain knowledge of agency and departmental policies and procedures.
- Effectively communicate with community members and groups, managers, agencies, and families, both individually and in group settings.

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 any accredited college or university in Child Development or health related field.
- Minimum three (3) years of experience in any Health/Nutrition related field.
- Minimum two (2) years of supervisory experience.
- Experience working with young children and their families highly desirable
- Bilingual language fluency (Spanish/English) highly desirable.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Must become a CPR/First Aid instructor within 90 days from employment.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and tri-annually thereafter and maintain other required immunizations as outlined In Community Licensing requirements and Performance Standards.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Health and Nutrition Supervisor				
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					



Head Start and State Child Development Family Engagement and Inclusion Manager

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

Salary Range: Grade 10

FLSA Status: Exempt

Date Approved:

SUMMARY:

Under the direction of the Education and Support Services Administrator, the Family Engagement and Inclusion Manager is responsible for assisting in the development and planning of a comprehensive Head Start and Early Head Start program; including providing supervision; leadership; training and technical expertise for program staff. Responsible for the ongoing, monitoring, data collection, record keeping, planning, and supervision of assigned staff. Responsible for the overall compliance and requirements of all policies and procedures as outlined in the Performance Standards, Community Care Licensing and State Requirements in the Family Services and Disabilities Service Area.

SUPERVISION RECEIVED:

Receives supervision from Education and Support Services Administrator

SUPERVISION EXERCISED:

Supervision of Family Engagement and Inclusion Content Area Specialists

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Take a leadership role in the ongoing research as it relates to best practices and strategies as they relate to both Family Engagement and Inclusions.
2. Responsible to evaluate performance, provide, training, mentoring, coaching and any necessary disciplinary action as needed to support staff in the areas of Family Engagement and Inclusion.
3. Oversees the Family Engagement and Inclusion assessment of Head Start / State participants and weekly collection of data necessary.
4. Complete ongoing data monitoring, tracking, follow-up, and analysis of Family Engagement and Inclusion services, to ensure analysis of department data is complete for annual reports, PIR, Self-Assessment, Attendance, Parent, Family and Community Engagement Outcomes and School Readiness Goals.
5. Ensure coordination of communication with staff, parents, program consultants, and community partners to support services to children and families.
6. Coordinates referrals and follows-up with appropriate medical providers and/or LEA's to ensure that services to children are followed up and services are delivered as required by their IFSP or IEP as appropriate.
7. Support staff with necessary modifications as needed to support the least restrictive environment.

8. Update Family Engagement and Inclusion procedures, forms and service area plans in accordance with Head Start Performance Standards and applicable laws and regulations.
9. Integrate Family Engagement and Inclusion education into children's curriculums.
10. Attend and facilitate Inclusion committee meetings as required.
11. Collaborate closely with all services areas to ensure holistic and quality services to children with disabilities and participation of family engagement.
12. Attend center parent meetings as needed

B. Other Job Specific Duties:

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

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Current problems of socially and economically challenged families
- Modern office procedures and equipment including computers
- Word processing and other related software applications

Ability to:

- Plan, organize, and allocate resources.
- Work as a positive team member.
- Work independently.
- Maintain record-keeping and reporting systems.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze problems; identify alternative solutions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment to include Microsoft Office Suite.
- Learn and train staff on program specific software
- Effectively organize and prioritize assigned work.
- Reasonably obtain knowledge of agency and departmental policies and procedures.
- Effectively communicate with community members and groups, managers, agencies, and families, both individually and in group settings.

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 any accredited college or university in Child Development or health related field.
- Minimum three (3) years of experience in Family Services and Disabilities or related field.
- Minimum two (2) years of Supervisory experience.
- Experience working with young children and their families highly desirable.
- Bilingual language fluency (Spanish/English) highly desirable.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and tri-annually thereafter and maintain other required immunizations as outlined in the Community Care licensing regulations and Performance Standards.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Family Services and Disabilities Supervisor				
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	
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	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					



Head Start and State Child Development Data Analyst

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

Salary Range: Grade 8

FLSA Status: Non-exempt

Date Approved:

SUMMARY:

Under the direction of the Quality Assurance Administrator, the Data Analyst will oversee program data collection functions and data management processes and systems, prepares routine and comprehensive assessment reports for the Head Start and State Child Development programs. Assist in the interpretation and implementation of all aspects of Head Start/Early Head Start Performance Standards, Federal and State regulations, funding source requirements, and policies/procedures.

SUPERVISION RECEIVED:

Receives supervision from Quality Assurance Administrator

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Implement and oversee the weekly, monthly, and/or annual use of the Internal Monitoring Suite (IMS) portion of data system.
2. Maintains confidentiality of all records and information for all Head Start families.
3. Receive and review reports from management staff, analyze details, compile information and related data and develop program-wide status reports.
4. Research, analyze and interpret State and Federal regulations.
5. Provide technical expertise, information, and assistance to key management staff.
6. Creates data collection instruments. Develops and utilizes instruments and methods for the evaluation and quality control of operational data.
7. Develops and maintains database and documents related to all monitoring, community assessment activities, assessment(s) of children and CLASS, and prepare such reports for presentation and analysis to management, Board of Directors, and Policy Council.
8. Collects, analyzes, interprets, and summarizes data in preparation for the production of qualitative and quantitative routine progress reports.
9. Troubleshoot problems with the data collection systems as well as concerns related to relevant database applications.
10. Investigates and develops alternatives to current monitoring and training data collection systems in order to track and produce timely, accurate, and targeted planning data.
11. Trains agency staff on reports, monitoring, and training database applications.
12. Analyze the outcomes of assessments for children, classrooms, parent surveys, staff observations (CLASS), monthly monitoring, and the annual Program Information Report.

13. Responsible for updates and changes to the HS&SCD Division portion of the CAPK public website.
14. Performs 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. Able to work a flexible schedule that may involve some evenings, weekends, and some overnight travel to attend trainings or conferences.
4. Is proactive in the program effort to recruit and enroll families that qualify for CEDS programs.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Advanced knowledge of Microsoft Office products (Excel, Word, Access, etc.)
- Current problems of socially and economically challenged families.
- Modern office procedures and equipment, including computers, and data collection.

Ability to:

- Create professional, comprehensive and informative charts and/or graphs.
- Plan, organize, and allocate resources.
- Work as a positive team member.
- Work independently.
- Maintain record-keeping and reporting systems.
- Exercise sound, independent judgment within general policy guidelines.
- Analyze problems; identify alternative solutions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Reasonably obtain knowledge of agency and departmental policies and procedures.
- Effectively communicate with community members and groups, managers, agencies, and families, both individually and in group settings.

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 any accredited college or university in computer science desired.
- Minimum 3 years of experience working with computers and data analysis.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records

filed with the State Department of Social Services, Community Care Licensing.

- Successful completion of TB screening upon employment and every three years thereafter.

•

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE CEDS Data Analyst				
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					



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Head Start and State Child Development Education Manager

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

Salary Range: Grade 10 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:

Under the direction of the Education & Support Services Administrator, the Education Manager is a lead member of the Education Team. They hold the responsibility for developing and implementing a comprehensive Head Start and Early Head Start program, including providing supervision, leadership, and technical expertise for program staff. Responsible for supervising, monitoring, training, reporting, education data collection/record-keeping and collaborations within the program education service area.

SUPERVISION RECEIVED:

Receives supervision from Education & Support Services Administrator

SUPERVISION EXERCISED:

Supervision of assigned Mentor Coaches

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. Is responsible for the research, development, planning and presenting of all Education Department training sessions in small groups, workshops, and staff orientation.
2. Provides leadership, guidance and support in the development and implementation of Practiced Based Coaching (PBC) for Mentor Coaches.
3. Ensures the development and maintaining of ongoing One on One and Teachers Learning and Collaborating (TLC) models of PBC.
4. Supervises Mentor Coaches including planning, coordinating, and monitoring their work to meet the needs of Mentees.
5. Evaluates performance, provides mentoring, coaching and necessary disciplinary action.
6. Monitors variety of data and develop and implement plans for program improvement.
7. Under the direction of the Education and Support Services Administrator, functions as a lead support in technical assistance to staff in the development, planning and implementation of plan of actions.
8. Reviews the analysis of data for School Readiness, DRDP, ECERS/ITERS, CLASS goals and objectives, responsible for the implementation and recommendations for program improvement, compliance, and training.
9. Coordinates schedule for assessments including CLASS and Environmental Rating Scale with Education Team and Content Areas Specialists.

10. Coordinates and conducts trainings based on aggregated data collected from assessments.
11. Provide trainings, guidance, and technical assistance to Mentor Coaches to determine progress toward stated goals and objectives; makes recommendations regarding teaching practices and strategies.
12. Creates age appropriate lesson plans to insure fidelity to curriculum and individualization of learning for all children.
13. Monitors curriculum to ensure fidelity and the implementation of appropriate curriculum, lesson plans, and school readiness activities.
14. Creates forms and policies and procedures for the Education Department to correlate requirements and standards.
15. Monitors completion of forms in the education section of the child's file.
16. Collaborate with community agencies and professionals to ensure and strengthen connections for children and families.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for CEDS programs to include participating in recruitment events.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

Educational Assessments such as CLASS, ECERS and ITERS, and DRDP 2015
 Applicable federal, state, and local laws, codes, and regulations
 Departmental policies and procedures
 Regulations governing the administration of Head Start Program and State related programs
 desirable
 Correspondence and report writing practices and procedures
 Current problems of socially and economically challenged families
 The contributions of parents and volunteers who may be non-professional
 Modern office practices, methods, procedures, and equipment including computers
 Word processing, spreadsheet, database, and other related software applications

Ability to:

Reasonably obtain knowledge of agency policies and procedures
 Deal with conceptual matters
 Plan, organize, allocate, and control substantial resources
 Communicate effectively
 Demonstrate professional Interpersonal skills
 Work as a positive team member
 Attend evening and weekend meetings
 Effectively present CEDS Head Start program to the general public.
 Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from any accredited college or university in Child Development, Education, Human Development, or related field
- Possess or ability to obtain within 30 days a Site Supervisor Permit or higher issued by the California Commission on Teacher's Credentialing.
- Minimum three (3) years' experience in developing early childhood Education Curriculum using the principles and theories of child growth and development in any child development, education, or human development related field.
- Minimum two (2) years Supervisory experience.
- Bilingual language fluency (Spanish/English) highly desirable.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation as traveling throughout Kern County is necessary.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and annually thereafter.
- Must have completed a First Aid/ CPR Certificate or will obtain the certification within 90 days of employment.

Desirable

- Certified or knowledgeable in Environmental Rating Scale for Infant and toddlers and Pre-school age
- CLASS reliable for Pre-School, Infant, and Toddler
- CLASS Train the Trainer for Pre-school
- CLASS Making the Most of Classroom Interactions Trainer
- DRDP-2015 experienced and trained
- Learning Genie experienced and trained

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 Education Coordinator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X

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

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



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Health and Nutrition Division Food Service Manager

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

Salary Range: Grade 10

FLSA Status: Exempt

Date Approved:

SUMMARY:

Responsible for the operation of the central kitchen and the delivery of food and non-food service supplies to centers ensuring that all State, Federal and Local regulations are followed. Works with the Head Start Nutrition team to ensure compliance with the special dietary needs of children.

SUPERVISION RECEIVED:

Director of Health and Nutrition

SUPERVISION EXERCISED:

Central Kitchen food production, food service staff, and clerical support staff.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

1. Responsible for the overall operation and administration of the central kitchen.
2. This includes designing, planning, coordinating, implementing and supervising approximately 25 staff pertaining to the food service operation. This is to support the Center and Home Base options the Head Start/Early Head Start Program.
3. Provides direct supervision, evaluation and technical assistance to central kitchen staff.
4. Responsible for creating menus for the Head Start / Early Head Start and Home Base programs following the CACFP meal pattern and Head Start guidelines.
5. Responsible for ensuring that product specification sheets are on hand for all menu items.
6. Responsible for ensuring compliance with the Head Start Performance Standards in relations to food service; meals/menus ages 0 – 4 years, special dietary requirements.
7. Responsible for the development, implementation, revisions and monitoring of the food services procedure manual.
8. Responsible for the development, preparation, implementation and monitoring of central kitchen budgets.
9. Responsible for ensuring implementation and compliance with CAPK's accounting procedures.
10. Assist Procurement Staff with the procurement process pertaining to food, food service and janitorial supplies. Approves specifications for food, food service and janitorial supplies and equipment.
11. Responsible for maintaining an adequate inventory of supplies on a cost-effective basis.
12. Responsible for the food safety and sanitation of the central kitchen to ensure compliance with all State, Federal and Local regulations, i.e. Kern County Environmental Health, Kern County Health Department, OSHA, and Kern County Fire Department.
13. Responsible for ensuring training of central kitchen staff, monitoring and compliances with all State, Federal and Local regulations.

14. Attend the Nutrition Advisory Committee; give updates pertaining to the central kitchen and food services in general.
15. Attend Menu Committee meetings in partnership with parents, staff and members of the community.
16. Meet with vendors to explore new menu options, i.e. purchase local produce, bakery items etc.
17. Collaborate with local schools and other agencies for the provision of healthier meals to children.
18. Work with CAPK Program Managers and other community organizations to implement the Summer Food Service Program and the After-school meals to the children. Complete staff and site personnel trainings monitor sites for compliance, complete meal reimbursement claims for the SFSP and At-Risk programs.
19. Work with CAPK's Community Development Division to explore the possibility of using the central kitchen during its down time.
20. Assists with the development of long and short term plans and activities involving the central kitchen, including training for Head Start parents, and entrepreneurial training.
21. Performs other related 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's programs.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

Agency policies and procedures.
 Applicable federal, state, and local laws, codes, and regulations pertaining to food service.
 Departmental policies and procedures.
 Modern office practices, methods, procedures and equipment, including computers.
 Word processing, spreadsheet, database, and other related software applications.
 Knowledge of safe food preparation and handling techniques.
 Nutritional requirements as established by the Academy of Nutrition and Dietetics.

Ability to:

Deal with conceptual matters.
 Plan, organize, allocate, and control substantial resources.
 Communicate effectively.
 Demonstrate good interpersonal skills.
 Attend evening and weekend meetings.
 Effectively present program information to the general public.
 Establish professional working relationships with staff, agencies and parents.
 Bilingual language fluency (Spanish/English) highly desirable

EDUCATION AND EXPERIENCE:

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

- High School Diploma or equivalent.
- Degree in Food Service Management, Nutrition Science, Food Science desirable and/or Dietary Supervisor Certification.
- Five (5) years of experience with large quantity food preparation.
- Five (5) years of supervisory experience in any of the following areas: community nutrition, clinical nutrition, or quantity food service.
- Experience working with special diets.
- Experience implementing a nutritional program for children 0-5 years.
- Health, sanitation and safety regulation / standards as they relate to food and nutrition.
- Serv-Safe certification.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion of TB clearance at time of employment and every three years thereafter.

WORK ENVIRONMENT:

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

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

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.

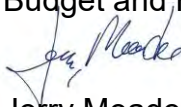
POSITION TITLE Food Service Manager				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing			X	
Kneeling			X	
Crawling			X	
Twisting (neck)				X
Twisting (waist)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

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget and Finance Committee

From: Jerry Meade, Assistant Director of Head Start/State Child Development-Program
Date: August 19, 2020
Subject: *Agenda Item 6c:* Head Start and Early Head Start Kern Budget Revision – Action Item

The Head Start and State Child Development Division has worked in consultation with the Finance Division to create a revised 2020-2021 Budget for the HS/EHS Kern program. This revision is in response to the increase in federal and state funding as well as the anticipated loss of revenue from California Department of Education (CDE) and USDA.

Revenue

Since the 2020-2021 HS/EHS Budget was approved by the Board of Directors, CAPK has been awarded ongoing quality improvement and cost of living funds. Additionally, CAPK received notification of approval for CDE-CCTR expansion funding. The amount of the award is subject to contract negotiations. For the sake of this budget revision, staff have included a prorated amount that represents a conservative estimate of the revenue anticipated to be earned through the end of this budget period.

Staff evaluated the potential for loss of revenue stemming from the pandemic. It is anticipated that there will be a reduction in revenue from both CDE and USDA. These reductions reflect the reduction in classroom attendance. We estimate a projected vacancy rate of 40% for all direct services slots. We have yet to receive authorization to claim funding from CDE for virtual services for the 2020-2021 school year. Virtual services represent a significant portion of our funded enrollment and the potential loss of revenue is included within the revised budget.

Expenditures

Staff have evaluated expenses and determined areas of the budget that will not be expended or can be reallocated to the next budget period. Some construction costs and current vacancies of administrative positions will be deferred to the next budget period. Consumable supplies are still available from classroom closures that occurred in 2019 and administrative service contracts will not be fully expended. All efforts to conserve expenditures will not affect our delivery of quality services to children and families.

The budget as presented reflects a net increase on \$67,179.00 from the previously approved budget.

Recommendation

Staff recommends the Budget and Finance Committee approve the HS/EHS Kern budget revision for the 2020-2021 Fiscal Year.

Attachment:
HS/EHS Kern 2020-2021 Budget Revision Detail

**HEAD START & EARLY HEAD START KERN
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
2020-2021 BUDGET - REVISED**

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	2020-2021 BUDGET	2020-2021 BUDGET REVISED	VARIANCE increase (decrease)	Comments
PERSONNEL	18,737,749	19,189,780	452,031	Cost of living adjustment, less pending hires for EHS
FRINGE BENEFITS	6,374,422	6,285,248	(89,174)	Less pending hires for EHS
TRAVEL	81,276	81,276	-	For travel incidental to training - this amount will be carried over to 2021-2022
EQUIPMENT	-	-	-	
SUPPLIES				
Office Supplies	287,000	287,000	-	
Child and Family Services Supplies	521,025	404,300	(116,725)	Still have surplus from closed centers
Food Services Supplies	80,000	80,000	-	
Other Supplies (e.g. janitorial, training)	168,793	168,793	-	
TOTAL SUPPLIES	1,056,818	940,093	(116,725)	
CONTRACTUAL				
Administrative Services	104,000	75,000	(29,000)	Union negotiations completed April 2020
Training & Technical Assistance	17,174	17,174	-	
Other Contracts	73,098	73,098	-	
TOTAL CONTRACTUAL	194,272	165,272	(29,000)	
CONSTRUCTION				
Acquisition of Buildings / Modular Units	802,232	635,744	(166,488)	Decreased to accommodate overall increased costs
TOTAL CONSTRUCTION	802,232	635,744	(166,488)	
OTHER				
Rent	653,220	653,220	-	
Mortgage	297,840	297,840	-	
Utilities, Telephone	888,503	834,162	(54,341)	Adjusted to reflect change in capacity
Building & Child Liability Insurance	107,200	107,200	-	
Building Maintenance/Repair	932,727	932,727	-	
Local Travel (children)	500	100	(400)	
Nutrition Services	742,033	792,948	50,915	Projected increase in food costs
Child Services Consultants	64,540	103,000	38,460	Additional mental health services
Volunteers	11,280	4,937	(6,343)	Volunteer activities on hold
Parent Services	51,445	14,615	(36,830)	Face-to-face meetings and parent travel decreased
Publications/Advertising/Printing	102,500	102,500	-	
Training or Staff Development	210,459	185,459	(25,000)	Training costs are expected to decrease
Other	463,800	419,083	(44,717)	Computer lease is ending
TOTAL OTHER	4,526,047	4,447,791	(78,256)	
INDIRECT	2,298,165	2,392,956	94,791	
BUDGETED EXPENDITURES	34,070,981	34,138,160	67,179	

**HEAD START & EARLY HEAD START KERN
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
2020-2021 BUDGET - REVISED**

REVENUES

	2020-2021 BUDGET	2020-2021 BUDGET REVISED	VARIANCE increase (decrease)	Comments
STATE & FEDERAL REVENUES				
Head Start/EHS Program Operations	25,671,858	25,671,858	-	
Head Start/EHS QI and COLA Funding FY 2020	-	1,026,995	1,026,995	Additional ongoing funding awarded in 2020
Head Start/EHS Training & Technical Assistance	346,172	346,172	-	
Estimated Child & Adult Care Food Program	1,080,589	619,546	(461,043)	Estimate adjusted to reflect decreased participation during COVID-19
Estimated California Department of Education	6,972,362	6,473,589	(498,773)	Estimate adjusted to reflect increased CCTR funding AND decreased participation during COVID-19
TOTAL STATE & FEDERAL REVENUES	34,070,981	34,138,160	67,179	

SUMMARY - 2020-2021

TOTAL REVENUES	34,138,160
TOTAL BUDGETED EXPENDITURES	34,138,160
DIFFERENCE	-

ESTIMATED ADMINISTRATIVE COST RATE: 10.30%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget and Finance Committee



From: Sheila Shegos, Director of Community Development

Date: August 19, 2020

Subject: *Agenda Item 6d:* County of Kern Emergency Solutions Grants - Coronavirus Aid, Relief, and Economic Security Act (ESG CARES) Second Round Application Budget - **Action Item**

On July 22, 2020 the Executive Committee authorized the submission of the 2020-2021 County of Kern Emergency Solutions Grants-Coronavirus Aid, Relief, and Economic Security (ESG CARES) Act Contract Application. A second round of ESG CARES program funds over \$4.7 million were released to Kern County to respond to the coronavirus pandemic and mitigate the impacts of COVID-19 by supporting homeless individuals and families and those at-risk for homelessness through home assistance and homeless prevention activities.

Under the second round ESG funds, CAPK is submitting a request of approximately \$1.3 million by August 31, 2020 to leverage a new rental assistance program currently under development by CAPK through use of CSBG CARES funds shared also at the July 22, 2020 Executive Committee meeting.

During a 12-month contract period, ESG CARES funds will:

- Leverage CSBG CARES funds for rental assistance
- Provide housing/stability to individuals in temporary shelter and those at-risk for homelessness serving approximately 250 individuals/families with up to \$3,000 for rental and security deposits assistance, including rental arrears
- Purchase a transport vehicle
- Renovate M Street Navigation Center on-site storage areas for programming use
- Increase onsite security with one additional security guard

Awarded ESG funds will cover 10% administration, 72% operational and direct services, and 18% personnel costs of the program. It is anticipated to start the new CAPK Rental Assistance program in the late fall as program eligibility criteria, application, and process is currently under development following HUD and other pertinent guidelines and established CAPK processes to support a successful program.

Recommendation

Staff recommends approval of the ESG CARES Second Round Application Budget for the Rental Assistance and Homeless Housing Program.

Attachment:

Budget, Rental Assistance and Homeless Housing Program

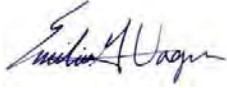
COMMUNITY ACTION PARTNERSHIP OF KERN Rental Assistance and Homeless Housing Program 1 Year Budget				
	Emergency Shelter	Homeless Prevention	Rapid Re-Housing	Total ESG
Personnel				
Salaries	\$115,749	\$35,711	\$41,904	\$193,364
Benefits 25%	\$30,737	\$8,928	\$11,376	\$51,041
Total Staffing	\$146,486	\$44,638	\$53,280	\$244,405
Program				
Local Travel - Staff	\$2,990			\$2,990
Vehicle Gasoline	\$5,200			\$5,200
Renovations	\$50,000			\$50,000
Supplies	\$1,167	\$1,166	\$1,167	\$3,500
Computer & Peripheral Supplies	\$2,400		\$2,400	\$4,800
Equipment Purchase	\$45,000			\$45,000
Legal Fees			\$6,500	\$6,500
Subcontract Labor			\$868,000	\$868,000
Postage	\$334	\$333	\$333	\$1,000
Printing	\$293	\$293	\$293	\$879
Hiring Costs	\$250	\$250	\$250	\$750
Tuition and Registration Fees - Staff	\$400	\$400	\$400	\$1,200
Vehicle Repair/Maintenance	\$3,000			\$3,000
Outreach	\$284	\$283	\$283	\$850
Meeting Expense	\$400	\$400	\$400	\$1,200
Total Program	\$111,718	\$3,125	\$880,026	\$994,869
Personnel + Program	\$258,204	\$47,763	\$933,306	\$1,239,274
Indirect	\$21,320	\$4,776	\$93,331	\$119,427
Total	\$279,525	\$52,540	\$1,026,637	\$1,358,702

COMMUNITY ACTION PARTNERSHIP OF KERN Rental Assistance and Homeless Housing Program 12 Months Personnel Detail									
Position Title	Total FTE	Rate of Pay	Emergency Shelter		Homeless Prevention		Rapid Re-Housing		Program Total
Homeless Program Services Supervisor	0.20	\$ 28.69	0.07	\$ 4,177	0.07	\$ 4,177	0.06	\$ 3,581	\$ 11,935
Homeless Navigator	2.00	\$ 17.65	1.00	\$ 36,712		\$ -	1.00	\$ 36,712	\$ 73,424
211 Information & Referral Specialist	1.00	\$ 14.50		\$ -	1.00	\$ 30,160		\$ -	\$ 30,160
Program Educator	1.00	\$ 18.25	1.00	\$ 37,960		\$ -		\$ -	\$ 37,960
Driver	1.00	\$ 15.60	1.00	\$ 32,448		\$ -		\$ -	\$ 32,448
Sub Total Salaries			3.07	\$ 111,297	1.07	\$ 34,337	1.06	\$ 40,293	\$ 185,927
Add: Merit/COLA Increase at 4%				\$ 4,452		\$ 1,373		\$ 1,612	7,437
Total Salaries				\$ 115,749		\$ 35,711		\$ 41,904	193,364
Benefits at 25%				\$ 28,937		\$ 8,928		\$ 10,476	48,341
Cell Phone Stipend				\$ 1,800				\$ 900	2,700
Total Benefits				\$ 30,737		\$ 8,928		\$ 11,376	
TOTAL PERSONNEL COSTS			3.07	\$ 146,486	1.07	\$ 44,638	1.06	\$ 53,280	<u>244,405</u>

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget and Finance Committee



From: Emilio G. Wagner, Director of Operations

Date: August 19, 2020

Subject: *Agenda Item 6e*: Reorganization of the Operations Division – **Action Item**

Summary and Background

The following proposal was 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 Facilities, Information Technology and Business Services.

- 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 costs 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.
- Business Services: Over the past year, the Business Office initiated 844 contracts/leases/amendments, 1,750 purchase orders, solicited proposals for over 150 purchases, and completed 16 formal requests for proposals.

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, and it has been the IT departments 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

- Assistant Director of Operations: To address the need for establishing standards surrounding furnishings, finishes, and transportation, the proposal is to develop and recruit an Assistant Director of Operations who will oversee the key areas mentioned previously along with overseeing the coordination of space planning, alterations, construction, and repair projects for facilities owned and leased. In addition, there is no clear succession plan for the Operations Division and adding an Assistant Director position will resolve this gap. The job Description has been reviewed, pointed, and assigned a grade 13.
- Information Systems Business Analyst: 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. The job description has been reviewed, pointed, and assigned a grade 11.
- Business Technician: This is an existing position that will have two focuses - facilities and business services. The primary focus is to assist facility management in the fiscal aspect of the department, in addition to completing minor solicitations of bid requests and preparing contracts to be reviewed by the Business Office. The secondary focus is to assist the business office in overflow projects surrounding, Request for Proposal packages, contract renewals, contract log maintenance and other vital functions. The position is currently assigned a grade 8.
- Budget: The budget for the three proposed positions has been evaluated and estimated to have an effect of \$139,700 of the remaining fiscal year. For following years, the three positions will have an estimated annual budget impact of \$218,000. These budget impacts have been carefully reviewed and are projected to be sustained, based on current and projected revenue.

Recommendation

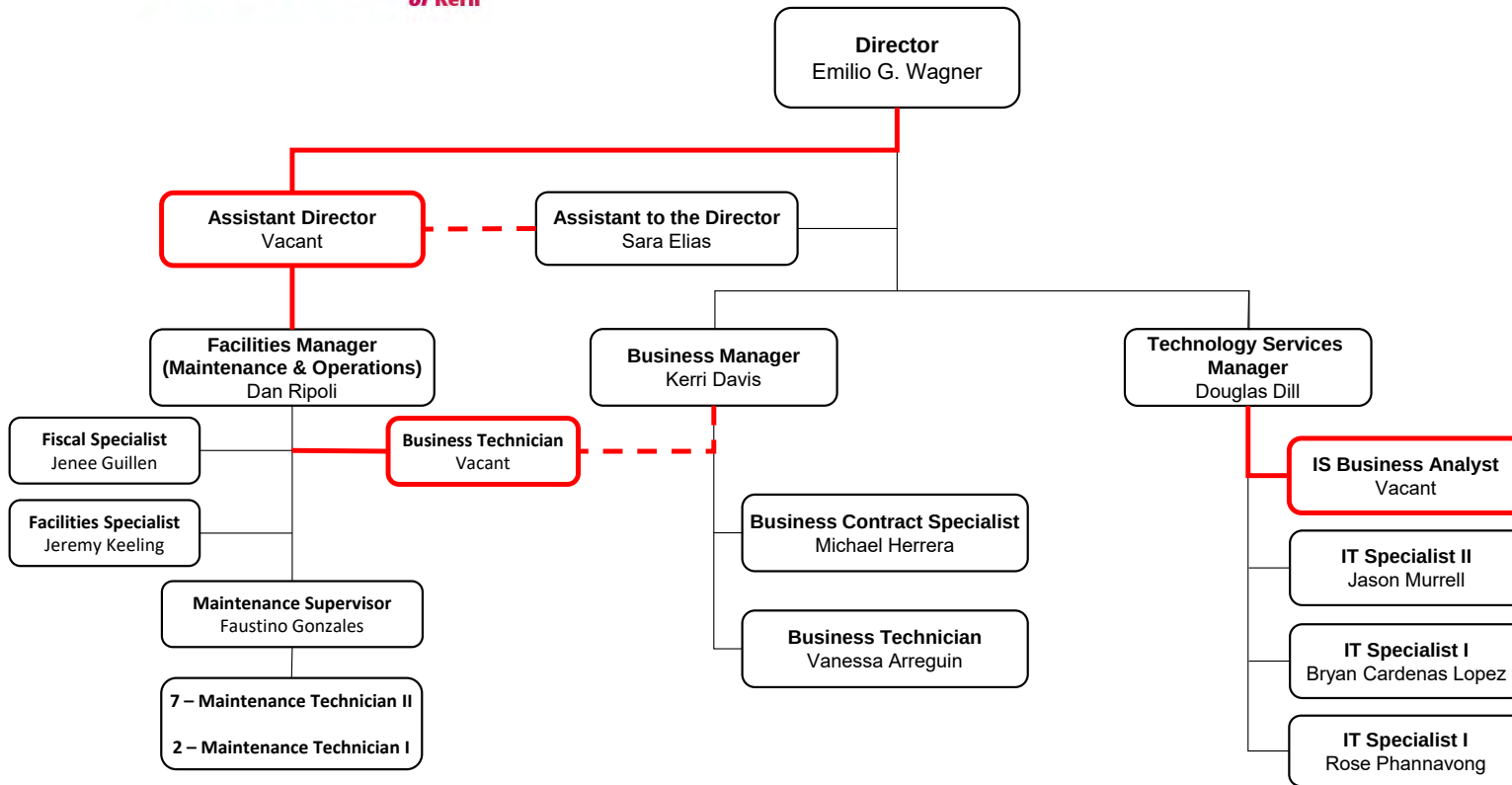
Staff recommends approval of the Operations organizational chart and the addition of the Assistant Director of Operations and the Information System Business Analyst job descriptions.

Attachments:

Proposed Operations Division Organizational Chart
Job Description - Assistant Director of Operations
Job Description - Information Systems Analyst



Operations Division



— Proposed Addition

Proposed 9/2020



Assistant Director of Operations

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

Salary Range: Grade 13 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:

Under general direction of the Director of Operations, the Assistant Director of Operations is responsible for coordinating space planning, alteration, construction and repair projects for facilities owned and/or, leased including all new construction, remodeling and standardizing furnishings and finishes.

SUPERVISION RECEIVED:

Receives supervision from the Director of Operations

SUPERVISION EXERCISED:

Directly supervises Facilities Manager

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. Supervise staff associated with the Facilities Department.
2. Meet with all related professionals required to plan and construct new facilities and improvements of existing sites.
3. Provide managerial direction and control of department activities, plan, direct, and review the activities and operations of the department.
4. Inspect buildings and office areas to evaluate suitability for occupancy.
5. Responsible for the design, procurement, implementation, and modifications of all CAPK technology infrastructure.
6. Coordinate design layout, showing location of furniture, equipment, doorways, electrical and telephone outlets, and other facilities.
7. Prepare cost estimates for furnishing options for projects.
8. Assist in the planning, organizing and evaluating acquisition, planning design and construction projects for CAPK facilities.
9. Initiate and conduct space planning studies.
10. Maintain and develop furniture standards and coordinate furniture purchases.
11. Advise departments on feasibility of desired expansion or modification projects and recommend changes to requests, as appropriate.
12. Assist in preparation/coordination of building plans and specifications for KCSOS projects.
13. Process and review work orders for furniture requests and space planning projects.
14. Provide general supervision and inspection of facilities projects as necessary, including monitoring work in progress, visiting project sites and meeting with

- contractors to review progress, identify and resolve problems, and review and approve proposed change orders to avoid time delays and cost overruns.
- 15. Prepare project schedules and timelines.
- 16. Extensive interaction with staff and departments, local vendors, consultants and manufacturer representatives.
- 17. Plan and coordinate moves and relocation of staff and divisions, including reviewing site readiness and resolution of moving issues.
- 18. Manage facility issues affecting building tenants and leased property.
- 19. Plan, supervise and coordinate the mechanical preventative maintenance and replacement program for a variety of motorized vehicles and equipment.

B. Other Job Specific Duties:

- 1. Attends all meetings, trainings, and conferences as well as provide trainings as assigned.
- 2. Maintains safe and functional work environment.
- 3. Work alternative hours as required, including nights and weekends.
- 4. Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
- 5. Performs any other like duties as assigned or as needed.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

Agency policies and procedures
 Applicable federal, state, and local laws, codes, and regulations
 Departmental policies and procedures
 Modern office practices, methods, procedures and equipment including computers
 Word processing, spreadsheet, database, and other related software applications
 Principles and practices of finance, real estate financing and economic development
 Davis-Bacon Act

Ability to:

Solve problems effectively and efficiently.
 Deal with conceptual matters.
 Plan, organize, allocate, and control substantial resources.
 Communicate effectively.
 Attend evening and weekend meetings.
 Effectively present program to the general public.
 Work independently with little direction; meet schedules and timelines.
 Plan, develop, and present mixed media presentations.
 Write creatively and clearly for general and specialized audiences.
 Maintain and organize a variety of files, records, and logs.
 Supervise employees professionally to achieve their goals and be self-motivating.
 Plan and organize work; compose clear, concise reports and recommendations.
 Analyze situations accurately and adopt an effective course of action.

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 of Arts or Bachelor of Science Degree in Business Administration, Public Administration, Planning, Construction or closely related field preferred.
- 4 years' experience of facility planning.
- Possession of General Contractors License.
- Certification as Playground Safety Inspector preferred

OTHER REQUIREMENTS

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

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 Assistant Director of Operations				
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					



Information Systems (IS) Business Analyst

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

Salary Range: Grade 11

FLSA Status: Exempt

Date Approved:

SUMMARY:

Under general direction of the Information Technology Manager, the IS Business Analyst is responsible for identifying user needs to develop systems from concept to user acceptance surrounding Dynamics CRM, SharePoint, and other related technologies.

SUPERVISION RECEIVED:

Receives supervision from the Information Technology 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. Participate and lead analysis and design sessions to capture functional and technical requirements
2. Create specifications based on requirements and communicate with third party developers
3. With third party developer assistance configure system based on platform best practices
4. Lead sessions with users to demonstrate completed features
5. Conduct system and integration testing
6. Create and execute test scripts, facilitate user acceptance testing
7. Train end users on the system platform
8. Maintain appropriate communication with all team members to assure the project is proceeding, on-time, on-target, and on-budget
9. Work in a project team environment, with all team members
10. Assign tasks as appropriate to other resources; review their work for accuracy and thoroughness
11. Evaluate and identify other potential needs
12. Assist in R&D capacity understanding the needs of the market and designing solutions to meet those needs. Work with the developers and build those solutions to take to market
13. Support marketing efforts through events, webinars, whitepapers, and blogging
14. Design solutions using Dynamics CRM, SharePoint, and other Microsoft stack technologies to meet needs. Document and work with project team to supervise implementation.
15. Assist in research of new technologies and trends that might impact our clients and make appropriate recommendations.
16. Advise clients on approaches to solving business needs using Dynamics CRM, SharePoint, or related technologies.
17. Provide training or assistance to staff relating to Dynamics CRM and SharePoint solutions.

18. Pursue advancement in functional and technical service capabilities.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as well as provide trainings as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
5. Performs any other like duties as assigned or as needed.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

Agency policies and procedures

Applicable federal, state, and local laws, codes, and regulations

Departmental policies and procedures

Modern office practices, methods, procedures, and equipment including computers

Word processing, spreadsheet, database, and other related software applications

Principles and practices of finance, real estate financing and economic development

Davis-Bacon Act

Ability to:

Solve problems effectively and efficiently.

Experience leading design sessions and documenting functional specifications

Understanding of logical data modeling

Experience troubleshooting and testing skills

Demonstrated ability to implement tools and strategies to ensure a high standard of quality control.

Demonstrated systems analysis skills.

Experience with Microsoft Excel, PowerPoint, and VisioDeal with conceptual matters.

Plan, organize, allocate, and control substantial resources.

Communicate effectively.

Attend evening and weekend meetings.

Effectively present program to the general public.

Work independently with little direction; meet schedules and timelines.

Plan, develop, and present mixed media presentations.

Write creatively and clearly for general and specialized audiences.

Maintain and organize a variety of files, records, and logs.

Supervise employees professionally to achieve their goals and be self-motivating.

Plan and organize work; compose clear, concise reports and recommendations.

Analyze situations accurately and adopt an effective course of action.

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 of Arts or Bachelor of Science Degree in Management Information Systems (preferred), Information Technology, Business Administration, Entrepreneurship, Engineering, Economics, or other related field of study preferred.

- 3-5 years' experience working with Dynamics 365 and MS SharePoint.
- Experience with advanced Microsoft Excel and Visio concepts
- Experience with relational databases
- Experience with .NET framework (C#, VB.NET, C++)
- UI/UX Development Skills

OTHER REQUIREMENTS

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

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Director of Operations				
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: Budget and Finance Committee

From: Tracy Webster, Chief Financial Officer 

Date: August 19, 2020

Subject: *Agenda Item 6f: Agency-Wide Budget Revision #2 – Action Item*

The proposed revised annual budget for the FY 2020-2021 is presented using the following functional categories:

1. Program Services
 - Education
 - Nutrition
 - Energy Conservation
 - Community Services
 - CSBG
2. Support Services
 - Discretionary & Fund Raising
3. COVID-19 Response
4. Indirect

The annual operating budget (program services and support services) has been revised from \$83,628,413 to \$92,599,301. The increase is attributed to the decreases in anticipated funding for center-based care administered by the California Department of Education and new funding related to the COVID-19 crisis.

The Indirect Budget has been revised from \$6,352,962 to \$6,289,584 for the six support divisions: Executive, Human Resources, Finance, Operations, Community Development, and Youth and Community Services. The additional cost in salaries and benefits for the Indirect Budget represents the additional cost in hiring additional support staff in the Operations division. An additional surplus of indirect revenue over expense of \$915,402 is attributed to one-time funds associated with COVID-19 funding sources.

Recommendation

Staff recommends that the Budget and Finance Committee approve the revised annual budget for FY 2020-2021.

Attachments:

Revised Annual Budget for FY 2020/21
Detail of Budget Revision Changes for FY 2020/2

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
BUDGET REVISION #2**

	Program Services					Support Services			Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	COVID Response	TOTAL	
Revenue									
Government Revenue	\$ 60,540,339	\$ 8,278,990	\$ 6,867,228	\$ 4,157,899	\$ 1,535,543	\$ -	\$ 7,887,401	\$ 89,267,400	\$ -
Head Start Subsidy for CACFP	(551,207)	551,207	-	-	-	-	-	-	-
Private Revenue	-	30,000	-	483,111	-	-	649,681	1,162,792	-
Other Revenue	35,434	221,000	-	74,581	-	1,205	-	332,220	7,642,243
Donations	-	140,000	-	-	-	10,000	-	150,000	-
Total Revenue	\$ 60,024,566	\$ 9,221,197	\$ 6,867,228	\$ 4,715,591	\$ 1,535,543	\$ 11,205	\$ 8,537,082	\$ 90,912,412	\$ 7,642,243
Expenditures									
Salaries	25,328,577	3,788,324	1,872,858	1,869,380	732,203	86,196	1,348,081	35,025,619	3,710,632
Benefits	8,100,103	1,105,812	487,438	476,632	198,999	20,867	379,186	10,769,037	906,536
Travel	417,754	173,890	136,389	64,888	11,490	-	109,711	914,122	56,750
Space Cost	9,198,518	608,560	283,566	219,141	119,233	2,200	154,219	10,585,437	170,300
Supplies	1,569,354	222,622	95,488	148,196	19,296	6,100	1,238,745	3,299,801	119,400
Equipment	-	87,760	-	5,000	-	-	-	92,760	-
Consultant/Contract	1,337,430	561,751	1,714,880	505,975	1,750	56,000	682,830	4,860,616	1,004,366
Other Operating Costs	1,117,921	376,991	835,065	334,442	37,330	13,810	842,856	3,558,415	298,600
Program Costs	7,955,123	1,556,247	817,251	708,132	3,000	-	3,006,089	14,045,842	-
Depreciation	302,424	8,580	-	-	-	-	-	311,004	23,000
Indirect	4,697,362	730,660	624,293	383,805	412,242	18,516	775,365	7,642,243	-
Total Expenditures	\$ 60,024,566	\$ 9,221,197	\$ 6,867,228	\$ 4,715,591	\$ 1,535,543	\$ 203,689	\$ 8,537,082	\$ 91,104,896	\$ 6,289,584
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (192,484)	\$ -	\$ (192,484)	\$ 1,352,659

One-Time COVID Indirect Surplus (775,365)
Ongoing Indirect Surplus \$ 577,294

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
BUDGET REVISION #2 (PROPOSED CHANGES)**

	Program Services					Support Services			Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	COVID Response	TOTAL	
Revenue									
Government Revenue	\$ (847,282)	\$ (265,118)	\$ -	\$ -	\$ 46,012	\$ -	\$ 7,887,401	\$ 6,821,013	\$ -
Head Start Subsidy for CACFP	141,569	(141,569)	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	649,681	649,681	-
Other Revenue	(211)	-	-	-	-	-	-	(211)	746,756
Donations	-	-	-	-	-	-	-	-	-
Total Revenue	\$ (705,924)	\$ (406,687)	\$ -	\$ -	\$ 46,012	\$ -	\$ 8,537,082	\$ 7,470,483	\$ 746,756
Expenditures									
Salaries	43,936	(94,772)	-	-	46,476	-	1,348,081	1,343,721	30,509
Benefits	(233,466)	(43,201)	-	-	15,623	-	379,186	118,142	11,413
Travel	(3,324)	-	-	-	(10,200)	-	109,711	96,187	(38,050)
Space Cost	(397,451)	20,500	-	-	(5,667)	-	154,219	(228,399)	-
Supplies	14,330	(34,000)	-	-	(124)	-	1,238,745	1,218,951	(6,800)
Equipment	-	-	-	-	-	-	-	-	-
Consultant/Contract	18,044	-	-	-	-	6,000	682,830	706,874	(69,200)
Other Operating Costs	(76,339)	(32,200)	-	-	(4,625)	-	842,856	729,692	8,750
Program Costs	(64,158)	(198,912)	-	-	-	-	3,006,089	2,743,019	-
Depreciation	1,540	-	-	-	-	-	-	1,540	-
Indirect	(9,036)	(24,102)	-	-	4,529	-	775,365	746,756	-
Total Expenditures	\$ (705,924)	\$ (406,687)	\$ -	\$ -	\$ 46,012	\$ 6,000	\$ 8,537,082	\$ 7,476,483	\$ (63,378)
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (6,000)	\$ -	\$ (6,000)	\$ 810,134

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
FUNDING RELATED TO COVID

	Education COVID Response & CARES	Nutrition COVID Response	Energy CARES	Community Services COVID Response	CSBG CARES	TOTAL
Revenue						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ 2,082,493	\$ 2,082,493
Other Government Revenue	1,957,984	3,095,898	751,026	-	-	5,804,908
Head Start Subsidy for CACFP	-	-	-	-	-	-
Private Revenue	250,000	150,000	-	249,681	-	649,681
Other Revenue	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Total Revenue	\$ 2,207,984	\$ 3,245,898	\$ 751,026	\$ 249,681	\$ 2,082,493	\$ 8,537,082
Expenditures						
Salaries	19,056	183,081	209,358	101,321	835,265	1,348,081
Benefits	5,717	47,601	56,223	30,397	239,248	379,186
Travel	-	68,600	9,611	-	31,500	109,711
Space Cost	-	33,000	32,219	-	89,000	154,219
Supplies	1,067,991	36,200	12,242	9,091	113,221	1,238,745
Equipment	-	-	-	-	-	-
Consultant/Contract	-	-	169,830	-	513,000	682,830
Other Operating Costs	711,994	7,700	101,313	-	21,849	842,856
Program Costs	202,500	2,574,635	91,954	87,000	50,000	3,006,089
Depreciation	-	-	-	-	-	-
Indirect	200,726	295,081	68,276	21,872	189,410	775,365
Total Expenditures	\$ 2,207,984	\$ 3,245,898	\$ 751,026	\$ 249,681	\$ 2,082,493	\$ 8,537,082
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	30.0%	26.0%	26.9%	30.0%	28.6%	28.1%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
EDUCATION

	Head Start	State Dept. of Education	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue					
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ 301,580	\$ 301,580
Other Government Revenue	40,976,307	7,183,357	1,877,011	9,584,682	59,621,357
Head Start Subsidy for CACFP	(551,207)	-	-	-	(551,207)
Private Revenue	-	-	-	-	-
Other Revenue	18,251	17,183	-	-	35,434
Donations	-	-	-	-	-
Total Revenue	\$ 40,443,351	\$ 7,200,540	\$ 1,877,011	\$ 9,886,262	\$ 59,407,164
Expenditures					
Salaries	18,189,328	4,824,197	972,872	691,349	24,677,746
Benefits	5,912,144	1,557,583	261,219	173,000	7,903,946
Travel	347,896	8,938	46,820	14,100	417,754
Space Cost	8,751,597	40	359,981	86,900	9,198,518
Supplies	1,412,688	118,440	24,226	14,000	1,569,354
Equipment	-	-	-	-	-
Consultant/Contract	1,298,273	24,457	7,500	7,200	1,337,430
Other Operating Costs	965,221	12,291	46,809	93,600	1,117,921
Program Costs	47,760	-	-	7,907,363	7,955,123
Depreciation	300,880	-	1,544	-	302,424
Indirect	3,217,564	654,594	156,040	898,750	4,926,948
Total Expenditures	\$ 40,443,351	\$ 7,200,540	\$ 1,877,011	\$ 9,886,262	\$ 59,407,164
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	32.5%	32.3%	26.9%	25.0%	32.0%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue							
Commuity Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 373,062	\$ 373,062
Other Government Revenue	4,001,061	1,491,998	1,699,623	144,527	1,844,150	941,781	8,278,990
Head Start Subsidy for CACFP	-	-	465,702	85,505	551,207	-	551,207
Private Revenue	-	-	-	-	-	30,000	30,000
Other Revenue	-	-	-	-	-	221,000	221,000
Donations	-	-	-	-	-	140,000	140,000
Total Revenue	\$ 4,001,061	\$ 1,491,998	\$ 2,165,325	\$ 230,032	\$ 2,395,357	\$ 1,705,843	\$ 9,594,259
Expenditures							
Salaries	2,378,713	518,882	587,785	-	587,785	559,680	4,045,060
Benefits	666,039	165,667	182,043	-	182,043	174,473	1,188,222
Travel	49,316	48,124	27,000	-	27,000	49,450	173,890
Space Cost	326,604	41,856	121,700	-	121,700	118,400	608,560
Supplies	33,491	34,084	86,000	-	86,000	69,047	222,622
Equipment	-	5,760	-	-	-	82,000	87,760
Consultant/Contract	-	551,751	-	-	-	10,000	561,751
Other Operating Costs	171,586	40,305	62,600	-	62,600	102,500	376,991
Program Costs	3,000	-	943,685	-	943,685	392,669	1,339,354
- Vended Meals	-	-	-	216,893	216,893	-	216,893
Depreciation	8,580	-	-	-	-	-	8,580
Indirect	363,732	85,569	154,512	13,139	167,651	147,624	764,576
Total Expenditures	\$ 4,001,061	\$ 1,491,998	\$ 2,165,325	\$ 230,032	\$ 2,395,357	\$ 1,705,843	\$ 9,594,259
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	28.0%	31.9%	31.0%		31.0%	31.2%	29.4%

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
ENERGY CONSERVATION**

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	\$ -
Other Government Revenue	6,867,228
Private Revenue	-
Other Revenue	-
Donations	-
Total Revenue	\$ 6,867,228
Expenditures	
Salaries	1,872,858
Benefits	487,438
Travel	136,389
Space Cost	283,566
Supplies	95,488
Equipment	-
Consultant/Contract	1,714,880
Other Operating Costs	835,065
Program Costs	817,251
Depreciation	-
Indirect	624,293
Total Expenditures	\$ 6,867,228
Gain/(Loss)	\$ -
Benefit Rate	26.0%

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
COMMUNITY SERVICES**

	211	Homeless Services	E Kern Family Resource Center	VITA	Americorps	Youth Centers	TOTAL
Revenue							
Community Services Block Grant (CSBG)	\$ 189,853	\$ 20,929	\$ 15,806	\$ 201,707	\$ -	\$ 432,606	\$ 860,901
Other Government Revenue	337,474	2,348,310	428,417	303,618	670,080	70,000	4,157,899
Private Revenue	463,434	-	4,677	-	-	15,000	483,111
Other Revenue	4,581	-	-	-	-	70,000	74,581
Donations	-	-	-	-	-	-	-
Total Revenue	\$ 995,342	\$ 2,369,239	\$ 448,900	\$ 505,325	\$ 670,080	\$ 587,606	\$ 5,576,492
Expenditures							
Salaries	597,841	934,321	273,378	225,835	60,725	252,747	2,344,847
Benefits	148,819	247,817	78,543	44,872	13,166	60,004	593,221
Travel	11,270	2,500	15,036	12,170	17,703	17,699	76,378
Space Cost	55,500	86,500	25,000	34,066	-	137,308	338,374
Supplies	24,832	92,750	9,107	9,510	13,543	17,750	167,492
Equipment	-	-	1,000	-	-	4,000	5,000
Consultant/Contract	7,600	403,000	500	95,000	-	1,625	507,725
Other Operating Costs	58,995	206,291	13,522	35,398	17,478	40,088	371,772
Program Costs	-	180,675	3,000	3,000	520,437	4,020	711,132
Depreciation	-	-	-	-	-	-	-
Indirect	90,485	215,385	29,814	45,474	27,028	52,365	460,551
Total Expenditures	\$ 995,342	\$ 2,369,239	\$ 448,900	\$ 505,325	\$ 670,080	\$ 587,606	\$ 5,576,492
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	24.9%	26.5%	28.7%	19.9%	21.7%	23.7%	25.3%

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
COMMUNITY SERVICES BLOCK GRANT (CSBG)**

	MCAP	Food Bank	211	WIC	E Kern	VITA	Youth Ctrs	TOTAL
Revenue								
Community Services Block Grant (CSBG)	\$ 301,580	\$ 373,062	\$ 189,853	\$ 20,929	\$ 15,806	\$ 201,707	\$ 432,606	\$ 1,535,543
Other Government Revenue	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-
Total Revenue	\$ 301,580	\$ 373,062	\$ 189,853	\$ 20,929	\$ 15,806	\$ 201,707	\$ 432,606	\$ 1,535,543
Expenditures								
Salaries	-	256,736	138,075	17,455	10,284	115,570	194,083	732,203
Benefits	-	82,410	34,519	1,571	3,085	28,893	48,521	198,999
Travel	-	-	-	-	1,000	3,950	6,540	11,490
Space Cost	-	-	-	-	-	12,200	107,033	119,233
Supplies	-	-	-	-	-	6,946	12,350	19,296
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract	-	-	-	-	-	1,000	750	1,750
Other Operating Costs	-	-	-	-	-	12,275	25,055	37,330
Program Costs	-	-	-	-	-	3,000	-	3,000
Depreciation	-	-	-	-	-	-	-	-
Indirect	301,580	33,916	17,259	1,903	1,437	17,873	38,274	412,242
Total Expenditures	\$ 301,580	\$ 373,062	\$ 189,853	\$ 20,929	\$ 15,806	\$ 201,707	\$ 432,606	\$ 1,535,543
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate		32.1%	25.0%	0.0%	30.0%	25.0%	25.0%	27.2%

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
DISCRETIONARY FUND & FUND RAISING FUND**

	Discretionary	Fund Raising	Total
Revenue			
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-
Private Revenue	-	-	-
Other Revenue	1,205	-	1,205
Donations	10,000	-	10,000
Total Revenue	\$ 11,205	\$ -	\$ 11,205
Expenditures			
Salaries	500	85,696	86,196
Benefits	300	20,567	20,867
Travel	-	-	-
Space Cost	2,200	-	2,200
Supplies	200	5,900	6,100
Equipment	-	-	-
Consultant/Contract	-	56,000	56,000
Other Operating Costs	5,260	8,550	13,810
Program Costs	-	-	-
Depreciation	-	-	-
Indirect	845	17,671	18,516
Total Expenditures	\$ 9,305	\$ 194,384	\$ 203,689
Gain/(Loss)	\$ 1,900	\$ (194,384)	\$ (192,484)
Benefit Rate	60.0%	24.0%	24.2%

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
INDIRECT FUND**

	Human Resources	Operations	Executive	Community Development	Finance	Youth and Community Svcs	TOTAL
Revenue							
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	7,642,243
Donations	-	-	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,642,243
Expenditures							
Salaries	608,745	804,000	793,761	255,215	1,118,745	130,166	3,710,632
Benefits	146,099	209,052	208,474	61,252	246,124	35,535	906,536
Travel	12,000	23,000	7,250	2,000	10,000	2,500	56,750
Space Cost	-	168,500	-	-	1,800	-	170,300
Supplies	18,000	50,000	11,400	6,500	30,000	3,500	119,400
Equipment	-	-	-	-	-	-	-
Consultant/Contract	115,000	482,866	73,000	11,500	322,000	-	1,004,366
Other Operating Costs	18,000	176,900	51,450	18,450	28,950	4,850	298,600
Program Costs	-	-	-	-	-	-	-
Depreciation	-	23,000	-	-	-	-	23,000
Indirect	-	-	-	-	-	-	-
Total Expenditures	\$ 917,844	\$ 1,937,318	\$ 1,145,335	\$ 354,917	\$ 1,757,619	\$ 176,551	\$ 6,289,584
Gain/(Loss)							\$ 1,352,659
Benefit Rate	24.0%	26.0%	26.3%	24.0%	22.0%	27.3%	24.4%



BUDGET AND FINANCE COMMITTEE

AUGUST 19, 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	93.391	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
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) CARES ACT	2,291,443		20U-2561	07/01/20 - 04/30/21	122-40	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399 250,000	81.042 81.042	17C-4010 20C-6008	06/01/18 - 06/30/20 07/01/20 - 06/30/21	123-65 123-60	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085	93.575	CCTR - 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

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

A3

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
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)	386,114	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
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 PR	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 PR 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
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,852,203		N/A	07/01/20 - 06/30/21	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/19 - 06/30/20	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS

**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 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
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 - 06/30/21	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

**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
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
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 KE 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 SER
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		U# COVID-413-7	04/13/20-06/30/20	533-005	CALIFORNIA FAMILY RESOURCE CENTER ASSOCIATION, PREVENT CHILD ABUSE CALIFORNIA

**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
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
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
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 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					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	<u>Food Bank</u>		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
461	CAFB Food Access for Farmworkers Initiative		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				

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

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

**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
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
FISCAL YEAR 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				
07/31/20	600,000	600,000	6		

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 required on July 30, 2020 in the amount of 600,000. The loan was repaid on Aug

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 JULY 31, 2020	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(77,532.10)
HEAD START/EARLY HEAD START	541,997.77
SUBTOTAL	464,465.67
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
GENERAL CHILD CARE	(530,764.11)
MIGRANT A/P	57,021.83
MIGRANT CHILD CARE	(58,103.71)
MIGRANT SPECIALIZED SERVICES	(13.12)
STATE PRESCHOOL	(674,631.04)
SUBTOTAL	(1,206,490.45)
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	192,462.09
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(130,889.83)
EF&S	70,351.50
EFAP	(236,217.88)
FOOD BANK	462,534.25
FOOD BANK CAPACITY PROGRAM	(2.99)
FOOD BANK - STATE	151,625.43
SOCAL GAS	0.00
TRADE MITIGATION	(92,496.35)
WONDERFUL FOUNDATION	64,935.42
SUBTOTAL	482,301.64
ENERGY	(300,597.32)
DOE WAP	(81,889.88)
LIHEAP	(536,572.47)
PG&E	(16,473.50)
DAP (Disgorgement Assistance Program)	(5,492.05)
TRANSFER NEGATIVE BALANCE	468,328.53
SUBTOTAL	(472,696.69)
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	236,718.79
AMERICORPS - CALIFORNIA VOLUNTEERS	(286,909.62)
BANK OF THE WEST	11,621.84
CAL FRESH	(57,924.31)
CALEITC	(23,585.47)
COST POOLS	24,938.06
COUNTY OF KERN 2020 CENSUS	(3,356.38)
COUNTY OF KERN CARES ACT	997,182.05
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(119,689.83)
CSBG	207,103.73
CSBG CARES ACT	(19,282.98)
CSBG DISCRETIONARY	(46,103.20)
DIFFERENTIAL RESPONSE	(37,763.88)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	2,186,865.98
ECONOMIC EMPOWERMENT	(15,553.08)
EAST KERN FAMILY RESOURCE CENTER	4,545.72
FIRST 5 KERN 211	(21,357.53)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(36,102.19)
FIRST 5 HELP ME GROW	(32,361.13)
FRIENDSHIP HOUSE	4,076.09
FUNDRAISING	283,716.57
GAPP FUND	0.00
GENERAL FUND	512,898.12
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(15,947.78)
HOME VISIT INITIATIVE (CO OF KERN)	(7,163.05)
HUD-COORDINATED ENTRY SYSTEM	(17,199.64)
INDIRECT FUND	1,188,727.63
IRS - VITA	(37,666.85)
NALEO - 2020 CENSUS	7,762.03
NEOPB CAL FRESH HEALTHY LIVING	(266,428.79)
POSITIVE YOUTH DEV SVC	(5,810.43)
POSITIVE YOUTH M	(2,697.77)
SHAFTER YOUTH CENTER	2,595.76
SHARE OUR STRENGTH NO KID HUNGRY	150,000.00
SILICON VALLEY COM FOUND MIGRANT ALTERNATIVE PYMT	250,000.00
SO CA EDISON - 211 CUSTOMER RELATIONS	30,700.00
UNITED WAY 211	931.58
UNITED WAY CESH	29,250.40
UNITED WAY COVID-19 211 COMMUNITY RESPONSE	2,626.87
WELLS FARGO FOUNDATION	46,981.80
WIC	(726,165.12)
LESS: ENERGY NEGATIVE BALANCE	(468,328.53)
ADD: LINE OF CREDIT	
SUBTOTAL	3,936,523.18
TOTAL OPERATING CASH	3,206,103.35

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
HEADSTART ACCRUED VACATION*
 5005 BUSINESS PARK NORTH
 BAKERSFIELD, CA 93309-1651

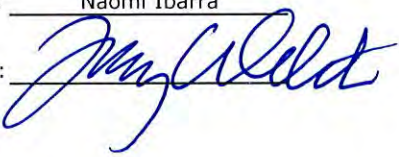
BANK RECONCILIATION FOR MONTH ENDING
July 31, 2020

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	07/31/20	801,353.27
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	07/31/20	801,353.27
BALANCE PER G/L	06/30/20	656,374.88
ADD:		
DEPOSITS		144,886.90
INTEREST		91.49
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	07/31/20	801,353.27
		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: 08/07/20
 APPROVED BY:  TITLE: Chief Financial Officer DATE: 08/07/20

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

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
July 31, 2020**

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

ACCOUNT NO.: XXXXX-X1095

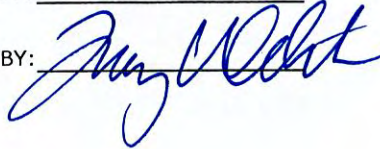
BANK BALANCE ENDING:	07/31/20	86,709.93
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	07/31/20	86,709.93
BALANCE PER G/L	06/30/20	86,698.18
ADD:		
DEPOSITS		0.00
INTEREST		11.75
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
WIRE TRANSFER		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
BALANCE PER G/L	07/31/20	86,709.93

* 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: 08/07/20

APPROVED BY:  TITLE: Chief Financial Officer DATE: 08/07/20

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

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2020

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	07/31/20	13,438.97
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	07/31/20	13,438.97

BALANCE PER GENERAL LEDGER	06/30/20	9,345.29
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	4,356.55	
PAYPAL DEPOSIT	0.00	
INTEREST	1.60	
LESS: APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	12.45	
BANKCARD FEES	252.02	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
BALANCE PER GENERAL LEDGER:	07/31/20	13,438.97

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

Difference: 0.00

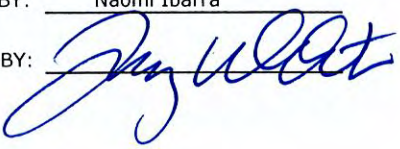
** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.

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

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 08/11/20

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 08/11/20

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

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2020

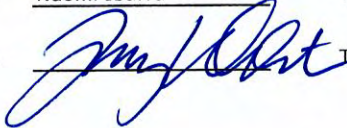
WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	07/31/20	7,520.05
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	07/31/20	7,520.05

BALANCE PER G/L	06/30/20	7,519.04
ADD:		
DEPOSITS		0.00
INTEREST		1.01
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
BALANCE PER G/L	07/31/20	7,520.05

DIFFERENCE: 0.00

PREPARED BY:	<u>Naomi Ibarra</u>	TITLE:	<u>Accountant</u>	DATE:	<u>08/07/20</u>
APPROVED BY:		TITLE:	<u>Chief Financial Officer</u>	DATE:	<u>08/07/20</u>

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

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2020

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 07/31/20 2.11

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 07/31/20 2.11

BALANCE PER G/L 06/30/20 2.11

ADD: DEPOSITS 0.00

INTEREST 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

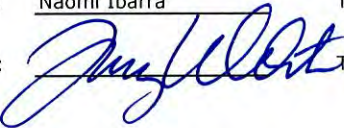
CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 07/31/20 2.11

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 08/07/20

APPROVED BY:  TITLE: Chief Financial Officer DATE: 08/07/20

**COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED July 1, 2020 - July 31, 2020**

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Gloria Barbero	Administrator - EHS San Joaquin	932.51
Yolanda Gonzales	Director of Head Start/State Child Development Programs	475.00
Donna Holland	Fiscal Administrator	1,263.95
Pritika Ram	Director of Administration	2,234.38
Carmen Segovia	Director of Health & Nutrition Services	2,564.40
Sheila Shegos	Director of Community Development	-
Jeremy Tobias	Chief Executive Officer	5,300.00
Emilio Wagner	Director of Operations	1,502.69
Tracy Webster	Chief Financial Officer	3,827.25
	Total	\$ 18,100.18



Statement Expenses

 08/03/2020 08:19 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	BARBERO, GLORIA	Start Date:	07/01/2020
Card Number:	xxxx-xxxx-xxxx-7058	End Date:	07/31/2020
Status:	Open	Reminder Period:	08/01/2020 through 08/03/2020
Charges:	932.51 USD	Grace Period:	08/04/2020 through 08/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	08/07/2020 through 08/10/2020
Total Amount:	932.51 USD	Download Period:	08/11/2020 through 08/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/01/2020	07/02/2020	Vcn Sanjoaquincommdev Stockton,CA		CAPK Pcard(CAPL Pcard)	No	255.73 USD / 255.73
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/01/2020	07/03/2020	The Ups Store #3508 Manteca,CA		CAPK Pcard(CAPL Pcard)	No	104.00 USD / 104.00
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/08/2020	07/09/2020	The Ups Store #3508 Manteca,CA		CAPK Pcard(CAPL Pcard)	No	104.00 USD / 104.00
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/22/2020	07/23/2020	Ci Stockton Bldg Permit Stockton,CA		CAPK Pcard(CAPL Pcard)	No	206.00 USD / 206.00
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/23/2020	07/24/2020	Vcn Sanjoaquincommdev Stockton,CA		CAPK Pcard(CAPL Pcard)	No	262.78 USD / 262.78

Total Charges: 932.51 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

 08/03/2020 08:20 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	GONZALES, YOLANDA	Start Date:	07/01/2020
Card Number:	xxxx-xxxx-xxxx-7009	End Date:	07/31/2020
Status:	Open	Reminder Period:	08/01/2020 through 08/03/2020
Charges:	475.00 USD	Grace Period:	08/04/2020 through 08/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	08/07/2020 through 08/10/2020
Total Amount:	475.00 USD	Download Period:	08/11/2020 through 08/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/23/2020	07/24/2020	Eb 2020 Cap Virtual A 801-413- 7200,CA		CAPK Pcard(CAPL Pcard)	No	475.00 USD / 475.00

Total Charges: 475.00 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

 08/03/2020 08:21 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	HOLLAND, DONNA	Start Date:	07/01/2020
Card Number:	xxxx-xxxx-xxxx-7033	End Date:	07/31/2020
Status:	Open	Reminder Period:	08/01/2020 through 08/03/2020
Charges:	1,263.95 USD	Grace Period:	08/04/2020 through 08/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	08/07/2020 through 08/10/2020
Total Amount:	1,263.95 USD	Download Period:	08/11/2020 through 08/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/01/2020	07/02/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	53.85 USD / 53.85
	Description		Baby formula				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/09/2020	07/09/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	101.42 USD / 101.42
	Description		Baby formula				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/09/2020	07/09/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	5.00 USD / 5.00
	Description		Baby formula				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/09/2020	07/09/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	5.00 USD / 5.00
	Description		Baby formula				
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/22/2020	07/22/2020	Uline Ship Supplies 800-295-5510,WI		CAPK Pcard(CAPL Pcard)	No	855.88 USD / 855.88
	Description		Replacement delivery carts and casters for Central Kitchen				
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/22/2020	07/23/2020	Wal-mart #2557 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	50.79 USD / 50.79
	Description		Special bottles and nipples				
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/24/2020	07/24/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	101.04 USD / 101.04
	Description		Baby formula		E4		

8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/28/2020	07/29/2020	Paypal Trifoia 402-935- 7733,OR		CAPK Pcard(CAPL Pcard)	No	39.00 USD / 39.00
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/31/2020	07/31/2020	Target.com 800-591- 3869,MN		CAPK Pcard(CAPL Pcard)	No	51.97 USD / 51.97

Total Charges: 1,263.95 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

 08/03/2020 08:28 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	RAM, PRITIKA	Start Date:	07/01/2020
Card Number:	xxxx-xxxx-xxxx-7074	End Date:	07/31/2020
Status:	Cardholder Reviewed	Reminder Period:	08/01/2020 through 08/03/2020
Charges:	2,234.38 USD	Grace Period:	08/04/2020 through 08/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	08/07/2020 through 08/10/2020
Total Amount:	2,234.38 USD	Download Period:	08/11/2020 through 08/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/06/2020	07/07/2020	Logcabinflorist Httpslogcabin,CA		CAPK Pcard(CAPL Pcard)	No	86.49 USD / 86.49
	Description		Sympathy Flowers for L. Hughey				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/10/2020	07/13/2020	Office Depot #952 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	44.92 USD / 44.92
	Description		Print Cut Message Cards from J. Tobias for Mask Distribution to Employees				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/10/2020	07/13/2020	Dollar Tree Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	2.27 USD / 2.27
	Description		Purchase of plastic bags for Mask Distribution to Division Directors				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/22/2020	07/23/2020	Eb 2020 Cap Virtual A 801-413- 7200,CA		CAPK Pcard(CAPL Pcard)	No	1,900.00 USD / 1,900.00
	Description		CAP Conf. Reg. for P. Ram, K. Moessner, J. Burger R. Gallardo				
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/23/2020	07/24/2020	Dnh Godaddy.com 480-5058855,AZ		CAPK Pcard(CAPL Pcard)	No	200.70 USD / 200.70
	Description		Purchase of CAPK Foundation Domain Name				

Total Charges: 2,234.38 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

 08/03/2020 08:28 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	SEGOVIA, CARMEN	Start Date:	07/01/2020
Card Number:	xxxx-xxxx-xxxx-7025	End Date:	07/31/2020
Status:	Cardholder Reviewed	Reminder Period:	08/01/2020 through 08/03/2020
Charges:	2,564.40 USD	Grace Period:	08/04/2020 through 08/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	08/07/2020 through 08/10/2020
Total Amount:	2,564.40 USD	Download Period:	08/11/2020 through 08/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/07/2020	07/07/2020	Amzn Mktp Us Mj4dr3p00 Amzn.com/bill,WA		CAPK Pcard(CAPL Pcard)	No	400.40 USD / 400.40
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/07/2020	07/08/2020	Usps Po Boxes Online 800-344-7779,DC		CAPK Pcard(CAPL Pcard)	No	148.00 USD / 148.00
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/08/2020	07/09/2020	Amzn Mktp Us Mj8ij6g12 Amzn.com/bill,WA		CAPK Pcard(CAPL Pcard)	No	119.58 USD / 119.58
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/10/2020	07/10/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	89.83 USD / 89.83
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/10/2020	07/10/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	89.84 USD / 89.84
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/10/2020	07/10/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	(179.67) USD / (179.67)
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/14/2020	07/15/2020	Amazon.com Mj8ha2232 Amzn Amzn.com/bill,WA		CAPK Pcard(CAPL Pcard)	No	165.24 USD / 165.24
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/15/2020	07/17/2020	Kern Co Parks And Rec 661-868-7000,CA		CAPK Pcard(CAPL Pcard)	No	7.00 USD / 7.00
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/16/2020	07/17/2020	Facebk Tph9psj252 Fb.me/ads,CA		CAPK Pcard(CAPL Pcard)	No	10.00 USD / 10.00
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency

	Date	Date		Ledger Code		Submitted ‡	Currency
	07/17/2020	07/20/2020	Amzn Mktp Us Mv9ot71m1 Amzn.com/bill,WA		CAPK Pcard(CAPL Pcard)	No	194.80 USD / 194.80
11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/21/2020	07/21/2020	Amzn Mktp Us Mv20p2040 Amzn.com/bill,WA		CAPK Pcard(CAPL Pcard)	No	337.68 USD / 337.68
12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/21/2020	07/22/2020	Cdw Dir #zlw3180 800-800-4239,IL		CAPK Pcard(CAPL Pcard)	No	94.38 USD / 94.38
13.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/23/2020	07/24/2020	Eb 2020 Cap Virtual A 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	1,425.00 USD / 1,425.00
	Description	CAP National Conf. Registration for: S. Magana, L. Hannible C. Farwell					
14.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/23/2020	07/24/2020	Amzn Mktp Us Amzn.com/bill,WA		CAPK Pcard(CAPL Pcard)	No	(337.68) USD / (337.68)

Total Charges: 2,564.40 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 Expenses08/03/2020 08:29 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	SHEGOS, SHEILA	Start Date:	07/01/2020
Card Number:	xxxx-xxxx-xxxx-0776	End Date:	07/31/2020
Status:	Open	Reminder Period:	08/01/2020 through 08/03/2020
Charges:	0.00 USD	Grace Period:	08/04/2020 through 08/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	08/07/2020 through 08/10/2020
Total Amount:	0.00 USD	Download Period:	08/11/2020 through 08/28/2020

Charges

There are no results.

---End of Report---

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Statement Expenses

08/03/2020 08:30 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	TOBIAS, JEREMY	Start Date:	07/01/2020
Card Number:	xxxx-xxxx-xxxx-7066	End Date:	07/31/2020
Status:	Cardholder Reviewed	Reminder Period:	08/01/2020 through 08/03/2020
Charges:	5,300.00 USD	Grace Period:	08/04/2020 through 08/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	08/07/2020 through 08/10/2020
Total Amount:	5,300.00 USD	Download Period:	08/11/2020 through 08/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/23/2020	07/24/2020	Eb 2020 Cap Virtual A 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	1,900.00 USD / 1,900.00
	Description CAP Natl Conf. Reg. for: J. Tobias Board Members J. Benton, F. Plane M. Jara-Rangel						
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/24/2020	07/24/2020	Eb 2020 Cap Virtual A 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	3,325.00 USD / 3,325.00
	Description Cap Natl Conf. Reg. for: S. Shegos, L. Hughey, J. Flores, R. Moreno, T. Cubias, I. Fonseca, M. Gonzalez						
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/23/2020	07/27/2020	Paypal Californiac 402-935-7733,CA		CAPK Pcard(CAPL Pcard)	No	75.00 USD / 75.00
	Description CCEDA Membership Dues						

Total Charges: 5,300.00 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

 08/03/2020 08:30 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WAGNER, EMILIO	Start Date:	07/01/2020
Card Number:	xxxx-xxxx-xxxx-7041	End Date:	07/31/2020
Status:	Open	Reminder Period:	08/01/2020 through 08/03/2020
Charges:	1,502.69 USD	Grace Period:	08/04/2020 through 08/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	08/07/2020 through 08/10/2020
Total Amount:	1,502.69 USD	Download Period:	08/11/2020 through 08/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/07/2020	07/08/2020	Vzwrlss Prpay Autopay 888-294-6804,FL		CAPK Pcard(CAPL Pcard)	No	65.00 USD / 65.00
	Description Verizon Autopay NALEO - 2020 6605-409-000-120-000-00-4-1						
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/08/2020	07/09/2020	2cocom Movavi.com 888-2471614,GA		CAPK Pcard(CAPL Pcard)	No	39.95 USD / 39.95
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/09/2020	07/13/2020	Big Red Consulting 408-732-1492,CA		CAPK Pcard(CAPL Pcard)	No	147.00 USD / 147.00
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/13/2020	07/14/2020	Bestbuycom806241848896 888-bestbuy,MN		CAPK Pcard(CAPL Pcard)	No	108.24 USD / 108.24
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/19/2020	07/20/2020	Onestepgpscom 181-865-9203,CA		CAPK Pcard(CAPL Pcard)	No	209.25 USD / 209.25
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/16/2020	07/20/2020	State Water Board 916-3415100,CA		CAPK Pcard(CAPL Pcard)	No	442.00 USD / 442.00
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/16/2020	07/20/2020	Opc State Wb Fee 800-3525002,NE		CAPK Pcard(CAPL Pcard)	No	10.17 USD / 10.17
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/20/2020	07/21/2020	Mindbody, Inc. 805-5462000,CA		CAPK Pcard(CAPL Pcard)	No	445.40 USD / 445.40
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/25/2020	07/28/2020	Www.nchsoftware.com Turner		CAPK Pcard(CAPL Pcard)	No	35.33 USD / 49.39
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency

07/25/2020	07/28/2020	Cross Border Trans Fee	CAPK Pcard(CAPL Pcard)	No	0.35 USD / 0.35
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Total Charges: 1,502.69 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

 08/03/2020 08:31 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WEBSTER, TRACY	Start Date:	07/01/2020
Card Number:	xxxx-xxxx-xxxx-6993	End Date:	07/31/2020
Status:	Open	Reminder Period:	08/01/2020 through 08/03/2020
Charges:	3,827.25 USD	Grace Period:	08/04/2020 through 08/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	08/07/2020 through 08/10/2020
Total Amount:	3,827.25 USD	Download Period:	08/11/2020 through 08/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/06/2020	07/07/2020	American Payroll Assoc 210-226-4600,TX		CAPK Pcard(CAPL Pcard)	No	258.00 USD / 258.00
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/16/2020	07/20/2020	Biometrics4all Inc 714-568-9888,CA		CAPK Pcard(CAPL Pcard)	No	17.25 USD / 17.25
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/20/2020	07/21/2020	Ca Secretary Of State Web 916-6951338,CA		CAPK Pcard(CAPL Pcard)	No	5.00 USD / 5.00
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/21/2020	07/22/2020	Wipfillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	1,590.00 USD / 1,590.00
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/23/2020	07/24/2020	Eb 2020 Cap Virtual A 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	1,425.00 USD / 1,425.00
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/27/2020	07/28/2020	Career Contessa Teachable.com,NY		CAPK Pcard(CAPL Pcard)	No	57.00 USD / 57.00
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/30/2020	07/31/2020	Eb 2020 Cap Virtual A 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	475.00 USD / 475.00

Total Charges: 3,827.25 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 (5 OF 12 MONTHS OR 41.66%)**

Line Item	2020/21 Budget	3/1/20 - 07/31/20 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,944,268	313,448	16.1%	1,630,820
Head Start Subsidy	<u>444,776</u>	<u>343,708</u>	77.3%	<u>101,068</u>
Total Revenue	<u>2,389,044</u>	<u>657,156</u>	27.5%	<u>1,731,888</u>
Expenditures (Note B)				
Salaries	682,557	239,715	35.1%	442,842
Benefits	225,244	74,172	32.9%	151,072
Vehicle Gasoline, Repair/Maintenance	70,000	8,045	11.5%	61,955
Space Costs	101,200	48,514	47.9%	52,686
Supplies - Office & Food Service	120,000	26,963	22.5%	93,037
Equipment Repair/Maintenance & Lease	20,000	3,477	17.4%	16,523
Communication	13,000	5,997	46.1%	7,003
Risk Insurance	12,700	6,304	49.6%	6,396
Printing	1,700	398	23.4%	1,302
Hiring & Employee Costs	1,800	-	0.0%	1,800
First Aid	2,600	-	0.0%	2,600
Other Misc	-	22	-	(22)
Raw Food/Vended Meals	<u>1,149,490</u>	<u>194,352</u>	16.9%	<u>955,138</u>
Sub Total	2,400,291	607,959	25.3%	1,792,332
Adult Meals Prepared	188,000	22,413	11.9%	165,587
Indirect	<u>176,753</u>	<u>26,784</u>	15.2%	<u>149,969</u>
Total Expenditures	<u>2,765,044</u>	<u>657,156</u>	23.8%	<u>2,107,888</u>

	Prior Period	July 2020	Cumulative
Total Meals Prepared and Vended (Note C)	179,412	18,194	197,606
Total Meals Claimed	<u>120,825</u>	<u>7,026</u>	<u>127,851</u>
Difference	30,726	11,168	69,755

Percentage Claimed to Prepared/Vended		38.6%	64.7%
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Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/19 - 6/30/20 (12 OF 12 MONTHS = 100.0%)

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	\$ 594,303	\$ 8,104,327		
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>12,277</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 97,737</u>		
Net Provider Payments	\$ 470,495	\$ 635,264	\$ 723,930	\$ 739,771	\$ 762,637	\$ 737,907	\$ 693,646	\$ 730,960	\$ 725,543	\$ 697,622	\$ 689,987	\$ 594,303	\$ 8,202,063	85.68%	
Maximum Reimbursable Amount (MRA) for Provider Payments													7,907,363		103.73%
<u>Administration & Support Services Revenue</u>															
Provider Payments	\$ 470,495	\$ 635,264	\$ 723,930	\$ 739,771	\$ 762,637	\$ 737,907	\$ 693,646	\$ 730,960	\$ 725,543	\$ 697,622	\$ 689,987	\$ 594,303	\$ 8,202,063		
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>\$ 153,903</u>	<u>\$ 147,980</u>	<u>\$ 146,361</u>	<u>\$ 126,064</u>	<u>\$ 1,739,830</u>		
Program Administration/Support Services Costs	44,434	85,521	58,950	67,118	58,315	89,108	66,461	104,583	27,419	72,026	71,504	102,979	848,417	8.86%	
Indirect (10% x MTDC) Costs	50,675	72,283	78,548	80,994	82,553	83,066	76,465	84,007	74,514	76,197	75,381	68,924	903,606	5.46%	
Transfer Indirect to CSBG	-	-	(53,276)	-	-	(231,767)	-	(96,021)	-	-	-	-	(381,064)		
Total Operating Costs	<u>\$ 95,109</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>\$ 92,568</u>	<u>\$ 101,933</u>	<u>\$ 148,223</u>	<u>\$ 146,885</u>	<u>\$ 171,903</u>	<u>\$ 1,370,960</u>	14.32%	
Revenue Earned Over/(Under) Costs	<u>\$ 4,693</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>\$ 62,483</u>	<u>\$ 51,970</u>	<u>\$ (243)</u>	<u>\$ (524)</u>	<u>(45,839)</u>	<u>368,870</u>		
TOTAL COSTS - NET OF FAMILY FEES	<u>\$ 565,604</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>\$ 823,528</u>	<u>\$ 827,476</u>	<u>\$ 845,845</u>	<u>\$ 836,872</u>	<u>\$ 766,206</u>	<u>\$ 9,573,023</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	8,202,063
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	<u>1,739,830</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 7/1/20 - 6/30/21 (1 OF 12 MONTHS = 8.33%)

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	2/29/2021	Mar-21	Apr-21	May-21	Jun-21	TOTAL	% Earned to MRA
<u>GENERAL CHILD CARE (CCTR-9050)</u>														
Adjusted Days of Enrollment - Certified	4,284												4,284	
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 212,213	6.00%
Maximum Reimbursable Amount (MRA)													\$3,535,022	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	97.42%													99.04%
Five Percent Flexibility, Maximum = 100 Percent	100.00%													100.00%
<u>CALIFORNIA STATE PRESCHOOL (CSPP-9121)</u>														
Adjusted Days of Enrollment - Certified	1,904												1,904	
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94,897	2.17%
Maximum Reimbursable Amount (MRA)													\$4,367,697	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	85.15%													98.02%
Five Percent Flexibility, Maximum = 100 Percent	90.15%													100.00%
<u>MIGRANT CHILD CARE (CMIG-9004)</u>														
Adjusted Days of Enrollment - Certified	298												298	
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,766	5.80%
Maximum Reimbursable Amount (MRA)													\$254,377	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.13%													99.54%
Five Percent Flexibility, Maximum = 100 Percent	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		Month/Year: July-2020		
Program/Work Unit: Not Applicable		Director of Finance: Lorraine Casillas		
Services: Overall financial and accounting functions of the organization				
Activities	July-2020		Year to Date 03/1/20 -07/31/20	
Description	Number	Amount	Number	Amount
Bank Deposits	10	1,216,452	63	11,604,760
Wire Deposits	8	1,440,902	62	3,171,597
Head Start/IRS Drawdowns	5	1,944,322	28	12,612,759
Vendor Checks Issued	1105	3,157,645	4,404	13,490,537
Payroll Disbursed		3,317,672		13,487,735
Grant Reports Prepared	39		141	
Americorp Fed				
Americorp State				
Cal EITC Outreach				
Cal Fresh Outreach				
CCTR				
CMAF				
CMIG				
CMSS				
CSPP				
CESH				
Census 2020				
Commodity Supplemental Food Prog				
CSBG				
CSBG Discretionary				
DAP				
Differential Response				
DOE				
Early Head Start Expansion Annual Rpt				
Early Head Start San Joaquin Annual Rpt				
Early Head Start San Joaquin Final Rpt				
Economic Empowerment				
First 5 Kern – East Kern Family				
First 5 Kern – Help Me Grow				
First 5 Kern – 2 1 1 Helpline				
Food Bank CARES Act				
Families First Coronavirus Relief Aide				
Food Purchase Distribution Prog				
Head Start/Early Head Start Kern SF-425				
Head Start Quarterly FFR				
Home Visit Initiative				
HUD – Coordinated Entry System				
LBHC - Startup				
LBHC - Operational				
LIHEAP				
Positive Youth				
Positive Youth - Medi-Cal				
TEFAP				
VITA FFR				
WIC				
Total Division Staffing 21 positions				
		1 Vacancies (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	3,642,878
Cash - Vacation Reserve	644,697
Petty Cash	500
Accounts Receivable	5,119,177
Travel Advance	3,475
Prepaid Expense	439,349
Inventory	4,415,908
Net Fixed Assets - Unrestricted	1,656,674
Net Fixed Assets - Restricted	<u>8,778,811</u>

Total Assets 24,701,468

LIABILITIES AND NET ASSETS

Accounts Payable	2,795,961
Accrued Expenses	892,046
Accrued Vacation	1,048,870
Line of Credit	-
Note Payable	1,852,804
Advance Payable	2,913
Deferred Revenue	<u>605,697</u>

Total Liabilities 7,198,292

Total Net Assets 17,503,175

Total Liabilities and Net Assets 24,701,468

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

REVENUE

Grant Revenue	40,014,786
Donations	29,895,214
Other Revenue	1,781,670
In-Kind	<u>10,796,592</u>

Total Revenue 82,488,262

EXPENDITURES

Salaries	28,545,273
Benefits	8,373,962
Travel	666,442
Space Costs	5,684,927
Supplies	2,498,865
Consultant/Contract Services	2,538,409
Other Costs	2,386,282
Program Costs	10,105,219
Capital Expenditures	0
Indirect	5,871,779
In-Kind	<u>10,796,592</u>

Total Expenditures 77,467,750

Net Change in Assets 5,020,512

Net Assets, beginning 12,482,663

Net Assets, ending 17,503,175

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF JULY 31, 2020

ASSETS

Cash in Bank	3,363,182
Cash - Vacation Reserve	801,176
Petty Cash	300
Accounts Receivable	2,273,046
Travel Advance	2,469
Prepaid Expense	592,460
Inventory	4,436,052
Net Fixed Assets - Unrestricted	1,526,593
Net Fixed Assets - Restricted	<u>8,583,721</u>

Total Assets 21,578,999

LIABILITIES AND NET ASSETS

Accounts Payable	983,668
Accrued Expenses	12,738
Accrued Vacation	801,176
Line of Credit	600,000
Note Payable	1,722,724
Advance Payable	27,861
Deferred Revenue	<u>-</u>

Total Liabilities 4,148,167

Total Net Assets 17,430,832

Total Liabilities and Net Assets 21,578,999

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2020 TO JULY 31, 2020

REVENUE

Grant Revenue	21,817,480
Donations	2,912,062
Other Revenue	2,401,716
In-Kind	<u>3,085,484</u>

Total Revenue 30,216,741

EXPENDITURES

Salaries	12,632,190
Benefits	3,503,639
Travel	70,058
Space Costs	2,178,789
Supplies	1,064,304
Consultant/Contract Services	1,210,202
Other Costs	976,864
Program Costs	3,202,114
Capital Expenditures	159,357
Indirect	2,206,084
In-Kind	<u>3,085,484</u>

Total Expenditures 30,289,085

Net Change in Assets (72,343)

Net Assets, beginning 17,503,175

Net Assets, ending 17,430,832

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 07-31-20 (41.66%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	33,899,419	11,756,626	22,142,793	35%
BENEFITS	10,717,727	3,320,817	7,396,910	31%
TRAVEL	810,935	66,807	744,128	8%
SPACE COST	11,119,500	1,870,575	9,248,925	17%
SUPPLIES	2,080,726	1,024,079	1,056,647	49%
EQUIPMENT	92,760	207,863	(115,103)	224%
CONSULTANT/CONTRACT SERVICES	4,153,742	977,897	3,175,845	24%
OTHER COSTS	2,824,098	920,186	1,903,912	33%
PROGRAM COSTS	11,302,823	3,160,749	8,142,074	28%
INDIRECT	6,922,747	2,213,891	4,708,856	32%
TOTAL	83,924,477	25,519,490	58,404,987	30%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 07-31-20 (41.66%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	25,284,641	8,635,963	16,648,678	34%
BENEFITS	8,333,569	2,565,521	5,768,048	31%
TRAVEL	421,078	28,489	392,589	7%
SPACE COST	9,896,853	1,312,451	8,584,402	13%
SUPPLIES	1,555,024	714,707	840,317	46%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,319,386	361,185	958,201	27%
OTHER COSTS	1,194,260	468,741	725,519	39%
PROGRAM COSTS	8,019,281	2,731,039	5,288,242	34%
INDIRECT	4,706,398	1,659,858	3,046,540	35%
TOTAL	60,730,490	18,477,954	42,252,536	30%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 07-31-20 (41.66%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,883,096	1,459,187	2,423,909	38%
BENEFITS	1,149,013	370,216	778,797	32%
TRAVEL	173,890	30,672	143,218	18%
SPACE COST	596,640	311,513	285,127	52%
SUPPLIES	256,622	108,325	148,297	42%
EQUIPMENT	87,760	202,593	(114,833)	231%
CONSULTANT/CONTRACT SERVICES	561,751	149,409	412,342	27%
OTHER COSTS	409,191	191,442	217,749	47%
PROGRAM COSTS	1,755,159	364,213	1,390,946	21%
INDIRECT	754,762	250,937	503,825	33%
TOTAL	9,627,884	3,438,508	6,189,376	36%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 07-31-20 (41.66%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,872,858	592,445	1,280,413	32%
BENEFITS	487,438	144,426	343,012	30%
TRAVEL	136,389	3,088	133,301	2%
SPACE COST	283,566	82,184	201,382	29%
SUPPLIES	95,488	13,145	82,343	14%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,714,880	309,406	1,405,474	18%
OTHER COSTS	835,065	152,148	682,917	18%
PROGRAM COSTS	817,251	44,279	772,972	5%
INDIRECT	624,293	130,172	494,121	21%
TOTAL	6,867,228	1,471,293	5,395,935	21%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 07-31-20 (41.66%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,869,380	769,270	1,100,110	41%
BENEFITS	476,632	146,539	330,093	31%
TRAVEL	64,888	3,661	61,227	6%
SPACE COST	219,141	111,029	108,112	51%
SUPPLIES	148,196	172,000	(23,804)	116%
EQUIPMENT	5,000	5,270	(270)	105%
CONSULTANT/CONTRACT SERVICES	505,975	111,675	394,300	22%
OTHER COSTS	334,442	67,959	266,483	20%
PROGRAM COSTS	708,132	21,219	686,913	3%
INDIRECT	383,805	120,773	263,032	31%
TOTAL	4,715,591	1,529,395	3,186,196	32%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 07-31-20 (41.66%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	714,748	219,934	494,814	31%
BENEFITS	197,428	70,976	126,452	36%
TRAVEL	14,690	896	13,794	6%
SPACE COST	121,100	53,397	67,703	44%
SUPPLIES	19,296	9,407	9,889	49%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,750	698	1,052	40%
OTHER COSTS	37,330	16,162	21,168	43%
PROGRAM COSTS	3,000	-	3,000	0%
INDIRECT	410,845	36,626	374,219	9%
TOTAL	1,520,187	408,095	1,112,092	27%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 07-31-20 (41.66%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	274,696	79,827	194,869	29%
BENEFITS	73,647	23,139	50,508	31%
TRAVEL	-	-	-	0%
SPACE COST	2,200	-	2,200	0%
SUPPLIES	6,100	6,495	(395)	106%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	50,000	45,524	4,476	91%
OTHER COSTS	13,810	23,734	(9,924)	172%
PROGRAM COSTS	-	-	-	0%
INDIRECT	42,644	15,525	27,119	36%
TOTAL	463,097	194,244	268,853	42%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2020/21
BUDGET TO ACTUAL - 3/1/20 TO 7/31/20 (5 OF 12 MONTHS = 41.67%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 6,768,370	\$ 1,782,086	26.3%	\$ 4,986,284
Expenditures				
Salaries	3,549,957	1,049,783	29.6%	2,500,174
Benefits @ 24.2% actual	<u>859,588</u>	<u>237,944</u>	<u>27.7%</u>	<u>621,644</u>
Total Personnel Costs	4,409,545	1,287,728	29.2%	3,121,817
Operating Costs				
Travel	92,300	4,029	4.4%	88,271
Space Costs	193,300	78,337	40.5%	114,963
Supplies	122,700	54,826	44.7%	67,874
Consultant/Contract	1,123,000	288,884	25.7%	834,116
Other Operating Costs	<u>285,000</u>	<u>65,891</u>	<u>23.1%</u>	<u>219,109</u>
Total Operating Costs	1,816,300	491,966	27.1%	1,324,334
Total Expenditures	<u>\$ 6,225,845</u>	<u>\$ 1,779,694</u>	<u>28.6%</u>	<u>\$ 4,446,151</u>
Excess Indirect Revenue	<u>\$ 542,525</u>	<u>\$ 2,392</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 917,844	\$ 268,404	29.2%	\$ 649,440
Operations	1,986,752	574,416	28.9%	1,412,336
Executive	821,364	95,110	11.6%	726,254
Community Development	742,266	205,304	27.7%	536,962
Finance	1,757,619	636,460	36.2%	1,121,159
	<u>\$ 6,225,845</u>	<u>\$ 1,779,694</u>	<u>28.6%</u>	<u>\$ 4,446,151</u>

Prepared Date: 08/11/2020

COMMUNITY ACTION PARTNERSHIP OF KERN							
INDIRECT FUND - FY 2020/21							
BUDGET TO ACTUAL - 3/1/20 TO 7/31/20 (5 OF 12 MONTHS = 41.67%)							
	HR	Operations	Executive	Community	Finance		
	999-900	999-901	999-902	999-903	999-904	TOTAL	
Salaries	\$ 197,033.76	\$ 267,478.25	\$ 54,987.57	\$ 145,951.75	\$ 384,332.12	\$ 1,049,783.45	
Benefits	41,546.65	71,315.98	12,235.58	36,543.90	76,302.02	237,944.13	
Total Personnel Costs	238,580.41	338,794.23	67,223.15	182,495.65	460,634.14	1,287,727.58	
Operating Costs							
Travel							
Local Travel - Staff	-	645.16	195.51	-	-	840.67	
Local Travel - Board	-	-	-	-	-	-	
Out of Town Travel	-	568.83	-	-	-	568.83	
Out of Town Travel -Board	-	-	-	-	-	-	
Per Diem	-	213.50	-	-	(34.00)	179.50	
Per Diem - Board	-	-	-	-	-	-	
Vehicle Gasoline	-	2,439.65	-	-	-	2,439.65	
Vehicle Rental	-	-	-	-	-	-	
	-	3,867.14	195.51	-	(34.00)	4,028.65	
Space Costs							
Rent	-	23,484.90	-	-	814.35	24,299.25	
Depreciation	-	9,442.45	-	-	-	9,442.45	
Repair/Maintenance	227.00	18,048.58	-	-	248.00	18,523.58	
Security	-	6,038.84	-	-	-	6,038.84	
Utilities	-	20,032.91	-	-	-	20,032.91	
Property Taxes	-	-	-	-	-	-	
	227.00	77,047.68	-	-	1,062.35	78,337.03	
Supplies							
Supplies	5,818.58	8,732.39	4,087.36	2,249.29	10,299.64	31,187.26	
Computer Supplies	9,700.25	11,535.17	-	2,367.84	-	23,603.26	
Computer Software	-	35.68	-	-	-	35.68	
Equipment Purchase	-	-	-	-	-	-	
	15,518.83	20,303.24	4,087.36	4,617.13	10,299.64	54,826.20	
Consultant/Contract							
Legal Fees	18,717.93	6,176.10	-	-	-	24,894.03	
Audit Fees	-	-	-	-	26,676.40	26,676.40	
Payroll Service Fees	-	-	-	-	107,674.96	107,674.96	
Consultant Services	-	44,886.20	-	2,860.00	-	47,746.20	
Software Support	-	35,908.19	-	6,842.33	18,140.35	60,890.87	
Subcontract Labor	-	13,283.20	7,718.16	-	-	21,001.36	
	18,717.93	100,253.69	7,718.16	9,702.33	152,491.71	288,883.82	
Other Operating Costs							
Communication	810.89	17,706.05	2,254.46	1,282.46	294.71	22,348.57	
Postage	44.55	-	8,333.60	-	96.76	8,474.91	
Printing	911.01	-	-	2,914.67	-	3,825.68	
Risk Insurance	-	5,489.39	-	-	-	5,489.39	
Hiring Costs	117.50	-	375.75	449.53	95.00	1,037.78	
Employee Costs	7,184.68	-	75.08	-	-	7,259.76	
First Aid	125.00	-	-	-	-	125.00	
Board Costs	-	-	795.32	-	-	795.32	
Tuition/Registration	-	-	1,275.00	350.00	-	1,625.00	
Tuition - Board	-	-	-	-	-	-	
Equipment Rent/Lease	700.92	2,624.71	1,329.40	1,162.90	1,041.37	6,859.30	
Equip Repair/Maint	244.56	2,399.07	219.00	924.01	349.64	4,136.28	
Vehicle Repair/Maint	-	1,168.25	-	-	-	1,168.25	
Procurement Advertising	-	-	-	-	-	-	
Outreach	-	-	-	1,335.34	-	1,335.34	
Training Expenses	25.00	4,166.65	-	-	1,134.00	5,325.65	
Meeting Expenses	-	-	83.33	-	-	83.33	
Membership Dues	58.60	-	-	69.58	-	128.18	
Bank Charges	20.00	-	-	-	6,277.47	6,297.47	
Licensing/Misc Fees	(14,883.00)	596.06	1,145.35	-	2,717.02	(10,424.57)	
	(4,640.29)	34,150.18	15,886.29	8,488.49	12,005.97	65,890.64	
TOTAL	\$ 268,403.88	\$ 574,416.16	\$ 95,110.47	\$ 205,303.60	\$ 636,459.81	\$ 1,779,693.92	
Prepared Date: 08/11/2020		L2					

COMMUNITY ACTION PARTNERSHIP OF KERN					
INDIRECT FUND - FY 2020/21					
BUDGET TO ACTUAL - 3/1/20 TO 7/31/20 (5 OF 12 MONTHS = 41.67%)					
			Actual Costs	Available	%
		Budget	3/1/20 - 7/31/20	Budget	Expended
HR (999-900)					
Salaries		\$ 611,528.00	\$ 197,033.76	\$ 414,494.24	32.2%
Benefits (23.1% Budget Rate)		143,316.00	41,546.65	101,769.35	29.0%
			21.1%		
Total Personnel Costs		754,844.00	238,580.41	516,263.59	31.6%
Operating Costs					
Travel					
Local Travel - Staff		1,000.00	-	1,000.00	0.0%
Out of Town Travel		8,000.00	-	8,000.00	0.0%
Per Diem		3,000.00	-	3,000.00	0.0%
Vehicle Rental		-	-	-	0.0%
		12,000.00	-	12,000.00	0.0%
Space Costs					
Repair/Maintenance		-	227.00	(227.00)	Not Budgeted
		-	227.00	(227.00)	Not Budgeted
Supplies					
Supplies		10,000.00	5,818.58	4,181.42	58.2%
Computer Supplies		8,000.00	9,700.25	(1,700.25)	121.3%
Computer Software		-	-	-	0.0%
		18,000.00	15,518.83	2,481.17	86.2%
Consultant/Contract					
Legal Fees		113,000.00	18,717.93	94,282.07	16.6%
Consultant Services		1,000.00	-	1,000.00	0.0%
Subcontract Labor		1,000.00	-	1,000.00	0.0%
		115,000.00	18,717.93	96,282.07	16.3%
Other Operating Costs					
Communication		2,500.00	810.89	1,689.11	32.4%
Postage		500.00	44.55	455.45	8.9%
Printing		1,500.00	911.01	588.99	60.7%
Hiring Costs		500.00	117.50	382.50	23.5%
Employee Costs		2,500.00	7,184.68	(4,684.68)	287.4%
First Aid		500.00	125.00	375.00	25.0%
Tuition/Registration		1,000.00	-	1,000.00	0.0%
Equipment Rent/Lease		2,000.00	700.92	1,299.08	35.0%
Equip Repair/Maint		500.00	244.56	255.44	48.9%
Training Expenses		2,500.00	25.00	2,475.00	1.0%
Meeting Expenses		1,000.00	-	1,000.00	0.0%
Membership Dues		1,000.00	58.60	941.40	5.9%
Finance Charges			20.00		Not Budgeted
Licensing/Misc Fees		2,000.00	(14,883.00)	16,883.00	-744.2%
		18,000.00	(4,640.29)	22,640.29	-25.8%
TOTAL		\$ 917,844.00	\$ 268,403.88	\$ 649,667.12	29.2%
Prepared Date: 08/11/2020					

COMMUNITY ACTION PARTNERSHIP OF KERN				
INDIRECT FUND - FY 2020/21				
BUDGET TO ACTUAL - 3/1/20 TO 7/31/20 (5 OF 12 MONTHS = 41.67%)				
Operations (999-901)		Actual Costs	Available	%
	<u>Budget</u>	<u>3/1/20 - 7/31/20</u>	<u>Budget</u>	<u>Expended</u>
Salaries	\$ 695,150.00	\$ 267,478.25	\$ 427,671.75	38.5%
Benefits (27% Budget Rate)	178,002.00	71,315.98	106,686.02	40.1%
		26.7%		
Total Personnel Costs	873,152.00	338,794.23	534,357.77	38.8%
Operating Costs				
<u>Travel</u>				
Local Travel - Staff	3,000.00	645.16	2,354.84	21.5%
Out of Town Travel	10,000.00	568.83	9,431.17	5.7%
Per Diem	2,500.00	213.50	2,286.50	8.5%
Vehicle Gasoline	7,500.00	2,439.65	5,060.35	32.5%
	23,000.00	3,867.14	19,132.86	16.8%
<u>Space Costs</u>				
Rent	52,000.00	23,484.90	28,515.10	45.2%
Depreciation	23,000.00	9,442.45	13,557.55	41.1%
Repair/Maintenance	70,000.00	18,048.58	51,951.42	25.8%
Security	5,000.00	6,038.84	(1,038.84)	120.8%
Utilities	41,000.00	20,032.91	20,967.09	48.9%
Property Taxes	500.00	-	500.00	0.0%
	191,500.00	77,047.68	114,452.32	40.2%
<u>Supplies</u>				
Supplies	18,000.00	8,732.39	9,267.61	48.5%
Computer Supplies	16,000.00	11,535.17	4,464.83	72.1%
Computer Software	16,000.00	35.68	15,964.32	0.2%
	50,000.00	20,303.24	29,696.76	40.6%
<u>Equipment</u>				
Equipment	-	-	-	Not budgeted
	-	-	-	Not budgeted
<u>Consultant/Contract</u>				
Legal Fees	12,000.00	6,176.10	5,823.90	51.5%
Consultant Services	580,800.00	44,886.20	535,913.80	7.7%
Software Support	85,000.00	35,908.19	49,091.81	42.2%
Subcontract Labor	-	13,283.20	(13,283.20)	Not budgeted
	677,800.00	100,253.69	577,546.31	14.8%
<u>Other Operating Costs</u>				
Communication	35,000.00	17,706.05	17,293.95	50.6%
Postage	100.00	-	100.00	0.0%
Printing	-	-	-	0.0%
Risk Insurance	105,000.00	5,489.39	99,510.61	5.2%
Hiring Costs	600.00	-	600.00	0.0%
First Aid	300.00	-	300.00	0.0%
Tuition/Registration	5,500.00	-	5,500.00	0.0%
Equipment Rent/Lease	7,500.00	2,624.71	4,875.29	35.0%
Equip Repair/Maint	6,800.00	2,399.07	4,400.93	35.3%
Vehicle Repair/Maint	8,000.00	1,168.25	6,831.75	14.6%
Procurement Advertising	1,500.00	-	1,500.00	0.0%
Training Expenses	-	4,166.65	(4,166.65)	Not budgeted
Meeting Expenses	-	-	-	Not budgeted
Licensing/Misc Fees	1,000.00	596.06	403.94	59.6%
	171,300.00	34,150.18	137,149.82	19.9%
TOTAL	\$ 1,986,752.00	\$ 574,416.16	\$ 1,412,335.84	28.9%
Prepared Date: 08/11/2020				

COMMUNITY ACTION PARTNERSHIP OF KERN					
INDIRECT FUND - FY 2020/21					
BUDGET TO ACTUAL - 3/1/20 TO 7/31/20 (5 OF 12 MONTHS = 41.67%)					
Executive (900-902)			Actual Costs	Available	%
	Budget		3/1/20 - 7/31/20	Budget	Expended
Salaries	\$ 410,698.00	\$ 54,987.57	\$ 355,710.43		13.4%
Benefits (21% Budget Rate)	112,121.00	12,235.58	99,885.42		10.9%
		22.3%			
Total Personnel Costs	522,819.00	67,223.15	455,595.85		12.9%
Operating Costs					
Travel					
Local Travel - Staff	2,600.00	195.51	2,404.49		7.5%
Local Travel - Board	2,000.00	-	2,000.00		0.0%
Out of Town Travel	13,000.00	-	13,000.00		0.0%
Out of Town Travel - Board	12,000.00	-	12,000.00		0.0%
Per Diem	3,000.00	-	3,000.00		0.0%
Per Diem - Board	3,000.00	-	3,000.00		0.0%
Vehicle Rental	-	-	-		0.0%
	35,600.00	195.51	35,404.49		0.5%
Supplies					
Supplies	8,000.00	4,087.36	3,912.64		51.1%
Computer Supplies	1,200.00	-	1,200.00		0.0%
Computer Software	4,000.00	-	4,000.00		Not Budgeted
	13,200.00	4,087.36	9,112.64		31.0%
Consultant/Contract					
Legal Fees	-	-	-		0.0%
Consultant Services	-	-	-		Not Budgeted
Subcontract Labor	2,500.00	7,718.16	(5,218.16)		Not Budgeted
	-	7,718.16	(5,218.16)		
Other Operating Costs					
Communication	4,200.00	2,254.46	1,945.54		53.7%
Postage	5,100.00	8,333.60	(3,233.60)		163.4%
Printing	-	-	-		0.0%
Risk Insurance	-	-	-		0.0%
Hiring Costs	200.00	375.75	(175.75)		187.9%
Employee Costs	500.00	75.08	424.92		15.0%
Board Costs	10,000.00	795.32	9,204.68		8.0%
Tuition/Registration	4,100.00	1,275.00	2,825.00		31.1%
Tuition - Board	3,500.00	-	3,500.00		0.0%
Equipment Rent/Lease	3,000.00	1,329.40	1,670.60		44.3%
Equipment Repair/Maintenance	-	219.00	(219.00)		Not Budgeted
Outreach	3,000.00	-	3,000.00		0.0%
Training Expenses	3,600.00	-	3,600.00		0.0%
Meeting Expenses	2,500.00	83.33	2,416.67		3.3%
Membership Dues	3,000.00	-	3,000.00		0.0%
Licensing/Misc Fees	-	1,145.35	(1,145.35)		Not Budgeted
	42,700.00	15,886.29	26,813.71		37.2%
TOTAL	\$ 614,319.00	\$ 95,110.47	\$ 526,926.69		15.5%
Prepared Date: 08/11/2020					

COMMUNITY ACTION PARTNERSHIP OF KERN					
INDIRECT FUND - FY 2020/21					
BUDGET TO ACTUAL - 3/1/20 TO 7/31/20 (5 OF 12 MONTHS = 41.67%)					
Community Development (999-903)			Actual Costs	Available	%
	<u>Budget</u>		<u>3/1/20 - 7/31/20</u>	<u>Budget</u>	<u>Expended</u>
Salaries	\$ 555,739.00	\$ 145,951.75	\$ 409,787.25	26.3%	
Benefits (26.7% Budget Rate)	133,377.00	36,543.90	96,833.10	27.4%	
		25.0%			
Total Personnel Costs	689,116.00	182,495.65	506,620.35	26.5%	
Operating Costs					
Travel					
Local Travel - Staff	1,500.00	-	1,500.00	0.0%	
Out of Town Travel	8,000.00	-	8,000.00	0.0%	
Per Diem	1,200.00	-	1,200.00	0.0%	
Vehicle Rental	1,000.00	-	1,000.00	Not Budgeted	
	11,700.00	-	11,700.00	0.0%	
Supplies					
Supplies	5,500.00	2,249.29	3,250.71	40.9%	
Computer Supplies	4,800.00	2,367.84	2,432.16	49.3%	
Computer Software	1,200.00	-	1,200.00	0.0%	
	11,500.00	4,617.13	6,882.87	40.1%	
Consultant/Contract					
Consultant Services	5,000.00	2,860.00	2,140.00	57.2%	
Software Support	6,500.00	6,842.33	(342.33)	105.3%	
	11,500.00	9,702.33	1,797.67	84.4%	
Other Operating Costs					
Communication	-	1,282.46	(1,282.46)	Not Budgeted	
Postage	2,200.00	-	2,200.00	0.0%	
Printing	3,000.00	2,914.67	85.33	97.2%	
Hiring Costs	1,000.00	449.53	550.47	45.0%	
Tuition/Registration	2,500.00	350.00	2,150.00	14.0%	
Equip Rent/Lease	-	1,162.90	(1,162.90)	Not Budgeted	
Equip Repair/Maintenace	2,500.00	924.01	1,575.99	37.0%	
Outreach	3,500.00	1,335.34	2,164.66	38.2%	
Training Expenses	500.00	-	500.00	0.0%	
Meeting Expenses	750.00	-	750.00	0.0%	
Membership Dues	2,500.00	69.58	2,430.42	2.8%	
	18,450.00	8,488.49	9,961.51	46.0%	
TOTAL	\$ 742,266.00	\$ 205,303.60	\$ 536,962.40	27.7%	
Prepared Date: 08/11/2020					

COMMUNITY ACTION PARTNERSHIP OF KERN					
INDIRECT FUND - FY 2020/21					
BUDGET TO ACTUAL - 3/1/20 TO 7/31/20 (5 OF 12 MONTHS = 41.67%)					
Finance (999-904)			Actual Costs	Available	%
		<u>Budget</u>	<u>3/1/20 - 7/31/20</u>	<u>Budget</u>	<u>Expended</u>
Salaries		\$ 1,123,433.00	384,332.12	\$ 739,100.88	34.2%
Benefits (22% Budget Rate)		241,436.00	76,302.02	165,133.98	31.6%
			19.9%		
Total Personnel Costs		1,364,869.00	460,634.14	904,234.86	33.7%
Operating Costs					
	<u>Travel</u>				
	Local Travel	500.00	-	500.00	0.0%
	Out of Town Travel	7,000.00	-	7,000.00	0.0%
	Per Diem	2,500.00	(34.00)	2,534.00	-1.4%
		10,000.00	(34.00)	10,034.00	-0.3%
	<u>Space Costs</u>				
	Rent/Lease	1,800.00	814.35	985.65	45.2%
	Repair/Maintenance	-	248.00	(248.00)	Not Budgeted
		1,800.00	1,062.35	985.65	59.0%
	<u>Supplies</u>				
	Supplies	25,000.00	10,299.64	14,700.36	41.2%
	Computer Supplies	5,000.00	-	5,000.00	0.0%
	Equipment Purchase	-	-	-	0.0%
		30,000.00	10,299.64	19,700.36	34.3%
	<u>Equipment</u>				
	Equipment	-	-	-	0.0%
		-	-	-	0.0%
	<u>Consultant/Contract</u>				
	Legal Fees	-	-	-	0.0%
	Audit Fees	87,000.00	26,676.40	60,323.60	30.7%
	Payroll Service Fees	215,000.00	107,674.96	107,325.04	50.1%
	Consultant/Contract	-	-	-	0.0%
	Software Support	20,000.00	18,140.35	1,859.65	90.7%
	Subcontract Labor	-	-	-	0.0%
		322,000.00	152,491.71	169,508.29	47.4%
	<u>Other Operating Costs</u>				
	Communication	500.00	294.71	205.29	58.9%
	Postage	150.00	96.76	53.24	64.5%
	Printing	1,500.00	-	1,500.00	0.0%
	Hiring Costs	500.00	95.00	405.00	19.0%
	Tuition/Registration	5,000.00	-	5,000.00	0.0%
	Equipment Rent/Lease	1,800.00	1,041.37	758.63	57.9%
	Equip Repair/Maint	1,000.00	349.64	650.36	35.0%
	Training Expenses	1,000.00	1,134.00	(134.00)	113.4%
	Meeting Expenses	500.00	-	500.00	0.0%
	Bank Charges	15,000.00	6,277.47	8,722.53	41.8%
	Licensing/Misc Fees	2,000.00	2,717.02	(717.02)	135.9%
		28,950.00	12,005.97	16,944.03	41.5%
TOTAL		\$ 1,757,619.00	636,459.81	\$ 1,121,407.19	36.2%
Prepared Date: 08/11/2020					

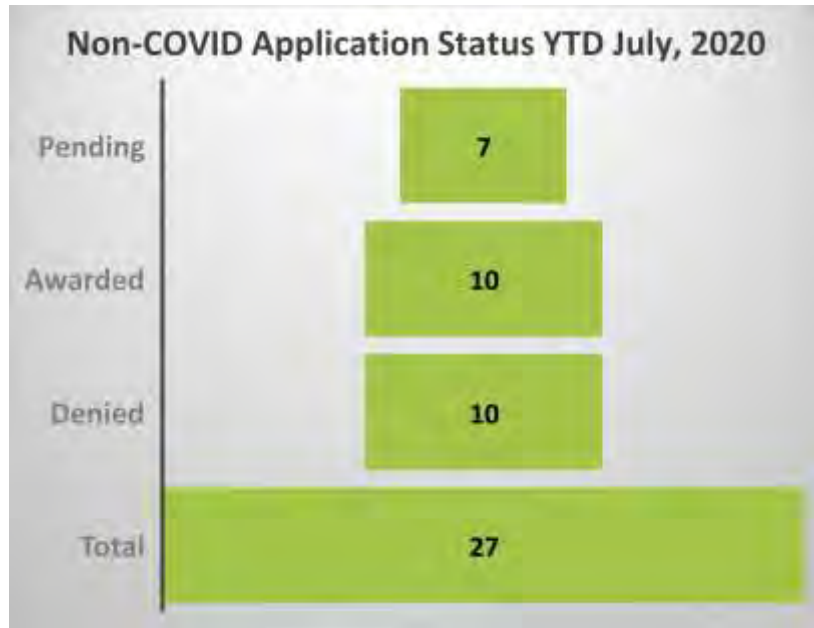
Executive Division
Application Status Year to Date Report July, 2020

Non-COVID Applications YTD July, 2020

Status	Dollars	Count
Pending	\$851,842	7
Awarded	\$1,202,591	10
Denied	\$9,447,891	10
Total	\$11,159,026	27
Win Percentage		50%

COVID-19 Application Status, YTD July, 2020

Status	Dollars	Count
Pending	\$2,450,000	3
Awarded	\$3,868,306	29
Denied	\$63,000	1
Total	\$5,645,644	33
Win Percentage		97%



Executive Division
Application Status Year to Date Report July, 2020

Applications (Non-COVID) Submission Detail January 1, 2020 to July 31,2020

Funder	Name	Program	Amount Requested	Amount Awarded	Deadline	Date Submitted	Decision Date	Status
Kern Economic Development Foundation	Meal Delivery Restaurant Program	211 Kern	\$99,000	\$99,000	7/1/2020	7/2/2020	7/2/2020	Awarded
Kern Family Health Care	KFHC Community Grant	KLBNC	\$2,000	\$2,000	4/17/2020	3/17/2020	6/16/2020	Awarded
Kern Family Health Care	FHCC STEM	FHCC	\$2,000	\$2,000	3/16/2020	3/2/2020	6/16/2020	Awarded
The California Endowment	Food Bank Free Farmers Market	Food Bank	\$0	\$2,000	6/27/2018	6/27/2018	6/16/2020	Awarded
California Board of State and Community Corrections (BSCC)	Kern Youth Reinvestment Partnership	FHCC/SYC/211	\$360,000	\$0	2/14/2020	2/13/2020	7/6/2020	Denied
JPMorgan Chase & Company	CAPK Low Income Housing Project	CDD	\$5,000,000	\$0	1/15/2020	1/15/2020	6/25/2020	Denied
Wells Fargo	VITA Financial Empowerment Workshops	VITA	\$50,000	\$0	4/30/2020	4/30/2020	6/4/2020	Denied
Southern California Edison International (SCE)	Fire Emergency and Outreach	211 Kern	\$5,000	\$0	7/31/2020	7/30/2020		Pending
Ca Department of Business Oversight (CDBO)	CalMoneySmart	VITA	\$100,000	\$0	7/3/2020	7/2/2020		Pending
Bank of America	Round 2 Economic Development and Social Mobility - 2020	VITA	\$60,000	\$0	6/28/2020	6/17/2020		Pending
Pacific Gas and Electric Company	CBO Direct Program	211 Kern	\$10,000	\$0	6/1/2020	6/1/2020		Pending
US Internal Revenue Service (IRS)	VITA 2021	VITA	\$166,842	\$0	6/1/2020	6/1/2020		Pending

Executive Division
Application Status Year to Date Report July, 2020

Funder	Name	Program	Amount Requested	Amount Awarded	Deadline	Date Submitted	Decision Date	Status
United Way of Kern County (UWKC)	Phase 37	Food Bank	\$175,000	\$58,005	5/22/2020	5/18/2020	5/28/2020	Awarded
Kern County	CAPK Food Bank Expansion Project-CDBG	Food Bank	\$458,293	\$916,586	12/6/2019	12/6/2019	5/19/2020	Awarded
City of Bakersfield	CAPK Food Bank Expansion Project-CDBG	Food Bank	\$458,295	\$0	11/22/2019	11/22/2019	5/13/2020	Denied
City of Bakersfield	City of Bakersfield Homeless Navigation Center	Homeless	\$2,940,236	\$0	3/13/2020	3/13/2020	4/8/2020	Denied
City of Bakersfield	CAPK Affordable Housing Project-PSV	CDD	\$587,000	\$0	11/22/2019	11/22/2019	3/9/2020	Denied
kidsgardening.org	Youth Garden Grant 2020	SYC	\$2,360	\$0	12/16/2019	12/13/2019	2/11/2020	Denied
NALEO Education Fund	NALEO Education Fund	EKFRC, CDD	\$15,000	\$15,000	1/13/2020	1/13/2020	2/5/2020	Awarded
Wonderful	Free Farmers Market Wasco-2019/2020	Food Bank	\$50,000	\$50,000	8/31/2019	8/30/2019	1/31/2020	Awarded
Wonderful	Free Farmers Market Delano-2019/2020	Food Bank	\$50,000	\$50,000	8/31/2019	8/30/2019	1/31/2020	Awarded
California Coastal Commission	Whale Tail Grants Program	FHCC/SYC	\$15,000	\$0	11/9/2019		1/31/2020	Denied
Kaiser Permanente	Nutrition for Healthy Living	CAPK Healthy Living	\$30,000	\$0	10/25/2019	10/21/2019	1/6/2020	Denied
California Coastal Commission	Kids Adopt a Beach	FHCC/SYC	\$8,000	\$8,000	10/25/2019	10/24/2019	1/3/2020	Awarded
National Head Start Association	Jewett Community garden	Head Start	\$5,000	\$0	10/11/2019	10/11/2019	1/3/2020	Denied
Community Resource Project, Inc.	Time of Use (TOU)	211 Kern	\$10,000	\$0	5/15/2020	5/15/2020		Pending

Executive Division
Application Status Year to Date Report July, 2020

Funder	Name	Program	Amount Requested	Amount Awarded	Deadline	Date Submitted	Decision Date	Status
Sierra Health Foundation	Asthma Preventive Services Application	211 Kern	\$500,000	\$0	4/28/2020	4/28/2020		Pending
Total			\$11,159,026	\$1,202,591				27

COVID-19 Application Submission Detail March 1, 2020 to July 31, 2020

Funder	Name	Program	Amount Requested	Amount Awarded	Deadline	Date Submitted	Decision Date	Status
Schneider Electric Foundation	Matching Donations	Food Bank	\$0	\$12,000	7/31/2020		7/31/2020	Awarded
California Association of Food Banks (CAFB)	CAPK Food Bank Emergency Response	Food Bank	\$0	\$192,462	7/1/2020		7/1/2020	Awarded
Silicon Valley Community Foundation	Silicon Valley Community Foundation Donor Advised Fund	MCAP	\$250,000	\$250,000	6/30/2020		6/30/2020	Awarded
No Kid Hungry	NoKidHungry-Grab N Go Meals	Low Barrier Navigation Center	\$63,000	\$0	6/30/2020	3/23/2020	6/2/2020	Denied
CA Department of Community Services and Development (CSD)	CSBG Discretionary Funds	CRM	\$32,000	\$32,000	5/29/2020		6/1/2020	Awarded
California Department of Social Services (CDSS)	CAPK Food Bank Emergency Response	Food Bank	\$400,000	\$0	6/15/2020	6/15/2020		Pending
E.W. Scripts	CAPK Food Bank Emergency Response	Food Bank	\$0	\$12,000	6/30/2020		5/29/2020	Awarded
Fidelity Charitable	CAPK Food Bank Emergency Response	Food Bank	\$0	\$1,000	5/18/2020		5/28/2020	Awarded

Executive Division
Application Status Year to Date Report July, 2020

Funder	Name	Program	Amount Requested	Amount Awarded	Deadline	Date Submitted	Decision Date	Status
United Way of Kern County (UWKC)	CARES Act	Food Bank	\$175,000	\$82,698	5/22/2021	5/18/2020	5/28/2020	Awarded
No Kid Hungry	CAPK Food Bank Emergency Response	Food Bank	\$180,410	\$150,000	3/31/2020		5/26/2020	Awarded
California Department of Social Services (CDSS)	CDSS TEFAP and CARES Allocation	Food Bank	\$0	\$623,392	5/20/2020		5/20/2020	Awarded
Nutrien	CAPK Food Bank Emergency Response	Food Bank	\$500	\$500	4/30/2020	4/23/2020	5/19/2020	Awarded
California Family Resource Association (CFRA)	CA COVID-19 Family Resource Center Relief Funds	EKFRC	\$18,600	\$10,000	5/5/2020	5/4/2020	5/14/2020	Awarded
Ferrovia-California Rail Board	CAPK Food Bank Emergency Response	Food Bank	\$0	\$67,544	5/15/2020		5/7/2020	Awarded
Kern Community Foundation	Kern County COVID-19 Relief Fund - Round 2	Food Bank	\$30,000	\$15,000	4/3/2021		5/4/2020	Awarded
RIO Tinto	RIO Tinto Email Donation Request	Food Bank	\$10,000	\$10,000	4/10/2020		4/28/2020	Awarded
CA Department of Community Services and Development (CSD)	CARES Act One-Time Emergency Relief	Food Bank	\$2,000,000	\$2,082,493	4/24/2020		4/28/2020	Awarded
California Fire Foundation	Emergency Response	Food Bank	\$0	\$9,000	4/30/2020		4/27/2020	Awarded
Calpine	CAPK Food Bank Emergency Response	Food Bank	\$5,000	\$5,000	4/30/2020		4/22/2020	Awarded
Westamerica Bank	CAPK Food Bank Emergency Response	Food Bank	\$5,000	\$2,500	4/13/2020		4/15/2020	Awarded
Wells Fargo	CAPK Food Bank Emergency Response	Food Bank	\$180,415	\$42,500	4/2/2020	4/1/2020	4/13/2020	Awarded

Executive Division
Application Status Year to Date Report July, 2020

Funder	Name	Program	Amount Requested	Amount Awarded	Deadline	Date Submitted	Decision Date	Status
Valley Strong	Valley Strong COVID-19 Relief Fund	Food Bank	\$5,000	\$2,500	3/31/2020	3/27/2020	4/8/2020	Awarded
United Way Worldwide	211 COVID-19 Community Relief Fund	Food Bank	\$45,000	\$45,000	3/27/2020		4/7/2020	Awarded
Kern Community Foundation	Kern County COVID-19 Relief Fund	Food Bank	\$30,000	\$15,000	4/3/2020		4/6/2020	Awarded
Ca Public Health/Community Link Capital Region	Emergency Funding	Food Bank	\$90,681	\$90,681	4/3/2020		4/6/2020	Awarded
Rotary International District 5204	Rotary Foundation Emergency	Food Bank	\$9,036	\$9,036	4/10/2020		4/3/2020	Awarded
S.A. Camp	Emergency Response	Food Bank	\$2,000	\$2,000	4/3/2020		4/2/2020	Awarded
Farm Credit West	Emergency Response-Donation	Food Bank	\$4,000	\$4,000	3/27/2020		3/30/2020	Awarded
Fred Bergfors and Margaret Sandberg Foundation Inc	Emergency Response	Food Bank	\$0	\$40,000	4/3/2020		3/30/2020	Awarded
Stater Bros. Charities	Emergency Response-Donation	Food Bank	\$10,000	\$10,000	3/24/2020		3/27/2020	Awarded
So Cal Gas Co	SoCal Gas COVID-19 Food Bank Emergency Funds	Food Bank	\$50,000	\$50,000	3/24/2020	3/23/2020	3/23/2020	Awarded
Kaiser Permanente	Kaiser Permanente and the National Healthcare for the Homeless Council	Low Barrier Navigation Center	\$50,000	\$0	4/10/2020	3/30/2020		Pending
County of Kern	CARES Funding	Food Bank, Seniors	\$2,000,000	\$0	5/18/2020	5/18/2020		Pending
Total			\$5,645,644	\$3,868,306				33

Community Action Partnership of Kern Multiple Funding Requests

January 2020

Funding Information			
Funding Type	Corporate	CAPK Program	Executive/Outreach
Funding Agency	Southern California Edison (SCE)	Project Name	Planned Safety Power Shutoff (PSPS) Educ
CFDA	N/A	Target Population	Kern residents effected by PSPS
Request	\$5,000	Division Director	Pritika Ram
Award Period		Program Manager	James Burger
Description	CAPK will partner with Southern California Edison to provide education and outreach to prepare people in high fire danger areas to prepare for planned and emergency power shut-offs.		

Funding Information			
Funding Type		CAPK Program	
Funding Agency		Project Name	
CFDA		Target Population	
Estimated Request		Division Director	
Award Period		Program Manager	
Description			

Funding Information			
Funding Type		CAPK Program	
Funding Agency		Project Name	
CFDA		Target Population	
Estimated Request		Division Director	
Award Period		Program Manager	
Description			

Funding Information			
Funding Type		CAPK Program	
Funding Agency		Project Name	
CFDA		Target Population	
Estimated Request		Division Director	
Award Period		Program Manager	
Description			

Date Presented/Approved

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