COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS MEETING
Per Governor's Executive Order N-25-20
Meeting to be held via Tele-Conference
(213) 204-2374 - Conference ID: 223 593 943#
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
August 26, 2020
12:00 pm

AGENDA

I. Call to Order

a. Roll Call

Janea Benton	Nila Hogan	Yolanda Ochoa
Jimmie Childress	Michelle Jara-Rangel	Marian Panos
Curtis Floyd	Maritza Jimenez	Guadalupe Perez
Jose Gurrola	Mike Maggard	Fred Plane
Craig Henderson	Jonathan Mullings	Ana Vigil

II. Approval of Agenda

III. Approval of Meeting Minutes

a. Minutes of June 24, 2020 Board of Directors Meeting – ***Action Item (p. 5-11)***

IV. Introduction of Guests / Public Forum

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

V. Special Presentation:

a. Introduction of new Executive Team staff: Traco Matthews, Chief Program Officer; Lisa McGranahan, Director of Human Resources; and Freddy Hernandez, Director of Youth & Community Services

b. Community Action Partnership of Kern: Agency Website Update – James Burger, Outreach & Advocacy Coordinator

VI. New Business

a. Board Recruitment: Low Income East Kern Sector – Jeremy Tobias, Chief Executive Officer – ***Action Item (p. 12)***

b. County of Kern: Personal Protective Equipment (PPE) Distribution Services Contract – Jeremy Tobias, Chief Executive Officer – ***Action Item (p. 13-31)***

c. COVID-19 Distance Learning Assistance Plan – Lisa McGranahan, Director of Human Resources & Tracy Webster, Chief Financial Officer – ***Action Item (p. 32-35)***

d. Housing Authority of the County of Kern Rental Assistance Program: Contract for Services – Sheila Shegos, Director of Community Development – ***Action Item (p. 36-39)***

e. M Street Navigation Center Update – Sheila Shegos, Director of Community Development – ***Info Item (Verbal Report)***

f. Blanket Purchase Orders for the Food2Door Program – Carmen Segovia, Director of Health & Nutrition – ***Action Item (p. 40-43)***

g. Head Start and State Child Development Revised Org Structure and Job Descriptions – Jerry Meade, Assistant Director: Program – ***Action Item (p. 44-46)***

h. Angela Martinez Child Development Center – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item (p. 47)***

i. Head Start / Early Head Start Operational Protocols for Reopening Centers for 2020-2021 School Year – Yolanda Gonzales, Director of Head Start / State Child Development – ***Info Item (Verbal Report)***

j. Update on the Food Bank Expansion Project – Emilio Wagner, Director of Operations – ***Info Item (Verbal Report)***

VII. Committee Reports

a. Executive Committee Report – Jeremy Tobias, Chief Executive Officer – ***Action Item***
   i. Minutes from the July 22, 2020 Committee Meeting ***(p. 48-53)***
   ii. Resolution to Approve the Submission of the 2020 Low-Income Home Energy Assistance Program (LIHEAP) CARES Contract #20U-2561 ***(p. 54-56)***
   iii. Reorganization of the Operations Division ***(p. 57-59)***
   iv. County of Kern Emergency Solutions Grants: Coronavirus Aid, Relief, And Economic Security (CARES) Act Contract Application Submission and Resolution ***(p. 60-64)***
   v. New Job Description for Medi-Cal Health Enrollment Navigator Project Program Educator ***(p. 65-68)***
   vi. Department of Community Services and Development Coronavirus Aid, Relief, And Economic Security (CARES) Act Contract Application – Community Services Block Grant (CSBG) Local Plan for Supplemental Funding ***(p. 69-78)***
   vii. Community Action Partnership of Kern Foundation: Submission of State Documents and Approval of Job Description ***(p. 79)***
      1. CAPK Foundation Articles of Incorporation ***(p. 80-81)***
      2. Foundation Bylaws ***(p. 82-98)***
      3. Foundation Updated Budget ***(p. 99)***
      4. New Job Description – Associate Director of Development ***(p. 100-103)***
      5. Foundation Board Matrix – Sample Template ***(p. 104)***
      6. Foundation Org Charts ***(p. 105-107)***
   viii. Funding Requests
      1. California Office of Business Oversight for VITA Financial Empowerment ***(p. 108)***
      2. Bank of America for VITA Financial Empowerment for Small Businesses ***(p. 109)***
   ix. Head Start & Early Head Start Budget to Actual Reports ***(p. 110-121)***
   x. Financial Statements, June 2020 ***(p. 122-166)***

b. Audit & Pension Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
   i. Minutes from the August 6, 2020 Committee Meeting ***(p. 167-169)***
   ii. Q2 Pension Plan Update ***(p. 170-403)***
   iii. Plan Amendment for The Standard Retirement Plan ***(p. 404-409)***
   iv. Update on Request for Proposal (RFP) for Independent Audit Services ***(p. 410-433)***

c. PRE Committee Report – Pritika Ram, Director of Administration – ***Action Item***
   i. Minutes from the August 12, 2020 Committee Meeting ***(p. 434-436)***
   ii. June 2020 Program & Division Reports ***(p. 437-456)***
   iii. Application Status Reports & Funding Requests ***(p. 457-463)***
   iv. June 2020 Head Start / State Child Development Enrollment Update & Meals Report ***(p. 464-465)***

d. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
   i. Minutes from the August 19, 2020 Committee Meeting ***(p. 466-471)***
   ii. Head Start & Early Head Start Budget to Actual Reports ***(p. 472-483)***
   iii. Head Start and State Child Development Revised Job Descriptions ***(p. 484-515)***
   iv. Head Start and Early Head Start Kern Budget Revision ***(p. 516-518)***
   v. County of Kern Emergency Solutions grants: Coronavirus Aid, Relief, and Economic Security Act (CARES) Second Round Application Budget ***(p. 519-521)***
   vi. Reorganization of Operations Division ***(p. 522-232)***
   vii. Agency-Wide Budget Revision #2 ***(p. 533-543)***
   viii. Financial Statements, July 2020 ***(p. 544-595)***
   ix. Consent Items a-b ***(p. 596-602)***

VIII. <u>Advisory Board Reports</u>

a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative – ***Action Item***
   i. August 2020 Policy Council Report ***(p. 603)***
   ii. June 23, 2020 Policy Council Minutes ***(p. 614-607)***

IX. <u>Chief Executive Officer Report</u> – Jeremy Tobias, Chief Executive Officer – ***Action Item (Verbal Reports)***

a. COVID-19 Update

X. <u>Board Member Comments</u>

XI. <u>Closed Session</u>

a. Conference with Legal Counsel – Anticipated Litigation (Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9): (1 case)

XII. <u>Closed Session Report</u>

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, September 30, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, August 21, 2020. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS MEETING
Per Governor's Executive Order N-25-20
Meeting was held via Tele-Conference
(213) 204-2374 – Conference ID: 441 933 851#
Join Microsoft Teams Meeting
Members of the Public invited to join via tele-conference, or in person at
5005 Business Park North | Bakersfield, CA 93309
June 24, 2020

MEETING MINUTES

I. Call to Order

Chairman Curtis Floyd called the meeting to order at 12:04 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Janea Benton, Jimmie Childress, Curtis Floyd, Jose Gurrola, Nila Hogan, Michelle Jara-Rangel, Maritza Jimenez, Mike Maggard, Jonathan Mullings, Yolanda Ochoa, Marian Panos, Guadalupe Perez, Fred Plane, Ana Vigil

Absent: Craig Henderson

Others Present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors Meeting Agenda for June 24, 2020 as amended to include agenda items IX(c) and IX(d). Carried by unanimous vote. (Benton/Perez).

III. Approval of Meeting Minutes

a. Minutes of the May 27, 2020 Board of Directors Meeting.

Motion was made and seconded to approve the minutes of the May 27, 2020 meeting. Carried by unanimous vote. (Plane/Mullings).

IV. Introduction of Guests / Public Forum

No one addressed the Board.

V. Special Presentations

Pritika Ram introduced Yvonne Delgadillo, a consultant from Aspire Advisors, LLC who has been working with the Housing Ad Hoc Committee. Ms. Delgadillo provided an update on the Housing Needs Assessment which highlighted the needs of the clients of CAPK. 275 surveys collected, which contained 12 core questions and gathered contact and basic demographic information. The findings validated that the majority of the clients are renters and 8.3% indicated they were homeless. Average household size for clients was greater than the California average of 2.57% and 40% of clients are below the 50% area medium income (AMI) based on the CSBG report. The recommendation is for permanent housing for the homeless, with large family / multi-family housing for 4+ family members with 3+ bedrooms, a combo multifamily project with 1-3-bedroom unit options, and homeownership may also be a viable option for those making $40,000 a year or more. From those recommendations, the consultant identified next steps: Determine whether a mixed population project would work; Assess viable land options, including the land CAPK owns; Once land is secured, initiate predevelopment, assessments, site plan, assemble development group; Identify sources of funding, including tax credits, HOME/CDBG funds, other local, state and federal funding; Work on a housing-specific strategic plan to prioritize. A proposal for consideration was submitted by CCEDA at no cost to CAPK.

Janea Benton asked the presentation to be shared with the Board. Pritika said she will also share the presentation along with the full assessment.

Pritika stated that there are short, intermediate, and long-term steps. Staff will continue to engage with the Ad-Hoc Committee with options to move forward.

Curtis Floyd asked if there are recommendations to go forward to work with a private contractor and is it viable to use the property next to the Food Bank. Pritika replied that we would not score very well alone, it would be better to partner with another group as Curtis had suggested. The viability of the land on Feliz, and CAPK has made the City aware that we would like to develop the land for low-income housing.

VI. New Business

a. Workers Comp Insurance Renewal – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wagner reported that the Workers Compensation Policy is due to expire on July 31, 2020 and requires Board approval to authorize the CEO to bind coverage to prevent a lapse in coverage. USI, CAPK's insurance broker, solicited proposals from several insurance carriers to determine the best qualified and most cost-effective coverage provider. The proposals were evaluated, and it was determined that Berkshire Hathaway, CAPK's existing carrier, was the most cost-effective proposal to meet the needs of CAPK. The increase for the 2020-2021 policy year is attributed to a slight increase in the experience modification from 1.04 to 1.06 and a 12% increase in total payroll by about $4 million. Staff recommends approval of Berkshire Hathaway.

Motion was made and seconded to approve the selection of Berkshire Hathaway and grant authority to the Chief Executive Officer to sign and bind coverage for the 2020-2021 policy year. Carried by unanimous vote (Benton/Perez).

b. Purchase of Vehicles for Food Bank – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wagner reported that the Food Bank received approval from the California Department of Social Services to purchase four refrigerated 20-foot box trucks, due to the increase in demand for food related to the COVID-19 pandemic. The purchases will be funded through the Emergency Food Assistance Program (TEFAP), Coronavirus Aid, Relief and Economic Security (CARES), and Families First Coronavirus Response Act (FFCRA) funds. Staff has sourced proposals from three vendors and Donahue Trucks, Inc. was selected as the vendor to be used for the purchase of the trucks, totaling $492,129.60.

Motion was made and seconded to approve the selection of Donahue Trucks, Inc. and grant authority of the Chief Executive Officer to approve the purchases. Carried by unanimous vote (Mullings/Jimenez).

c. Approval of School Readiness Goals – Carolyn Coffey – Education Coordinator – ***Action Item***

Carolyn Coffey reported that the Head Start / State Child Development Division develops yearly School Readiness Goals by using data compiled at the end of the year, to implement high quality care teaching and learning. The goals offer strategies to families and the teaching staff to create developmental learning outcomes. The goals are divided in five domains that are aligned with the Desired Results System and the Head Start Learning Outcomes.

Michelle Jara-Rangel and Marian Panos asked follow-up questions, which were answered by Carolyn.

Motion was made and seconded to approve the 2020-2021 Early Head Start and Head Start School Readiness Goals. Carried by unanimous vote (Hogan/Panos).

d. Board of Directors Recruitment for Low-Income East Kern Sector – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Jeremy Tobias reported that the Low-Income Sector Seat serving East Kern County, is open for election. The seat is currently occupied by Yolanda Ochoa and after completing a five-year term which ends June 30, 2020. Jeremy said that Mrs. Ochoa will continue to occupy the seat during the recruitment process and explained the process, as outlined in the Agency Bylaws.

Motion was made and seconded to approve that Board Member Yolanda Ochoa remain as the Low-Income East Kern Representative until filled, and the Board President appoint an Ad Hoc Election Committee and allow staff to move forward with recruitment of the Category II – Low-Income Sector East Kern County Representative seat. Carried by unanimous vote (Hogan/Panos).

VII. Committee Reports

a. PRE Committee Report – Pritika Ram, Director of Administration – ***Action Item***

i. Minutes from the June 10, 2020 Committee Meeting
ii. May 2020 Program & Division Reports
iii. Application Status Reports & Funding Requests
iv. May 2020 Head Start / State Child Development Enrollment Update & Meals Report

Pritika Ram summarized the PRE Committee Report for the Board and stated that all action items were approved.

Michelle Jara-Rangel asked about enrollment for the next school year. Ginger Mendez replied that virtual outreach is taking place with staff contacting families who are interested in enrollment. Michelle also asked if staff is tracking the status. Yolanda Gonzales confirmed that staff is recruiting and tracking enrollment and communicating with each other.

Maritza Jimenez asked if there are radio promotions in place, or other media outlets to get the word out about the precautions that are being taken, etc. Pritika replied that the Outreach team will work with Head Start staff to assist with outreach efforts.

Motion was made and seconded to approve the PRE Committee Report and all items. Carried by unanimous vote (Mullings/Vigil).

b. Personnel & Affirmative Action Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
   i. Minutes from the June 11, 2020 Committee Meeting
   ii. Cessation of COVID-19 On-Site Employee Incentive Policy
   iii. Revised Leave Policies
   iv. COVID-19 Facial Covering Policy
   v. COVID-19 Screening Procedures
   vi. Suspected or Confirmed Cases of COVID-19 Procedures
   vii. COVID-19 Travel Policy
   viii. Head Start and State Child Development Revised Job Descriptions

Tracy Webster provided a summary of the Personnel & Affirmative Action Committee Report and stated that all action items were approved by the Committee.

Motion was made and seconded to approve the Personnel & Affirmative Action Committee Report and all items. Carried by unanimous vote (Jara-Rangel/Ochoa).

c. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
   i. Minutes from the June 17, 2020 Committee Meeting
   ii. Head Start & Early Head Start Budget to Actual Reports
   iii. Request to Approve 2020-2021 California Department of Education Program Contracts (CMAP, CSPP, CMIG, CMSS, CCTR)
   iv. Head Start / Early Head Start Kern and Early Head Start Child Care Partnership Carry Over Requests with Resolution
   v. Resolution to Approve the Submission of the 2020 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #20C-6008
   vi. Funding Request: Kern Economic Development Foundation for So Cal Gas Operation Fee Our Seniors Program
   vii. Cost of Living Adjustment (COLA) for All Employee Wages
   viii. Financial Statements, May 2020
   ix. Consent Items a-d

Tracy Webster reported that all action items presented were approved and called attention to the Cost of Living Adjustment (COLA) for all employee wages, with Resolution, and provided details from the Financial Statements and stated that it was not necessary to take a draw from the line of credit in the month of May.

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

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Nila Hogan, Council Representative – ***Action Item***

Nila Hogan provided the Head Start Policy Council Report for the month of June and provided a summary from the May meeting minutes.

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

IX. Chief Executive Officer Report

a. COVID-19 Update

Jeremy Tobias reported that many policies were adopted to protect staff and the community, adding that the internal task force has done an excellent job. Jeremy shared that as we continue to open, we have encountered some interesting circumstances and staff is responding and mitigating each situation. One of the most complex situations is the opening of the childcare centers with a limitation of 10 children per center and further stated that it may create a problem to earn the state contracts, which are earned through attendance, not enrollment. Jeremy said that Yolanda Gonzales and the Head Start staff are working on options to keep the programs open in safe and effective manner. The new contract year begins July 1, 2020 and we are waiting to hear from the Office of Head Start (OHS) regarding the requirements under COVID. Childcare is a major component of the states reopening plans and serving the childcare needs of the essential workers is vital. He added that there may be some program and budget amendments going forward.

Lupe Perez asked about funding for the State Contracts and Jeremy said we are waiting on the State to provide guidance on how they will operate in the coming school year.

b. Policy Discussion Regarding Development of Murals on CAPK Properties

Jeremy Tobias said that CAPK has been approached by the City about using the 19th St. building for a large public mural artwork. We often have small artwork or murals completed inside of sites and out of the general public sight, but this public facing mural will be different and much larger. Jeremy asked for guidance on how the Board would like to proceed with murals that are public facing, public benefit projects.

Mike Maggard said he would like to see a Mural on the building, but emphasized that choosing a theme is important. He would like to have Board involvement on what goes on the wall. There is an artistic style (trick of the eye) that has a 3-dimensional look to it that would add to the downtown look.

Maritza Jimenez agreed that the Board should have involvement in the selection, and she recommended reaching out to businesses and the public to request funding assistance.

Curtis Floyd suggested that the artwork should represent the work that we do in the community.

Jeremy said that with the vibrant history of CAPK in the community and nationally, it is important to ensure a mural represent CAPK effectively.

c. Update on State of California Department of Community Services and Development (CSD) 2020 Community Services Block Grant (CSBG) Coronavirus Aid, Relief, And Economic Security (CARES) Act Contract

Jeremy said he met with the Executive Staff to review the proposed allocation for the use of the CARES funding. Due to the unforeseen funds received by the Food Bank, not all of the funds anticipated for the CARES grant will be needed at the Food Bank. Staff would like to allocate some of the funds to other areas of need in the community such as rental assistance, youth centers, and PPE needs of our programs. Staff is continuing to work on the details and narrative and we will come back to the Board for approval.

d. Social Justice Update.

Jeremy asked James Burger to provide an update on the outreach activities and said that CAPK helps individuals to lift them up. James Burger said that CAPK has come out in support of Black Lives Matters, and in support of the National CAP, who has organized a number of meetings to promote social justice. CAPK is a strongly diverse organization, we have an established place, and our staff and governing board is reflective of that. Looking at internal trainings that are ongoing and diversity trainings to create a dialogue to discuss issues, and social change. We are committed to help people overcome barriers.

Jeremy said that in addition to our outreach activities, we have a significant role to play. We will have obligations and opportunities to re-imagine and invest in the community. Remove systematic barriers. Develop leadership in neighborhoods, and develop wealth creation in neighborhoods.

Curtis Floyd said that given all of the recent protesting and civil unrest, CAPK needs to be in the forefront for change.

Motion was made and seconded to approve the Chief Executive Officer's Report. Carried by unanimous vote and all items (Gurrola/Vigil).

X. Board Member Comments

- Janea Benton said she appreciates the updates and said everyone is doing a fantastic job.
- Jose Gurrola – Thanked CCEDA and the Staff for the work on the affordable housing ad hoc committee. Jose said that he would like to see good schools, childcare and other amenities around the development

to make sure that it aligns with the goals. Jose further said that CAPK is uniquely suited to be at the forefront for social justice and thanked staff for the great work.

- Nila Hogan thanked Jeremy for his report for and for the agency's outreach and efforts for the social justice.
- Michelle Jara-Rangel thanked all for bringing needed services to community.
- Maritza Jimenez thanked the staff for services, social media efforts, and making a difference.
- Yolanda Ochoa thanked staff and also thanked Pastor Mullings for his donation to the Food Bank.
- Marian Panos thanked staff for a job well done.
- Lupe Perez thanked staff and also said that the UFW foundation is also assisting individuals for a cash assistance program.
- Fred Plane thanked the staff for the hard work.
- Ana Vigil thanked staff for the work and expressed for all to stay safe.
- Curtis Floyd thanked the staff and Board.

XI. Closed Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, August 26, 2020
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

The meeting adjourned at 1:45 p.m.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Chief Executive Officer

Date: Wednesday, August 26, 2020

Subject: *Agenda Item VI(a):* Board Recruitment and Appointment: Low Income East Kern Sector – **Action Item**

The 5-year term for Board member Yolanda Ochoa ended June 30, 2020. An Ad Hoc Election Committee was formed consisting of Board members: Nila Hogan, Pastor Jonathan Mullings, and Jimmy Childress to assist in the recruitment and election of the Category II – Low-Income Sector East Kern County Representative.

The recruitment period closed on Friday, July 31, 2020 and staff received one (1) application for the East Kern Low Income Sector position, Yolanda Ochoa. The application packet was reviewed for completeness, including the required twenty-five (25) signatures as part of the petition, and staff confirmed Mrs. Ochoa's address is within the East Kern District according to the County of Kern GIS mapping tool.

Based on the single response and review of the Bylaws and Election Rules and Procedures, "*If only one candidate files a nomination petition, and is certified eligible, that candidate will be declared the winner and no election will be held*."

According to the Agency Bylaws, the term of representation for Category II is as follows:
The Directors in Category II shall serve a consecutive five (5) year term. After serving five (5) consecutive years, a Director's seat will be opened for election. If the Director wishes to remain on the Board, (s) he must run for re-election and meet all requirements as set forth in the Election Rules & Procedures. There will be no limit set on the number of terms a person may serve as a Category II Representative.

Recommendation:

The Ad Hoc Election Committee and staff make the recommendation to the Board of Directors to appoint Ms. Ochoa to the Category II – Low-Income Sector East Kern County Representative seat for a 5-year term ending July 31, 2025.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Chief Executive Officer

Date: Wednesday, August 26, 2020

Subject: *Agenda Item VI(b):* County of Kern - Personal Protective Equipment (PPE) Distribution Services Contract – **Action Item**

In mid-August 2020, the County of Kern – County Administrative Office approached CAPK to administer the distribution of disposable personal protective equipment (PPE) or face covering ("supplies") through our various program sites to the general Kern County community. The intent is to provide adequate amounts of face coverings to families and to bring awareness on the importance of following the Centers for Disease Control and Prevention and local public health recommendations on face coverings as part COVID-19 precautions. The project is funded as part of the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act and is scheduled to end by December 30, 2020. The contract may end sooner if supplies are fully distributed before the end of the year.

The County will be purchasing the supplies and CAPK will be responsible for the coordination and distribution of the supplies. Staff have identified twenty-three (23) CAPK locations throughout Kern County, including several Head Start and Food Bank distribution locations, along with our youth centers, homeless shelter, programs at 19th Street, and the East Kern Family Resource Center. We have also identified three (3) sites to receive the shipment, consisting of the CAPK Warehouse, Head Start Jewett, and the M Street Navigation Center. The CAPK Warehouse will be the primary facility to receive shipment and the others will be used as overflow if excess inventory is received that exceeds the capacity of the warehouse.

There is no cost to the resident for the face coverings and there is no limit on the quantity per person. However, staff will be cautious and not allow an excessive amount per individual or family. The County mentioned combing educational material with the face coverings, as well. Further, staff will be documenting information on the recipients, such as name, address, and number of face coverings provided.

The total contract amount is $500,000, which includes $475,000 for supplies and up to $25,000 to CAPK for costs related to distribution, including outreach, receiving shipment and other logistical requirements. The contract was approved by the County Board of Supervisors on Tuesday, August 18, 2020.

Recommendation:

Staff recommends the Board of Directors approves the Professional Service Agreement for PPE distribution with the County of Kern and authorize Chief Executive Officer to sign all related documents.

Attachment:
Professional Services Agreement

KERN COUNTY
PERSONAL/PROFESSIONAL SERVICES AGREEMENT
MASTER TERMS AND CONDITIONS
PPSA-EMERGENCY

THIS AGREEMENT ("**Agreement**") is entered into effective on the Effective Date shown on the attached Schedule, by and between the **COUNTY OF KERN**, a political subdivision of the State of California, as represented by the County of Kern ("**County**"), with its principal location at 1115 Truxtun Avenue, 5th Floor, Bakersfield, CA 93301, and **CONSULTANT** identified on the Schedule ("**Consultant**"). County and Consultant are individually referred to as a "**Party**" and collectively as the "**Parties**."

RECITALS

A. Government Code Sections 31000 and 53060 permit the County Board of Supervisors to contract for the furnishing of special services with individuals specially trained and experienced and competent to perform those services.

B. The County Department identified on the Schedule as the Responsible County Department requires those services which are specified in **Exhibit A**.

C. County desires to engage Consultant to provide the services and Consultant, by reason of its qualifications, experience, and facilities for doing this type of work, has offered to provide the required services on the terms set forth in this Agreement.

AGREEMENT

1. **Services to be Rendered.** Consultant shall provide the services and products described in **Exhibit A** ("**Services**").

2. **Compensation to Consultant.** County shall compensate Consultant in accordance with the compensation selection(s) shown on the Schedule. No additional compensation shall be paid for secretarial, clerical support staff, overhead or any other costs incurred by Consultant by providing the Services to County.

3. **Reimbursement Policy and Billing Requirements.** All invoices for payment shall be submitted in a form approved by County based upon the payment schedule selected on **Exhibit A**, shall contain an itemization of all costs and fees broken down monthly (including an itemization of all travel expenses incurred if applicable) and shall be stated as a cumulative total. Invoices shall be sent for review and processing to the Responsible County Department. Consultant shall also provide an informational copy to the County. Payment shall be made to Consultant within 30 days of receipt and approval of the invoice by the Responsible County Department.

4. **Term.** This term of this Agreement ("**Term**") shall start on the Effective Date and shall terminate on the Termination Date, unless sooner terminated as provided in this Agreement.

5. **Assignment.** Consultant shall not assign, transfer, or encumber this Agreement, or any part, and Consultant shall not assign any monies due or which become due to Consultant under this Agreement, without the prior written consent of the County.

6. **Audit, Inspection and Retention of Records.** Consultant shall maintain and make available to County accurate books and records relative to the Services under this Agreement. Consultant shall permit County to audit, examine, and make excerpts and transcripts from its records and to conduct audits of all invoices, materials, records of personnel, or other data related to the Services under this Agreement. Consultant shall maintain its data and records in an accessible location and condition for a period of not less than five years from the date of final payment under this Agreement, or until after the conclusion of any audit, whichever occurs last. The State of California and/or any federal agency having an interest in the subject of this Agreement shall have the same rights as County.

7. **Authority to Bind County.** It is understood that Consultant, in Consultant's performance of any Services under this Agreement, except as otherwise provided in this Agreement, has no authority to bind County to any agreements or undertakings.

8. Indemnification.

a. General. Consultant shall defend, indemnify, and hold harmless County and County's board members, elected and appointed officials, officers, employees, agents, volunteers and authorized representatives ("**County Indemnified Parties**") from any losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments and costs, including attorneys' fees of County Counsel and outside counsel retained by County, expert fees, costs of staff time, and investigation costs ("**Claims**") which arise out of or relate to any act or omission of Consultant or Consultant's officers, employees, agents and subcontractors of any tier hired by Consultant to perform the Services ("**Consultant Representatives**"). This indemnification obligation shall include bodily and personal injury or death to any person; damage to any property, regardless of where located, including the property of County; and any workers' compensation Claim arising from or relating to the Services. Consultant shall defend any Claim with counsel of Consultant's choice, subject to County's written approval, and at Consultant's sole cost.

b. Immigration Reform and Control Act. Consultant acknowledges that Consultant and Consultant Representatives are aware of and understand the Immigration Reform and Control Act ("**IRCA**"). Consultant is and shall remain in compliance with the IRCA and shall ensure that any Consultant Representatives are and shall remain in compliance with the IRCA. In addition, Consultant shall defend, indemnify and hold harmless County and County Indemnified Parties from any Claims which arise out of or relate to any allegations that Consultant or Consultant Representatives are not authorized to work in the United States and/or any other allegations based upon alleged IRCA violations committed by Consultant or Consultant Representatives. Consultant shall defend any Claim with counsel of Consultant's choice, subject to County's written approval, and a Consultant's sole cost.

c. Infringement Claim. If any Claim is asserted or action or proceeding brought against County or County Indemnified Parties which alleges that all or any part of the Services in the form supplied by Consultant or County's use, infringes or misappropriates any United States or foreign patent or copyright, or any trade secret or other proprietary right, County shall give Consultant prompt written notice. Consultant shall defend and indemnify County and County Indemnified Parties from any Claims, including costs incurred by County in order to avoid entry of any default judgment or other waiver of County's rights. Consultant shall defend any claim with counsel of Consultant's choice, subject to County's written approval, and at Consultant's sole cost. County shall cooperate fully with and may monitor Consultant in the defense of any Claim and shall make employees available as Consultant may reasonably request with regard to the defense, subject to reimbursement by Consultant of all costs incurred by County's cooperation in the defense.

d. Remedy of Infringement Claim. If the Services are, in Consultant's opinion, likely to become or do become the subject of a claim of infringement or misappropriation of a United States or foreign patent, copyright, trade secret or other proprietary right, or if a temporary restraining order or other injunctive relief is entered against the use of part or all of the Services, Consultant shall within 90 days:

1. Replace. Promptly replace the Services with compatible, functionally equivalent, and non-infringing Services;

2. Modify. Promptly modify the Services to make them non-infringing without materially impairing County's ability to use the Services as intended;

3. Procure Rights. Promptly procure the right of County to continue using the Services; or

4. Refund. As a last resort, if none of these alternatives is reasonably available to Consultant, and County is enjoined or otherwise precluded legally from using the Services, Consultant shall, within 120 days of the judgment or other court action, promptly refund to County all fees and costs paid for the Services, and this Agreement shall terminate. All licensed products shall be disposed of as ordered by the governing court at the sole cost of Consultant or as determined by County if the court does not so direct.

e. Modification of Services. This indemnification does not extend to modifications or additions to the Services made by County or any third party without the prior written consent of Consultant, or to any unauthorized use of the Services by County.

f. Survival of Indemnification Obligations. Upon completion of this Agreement, the provisions of this **Section 8** shall survive.

9. Insurance. Consultant, in order to protect County and County Indemnified Parties against Claims as a result of the performance of Consultant's obligations, as required in this Agreement, shall secure and maintain the following insurance. Consultant shall not perform any Services until Consultant has obtained all insurance required under this **Section 9** and the required certificates of insurance and all required endorsements have been filed with County's authorized insurance representative ("**Authorized Insurance Representative**"). Receipt of evidence of insurance that does not comply with all applicable insurance requirements shall not constitute a waiver of these insurance requirements. The required documents must be signed by the authorized representative of the insurance company shown on the certificate. Upon request, Consultant shall supply proof that the designated person is an authorized representative, and is authorized to bind the named underwriter(s) and their company to the stated coverage, limits and termination provisions. Consultant shall promptly deliver to Authorized Insurance Representative a certificate of insurance, and all required

endorsements, with respect to each renewal policy, as necessary to demonstrate the maintenance of the required insurance coverage for the Term. The certificates and endorsements shall be delivered to Authorized Insurance Representative prior to the expiration date of any policy and bear a notation evidencing payment of the premium if so requested. Consultant shall immediately pay any deductibles and self-insured retentions under all required insurance policies upon the submission of any Claim by Consultant or County as an additional insured.

a. Workers' Compensation and Employer's Liability Insurance Requirement. If Consultant has employees who may perform any Services under this Agreement, Consultant shall submit written proof that Consultant is insured against liability for workers' compensation in accordance with the provisions of California Labor Code Section 3700. Consultant shall require any Consultant Representatives to provide workers' compensation for any of the Consultant Representative's employees, unless the employees are covered by the insurance carried by Consultant. If any class of employees engaged in Services is not covered by California Labor Code Section 3700, Consultant shall provide and/or require each Consultant Representative to provide adequate insurance for the coverage of employees not otherwise covered. Consultant shall also maintain employer's liability insurance with limits of $1,000,000 for bodily injury or disease.

b. Liability Insurance Requirements.

1. Types of Liability Insurance. Consultant shall maintain in full force and effect, during the Term, the following types of liability insurance:

A. Commercial General Liability Insurance, including Contractual Liability Insurance (specifically covering the indemnification provisions of this Agreement), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of Consultant's performance of the Services. The Commercial General Liability insurance shall contain no exclusions or limitations for Consultant Representatives working on the behalf of the named insured. Consultant shall maintain the Products-Completed Operations Hazard coverage for the longest period allowed by Applicable Law following termination of this Agreement. The amount of the insurance coverage required by this Agreement shall be the policy limits, which shall be no less than the amount specified on the Schedule.

B. Automobile Liability Insurance, against claims of Personal Injury (including bodily injury and death) and Property Damage covering any owned, leased, hired and non-owned vehicles used in the performance of the Services with insurance coverage equal to the policy limits, which shall be no less than the amount specified on the Schedule.

C. Professional Liability (Errors and Omissions) Insurance, for liability arising out of or related to the performance of the Services, with insurance coverage equal to the policy limits, which shall be no less than the amount specified on the Schedule.

2. Endorsements. The Commercial General Liability and Automobile Liability Insurance required in this **Section 9** shall include an endorsement naming County and County Indemnified Parties as additional insureds for liability arising out of this Agreement and any related operations. The endorsement shall be provided using one of the following three options: **(i)** on ISO form CG 20 10 11 85; or **(ii)** on ISO form CG 20 37 10 01 plus either ISO form CG 20 10 10 01 or CG 20 33 10 01; or **(iii)** on other forms which provide coverage at least equal to or better than form CG 20 10 11 85.

3. Claims-Made Insurance. If any of the insurance coverages required under this Agreement is written on a claims-made basis, Consultant, at Consultant's option, shall either **(i)** maintain the coverage for at least three years following the termination of this Agreement with coverage extending back to the Effective Date; **(ii)** purchase an extended reporting period of not less than three years following the termination of this Agreement; or **(iii)** acquire a full prior acts provision on any renewal or replacement policy.

c. Insurance Companies. All insurance shall be issued by a company or companies admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a minimum rating of A-; VII. Any exception to these requirements must be approved in writing by the County Risk Manager.

d. Self-Insurance. If Consultant is, or becomes during the Term, self-insured or a member of a self-insurance pool, Consultant shall provide coverage equivalent to the required insurance coverages and endorsements. County will not accept the coverages unless the County Risk Manager determines, in its sole discretion and by written acceptance, that the coverages proposed to be provided by Consultant are equivalent to the required coverages. Any self-insured retentions in excess of $100,000 must be declared on the Certificate of Insurance or other documentation provided to County and must be approved in writing by the County Risk Manager.

e. Primary Insurance; Waiver of Subrogation. All insurance carried by Consultant shall be primary to and not contributing to any insurance or self-insurance maintained by County. An endorsement shall be provided on all policies, except professional liability/errors and omissions, which shall waive any right of recovery (waiver of subrogation) against County.

f. Insurance Does Not Replace Indemnification. Maintenance of the insurance coverages in the minimum specified amounts shall not be construed to relieve Consultant for any liability, whether within, outside, or in excess of the coverage,

and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude County from taking other actions as are available to it under this Agreement or under Applicable Law.

g. Failure to Maintain Insurance. Failure by Consultant to maintain all insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by Consultant. County, at its sole option, may terminate this Agreement and obtain damages from Consultant resulting from the breach. Alternatively, County may purchase the required insurance coverage, and without further notice to Consultant, County shall deduct from sums due to Consultant any premiums and associated costs advanced or paid by County for the insurance. If the balance of monies owed to Consultant under this Agreement is insufficient to reimburse County for the premiums and any associated costs, Consultant shall reimburse County for the premiums and pay for all costs associated with the purchase of the insurance. Any failure by County to take this alternative action shall not relieve Consultant of its obligation to obtain and maintain the insurance coverages required by this Agreement.

h. Cancellation of Insurance. The insurance coverages required to be maintained by Consultant shall be maintained until the completion of all of the Services except as otherwise stated in this Agreement. Each insurance policy supplied by Consultant shall not be terminated, suspended, voided, canceled, non-renewed or reduced in coverage or in limits except after 10 days prior written notice to Consultant in the case of non-payment of premiums, or 30 days prior written notice in all other cases. This notice requirement does not waive these insurance requirements. Consultant shall immediately obtain replacement coverage for any insurance policy that is terminated, suspended, voided, canceled, reduced in coverage, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.

10. Consultant Representations. Consultant makes the following representations, which the Parties agree are material to and form a part of the inducement for this Agreement:

a. Expertise and Staff. Consultant has the expertise, support staff, and facilities necessary to provide the Services; and

b. No Adverse Interests. Consultant does not have any actual or potential interests adverse to County, nor does Consultant represent a person or firm with an interest adverse to County relating to the subject of this Agreement; and

c. Timeliness. Consultant shall diligently provide the Services in a timely and professional manner in accordance with the terms and conditions in this Agreement.

11. Ownership of Documents. All reports, documents, and other items generated or gathered in the course of providing the Services are and shall remain the property of County, and shall be returned to County upon full completion of the Services or termination of this Agreement, whichever first occurs.

12. Rights to Contracted Products.

a. Belong to County. For no additional fee or charge, products developed, prepared, generated or gathered by Consultant or Consultant's Representatives under this Agreement, shall be considered creative works for hire and shall be delivered to and become the exclusive property of County and may be used by County in any way it may deem appropriate. Consultant shall have no rights in the products, except the right to use the products for the exclusive purpose of providing the Services, and Consultant shall not copy or disclose to any third party any product, except as is expressly set forth in this Agreement or by separate written agreement between the Parties. These provisions do not apply to Consultant's original licensed software or administrative communications and records, which shall remain the exclusive property of Consultant.

b. Use by County. The ideas, concepts, know-how, and techniques developed during the course of this Agreement may be used by County in any way it may deem appropriate, so long as that use does not violate any term in this Agreement or any Applicable Law.

c. No Publication. Consultant or Consultant's Representatives shall not publish or disseminate information gained through participation in this Agreement without the specific prior review and written consent by County.

d. Delivery to County. Upon termination or expiration of this Agreement, Consultant shall immediately deliver to County all County-owned programs and documentation developed under this Agreement. In addition, Consultant grants to County a perpetual, royalty-free, non-exclusive, irrevocable, and non-transferable license to use, solely for County purposes, any Consultant-owned program, including system software, utilized by Consultant in performance of the Services.

e. Survival of Covenants. Upon completion of this Agreement, the provisions of this **Section 12** shall survive.

13. Termination. The County may at its election, with our without cause, terminate this Agreement by written notice ("**Notice of Termination**"). The Notice of Termination shall be deemed effective 15 days after personal delivery, or 20 days after mailing by U.S. Mail, postage prepaid, registered or certified mail, addressed as provided in Section 23. In addition, either Party may immediately terminate this Agreement for cause if the other Party fails to substantially perform in accordance with the terms and conditions of this Agreement through no fault of the Party initiating the termination. In the event this Agreement is terminated by either Consultant or the County, Consultant shall submit to the Responsible County Department all files, memoranda, documents, correspondence and other items generated in the course of performing the Services, within 15 days after the effective date of the Notice of Termination. If either Party terminates this Agreement as provided in this **Section 13**, County shall pay Consultant for all satisfactory Services rendered by Consultant prior to the effective date of Notice of Termination in an amount not to exceed the maximum dollar amount shown on the Schedule.

14. **Choice of Law/Venue.** The Parties agree that the provisions of this Agreement shall be construed under the laws of the State of California. This Agreement has been entered into and is to be performed in the County of Kern. Accordingly, the Parties agree that the venue of any action relating to this Agreement shall be in the County of Kern.

15. **Compliance with Applicable Law.** Consultant shall observe and comply with all applicable local, state, and federal laws, ordinances, rules, and regulations now in effect or later enacted ("**Applicable Law**"), each of which is made a part of this Agreement.

16. **Compliance with Federal Law, Regulations, and Executive Orders**. This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

17. **Confidentiality.** Consultant shall not, without the prior written consent of the County, communicate confidential information, designated in writing or identified in this Agreement as confidential, to any third party and shall protect confidential information from inadvertent disclosure to any third party in the same manner that it protects its own confidential information, unless disclosure is required in response to a validly issued subpoena or other process of law. Upon completion of this Agreement, the provisions of this **Section 16** shall continue to survive.

18. **Conflicts of Interest.**

a. **Financial Conflicts of Interest**. Consultant has read and is aware of the provisions of Government Code Section 1090 et seq. and Section 87100 et seq. relating to conflict of interest of public officers and employees. Consultant acknowledges that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. If is further understood and agreed that if a financial interest does exist at the inception of this Agreement, County may immediately terminate this Agreement by giving written notice. Consultant shall comply with the requirements of Government Code Section 1090 et seq. and 87100 et seq. during the Term.

b. **Organizational Conflicts of Interest.** Consultant represents, to the best of its knowledge, that neither Consultant nor any Consultant Representative presently has any consulting or contractual arrangement with any firm or organization that would give rise to an organizational conflict of interest with respect to the Services. Neither Consultant nor any Consultant Representative shall enter into any contractual arrangement that would give rise to any potential organizational conflict of interest, without first obtaining County's prior written approval before entering the into the contractual arrangement. If any organizational conflict of interest is discovered by Consultant relating to this Agreement, Consultant shall immediately notify County, and attempt to present a suitable mitigation plan. County may, at its sole discretion, terminate this Agreement in the event that Consultant has any actual or potential organizational conflict of interest. As used in this **Section 17.b**, "organizational conflict of interest" means any a relationship whereby Consultant has present or planned interests related to the Services which **(i)** may diminish its capacity to give impartial, technically sound, objective assistance and advice or may otherwise result in a biased work product, or **(ii)** may result in Consultant or any Consultant Representative being given an unfair advantage.

19. **Enforcement of Remedies.** No right or remedy conferred on or reserved to a Party is exclusive of any other right or remedy under law, equity or statute, but each shall be cumulative of every other right or remedy now or in the future existing under law, equity or statute, and may be enforced concurrently or from time to time.

20. **Negation of Partnership.** In the performance of the Services, Consultant shall be, and acknowledges that Consultant is, in fact and law, an independent contractor and not an agent or employee of County. Consultant has and retains the right to exercise full supervision and control of the manner and methods of providing the Services. Consultant retains full supervision and control over the employment, direction, compensation and discharge of all persons assisting Consultant in the provision of the Services. With respect to Consultant's employees, if any, Consultant shall be solely responsible for payment of wages, benefits, and other compensation, compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employee taxes, whether federal, state or local, and compliance with any Applicable Law regulating employment.

21. **Non-collusion Covenant.** Consultant represents and agrees that **(i)** it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this Agreement with County and **(ii)** it has received from County no incentive or special payments and no considerations not related to the provision of the Services.

22. **Non-discrimination.** Neither Consultant, nor any Consultant Representative, shall discriminate in the treatment or employment of any individual or groups of individuals on the grounds of race, color, religion, national origin, age, sex, or any other classification protected by Applicable Law, either directly, indirectly or through contractual or other arrangements.

23. **Non-waiver.** No term, covenant or condition of this Agreement can be waived except by the prior written consent of County. Forbearance or indulgence by County shall not constitute a waiver of the covenant or condition to be performed by Consultant. County shall be entitled to invoke any remedy available to County under this Agreement or by Applicable Law despite the forbearance or indulgence.

24. **Notices.** All notices under this Agreement shall be provided to the Kern County County at the address indicated in the opening section of this Agreement and to the Consultant and Responsible County Department at the addresses shown on the Schedule. Delivery shall be by personal delivery or deposit in the U.S. Mail, postage prepaid, registered or certified mail, addressed as specified above. Notices delivered personally shall be deemed received upon receipt; mailed or expressed notices shall be deemed received five days after deposit. A Party may change the address to which notice is to be given by giving notice as provided above. Nothing in this Agreement shall be construed to prevent or render ineffective delivery of notices under this Agreement by leaving the notice with the receptionist or other person of like capacity employed in Consultant's office, or the receptionist for the Kern County General Services Department.

25. **Captions and Interpretation.** Section headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a Party because that Party or its legal representative drafted the provision. This Agreement is the product of negotiation and both Parties are equally responsible for its authorship. California Civil Code Section 1654 shall not apply to the interpretation of this Agreement.

26. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document.

27. **Modifications of Agreement.** This Agreement may be modified in writing only, signed by the Parties in interest at the time of the modification.

28. **Severability.** If any term, covenant or condition in, or provision of, this Agreement is determined by a court to be in conflict with any Applicable Law, or otherwise be unenforceable or ineffectual, the validity of the remaining terms or provisions shall be deemed severable and shall not be affected, provided that the remaining terms or provisions can be construed in substance to constitute the agreement which the Parti.es intended to enter into on the Effective Date.

29. **Signature Authority.** Each Party has full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

30. **Sole Agreement.** This Agreement, including the Schedule and Exhibits, contains the entire agreement of the Parties relating to the Services, rights, and obligations and terms, covenants and conditions contained in this Agreement and assumed by the Parties. No inducements, representations or promises have been made, other than those stated in this Agreement. No oral promise, modification, change, or inducement shall be effective or given any force or effect.

31. **Time of Essence.** Time is expressly declared to be of the essence of this Agreement and of each provision, and each provision is declared to be a material, necessary and essential part of this Agreement.

32. **No Third Party Beneficiaries.** The Parties understand and agree that the enforcement of the terms, covenants and conditions and all rights of action relating to enforcement, shall be strictly reserved to County and Consultant. Nothing contained in this Agreement shall give or allow any claim or right of action by any other third person. It is the express intention of County and Consultant that any person or entity, other than County or Consultant, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

33. **Gender/Plural.** References to feminine, masculine or neutral include the other, and references to the singular or plural include the other.

34. **Recitals.** Each of the recitals is incorporated in this Agreement, is deemed to be the agreement and a reflection of the intent of the Parties, and is relied upon by the Parties in agreeing to the provisions of this Agreement and in interpreting its provisions.

35. **Exhibits.** All exhibits attached to this Agreement are incorporated into this Agreement by reference.

36. **Corporate Qualifications**. If Consultant is a corporation incorporated outside the state of California transacting intrastate business within the meaning of California Corporations Code section 191, then Consultant shall, within five business days of the execution of this Agreement, provide County with a copy of the certificate of qualification issued by the California Secretary of State indicating that Consultant is currently qualified to do business in the state of California under California Corporations Code section 2105. If Consultant is a limited liability company formed outside the state of California transacting intrastate business within the meaning of California Corporations Code section 191, then Consultant shall, within five business days of the execution of this agreement, provide to County a copy of the certificate of registration issued by the California Secretary of State indicating that Consultant is currently qualified to do business in the state of California under California Corporations Code section 17708.02. Any corporation or limited liability company,

whether or not incorporated in the state of California, must be in good standing to qualify to do business with County. Failure to provide County with the current certificates is grounds for County to terminate the Agreement.

37. Federal Provisions.

a. Definitions.

1. **Government** means the United States of America and any executive department or agency thereof.

2. **FEMA** means the Federal Emergency Management Agency.

3. **Third Party Subcontract** means a subcontract at any tier entered into by Contractor or subcontractor, financed in whole or in part with Federal assistance originally derived from the Federal Emergency Management Agency.

b. Federal Changes

1. Contractor shall at all times comply with all applicable regulations, policies, procedures, and FEMA Directives as they may be amended or promulgated from time to time during the term of this Agreement, including but not limited to those requirements set forth in the Single Audit Act (31 USC §§7501-7507) and the Uniform Guidance, 2 CFR Part 200, including but not limited to 2 CFR §200.303, §200.330 through 200.332, §200.317 through 200.326 and more fully set forth in Appendix II to Part 200—Contract Provisions for non–Federal Entity Contracts Under Federal Awards, which is included herein by reference. Contractor's failure to so comply shall constitute a material breach of this contract.

2. The Contractor agrees to include the above clause in each third party subcontract financed in whole or in part with Federal assistance provided by FEMA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

c. Access to Records

1. The Contractor agrees to provide the County, FEMA, Cal OES, the Comptroller General of the United States or any their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions.

2. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

3. The Contractor agrees to maintain all books, records, accounts, and reports required under this Agreement for a period of not less than five years after the later of: (a) the date of termination or expiration of this Agreement or (b) the date County makes final payment under this Agreement, except in the event of litigation or settlement of claims arising from the performance of this Agreement, in which case, Contractor agrees to maintain same until the County, FEMA, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims, or exceptions related thereto.

4. The requirements set for in paragraphs 1, 2, and 3 above are all in addition to, and should not be considered to be in lieu of, those requirements set forth in Section 6 of the Agreement and Exhibit E to the Agreement, Audit and Records Requirement.

d. Debarment and Suspension

1. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

2. Contractor represents and warrants that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension" or on the USEPA's List of Violating Facilities. Contractor agrees that neither Contractor nor any of its third party subcontractors shall enter into any third party subcontracts for any of the work under this Agreement with a third party subcontractor who is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under executive Order 12549 or on the USEPA's List of Violating Facilities. Gov. Code § 4477.

3. The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into. Contractor agrees to the provisions of the below, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions. For purposes of this Agreement and the Debarment, Suspension, Ineligibility and Voluntary Exclusion Certification, Contractor is the "prospective lower tier participant."

4. The Contractor agrees to include paragraphs 1 and 2 above in each third party subcontract financed in whole or in part with Federal assistance provided by FEMA. It is further agreed that the paragraphs shall not be modified, except to identify the subcontractor who will be subject to its provisions.

5. This certification is a material representation of fact relied upon by County. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the State of California, the County, and the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

6. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions."

e. No Federal Government Obligations To Contractor

1. The County and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Government, the Government is not a party to this contract and shall not be subject to any obligations or liabilities to the County, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

2. The Contractor agrees to include the above clause in each third party subcontract financed in whole or in part with Federal assistance provided by FEMA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

f. Equal Employment Opportunity Compliance (applicable to all construction contracts awarded meeting the definition of "federally assisted construction contract" under 41 CFR 61-1.3)

Contractor agrees to comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Part 60). 41 CFR 60.14 is hereby incorporated by reference.

1. During the performance of this contract, the contractor agrees as follows:

A. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

B. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

C. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

D. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

E. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

F. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

G. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

H. The contractor will include the portion of the sentence immediately preceding paragraph (A) and the provisions of paragraphs (A) through (H) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

g. **Anti-Kickback Act Compliance** (applicable to all contracts and subgrants for construction or repair; 44 CFR §13.36 (i)(4))

Contractor agrees to comply with the Copeland “Anti-Kickback” Act 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.

Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as

a contractor and subcontractor as provided in 29 C.F.R. § 5.12."

h. **Davis-Bacon Act Compliance** (applicable to construction contracts in excess of $2,000 awarded by grantees and subgrantees when required by Federal grant program legislation;)

To the extent required by any Federal grant programs applicable to expected funding or reimbursement of County's expenses incurred in connection with the services provided under this Agreement, Contractor agrees, and all transactions regarding this contract will, comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) and the requirements by Department of Labor regulations (29 CFR Part 5) as set forth below.

1. The Contractor shall be bound to the provisions of the Davis-Bacon Act, and agrees to be bound by all the provisions of Labor Code section 1771 regarding prevailing wages. All labor on this project shall be paid neither less than the greater of the minimum wage rates established by the U.S. Secretary of Labor (Federal Wage Rates), or by the State of California Director of Department of Industrial Relations (State Wage Rates). Current DIR requirements may be found at http://www.dir.ca.gov/lcp.asp. Contractor shall pay wages not less than once week.

2. The general prevailing wage rates may be accessed at the Department of Labor Home Page at www.wdol.gov. Under the Davis Bacon heading, click on "Selecting DBA WDs." In the drop down menu for State, select, "California." In the drop down menu for County, select "Kern." In the drop down menu for Construction Type, make the appropriate selection. Then, click Search.

i. **Contract Work Hours and Safety Standards** (applicable to all contracts in excess of $100,000 that involve the employment of mechanics or laborers, but not to purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence)

1. **Compliance**. Contractor agrees that it shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–330) as supplemented by Department of Labor regulations (29 CFR Part 5), which are incorporated herein.

2. **Overtime**. No contractor or subcontractor contracting for any part of the work under this Agreement which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

3. **Violation; liability for unpaid wages; liquidated damages**. In the event of any violation of the provisions of Paragraph 2, the Contractor and any subcontractor responsible therefore shall be liable to any affected employee for his unpaid wages. In additions, such Contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the provisions of paragraph 2 in the sum of $10 for each calendar day on which such employee was required or permitted to be employed on such work in excess of eight hours or in excess of his standard workweek of forty hours without payment of the overtime wages required by paragraph 2.

4. **Withholding for unpaid wages and liquidated damages.** The County shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set for in paragraph 3 of this section.

5. **Subcontracts**. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs 1 through 4 of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs 1 through 4 of this section.

j. **Notice of Reporting Requirements**

1. Contractor acknowledges that it has read and understands the reporting requirements of FEMA in Part III of Chapter 11 of the United States Department of Justice's Office of Justice Programs Financial Guide, and agrees to comply with any such applicable requirements.

2. The Contractor agrees to include the above clause in each third party subcontract financed in whole or in part with Federal assistance provided by FEMA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

k. **Notice of Requirements Pertaining to Copyrights**

1. Contractor agrees that FEMA shall have a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for government purposes:

A. The copyright in any work developed with the assistance of funds provided under this Agreement;

B. Any rights of copyright to which Contractor purchases ownership with the assistance of funds provided under this Agreement.

2. The Contractor agrees to include paragraph 1 above in each third party subcontract financed in whole or in part with Federal assistance provided by FEMA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

l. **Patent Rights** (applicable to contracts for experimental, research, or development projects financed by FEMA; 44 CFR §13.36(i)(8))

1. General. If any invention, improvement, or discovery is conceived or first actually reduced to practice in the course of or under this Agreement, and that invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, the County and Contractor agree to take actions necessary to provide immediate notice and a detailed report to FEMA.

2. Unless the Government later makes a contrary determination in writing, irrespective of Contractor's status (a large business, small business, state government or state instrumentality, local government, nonprofit organization, institution of higher education, individual), the County and Contractor agree to take the necessary actions to provide, through FEMA, those rights in that invention due the Federal Government as described in U.S. Department of Commerce regulations, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” 37 CFR, Part 401.

3. The Contractor agrees to include paragraphs 1 and 2 above in each third party subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by FEMA.

m. **Energy Conservation Requirements**

1. The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 USC 6201).

2. The Contractor agrees to include paragraph 1 above in each third party subcontract financed in whole or in part with Federal assistance provided by FEMA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

n. **Clean Air and Water Requirements** (applicable to all contracts and subcontracts in excess $150,000, including indefinite quantities where the amount is expected to exceed $150,000 in any year)

1. Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387), and will report violations to FEMA and the Regional Office of the Environmental Protection Agency (EPA).

2. Contractor agrees to report each violation of these requirements to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to FEMA and the appropriate EPA regional office.

3. The Contractor agrees to include paragraph 1 and 2 above in each third party subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA.

o. **Termination for Convenience of County** (applicable to all contracts in excess of $10,000)

See Section 13 of the Agreement.

p. **Termination for Default** (applicable to all contracts in excess of $10,000)

Contractor's failure to perform or observe any term, covenant or condition of this Agreement shall constitute an event of default under this Agreement. See Section 13 of the Agreement.

q. Changes

See Section 26 of the Agreement.

r. Lobbying (Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended).)

1. Contractor shall not use or pay any funds received under this Agreement to influence or attempt to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. Contractor agrees to the provisions of the below, Certification Regarding Lobbying, (applicable for contracts or subcontracts in excess of $100,000).

3. Contractor agrees to include paragraphs 1 and 2 above in each third party subcontract financed in whole or in part with Federal assistance provided by FEMA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

s. MBE/WBE Requirements

The County intends to seek reimbursement of its costs incurred in connection with this project from FEMA. Accordingly, the CONTRACTOR shall make every effort to procure Minority and Women's Business Enterprises ("DBEs") through the "Good Faith Effort" process as required in 2 CFR 200.321. Failure to perform the "Good Faith Effort" process and submit the forms listed below with the bid shall be cause for a bid to be rejected as non-responsive and/or be considered as a material breach of the contract.

PRIME CONTRACTOR RESPONSIBILITIES

All recipients of this grant funding, as well as their prime contractors and subcontractors, must take all affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible make every effort to solicit bids from eligible DBEs. This information must be documented and reported.

"GOOD FAITH" EFFORT PROCESS

Any public or private entity receiving federal funds must demonstrate that efforts were made to attract MBE/WBEs. The process to attract MBE/WBEs is referred to as the "Good Faith" effort. This effort requires the recipient, prime contractor and any subcontractors to take the steps listed below to assure that MBE/WBEs are used whenever possible as sources of supplies, construction, equipment, or services. If a CONTRACTOR fails to take the steps outlined below shall cause the bid to be rejected as non-responsive and/or be deemed a material breach of the contract.

1. Place qualified small and minority businesses and women's business enterprises on solicitation lists;

2. Assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

3. Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

4. Establish delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; and

5. Use the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

6. If subcontracts are to be let, Contractor shall take the affirmative steps listed in 2 CFR 200.321.

t. Procurement of Recovered Materials (2 CFR 200.322)

Contractor shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in

guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. In the performance of this Contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired: (1) competitively within a timeframe providing for compliance with the contract performance schedule; (2) meeting contact performance requirements; or (3) at a reasonable price.

Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines web site, https://www.epa.gov/smm/comprehensive- procurement-guideline-cpg-program.

u. Incorporation of Uniform Administrative Requirements

The preceding provisions include, in part, certain standard terms and conditions required by FEMA, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by FEMA are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FEMA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Contractor shall not perform any act, fail to perform any act, or refuse to comply with any County requests that would cause County to be in violation of the FEMA terms and conditions.

v. Program Fraud and False or Fraudulent Statements or Related Acts

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

w. DHS Seal, Logo and Flags

The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre- approval.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

(Lower Tier refers to the agency or contractor receiving Federal funds, as well as any subcontractors that the agency or contractor enters into contract with using those funds)

As required by Executive Order 12549, Debarment and Suspension, as defined at 44 CFR Part 17, County may not enter into contract with any entity that is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by the Federal Government from participating in transactions involving Federal funds. Contractor is required to sign the certification below which specifies that neither Contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by the Federal agency. It also certifies that Contractor will not use, directly or indirectly, any of these funds to employ, award contracts to, engage the services of, or fund any contractor that is debarred, suspended, or ineligible under 44 CFR Part 17.

Instruction for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definition and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion – Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of its proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

_____ _____

Contractor Signature Date

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loan, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Contractor Signature _____ Date _____

KERN COUNTY
PERSONAL/PROFESSIONAL SERVICES AGREEMENT
SCHEDULE TO MASTER TERMS AND CONDITIONS
PPSA-EMERGENCY

I. This **SCHEDULE** ("**Schedule**") shall be effective on_____, ("**Effective Date**") and shall terminate no later than December 30, 2020, ("**Termination Date**"). Kern County Department: County Administrative Office ("**Responsible County Department**")

Located at: 1115 Truxtun Avenue Bakersfield, CA 93301

Service Provider: Community Action Partnership of Kern ("**Consultant**")

Located at: 5005 Business Park North, Bakersfield, CA 93309

Consultant Email for signature: jtobias@capk.org

Consultant is (select one):
___ Sole Proprietorship
_x_ Incorporated in the State of California.
___ Other (specify) _____.

II. Consultant shall provide the services and products described in **Exhibit A** ("**Services**"). This excludes travel and other expenses described in Section III. County shall compensate Consultant for those services and products in an amount not to exceed: $25,000.00.

III. Travel and all other expenses. Select one of the following:
_X_ County **shall not** reimburse Consultant for any travel or other expenses incurred by Consultant.
___ County **shall** reimburse Consultant for all travel and/or other necessary and reasonable actual expenses incurred on behalf of County. If the reimbursable expenses include travel, the travel expenses must be reasonable and necessary, approved in advance in writing by the Responsible County Department, and shall not exceed the federal mileage rate and federal diem rate for the location of the services. County shall reimburse Consultant in an amount not to exceed: $_____.

IV. Total Amount Payable Under Agreement (Compensation for Services/Products, Plus Travel and Other Expenses)
County shall compensate Consultant for the Services and Products (amount stated in Section II) and reimburse Consultant for expenses, including travel, if applicable (amount stated in Section III). The total amount payable under this agreement shall not exceed: $25,000.00 (Section II + Section III).

V. Consultant shall be required to have the following insurance coverages which are marked, on the terms provided in the Master Terms and Conditions. The insurance coverages shall be in the amounts specified, unless another amount is shown (select all that apply):
_X_ Workers' Compensation: As required by California Labor Code Section 3700
_X_ Commercial General Liability ($1,000,000/Occurrence; $2,000,000/Aggregate) or other amounts: $_____
_X_ Automobile Liability ($1,000,000/Occurrence) or other amount: $_____
_X_ Professional Liability ($1,000,000/Claim; $2,000,000/Aggregate) or other amounts: $_____

Note: If a lesser amount is shown, the Responsible County Department must obtain the prior written approval of the County Risk Manager.

If there are any conflicts between the terms and conditions contained in this Schedule and the Master Terms and Conditions, this Schedule shall control.

The Parties have executed this Schedule, including the Master Terms and Conditions, which constitute the Agreement, on the Effective Date.

APPROVED AS TO CONTENT:
County Administrative Office

By: _____
James L. Zervis, Chief Operations Officer

COUNTY OF KERN
County Administrative Office

By: _____
Ryan J. Alsop, Chief Administrative Officer

_____, Chairman
"County"

APPROVED AS TO FORM:
Office of the County Counsel

By:_____
Ann E, Garza, Deputy

Community Action Partnership of Kern

By:_____
Jeremy T. Tobias, Chief Executive Officer
"Consultant"

EXHIBIT A
SERVICES

Consultant shall provide the Services shown below for the Responsible County Department based on the following payment schedule: (select one of the following options)

___ Consultant shall submit one invoice to County upon contract completion and acceptance of the Services by County.

_X_ Consultant shall invoice at the end of the fiscal quarter for costs incurred over the prior fiscal quarter.

___ Consultant shall invoice County upon the successful completion of milestones:
(insert percentages next to applicable milestones)
___% Upon completed installation of _____.
___% Upon completed installation of _____.
___% Upon completion of training _____.
___% Other Milestone (describe) _____.
___% Other Milestone (describe) _____.
___% Upon contract completion and acceptance of the Services by County.

___ Consultant shall invoice County as follows (describe in detail any payment schedule, milestone payments, percentages and retention as applicable):

1. Full description of the Services:

Consultant shall distribute roughly $475,000 of PPE supplies provided by the County, including but not limited to face coverings, to participants of various programs operated by the Consultant throughout Kern County. PPE supplies will be provided at no cost to the program participants and in quantities agreed to by the County. Consultant shall maintain an inventory control system sufficient to account for the PPE supplies distributed by location and date. Consultant shall report the PPE supplies inventory and usage upon request of the County. Consultant shall return any undistributed PPE supplies to County or dispose of them as otherwise directed by the County.

2. Dates and location where the Services will take place (include time schedule and/or milestone dates if appropriate):

Upon approval of this agreement and ending no later than December 30, 2020.

The PPE supplies will be distributed at locations operated by the Consultant and are strategically located throughout Kern County. The specific locations shall be mutually agreed to by Consultant and County:

3. If training is involved, the hours per day that are included in the training and minimum/maximum number of staff/trainees allowed to attend the training:

N/A

4. Materials, equipment, facilities, manuals, study guides, etc., will be provided as indicated to assist Consultant in provision of the Services:

By Responsible County Department:

N/A

By Consultant:

N/A

EXHIBIT B
COSTS

Consultant shall only invoice the County, and County shall only be obligated to pay, for out of pocket expenses incurred by the Consultant in providing the Services.

MEMORANDUM

To: Board of Directors

From: Lisa McGranahan, Director of Human Resources

Tracy Webster, Chief Finance Officer

Date: August 26, 2020

Subject: *Agenda Item VI(c):* COVID-19 Distance Learning Assistance Plan – **ACTION ITEM**

With schools being required to teach in a distance learning environment, the employees of CAPK have the need to support their school-age children at home through the duration of the Fall quarter/semester. CAPK departments have been directed to evaluate and determine whether the work assigned to each role can be accomplished at home on a total or partial basis. For roles whereby a remote work environment is not possible, we are proposing the implementation of the attached Distance Learning Assistance Plan.

The proposed Plan supports the immediate needs of the CAPK workforce during the COVID-19 crisis. The Plan supports the need to attract and retain staff while school districts are imposing a distance learning environment.

The Plan is applicable to those employees with children enrolled in preschool through grade 12 in any local public or private school in the counties CAPK serves that is restricting, in whole or part-time, onsite classroom instruction and has instituted distance-learning protocols for the fall. Employees will be required to complete an attestation certifying the names and ages of their children, the monthly cost the employee must bear for supervision of the children, and whether the employee receives any other source of childcare subsidy. The maximum stipend available to each employee would be $350 per month for the period of September 1, 2020 and end on December 31, 2020.

The OMB Uniform Guidance allows for compensation in the form of stipends that is “adequate to attract and retain qualified staff”. The proposed Plan would be deemed an allowable cost to most federal programs with the exception of WIC and Cal Fresh Healthy Living.

This Plan has a projected cost of $341,600 to programs and $49,000 to discretionary/indirect funds.

Recommendation:

Staff recommends the approval of the Distance Learning Assistance Plan to commence September 1, 2020, and end on December 31, 2020.

Attachments:
Distance Learning Assistance Plan
Distance Learning Assistance Attestation and Enrollment Form

Distance Learning Assistance Plan

With schools being required to teach in a distance learning environment, our employees have the need to support their school-age children at home through the duration of the Fall quarter/semester. The Distance Learning Assistance Plan supports this need across the widely differing areas of our workforce by engaging in a widespread effort to adopt telework arrangements.

Community Action Partnership of Kern (CAPK) departments are immediately directed to evaluate and determine whether the work assigned to each role can be accomplished at home on a total or partial basis. Departments are expected to be innovative in their solutions to ensure that we can maximize the number of employees transitioned to a work from home arrangement, if needed. Departments are directed to work with Information Technology Services to leverage existing enterprise solutions to address telecommunication and work from home needs.

Applicability:

This Plan is applicable to those employees with children enrolled in preschool through grade 12 in any local public or private school in the counties CAPK serves that is restricting, in whole or part-time, onsite classroom instruction and has instituted distance-learning protocols for this fall.

Scenario 1: Employee is working in a role that can be accomplished at home.

The employee is permitted to work from home and is eligible to receive an internet/phone stipend.

Scenario 2: Employee is working in a role that cannot be accomplished at home.

The employee is eligible for reimbursement for childcare expenses.

Reimbursement for childcare expenses in an amount not to exceed $350 per month will be available through December 31, 2020. Eligibility for these benefits is based upon where the employee provides the majority of their hours during each month. Employees will be required to complete an attestation certifying the ages and names of their dependent minors and certification that the minor children will be receiving childcare services during work hours.

DISTANCE LEARNING ASSISTANCE

ATTESTATION AND ENROLLMENT FORM

Review and sign the Distance Learning Assistance Plan Attestation questions below. These forms must be filled out in their entirety and must be submitted to Human Resources for approval and processing of the required Status Change Forms for payroll entry.

Upon approval, the stipend will be awarded with an end date of December 31, 2020. It is the applicant's responsibility to inform Human Resources of any relevant change of status that impacts his/her eligibility to participate in the program.

****

By signing below, I _____ certify the following qualifying factors:

1. I am the legal parent/guardian for the following children (grades pre-K through 12) who reside in my home:

   Name: Birth Date: County of Residence:

   _____

   _____

   _____

   _____

2. As part of the satisfaction of my job duties during the COVID-19 crisis, I am required to work on the premises for 50% or more of my work schedule.

3. In order to provide a safe distance learning environment for my children while I am required to be at work, I have secured supervised childcare. I will be paying the following for my childcare:

   Name of Childcare Provider: Monthly Cost:

   _____

4. I understand that I must disclose any forms of childcare support that I receive from government supported subsidies or other employer benefits for myself or co-parent(s):

   Source: Amount of Other Subsidy:

   _____

   _____

5. I understand that the Distance Learning Assistance stipend is a taxable benefit and will be reported as regular wages during the benefit period ranging from September 1, 2020 through December 31, 2020. I also understand that this benefit will not be used to compute the employer portion contribution of the 401(a) pension plan.

6. I will notify CAPK Human Resources should my on-premises work status change or there is any change to the above information. I understand that CAPK retains the discretion to suspend or terminate this benefit at any time.

_____	_____
Signature	Director Signature
_____	_____
Date	Date
_____	_____
Human Resources	Payroll entry (name and date)

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Sheila Shegos, Director of Community Development

Date: Wednesday, August 26, 2020

Subject: *Agenda Item VI(d):* Housing Authority of the County of Kern Rental Assistance Program - CAPK Contract for Services – Sheila Shegos, Director of Community Development – **Action Item**

The Housing Authority of the County of Kern (HACK) has requested the assistance of CAPK to provide 211/CES rental assistance services and support for a four month period, September to December 2020 for spend down of city and county Federal CARES Act funding. Both the City of Bakersfield and County of Kern have allocated or are considering allocation of $5 million each for rental and mortgage assistance programs, and designating HACK to administer their programs.

Proposed initial contracted services with CAPK are estimated to be $449,045 and will assist individuals and families impacted by COVID-19 who are at immediate risk of homelessness or are currently homeless and in need of permanent housing. This is based only on the city allocation and may increase if the county allocation is awarded to HACK as well.

Services to be provided by CAPK to include:

- 211 Kern – 24/7 Call Center, triage, and assessment services
- Homeless Coordinated Entry Services and follow up
- Rental/Mortgage Application assistance and processing
- Data collection and reporting (iCarol, HMIS, CRM)

Funding will be used for personnel and project related operational costs (estimated to include 7 temporary positions), to include a $100 per diem for each processed rental assistance application, and 10% administration. If the county funding is added this workload and budget could increase by about 100%.

It is anticipated 1,500 families/individuals, per City / County award, will be served with up to $5,000 in rent/mortgage assistance, following HUD guidelines and established program criteria.

Also, as the Board is aware, CAPK has approved an allocation of CSBG CARES funding for rental assistance in the amount of $666,900 that we will be implementing internally. This proposed program with HACK dovetails nicely with our already established internal plans. There are also some other funding opportunities available that might grow this overall community rental assistance program larger (ESG CARES funding, etc.)

Recommendation

Staff recommends the Board of Directors authorize the CEO to finalize negotiations and sign all related contract documents with the Housing Authority of the County of Kern for rental assistance and services through city and county Federal CARES Act funds.

Attachments

HACK rental assistance flow chart
Draft Budget

DRAFT
Protocol for the City/County Rental and Mortgage Assistance Program

Step 1: Initial Contact

Client Calls 2-1-1 for Assistance

2-1-1 Determines if they meet the HUD definition of At-Risk – will all orgs follow the same criteria?

If Yes, 2-1-1 begins the Coordinated Entry Process: (Check/added to HMIS system)

- **PR-VI-SPDAT**
- **Added to the At-Risk Match List**

If No, 2-1-1 completes brief screening and sends eligible referrals directly to RMA@kernha.org – what is this brief screening, tool? In system, upload document and/or questions.

Commented [SS1]: Current Staffing
8am – 4:30pm (7 FTE I&R)
12noon – 8:30pm (2 FTE)
3:30pm – 12pm (1 FTE)
(400 OT staff hours since March 2020 – COVID impacts)

Step 2: Referral

HA staff attend all match calls and determine:

- **Will BHC or CAPK take the client and bill the HA—Referral to orgs based on call/criteria –**
- **BHC or CAPK staff to send out application -- yes**
- **Once referral is accepted, HA staff to add client - -- to Yardi Waiting List (Duplicate entry? Can this be uploaded to CSV file**

Monitor RMA e-mail account daily and respond to e-mails by: Who is doing this, HA?

- **Add Client to Yardi Waiting List**
- **Send out application Via Docusign and determine where it is routed (Wouldn't apps get sent by orgs? Is this a wider net through HA)**

Step 3: Application

Receive and process application, ensure all supporting docs are in order, verify eligibility, and determine assistance amount –

This falls under orgs responsibility in app/docs process, correct? Does the 100 per diem include those who don't complete the process?

Notify client if they have been approved/denied; if approved provide assistance amount and update Yardi waiting List – would orgs let clients know of approval? Match list update too, in addition to Yardi?

Step 4: Outcome

Submit Check request and supporting documents to supervisor for approval – orgs side, correct?

If BHC/CAPK applicant they complete HMIS enrollment for those that were referred through CES – This happens above – can delete?

Step 5: payment

Supervisor submits approved check request with supporting documents to HA Accounting. – this comes from upload to HA by orgs/AP? Email/pdf/? Supporting docs – what is your list? (We have a list, may be the same, want to be sure)

HA Accounting processes check and mails directly to landlord or mortgage company – who does follow up if checks aren't cashed?

COMMUNITY ACTION PARTNERSHIP OF KERN

HOUSING AUTHORITY - CARES RENTAL ASSISTANCE

SERVICE PERIOD: SEPTEMBER 1 THROUGH DECEMBER 31, 2020

BUDGET PROPOSAL - OPERATIONAL COSTS

Operation / Program Budget	**Amount**
Operation/Program Salaries	
211 Information & Referral Specialist	$ 40,113
CES Navigator	25,085
Outreach Specialist	18,720
Operation/Program Benefits	16,504
Facility Expenses	
Supplies	1,000
Internet Services ($300 per month)	1,200
Phone Services ($400 per month)	1,600
Additional training ($2,000 per month)	4,000
Client Services & Supplies	
Processing applications ($100 per application)	300,000
Total Operation and Program Costs	408,222
Indirect (10%)	40,823
TOTAL	**$ 449,045**

COMMUNITY ACTION PARTNERSHIP OF KERN

HOUSING AUTHORITY - CARES RENTAL ASSISTANCE

SERVICE PERIOD: SEPTEMBER 1 THROUGH DECEMBER 31, 2020

BUDGET PROPOSAL - 2.00 FTE

Personnel Costs:

Positions	Rate of Pay	# of Staff	FTE	Annual
211 Information & Referral Specialist	14.50	4.00	1.33	40,113
CES Navigator	18.00	2.00	0.67	25,085
Outreach Specialist	22.50	1.20	0.40	18,720
Total Personnel Costs			2.00	65,198
Benefits (25%)				16,504
TOTAL				$ 81,702

MEMORANDUM

To: Board of Directors

From: Carmen Segovia, Director of Health & Nutrition

Date: August 26, 2020

Subject: *Agenda Item VI(f)*: Blanket Purchase Orders for the Food2Door Program – **Action Item**

Community Action Partnership of Kern (CAPK) was awarded a $2,000,000 grant by the County of Kern to operate a program where food deliveries would be made to persons vulnerable to the COVID-19 virus. The program is called the Food2Door program and is being operated by the Food Bank. The grant period is from June 30, 2020 to December 30, 2020. The Food Bank leased additional warehouse space, recruited/ hired staff starting in July and into August.

The food deliveries, which started on August 5, 2020, were made possible by food procurements made in late July. During the first procurement of food, we discovered that vendors did not have some of the food items available in the quantities that we needed. To prevent this situation from reoccurring, the food orders will be in large quantities so that the Food Bank has it available for deliveries. The Food Bank will be using blanket purchase orders with three vendors and will require Board approval due to the dollar amounts. The three vendors will be Sysco Ventura ($360,000) Food Exchange ($300,000) and LA Foods (600,000). The dollar amounts are estimates for the food to be procured. The food budget for the Food2Door program is $1,260,000.

The Food Bank plans to use the blanket purchase orders with the three vendors to purchase food for the duration of the Food2Door program. The blanket purchase orders will provide the flexibility and authority to purchase the large quantities of food needed for the Food2Door program.

Recommendation:

Staff recommends Board approval of the blanket purchase orders for Sysco Ventura, Food Exchange and LA Foods which will be used to procure food for the Food2Door program.

Attachments:

Blanket Purchase Order for Sysco Ventura
Blanket Purchase Order for Food Exchange
Blanket Purchase Order for LA Foods

PROCUREMENT USE ONLY:

Community Action Partnership of Kern
5005 Business Park North · Bakersfield, CA 93309
(661) 336-5236 Fax: (661) 336-5228

BLANKET PURCHASE ORDER AGREEMENT

PROCUREMENT USE ONLY:
VENDOR #: _____
REF #: _____ PO #: _____
ENC #: _____

REQUESTOR INFORMATION

Requestor: JAIME ORONA
Date: 8/21/2020
Email Address: JORONA@CAPK.ORG
Phone: 661-336-5236

SHIP TO/DELIVERY INSTRUCTIONS

Attn: CINDY MEDRANO
Phone: 661-398-4520
Site Name: FOOD BANK
Email: CMEDRANO@CAPK.ORG
Address: 1807 FELIZ DRIVE
City, St ZIP: BAKERSFIELD, CA 93307

VENDOR INFORMATION

Vendor: SYSCO VENTURA
Contact: WARREN
Vendor Address: 3100 STURGIS RD, OXNARD, CA 93030
Email Address: MCDANIEL.WARREN@VENTURA.S
Phone: 661-333-0968
Fax:

PURCHASING INFORMATION

Amount: $360,000
Description: RAW FOOD
CFDA # (S):
Grant #(S):
Coding (20 Digit): 7145-135-000-120-000-00-2-1
Allocation(s):
PO Duration (CLICK): ☐ 30 ☐ 60 ☐ 90 ☑ 120 ☐ 180 ☐ 360
Allocation(s) CON'T:
Pricing Agreement/Contract Log #:
Contract Expiration:

GUIDELINES

The Agency requirements mandate that procurement of all material, equipment, services and supplies totaling $5,000 or more are to be purchased via competitive bid. Approval of this Blanket Purchase Order Agreement is based on the following:

1. The requested product(s) to be purchased are integral to the productivity of the program;
2. The requested product(s) to be purchased will be done repetitively over a specified period of time;
3. The requested product(s) may require numerous shipments, deliveries or pick-ups;
4. A set price and/or set discount has been negotiated with the vendor.

Place an X in the appropriate box(es) below:

____ A set price has been negotiated for the requested product(s) for the duration of this Agreement. Contract on file in Procurement.

X A set discount has been negotiated for the requested product(s) for the duration of this Agreement. Written price quote to be attached to the back of this Agreement.

____ A volume discount has been negotiated for the requested product(s) for the duration of this Agreement. Written price quote to be attached to the back of this Agreement.

Signature(s) below certifies that above expense(s) and code(s) have been reviewed and determined to be correct and purchase is an allowable expenditure, the price(s)/discount(s) are (is) negotiated as stated above, there is no intent of collusion or conflict of interest.

Requestor's Signature		Date
Program Manger's Signature	Printed Name	Date
Director/Program Director's Signature	Printed Name	Date
Chief Financial Officer's Signature	Printed Name	Date
Chief Executive Officer's Signature	Printed Name	Date
Procurement's Signature	Printed Name	Date

PROCUREMENT USE ONLY:

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5005 Business Park North · Bakersfield, CA 93309
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Chief Financial Officer's Signature	Printed Name	Date
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Chief Financial Officer's Signature	Printed Name	Date
Chief Executive Officer's Signature	Printed Name	Date
Procurement's Signature	Printed Name	Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Jerry Meade, Assistant Director - Program

Date: August 26, 2020

Subject: *Agenda Item VI(g):* Head Start and State Child Development Revised Org Structure and 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. At that time, we did not include changes to the San Joaquin program, pending contract negotiations with San Joaquin County Office of Education. Since that time the contract has been executed and additional funding will support program operations for a full day - full year program in San Joaquin County. Program staff have worked with HR to revise job descriptions and the Org Chart (attached) for approval. Below you will find a table showing the changes made to six positions for SJC and one in Kern. 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
Assistant Director ~ San Joaquin (Former: Program Administrator SJC)	Title Change/New Reports	From 12 to 13
Education Manager ~ SJC	New Reports	N/A
Mentor Coach ~ SJC	New Supervisor	N/A
Enrollment and Attendance Coordinator ~ SJC (Former: Enrollment and Attendance Specialist)	Title Change/New Reports	From 8 to 9
Enrollment and Attendance Technician ~ SJC	New Position	5
Inclusion and Wellness Coordinator ~ SJC	New Position	9
Curriculum Specialist ~ Kern	New Supervisor	8

Recommendation

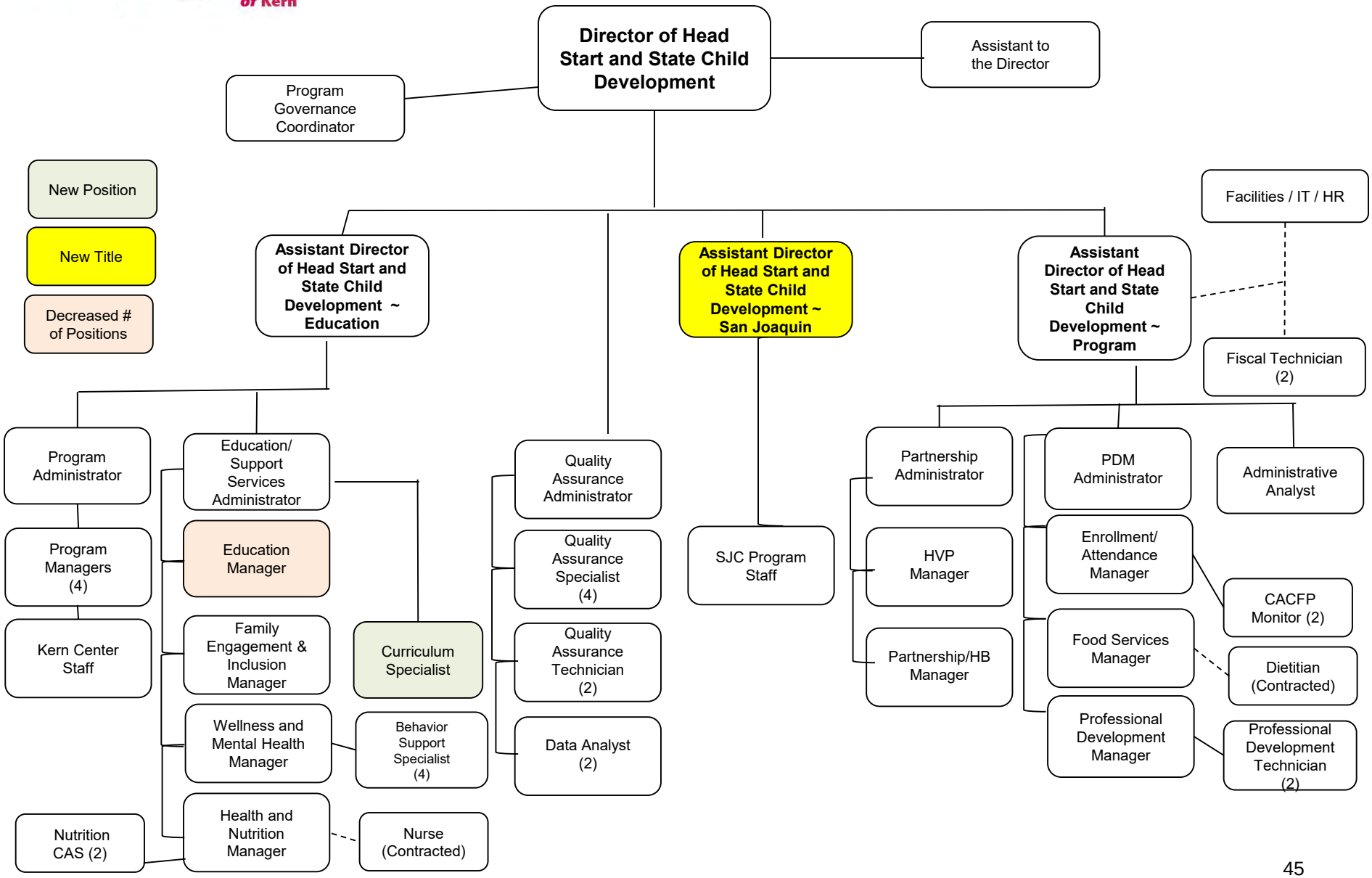
Staff recommends the Board of Directors approve the organizational structure and seven revised Job Descriptions for the Head Start and State Child Development division.

Attachments:

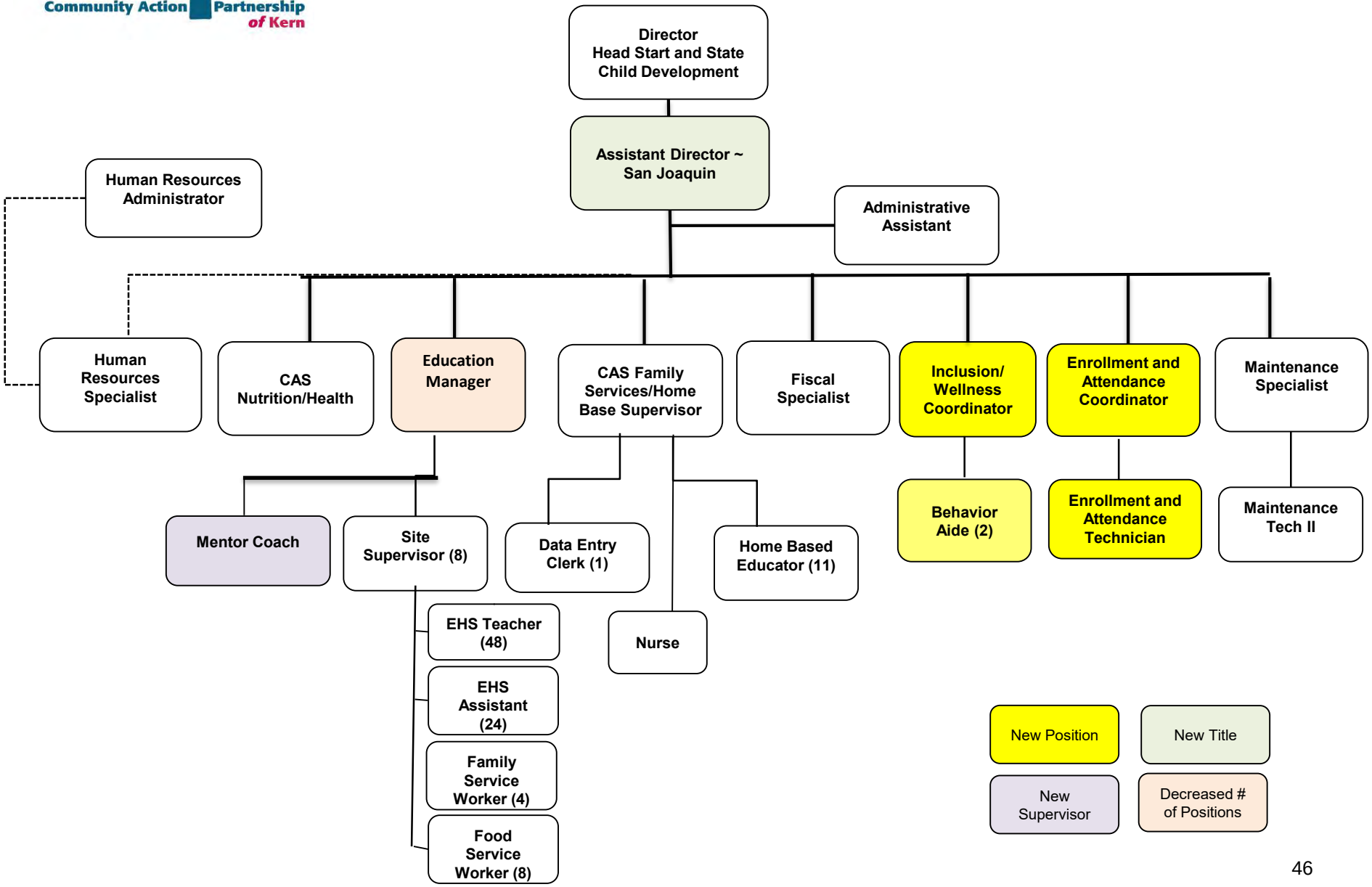
Attachments:
- Revised Org Chart

Presented at Meeting:
- Assistant Director ~SJC JD
- Education Manager ~ JD
- Mentor Coach ~ JD
- Enrollment and Attendance Technician ~ JD
- Curriculum Specialist ~ JD

Head Start/State Child Development Programs



San Joaquin Early Head Start



COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Yolanda Gonzales, Director of Head Start and State Child Development

Date: August 26, 2020

Subject: *Agenda Item VI(h):* Angela Martinez Child Development Center – **Action Item**

As we are preparing to license the Jewett Child Development Center, we have received many recommendations and requests from staff and members of the community to name the Jewett Child Development Center after Angela Martinez. Angela joined the Head Start program in 1997 as the Stella Hills Family Service Worker until she passed away in 2017. She modeled the values of Head Start and Community Action Partnership of Kern until the end.

During her years of service, Angela Martinez was able to connect with the families of the community she served, their children and the staff she worked with. She valued the role of parents as a child's first teacher and facilitated the development and growth of both parents and staff. She was respected by the community and the school where she participated, the Southwest partnership collaborative, parent meetings, and school community events. Angela's love and advocacy to help parents with resources and mentorship helped them during their crisis and she never met a stranger that she would not help. It is for those reasons, that many have advocated that this center be named in her honor for her compassion and love for the community in where she recruited children and families.

Angela Martinez was a champion for education her entire career, and a fierce advocate for the families she served. She was essential in the success of the Head Start program, and ultimately the success of the children and families she served.

Angela Martinez believed in the promise of Head Start, was a beloved figure in her community, and the success of her work is evident in the notable achievements of former students, parents, and staff whose lives were benefitted from her compassionate work.

Recommendation:

Staff recommends that the Board of Directors approve the naming of the Angela Martinez Child Development Center in recognition of Angela Martinez support and commitment to Head Start children and their families.

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
Per Governor's Executive Order N-25-20
Meeting was held via Tele-Conference
(213) 204-2374 – Conference ID: 261 202 536#
July 22, 2020
12:00 pm

MINUTES

1. Call to Order

Committee Chair Curtis Floyd called the meeting to order at 12:04 pm via Tele-Conference and with staff located at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield.

2. Roll Call

Roll call was taken with a quorum present:

Present: Curtis Floyd, Fred Plane, Nila Hogan, Janea Benton, Yolanda Ochoa, Guadalupe Perez

Absent: None

Others Present: Lorraine Casillas, Director of Finance; Carmen Segovia, Director of Health & Nutrition; Pritika Ram, Director of Administration; Sheila Shegos, Director of Community Development; Emilio Wagner, Director of Operations; and Tracy Webster, Chief Financial Officer

3. Approval of Agenda

Motion was made and seconded to approve the Executive Committee Agenda for July 22, 2020. Carried by unanimous vote (Hogan/Perez).

4. Public Forum

No one addressed the committee.

5. New Business

a. Resolution to Approve the Submission of the 2020 Low-Income Home Energy Assistance Program (LIHEAP) CARES Contract #20U-2561 – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wanger reported that the California Department of Community Services and Development (CSD) released the 2020 CARES Act Program Contract that will provide funding to assist eligible Kern County residents with utility assistance and weatherization services that have been financially impacted by the COVID-19 pandemic. The total allocation is for $1,352,660 and the funding period is from July 1, 2020 to April 30, 2021. First priority will be given to households affected by COVID-19, who have to meet income guidelines, and self-certify that they were affected by COVID-19.

Motion was made and seconded to approve Resolution 2020-13 authorizing CEO Jeremy T. Tobias, to act on behalf of the Board as CAPK's representative signatory with regard to the 2020 LIHEAP

CARES Act Program contract and subsequent amendments during the contract period. Carried by unanimous vote (Benton/Hogan).

b. Reorganization of the Operations Division – Emilio Wagner, Director of Operations – ***Info Item***

Emilio Wagner reported that due to the tremendous growth in revenue and programs over the past year, additional facilities, technology, equipment, and services to accommodate the rapid growth is required to minimize the gaps in service. Emilio provided a detailed summary of the issues with Facilities & Transportation, and for Information Technology. At the August Board of Directors meeting, a formal proposal to request two additional positions within the Operations Division will be presented. The two positions are: Assistant Director of Operations to oversee the key functions for Facilities & Transportation; and Information Systems Business Analyst to oversee CRM, SharePoint and central point of software access. The job descriptions are being developed and pointed, and the IT Manager position is also being repointed and all positions will be taken to the Budget & Finance Committee in August first before coming to the Board for approval.

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

Sheila Shegos reported that the County of Kern has released a second round of Emergency Solutions Grants program funding under the CARES Act. CAPK will be applying for funding under the following components: Emergency Shelter; Rapid Re-Housing; and Homelessness Prevention. A new Rental Assistance program using CSBG funds, will be used to aid those at risk of homelessness, as well as to help to transition individuals living in temporary shelter, includes rental arears, and transportation services for the M St. Navigation Center, and increased security. Funds will cover the 10% administration costs.

Janea Benton requested the budget to be shared at the Budget & Finance Committee meeting in August.

Motion was made and seconded to approve with Resolution, the submission of the County of Kern FY 2020 Emergency Solutions Grant (Round 2) application. Carried by unanimous vote (Ochoa/Perez).

d. New Job Description for Medi-Cal Health Enrollment Navigator Project Program Educator – Carmen Segovia, Director of Health & Nutrition – ***Action Item***

Carmen Segovia reported that the County of Kern has informed CAPK that the Medi-Cal Health Navigator funding for FY 2020/2021 has been restored and no cuts to the budget are anticipated. CAPK can now proceed with hiring a Medi-Cal Program Educator to facilitate the program activities and requirements, and staff recommends approval of the job description. Friendship House will do the outreach, and 2-1-1 staff will complete the paperwork. The job description has since been pointed at a grade 8.

Motion was made and seconded to approve the job description for the Medi-Cal Health Enrollment Navigator Project Program Educator. Carried by unanimous vote (Plane/Ochoa).

e. Department of Community Services and Development Coronavirus Aid, Relief, And Economic Security (CARES) Act Contract Application: Community Services Block Grant (CSBG) Local Plan for Supplemental Funding – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram reported that supplemental funds were allocated from Community Services Block Grant (CSBG) through the CARES Act, and as part of the guidance, grantees are required to complete a Local Plan. The Local plan is due to CSD by July 31, 2020 and includes the following categories or areas of impact: health, employment, education, human services, community resources, as well as anticipated short and long-term impacts around service disruption, housing, agency capacity and coordination of resources.

Motion was made and seconded to approve the submission for the Department of Community Services and Development Local Plan for the CARES Act CSBG Supplemental Funding. Carried by unanimous vote (Hogan/Perez).

f. Community Action Partnership of Kern Foundation: Submission of State Documents and Approval of Job Description – Pritika Ram, Director of Administration – ***Action Item***
   i. CAPK Foundation Articles of Incorporation
   ii. Foundation Bylaws
   iii. Foundation Updated Budget
   iv. New Job Description – Associate Director of Development
   v. Foundation Board Matrix – Sample Template
   vi. Foundation Org Charts

Pritika Ram reported that plans are moving forward to form the CAPK Foundation through the guidance of the Ad-Hoc Committee, consultants, and legal counsel. The above documents were presented for approval.

Curtis requested that Pritika share the detailed budget for expenses.

Motion was made and seconded to approve the Foundation Documents presented and authorize CEO Jeremy T. Tobias to sign and submit the Articles of Incorporation through CAPK's legal counsel. Carried by unanimous vote (Hogan/Benton).

g. Funding Requests – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram presented two Funding Request profiles for approval to benefit the VITA Financial Empowerment program and Small Businesses.

Motion was made and seconded to approve the Funding Requests presented. Carried by unanimous vote (Benton/Perez).

h. Head Start COVID-19 Update – Jerry Meade, Assistant Director of Head Start / State Child Development – ***Info Item***

Jerry Meade provided a verbal report on the status of the Head Start / Early Head Start Centers in relation to the current status of COVID-19. Have been operating full-day, full-year in Kern and in San Joaquin since July 1. In that time frame, staff has implemented health protocol for all

programs. Some revisions have been made to add additional protections and PPE supplies have been procured.

Staff is looking at opening an additional 22 centers; however, there is a lot of exposure and risk. Improvements have been made to the mask policy and children over the age of 2 will now wear masks. Over the summer, there were several classroom closures and staff has gone through protocols and directives. Sanitization for affected centers takes place twice within a 48-hour period, and staff has quarantine time outside of the classroom environment before coming back. The management staff is working closely with HR to ensure all regulations are followed. Jerry said that we are looking to bring back staff over the next few weeks with expected additional guidance for virtual services, and what that means for funding. In the event we don't have protection under CDE, we have developed contingency budgets. We have great communication with our local health departments both in Kern and in San Joaquin Counties, and we must follow the guidance from the local health departments to ensure funding. If a COVID outbreak occurs, we are looking at only closing the classroom(s) affected rather than entire center. Staff is providing virtual services in San Joaquin for the temporary closure. As we move forward in August, we will continue to monitor the guidance the local Health Department and the Office of Head Start.

Curtis expressed his concerns and said that other schools in Kern County are not bringing kids back until late fall or January and asked why CAPK trying to bring kids back? Jerry Meade responded that CAPK HS/EHS centers cannot close unless we have the support from the Kern Department of Health. The State has not yet addressed early child education and there is a disconnect between early child education and K-12. Jerry confirmed that we do have a contingency plan for complete program shut-down, but we are waiting guidance from the State.

Fred Plane echoed Curtis' concerns for a total shut-down and thinks it is inevitable. Jerry said we have resources to provide connectivity to families to allow for remote learning. Jerry said that he can confirm that we will see Head Start / Early Head Start funding but cannot confirm state funding, which is approximately 20% - 25% of the overall budget and that will be a challenge for us. There is also a loss of USDA revenue, which is substantial and will have an impact on the Central Kitchen.

Janea Benton asked if we should be asking our local legislators to protect our pre-school programs and arranged for a meeting with Head Start staff to discuss in more detail.

i. Head Start & Early Head Start Budget to Actual Reports – Heather McCarley, Finance Manager – Info Item
    i. Kern Head Start Budget to Actual for the Period Ended June 30, 2020
    ii. Kern Early Head Start Budget to Actual for the Period Ended June 30, 2020
    iii. San Joaquin Early Head Start Budget to Actual for the Period Ended June 30, 2020
    iv. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended June 30, 2020

Heather McCarley provided the Head Start Kern Budget to Actual Report for the Period ended June 30, 2020. Four months (33.3%) of the twelve-month budget period have elapsed and overall Base Fund expenditures are at 27%. Training & Technical Assistance (T&TA) Funds are at 18% of budget and Non-Federal Share is at 42% of budget.

Heather McCarley provided the Early Head Start Kern Budget to Actual Report for the Period ended June 30, 2020. Four months (33.3%) of the twelve-month budget period have elapsed and overall Base Fund expenditures are at 25% and T&TA Funds are at 18% of budget.

Heather McCarley provided the Early Head Start San Joaquin Budget to Actual Report for the Period ended June 30, 2020. Five months (41.67%) of the twelve-month budget period have elapsed and overall Base Fund expenditures are at 30%. T&TA Funds are at 23% of budget and Non-Federal Share is at 3% of budget.

Heather McCarley provided the Early Head Start Child Care Partnership & Expansion Budget to Actual Report for the Period ended June 30, 2020. Four months (33.3%) of the twelve-month budget period have elapsed and overall Base Fund expenditures are at 19%. Training & Technical Assistance (T&TA) Funds are at 7% of budget and Non-Federal Share is at 21% of budget. Heather stated that the Non-Federal Share has not been calculated for the current fiscal year due to classroom closures.

j. Financial Statements, June 2020 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster reported that it was not necessary to draw from the line of credit in the month of June. The Central Kitchen expenditures are currently at 24.2% at the end of June and USDA revenue is at 14.9%. Expenditures are below the target of 33.3% at month 4 of the 12-month budget period. Due to COVID-19, the Central Kitchen was unable to serve meals for a 3-week period and it is expected that we will experience a significant decline in USDA revenue and the gap will need to be picked by Head Start funds.

CMAP is on target to fully earn the contract and it is likely that we may over-spend the contract as many families will not be migrating in the summer. Staff is in regular contact with CDE and will be granted a Voluntary Temporary Transfer to the contract. Center based state programs (CSPP, CMIG, and CCTR) reflect very low enrollment numbers due to COVID-19.

The Finance Division has filled a vacant Accountant position and is actively recruiting for a Payroll Specialist. Staff has also been adapting to partial telework conditions with the renewed shelter in place orders. Payroll and all claims have been processed timely and cash flow has been maintained.

The agency expenditures are currently at 24% for the year, which is less than the 33.3% budgeted. The Indirect Fund budget to actual report for June month end showed that revenue exceeded expenditures by $355,414 which is 65.5% of the budgeted indirect surplus. Overall expenditures are at 22.9% of the budget and less than the 33.3% at month 4 of the 12-month budget period.

Motion was made and seconded to approve the June 2020 Financial Statements. Carried by unanimous vote (Benton/Hogan).

6. <u>Committee Member Comments</u>

- Curtis Floyd said he appreciates the staff and Board's hard work, but expressed concern about COVID and the impact to the CAPK Head Start programs.
- Yolanda Ochoa expressed her thanks to all for the great work.

7. Closed Session

8. Closed Session Report

9. Next Scheduled Meeting

Executive Committee
Wednesday, December 16, 2020
12:00 noon
5005 Business Park North
Bakersfield, CA 93309

10. Adjournment

The meeting adjourned at 12:27 pm

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Executive Committee



From: Emilio G. Wagner, Director of Operations

Date: July 22, 2020

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

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

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

Key limitations/priorities:

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

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

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

Recommendation:

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

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

RESOLUTION # 2020-13

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

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on July 22, 2020, via tele-conference in Bakersfield, California at a scheduled Committee meeting and resolved as follows:

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

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

WHEREAS, the State of California Department of Community Services and Development (CSD) has allocated funds through the 2020 Coronavirus Aid, Relief & Economic Security (CARES) Act Program Contract to provide utility assistance and weatherization services through the Low-Income Home Energy Assistance Program (LIHEAP); and

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

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

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

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

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

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STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT STD. 213 (Rev 03/2019) CSD (Rev 07/2019)	AGREEMENT NUMBER **20U-2561**	PURCHASING AUTHORITY NUMBER (if applicable)

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

CONTRACTING AGENCY NAME
Department of Community Services and Development

CONTRACTOR NAME
Community Action Partnership of Kern

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

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

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

Part I
- Preamble
- Article 1 - Scope of Work
- Article 2 - Contract Construction, Administration, Procedure

Part II*
- Subpart A - Administrative Requirements*
- Subpart B - Financial Requirements*
- Subpart C - Programmatic Requirements*
- Subpart D - Compliance Requirements*
- Subpart E - Certifications and Assurances*
- Subpart F - State Contracting Requirements GTC 04/2017*
- Subpart G - Definitions*
- Subpart H - Table of Forms*

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

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Executive Committee



From: Emilio G. Wagner, Director of Operations

Date: July 22, 2020

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

Summary and Background:

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

- Facilities and Transportation: CAPK operates 97 facilities and occupies 407,600 square feet of space, which must be maintained, improved, and modified on a regular basis to meet program goals and objectives. On average, repair, maintenance, and improvement cost for all CAPK facilities is approximately $2.5 million with 122 vendor contracts. CAPK operates 62 vehicles which are maintained by each program individually with their own replacement and maintenance schedule.

- Information Technology: Technology has transformed CAPK to enable better communication, ease of file sharing, and consistency of applications among staff. Information Technology provides support to over 1,200 email accounts, 30 SharePoint/Team sites, 1,000 devices, and 1 petabyte of storage. The early stages of the Customer Relation Management system have been deployed to meet the needs of the Low Barrier Navigation Center with additional services in design for all other programs.

Current Events:

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

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

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

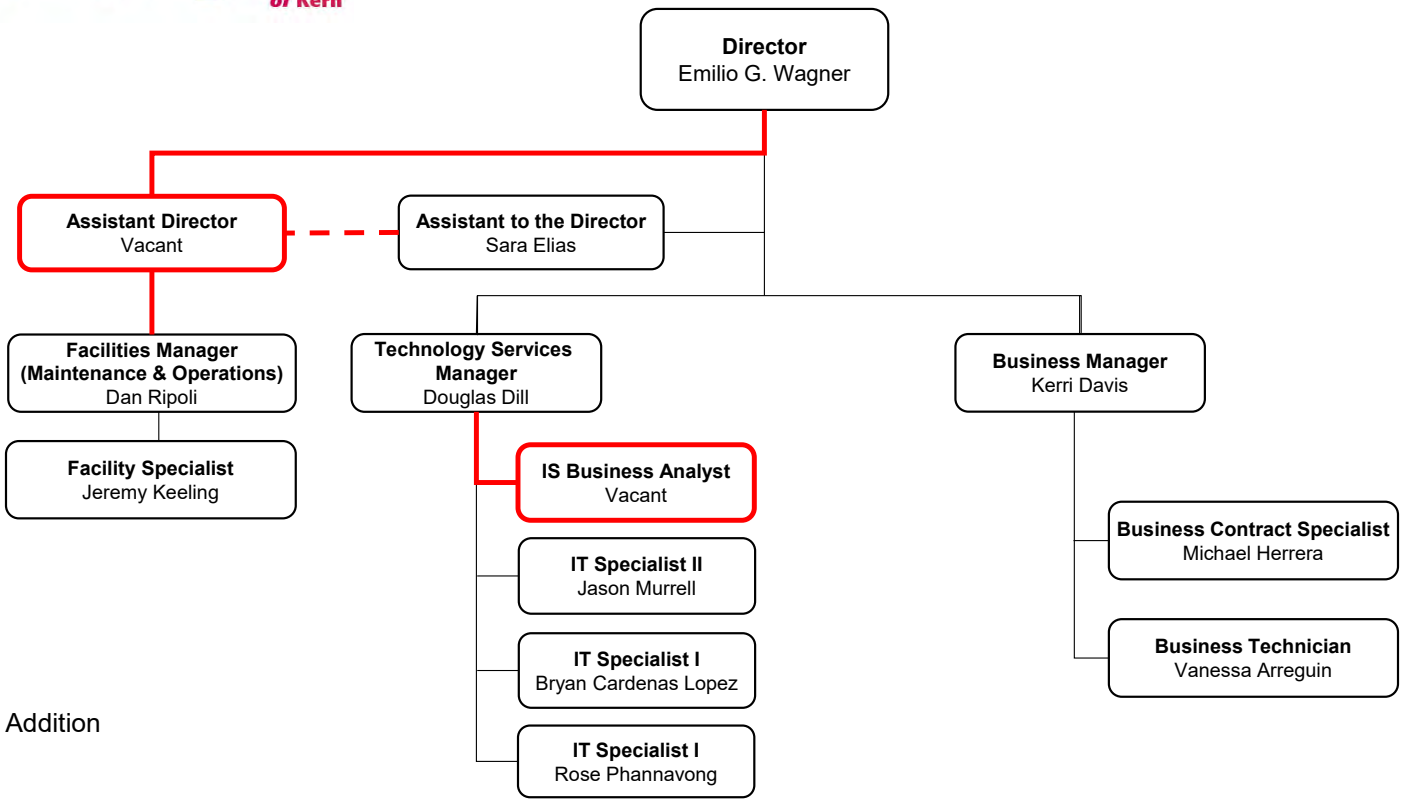
Proposal:

- Facilities and Transportation: To address the need for establishing standards surrounding furnishings, finishes, and transportation, the proposal is to develop and recruit an Assistant Director of Operations which will oversee the key areas mentioned previously along with being responsible with coordinating space planning, alterations, construction, and repair projects for facilities owned and leased. The position will supervise the Facilities Manager and receive supervision from the Director of Operations. In addition, there is no clear succession plan for the Operations Division and adding an Assistant Director position will resolve this gap.

- Information Technology: The proposal is to develop and recruit for an Information Systems Business Analyst to oversee CRM, SharePoint, and central point of software access. This position will assist programs in developing their software resources to strengthen collaboration and program reporting.

Attachments:
Proposed Operations Division Organizational Chart

Operations Division



Proposed Addition

Proposed 9/2020

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Sheila Shegos, Director of Community Development

Date: July 22, 2020

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

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

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

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

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

Attachments
Board Resolution 2020-14
ESG Certification Form

RESOLUTION # 2020-14

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

The Executive Committee of the Board of Directors of Community Action Partnership of Kern, located at 5005 Business Park North, Bakersfield, CA 93309 met on Wednesday, July 22, 2020 at a scheduled Committee meeting by tele-conference and/or in-person at 5005 Business Park North, Bakersfield, CA 93309, and resolved as follows:

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

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

WHEREAS, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents of the County of Kern; and

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

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

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

CERTIFICATIONS & SIGNATURE

A. COMPLIANCE WITH DRUG-FREE WORKPLACE REQUIREMENTS

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

B. COMPLIANCE WITH OTHER FEDERAL REQUIREMENTS

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

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

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

C. CONFIDENTIALITY REQUIREMENTS

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

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

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

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

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

E. DISCHARGE PLANNING

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

F. PERFORMANCE STANDARDS

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

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

G. CERTIFICATION OF SUBMISSION

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

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

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

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

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

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

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

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

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

Typed Name: _____

Authorized Signature (Board Officer): _____

Title: _____

Date Signed: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From: Carmen Segovia, Director of Health & Nutrition

Date: July 16, 2020

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

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

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

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

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

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

Attachment:
Medi-Cal Program Educator Job Description

Friendship House Community Center
Program Educator

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

Salary Range: **FLSA Status:** Non-Exempt **Date Approved:**

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

SUPERVISION RECEIVED:
Receives supervision from the FHCC Program Manager

SUPERVISION EXERCISED:
None

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

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

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

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

Utilize social media platforms, including Instagram, Facebook, Twitter
Utilize websites such as Zoom, Skype, Microsoft Teams, Podcasts, and video promos
Ability to deal with conceptual matters
Ability to communicate effectively
Good interpersonal skills.
Willingness to attend evening and weekend meetings
Effectively present program to the general public.
Establish professional working relationships with staff, agencies and adults/families.
Bilingual (English/Spanish) desirable.

EDUCATION AND EXPERIENCE:

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

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

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a fingerprint, physical TB and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From: Pritika Ram, Director of Administration

Date: July 22, 2020

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

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

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

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

Recommendation

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

Attachment

CSD CARES Act CSBG Local Plan

Local Plan for CARES Act CSBG Supplemental Funding

COVER PAGE AND CERTIFICATION

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

Certification of CARES Local Plan

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

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

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

Plan Submitted By (printed name)	Date

Board Approved Plan On:
If plan was not approved by the governing board prior to submission, please indicate when the plan will be presented to the board*:
*Agencies will need to resubmit certification to CSD after obtaining board approval

CSD Use Only

Date Local Plan Received	Date Local Plan Approved	Accepted By

Local Plan for CARES Act CSBG Supplemental Funding

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

Below are helpful resources:

- Local Plan Data
- Needs Assessment Data
- Employment Development Department Unemployment Insurance Information by County

LOCAL PLAN

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

Health impacts:

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

  ☐ This applies to this community

  ☐ This does NOT apply to this community

  ☐ Other – Please describe:

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

  ☐ This applies to this community

  ☐ This does NOT apply to this community

  ☐ Other – Please describe:

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

  ☐ This applies to this community

  ☐ This does NOT apply to this community

  ☐ Other – Please describe:

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

  ☐ This applies to this community

  ☐ This does NOT apply to this community

  ☐ Other – Please describe:

Employment impacts:

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

  ☐ This applies to this community

  ☐ This does NOT apply to this community

  ☐ Other – Please describe:

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

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

  ☐ This applies to this community

  ☐ This does NOT apply to this community

  ☐ Other – Please describe:

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

  ☐ This applies to this community

  ☐ This does NOT apply to this community

  ☐ Other – Please describe:

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

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

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

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

Educational impacts:

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

☐ This applies to this community

☐ This does NOT apply to this community

☐ Other – Please describe:

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

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

  ☐ This applies to this community

  ☐ This does NOT apply to this community

  ☐ Other – Please describe:

Impacts on human services:

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

  ☐ This applies to this community

  ☐ This does NOT apply to this community

  ☐ Other – Please describe:

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

Local Plan for CARES Act CSBG Supplemental Funding

Community resource impacts:

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

  ☐ This applies to this community

  ☐ This does NOT apply to this community

  ☐ Other – Please describe:

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

  ☐ This applies to this community

  ☐ This does NOT apply to this community

  ☐ Other – Please describe:

Anticipated short- and long-term impacts

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

- *Prolonged service disruptions:* The disruptions in service delivery to customers are expected to continue for a substantial time. This is likely to lead to ancillary challenges for customers that may become long-term issues. For example, learning loss[6] and domestic violence/child abuse[7] have become larger problems due to service disruptions.

  ☐ This applies to this community

  ☐ This does NOT apply to this community

  ☐ Other – Please describe:

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

  ☐ This applies to this community

  ☐ This does NOT apply to this community

  ☐ Other – Please describe:

[6] https://www.washingtonpost.com/education/2020/04/17/why-covid-19-will-explode-existing-academic-achievement-gaps/
[7] https://www.samhsa.gov/sites/default/files/social-distancing-domestic-violence.pdf

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

  ☐ This applies to this community

  ☐ This does NOT apply to this community

  ☐ Other – Please describe:

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

  ☐ This applies to this community

  ☐ This does NOT apply to this community

  ☐ Other – Please describe:

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

  ☐ This applies to this community

  ☐ This does NOT apply to this community

  ☐ Other – Please describe:

[8] https://www.brookings.edu/research/how-covid-19-will-change-the-nations-long-term-economic-trends-brookings-metro/
[9] https://centerforcommunityinvestment.org/blog/reimagining-strategy-context-covid-19-crisis-triage-tool

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From: Pritika Ram, Director of Administration

Date: July 22, 2020

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

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

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

Additional items to review include the following:

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

Recommendation

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

Attachments

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

ARTICLES OF INCORPORATION

I.

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

II.

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

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

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

III.

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

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

IV.

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

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

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

V.

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

VI.

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

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

Dated: July 22, 2020

_____

Jeremy T. Tobias, Incorporator

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

ARTICLE I.
LOCATION OF OFFICES

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

ARTICLE II.
PURPOSE

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

ARTICLE III.
MEMBERSHIP

3.1. Members.

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

3.2. Removal of Members.

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

3.4. Place of Meetings.

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

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

3.5. Regular Meetings.

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

3.6. Special Meetings.

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

3.7. Notice of Special Meetings.

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

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

3.8. Quorum.

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

3.9. Adjournments.

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

3.10. Waiver and Consent.

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

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

3.11. Voting Rights.

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

3.14. Proxies.

Proxies are not allowed.

ARTICLE IV.
DIRECTORS

4.1. Powers.

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

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

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

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

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

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

4.2. Number of Directors.

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

4.3. Selection and Tenure of Office.

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

4.4. Qualifications and Requirements.

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

4.5. Vacancies.

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

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

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

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

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

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

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

4.6. Removal of Directors.

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

(a) Unexcused absences from three (3) consecutive regularly scheduled board meetings;

(b) Unexcused absences from five (5) regularly scheduled board meetings in any consecutive twelve (12) month period;

(c) Any combination of excused or unexcused absences may be grounds for removal under (a) or (b) above; however, the Board will consider the nature of absences when making a determination or consideration of removal.

(d) a conflict of interest is found to exist between the Director and the corporation;

(e) the Director is found to have engaged in activities that are directly contrary to the interests of the corporation; or

(f) the Director is found to be engaged in the misrepresentation of the corporation and its policies to outside third parties, either willfully, or on a repeated basis;

(g) A majority of Directors who meet the qualifications set forth in Section 4.4 determine that the Director has not continued to meet these qualifications. This includes, without limitation, a Director's refusal to make the personal commitment described in Section 4.4.

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

4.7. Place of Meetings.

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

4.8. Regular Meetings.

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

4.9. Special Meetings.

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

4.10. Notice of Special Meetings.

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

4.11. Quorum.

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

the act of the Board of Directors.

4.12. Participation in Meetings by Conference Telephone.

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

4.13. Waiver of Notice.

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

4.14. Adjournment.

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

4.15. Action Without Meeting.

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

4.16. Rights of Inspection.

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

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

4.17. Official Board Committees.

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

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

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

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

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

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

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

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

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

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

4.18. Fees and Compensation.

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

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

ARTICLE V.
OFFICERS

5.1. Officers.

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

5.2. Election.

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

5.3. Subordinate Officers.

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

5.4. Removal and Resignation.

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

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

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

5.5. Vacancies.

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

5.6. Inability to Act.

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

5.7. Chair of the Board.

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

5.8. President.

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

5.9. Vice President.

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

5.10. Secretary.

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

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

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

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

5.11. Treasurer and Chief Financial Officer.

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

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

5.12. Assistant Treasurer.

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

5.13. Salaries.

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

ARTICLE VI.
OTHER PROVISIONS

6.1. Principal Offices

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

6.2. Endorsement of Documents; Contracts.

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

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

6.3. Representation of Shares of Other Corporations.

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

6.4. Construction and Definitions.

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

6.5. Amendments.

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

6.6. Record of Amendments.

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

ARTICLE VII.
INDEMNIFICATION OF AGENTS OF THE CORPORATION

7.1. Definitions.

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

7.2. Indemnification in Actions by Third Parties.

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

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

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

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

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

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

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

7.4. Indemnification Against Expenses.

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

7.5. Required Indemnification.

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

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

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

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

7.6. Advance of Expenses.

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

7.7. Other Indemnification.

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

7.8. Forms of Indemnification Not Permitted.

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

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

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

7.9. Insurance.

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

7.10. Nonapplicability to Fiduciaries of Employee Benefit Plans.

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

ARTICLE VIII.
RECEIPT, INVESTMENT, AND DISBURSEMENT OF FUNDS

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

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

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

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

ARTICLE IX.
CORPORATE RECORDS AND REPORTS

9.1. Records.

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

9.2. Inspection of Books and Records.

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

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

9.3. Certification and Inspection of Bylaws.

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

ARTICLE X.
DISSOLUTION

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

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

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

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

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

(4) GAP between (2) & (3)	-	(1,100,000)	$ (950,000)	$ (750,000)	$ (465,000)	$ (187,250)	

NOTE: For the Start-up and Year 1 budget periods, expenses will be allocated to the Indirect budget and considered a contribution.

Associate Director of Development

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

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:** July 22, 2020

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

SUPERVISION RECEIVED:
Director of Administration

SUPERVISION EXERCISED:
None

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

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

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

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

B. Other Job Specific Duties:

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

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

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

EDUCATION AND EXPERIENCE:

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

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

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a background check, physical, TB, and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

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

- Work is primarily performed indoor/outdoor
- Noise level is moderate.
- Hazards are relevant to work environment.

ESSENTIAL PHYSICAL DEMANDS:

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

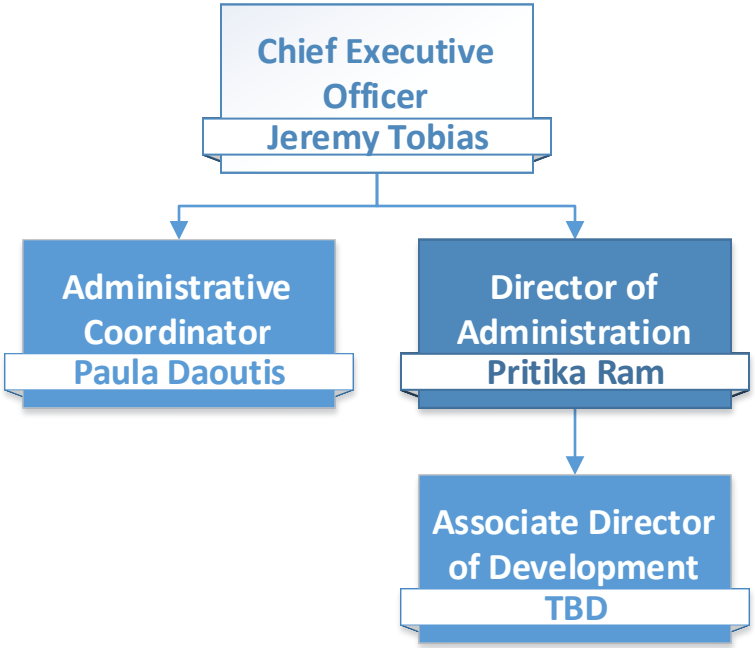
POSITION TITLE Homeless Services Food Prep Assistant			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling	x		
Twisting (neck)			x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

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

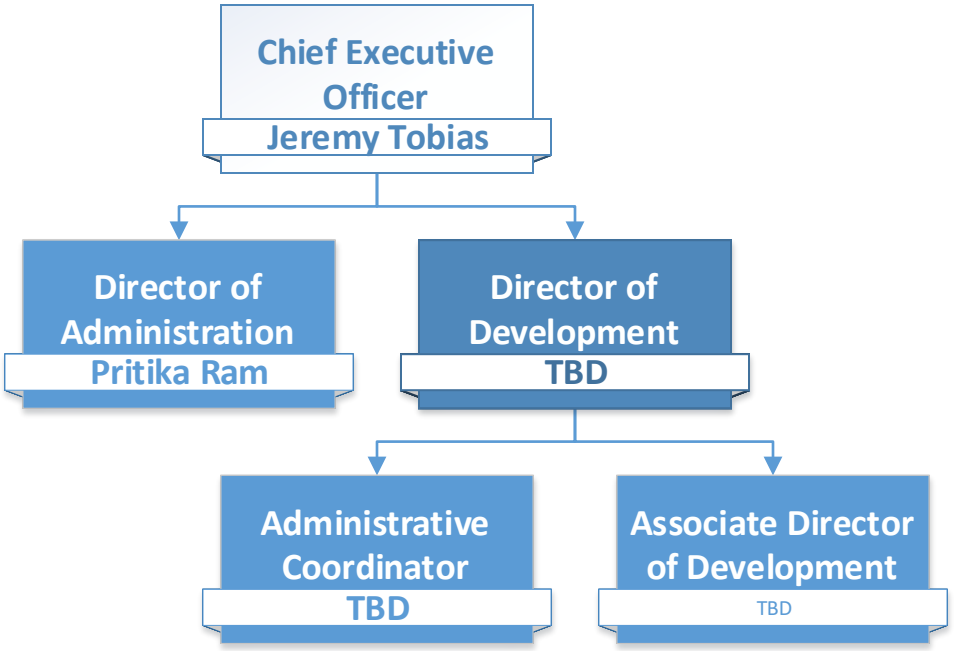
	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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

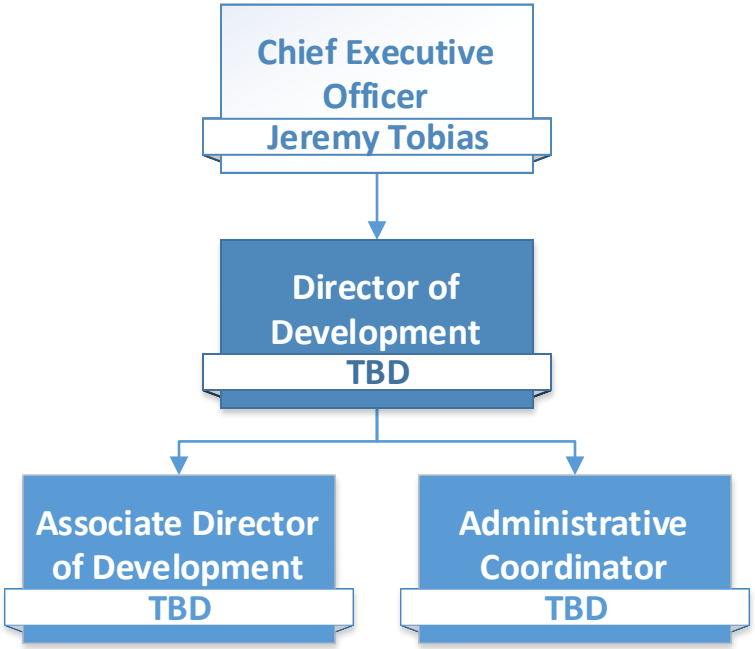
FOUNDATION START-UP



FOUNDATION
YEARS 1 & 2



FOUNDATION
YEAR 3+



Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	State	**CAPK Program**	CAPK VITA
Funding Agency	California Department of Business Oversight	**Project Name**	VITA Empowerment for Financial Stability
CFDA	N/A	**Target Population**	Low-to-Moderate Income Tax Payers
New Funder or Reapplication	New	**Number to be served**	180
Estimated Request	$100,000	**Division Director**	Pritika Ram
Award Period	Sep. 1, 2020 - August 31, 2021	**Program Manager**	Jacquelyn Guerra

Project Goal (One sentence goal statement)

The CAPK VITA program will provide Empowerment for Financial Stability and Growth (EFSG) program will offer no cost financial empowerment workshops and one-on-one coaching to low-to-moderate (LMI) income Volunteer Income Tax Assistance (VITA) clients in Kern County, Ca.

Project Description (Brief one paragraph description)

The VITA EFSG program will use the Your Money Your Goals (YMYG) Toolkit created by the U.S. Consumer Financial Protection Bureau, (CFPB) to provide interactive workshops and one-on-one financial coaching. The YMYG Toolkit is a collection of important financial empowerment information and tools that can be selected based on the needs and goals of participants. Additionally, participants will be coached/encouraged to use the Bank of America Better Money Habits on-line resources to further build financial knowledge and skills. Workshops and coaching will help participants identify their own specific financial goals and providing them with the education, tools, support, and resources to be successful.

Estimated Budget Summary

Salaries and benefits @ $71,942 to include 1.0 FTE program educator, .05 Program manger, and .50 admin assistant; staff mileage @ $1,380; participant incentives @ $2,700; savings match @ $7,000; space costs @ $2,746; outreach @ $2,742; and other general operating costs @ $2,400; and indirect @$9,090.

Approvals:

1. Division Director — Date
Pritika Ram — Digitally signed by Pritika Ram Date: 2020.07.08 13:40:37 -07'00' — 07/08/2020

2. Director of Community Development — Date

Tracy Webster — Digitally signed by Tracy Webster Date: 2020.07.08 13:48:26 -07'00'

3. Chief Financial Officer — Date
Jeremy T. Tobias — Digitally signed by Jeremy T. Tobias Date: 2020.07.08 14:37:46 -07'00' — 07/08/2020

4. Chief Executive Officer — Date

Date Presented/Approved

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

Revised 3/31/2020

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	CAPK VITA
Funding Agency	Bank of America	**Project Name**	VITA Empowerment for Financial Stability for Small Businesses
CFDA	N/A	**Target Population**	Low-to-Moderate Income Tax Payers
New Funder or Reapplication	New	**Number to be served**	70
Estimated Request	$60,000	**Division Director**	Pritika Ram
Award Period	Jan 1, 2021 - Dec 31, 2021	**Program Manager**	Jacquelyn Guerra

Project Goal (One sentence goal statement)

The CAPK VITA program will provide Empowerment for Financial Stability and Growth (EFSG) program will offer no cost financial empowerment workshops and one-on-one coaching to Kern low-to-moderate (LMI) income small business owners/operators.

Project Description (Brief one paragraph description)

The program educator will conduct monthly no-cost financial empowerment workshops for up 15 participants at each. Interested participants can attend one or all workshops. Instruction will cover subjects such as opening and managing a bank account, debt, saving for emergencies, creating a business plan, lending, and budgeting. The workshops will be offered on a varying schedule and at CAPK program locations throughout the County to accommodate the needs of working families. To encourage attendance, refreshments will be provided, and clients will receive tickets for a prize drawing at each workshop such as gift cards, family movie passes, etc. The program educator will also conduct one-on-one financial coaching for up to 50 interested workshop participants. Participants that complete at least 3 one-on-one financial coaching session will be eligible for up to $55 match for opening a new savings account.

Estimated Budget Summary

Salaries and benefits @ $47,450 to include 1.0 FTE program educator, staff mileage @ $690; participant incentives @ $600; savings match @ 2,750 space costs @ $1,373; outreach @ $500; other general operating costs @ $1,182; and indirect @$5,455

Approvals:

1. Division Director — Date
Pritika Ram — Digitally signed by Pritika Ram Date: 2020.07.08 13:41:10 -07'00' — 07/08/2020

2. Director of Community Development — Date

3. Chief Financial Officer — Date
Tracy Webster — Digitally signed by Tracy Webster Date: 2020.07.08 13:45:51 -07'00'

4. Chief Executive Officer — Date
Jeremy T. Tobias — Digitally signed by Jeremy T. Tobias Date: 2020.07.08 14:37:10 -07'00' — 07/08/2020

Date Presented/Approved

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

Revised 3/31/2020

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors



From: Heather McCarley, Finance Manager

Subject: Head Start - Kern

Budget to Actual Report for the Period Ended June 30, 2020 – **Info Item**

Date: July 22, 2020

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

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

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

Training & Technical Assistance Funds
Overall expenditures are at 18% of the budget.

Non-Federal Share (Head Start and Early Head Start Combined)
Non-Federal share is at 42% of the budget.

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

Prepared 7/16/2020

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

TRAINING & TECHNICAL ASSISTANCE

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

GRAND TOTAL HS FEDERAL FUNDS	**17,270,946**	**4,586,614**	**12,684,332**	**27%**	**73%**

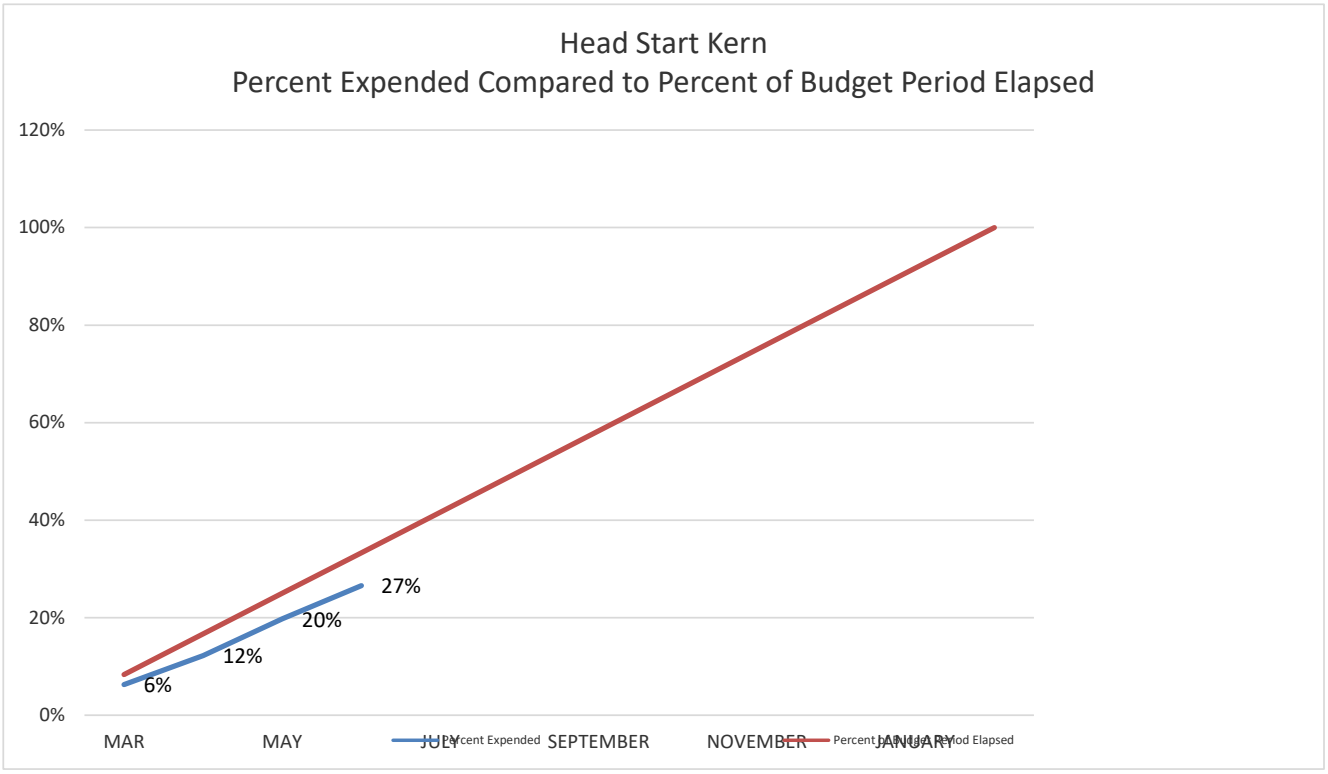
HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

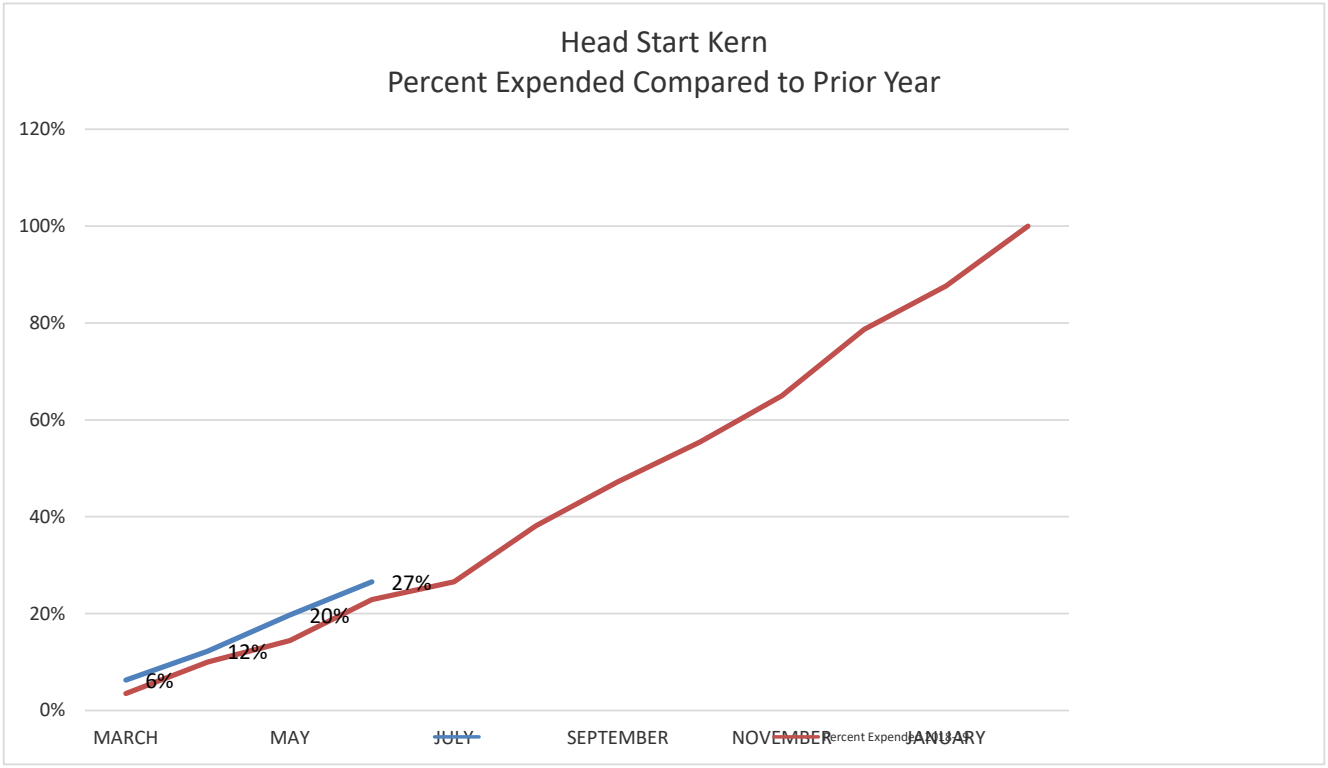
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	41,638	1,526,000	3%	97%
CALIF DEPT OF ED	5,130,608	2,804,702	2,325,906	55%	45%
TOTAL NON-FEDERAL	**6,698,246**	**2,846,340**	**3,851,906**	**42%**	**58%**

Budget reflects Notice of Award #09CH011132-02-00
Actual expenditures include posted expenditures and estimated adjustments through 6/30/2020
Administrative Cost for HS and EHS Kern **7.0%**

Agency-Wide Credit Card Report

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


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
6%
12%
20%
27%
MAR
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
Percent Expended
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
6%
12%
20%
27%
MARCH
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
Percent Expended 13-14

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors



From: Heather McCarley, Finance Manager

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

Date: July 22, 2020

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

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

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

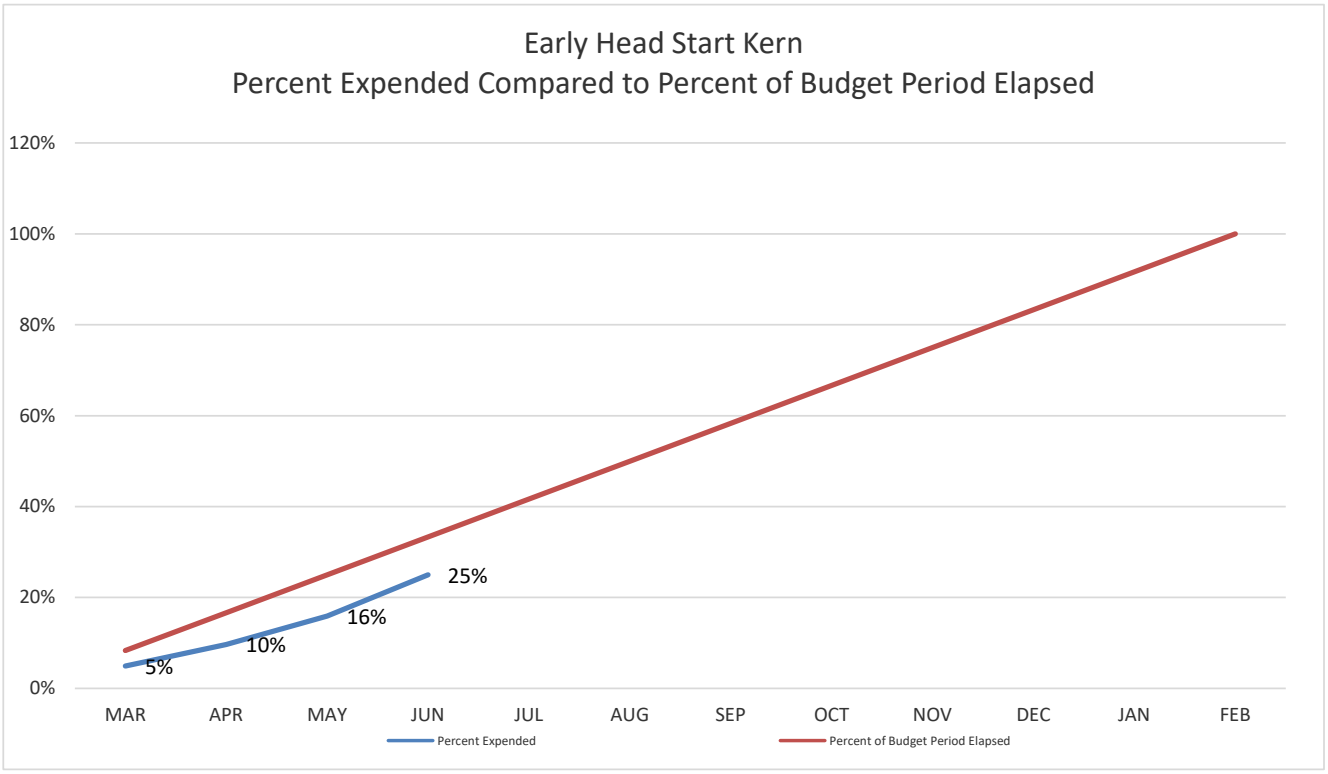
Training & Technical Assistance Funds
Overall expenditures are at 18% of the budget.

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

Prepared 7/16/20

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

Budget reflects Notice of Award #09CH011132-02-00
Actual expenditures include posted expenditures and estimated adjustments through 6/30/2020


Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
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MAR
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JAN
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25%
16%
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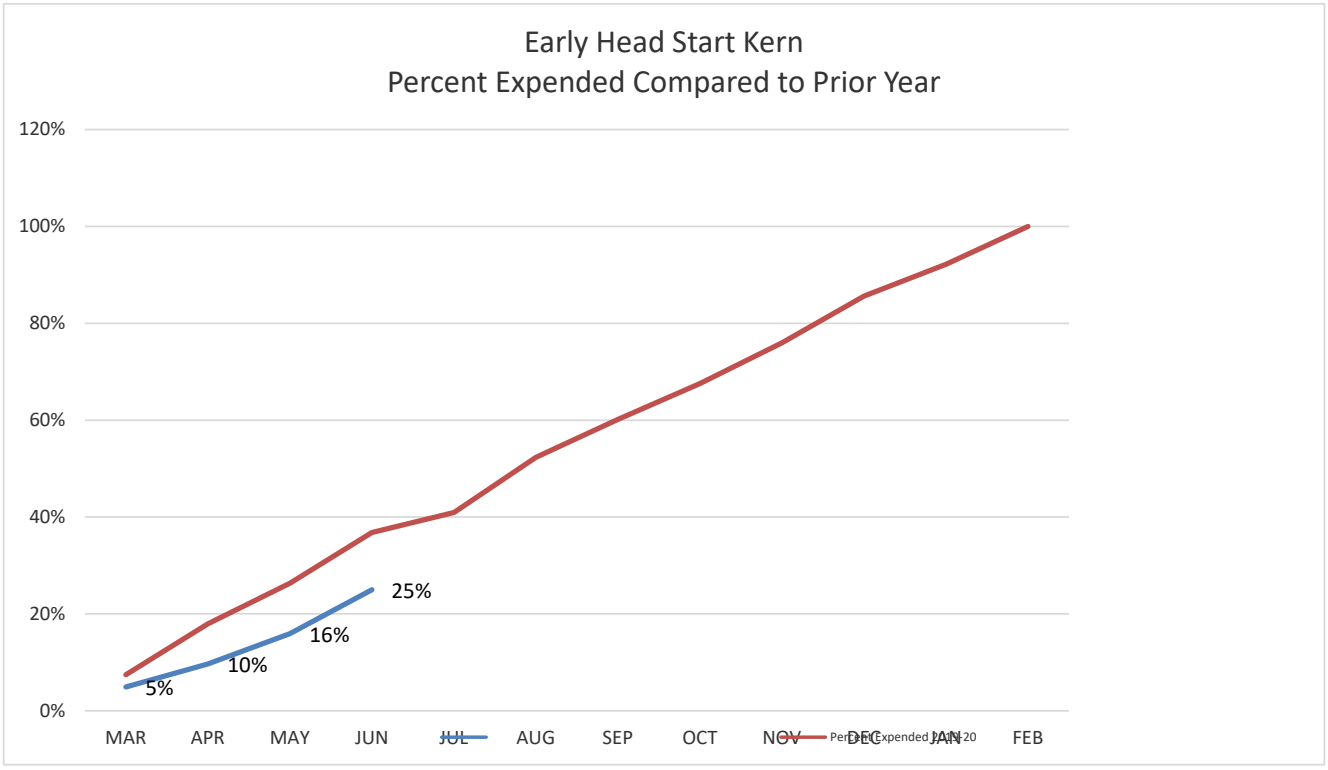
5%
Percent Expended
Percent of Budget Period Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
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MAR
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SEP
OCT
NOV
DEC
JAN
FEB
25%
16%
10%
5%

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee



From: Heather McCarley, Finance Manager

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

Date: July 22, 2020

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

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

Training & Technical Assistance Funds
Overall expenditures are at 23% of the budget. The combined personnel and fringe benefits expenses are at 24% of the budget.

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

Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report
Budget Period: February 1, 2020 - January 31, 2021
Report Period: February 1, 2020 - June 30, 2020
Month 5 of 12 (41.67%)

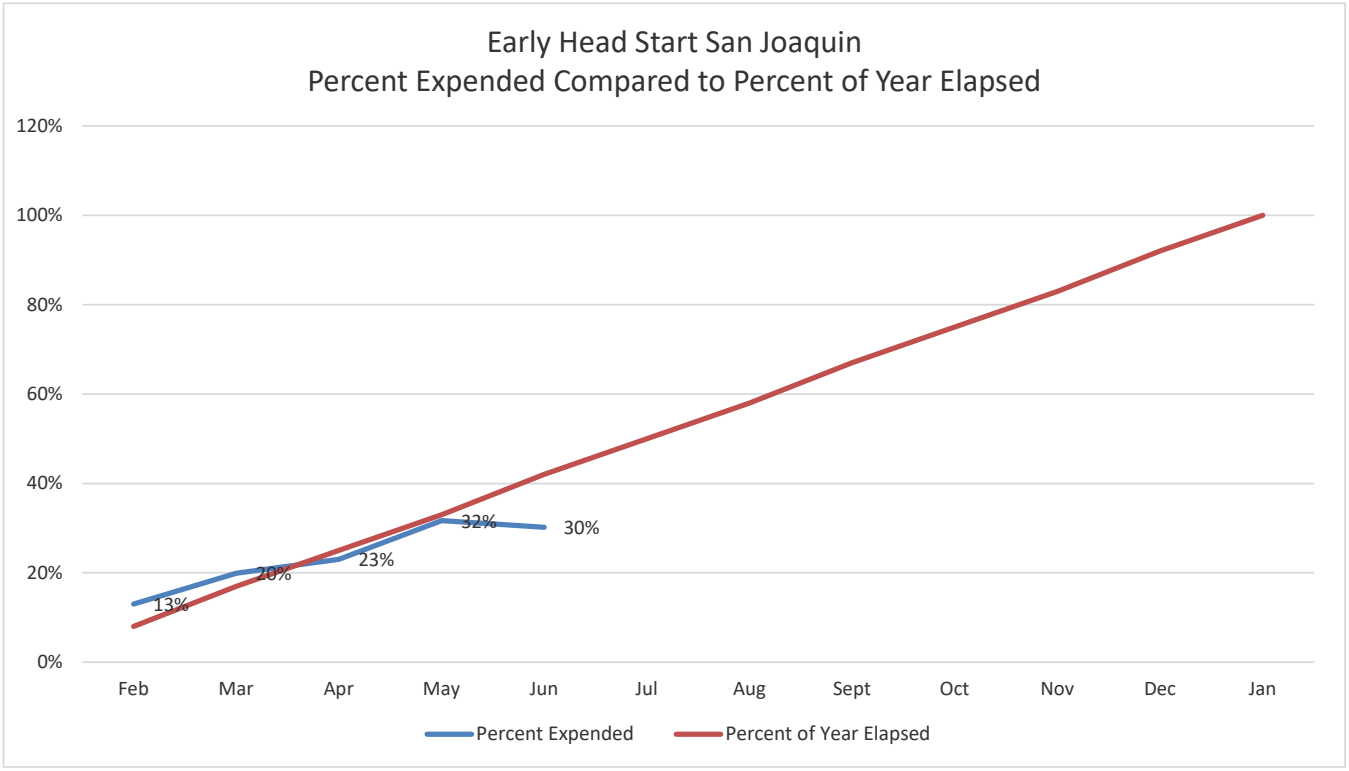
Prepared 7/13/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,237,521	945,526	2,291,995	29%	71%
FRINGE BENEFITS	916,396	257,862	658,534	28%	72%
TRAVEL	18,360	0	18,360	0%	100%
SUPPLIES	105,820	81,586	24,234	77%	23%
CONTRACTUAL	10,600	6,630	3,970	63%	37%
OTHER	521,927	161,237	360,690	31%	69%
INDIRECT	458,529	136,987	321,542	30%	70%
TOTAL	**5,269,153**	**1,589,828**	**3,679,325**	**30%**	**70%**
TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	21,912	5,982	15,930	27%	73%
FRINGE BENEFITS	13,758	2,790	10,968	20%	80%
TRAVEL	18,226	0	18,226	0%	100%
SUPPLIES	6,815	81	6,734	1%	99%
CONTRACTUAL	3,845	0	3,845	0%	100%
OTHER	43,785	15,595	28,190	36%	64%
INDIRECT	10,834	2,445	8,389	23%	77%
TOTAL	**119,175**	**26,893**	**92,282**	**23%**	**77%**
GRAND TOTAL EHS FEDERAL FUNDS	**5,388,328**	**1,616,721**	**3,771,607**	**30%**	**70%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,082	39,786	1,307,296	3%	97%
TOTAL NON-FEDERAL FUNDS	**1,347,082**	**39,786**	**1,307,296**	**3%**	**97%**

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

Budget reflects Notice of Award #09CH011406-01-00
Actual expenditures include posted expenditures and estimated adjustments through 6/30/2020


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
13%
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23%
32%
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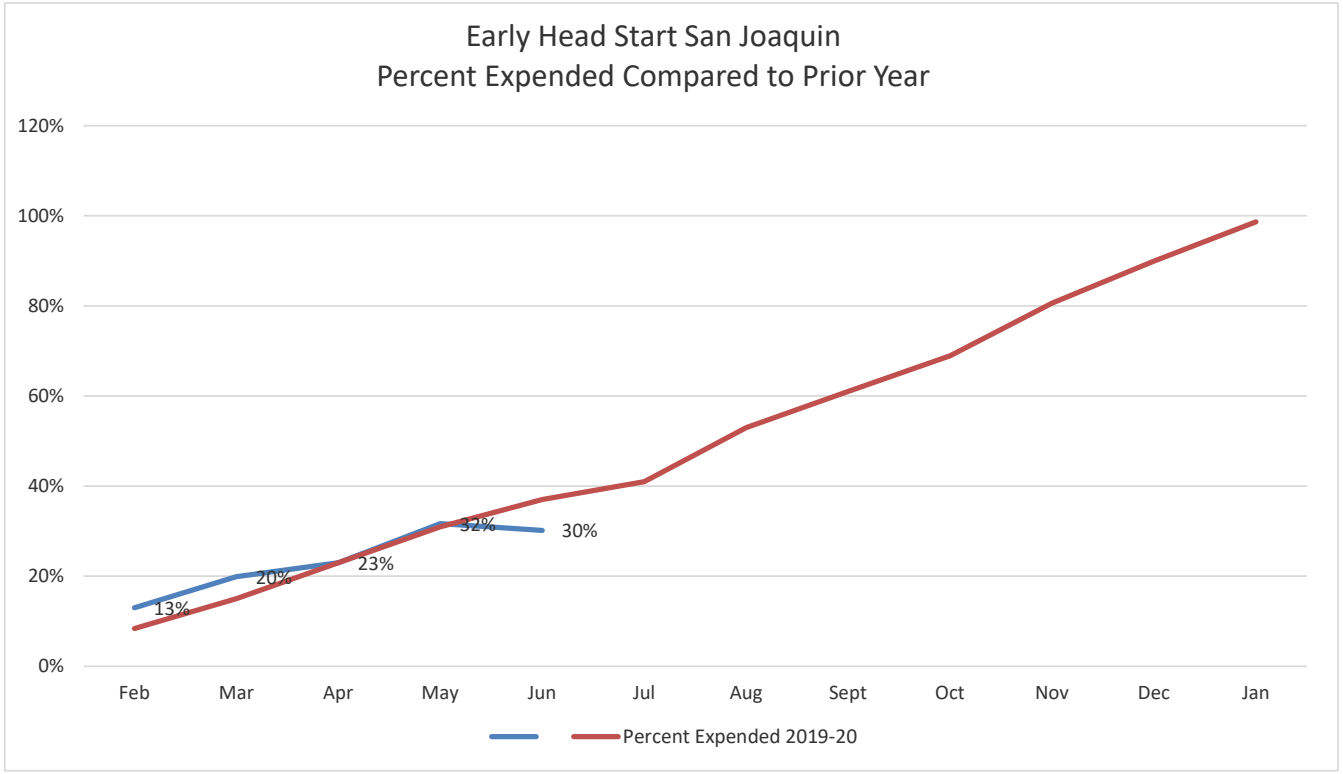
Jan
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
120%
100%
80%
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Percent Expended 2019-20

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors



From: Heather McCarley, Finance Manager

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

Date: July 22, 2020

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

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

Training & Technical Assistance (T&TA)
Overall expenditures are at 7% of the budget.

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

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

Prepared 7/16/2020

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

TRAINING & TECHNICAL ASSISTANCE

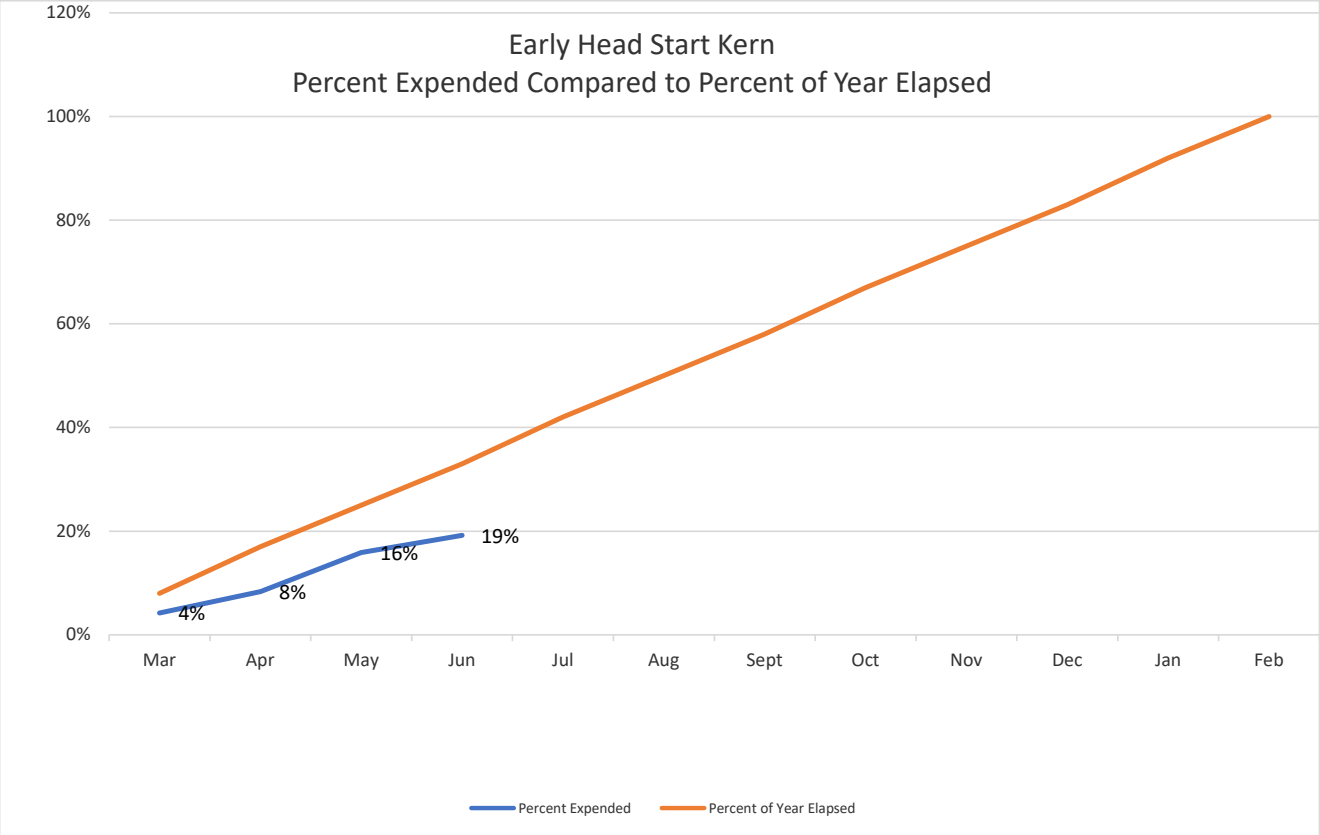
TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	16,391	58	16,333	0%	100%
OTHER	29,393	560	28,833	2%	98%
INDIRECT	5,107	337	4,770	7%	93%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**56,185**	**3,706**	**52,479**	**7%**	**93%**
GRAND TOTAL EHS FEDERAL FUNDS	**2,353,023**	**459,246**	**1,893,777**	**20%**	**80%**

NON-FEDERAL SHARE

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

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

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


Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
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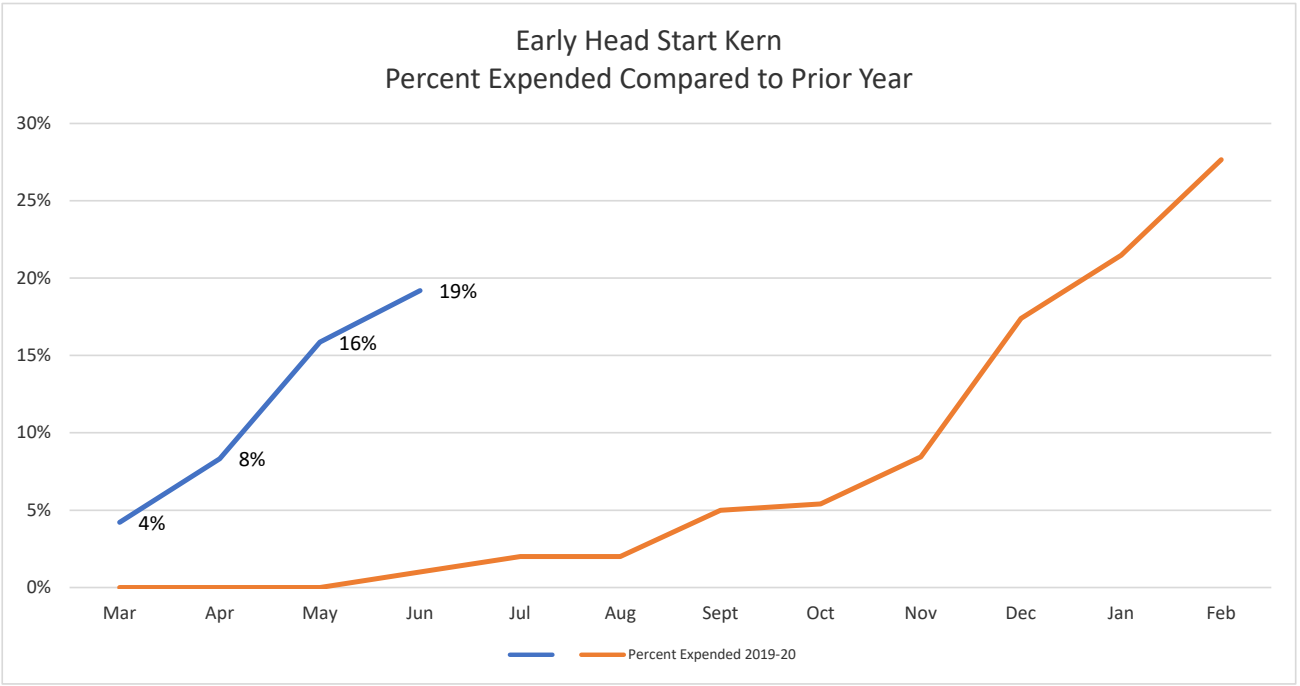
Dec
Jan
Feb
4%
8%
16%
19%
Percent Expended
Percent of Year Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
30%
25%
20%
15%
10%
5%
0%
Mar
Apr
May
Jun
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Sept
Oct
Nov
Dec
Jan
Feb
4%
8%
16%
19%
Percent Expended 2019-20

Helping People. . . Changing Lives.

COMMUNITY ACTION PARTNERSHIP OF KERN

EXECUTIVE COMMITTEE

JULY 22, 2020

FINANCIAL REPORT

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D.	- Cash Summary as of June 30, 2020	D1
	- Bank Reconciliations	D2 - D8
E.	Wells Fargo Visa Summary and Statements	E1 - E12
F.	Central Kitchen Budget to Actual June 30, 2020	F1
G.	State Department of Education Contract - Earned Revenue	G1 - G2
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J.	Financial Statements as of June 30, 2020	J1
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L.	Indirect Fund Budget To Actual as of June 30, 2020	L1

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
UNRESTRICTED						
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
RESTRICTED						
EARLY HEAD START EXPANSION	2,353,023	93.600	09HP000163-02	03/01/20 - 02/28/21	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	26,018,030	93.600	09CH011132-02	03/01/20 - 02/28/21	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START - **START UP FUNDS**	0	93.600	09CH011132-02	03/01/20 - 02/28/21	108/109	
EARLY HEAD START SAN JOAQUIN	5,388,328	93.600	09-CH011406-01	02/01/20 - 01/31/21	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041800	04/02/19 - 04/01/20	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	94,012 122,216	21.009	19VITAA0228	08/01/18 - 07/31/19 08/01/19 - 07/31/20	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,520,187	93.569	20F - 3015	01/01/20 - 12/31/20	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG CARES ACT	2,054,530	93.569	20F - 3654	03/27/20 - 05/31/22	104	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
COUNTY OF KERN CARES ACT FOOD BANK DELIVERY PROGRAM	2,000,000		391-2020	06/16/20 - 12/30/20	135	COUNTY OF KERN, CARES ACT, CORONAVIRUS RELIEF FUND
AMERICORPS PLANNING GRANT	69,959		17AFHY26-PG87	1/15/2020 - 12/31/2020	155-007	CALIFORNIA VOLUNTEERS, AMERICORPS, STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
AMERICORPS OPERATIONAL	653,691			2/1/2020 - 1/31/2021	155-000	CALIFORNIA VOLUNTEERS, AMERICORPS, STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

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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
CSBG DISCRETIONARY RIDGECREST EARTHQUAKE RESPONSE (COMMUNITY SERVICES BLOCK GRANT)	177,018	93.569	19F - 4463	09/01/19 - 03/31/20	175/032	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,615,849 4,415,991		19B - 5012 20B - 2012	10/01/18 - 06/30/20 10/01/19 - 06/30/21	122-39 122-30	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399	81.042	17C-4010	06/01/18 - 06/30/20	123-65	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085	93.575	CCTR - 9050	07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 9050	07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000	93.575	CMAP - 9000	07/01/19 - 06/30/20	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	164,081	93.575	CSPP - 9121	07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	357,247	93.596	CSPP - 9121	07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,491,998	10.561	19-10324	10/01/19 - 09/30/20	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
ECONOMIC EMPOWERMENT	50,000	93.590	EE - KERN - 17 - 20	07/01/19 - 06/30/20	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	373,833	10.568/.569	15 - MOU - 00118	10/01/19 - 09/30/20	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

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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
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 PF	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 PF SSI	60,476 43,513	10.561		10/01/19 - 09/30/20 10/01/20 - 09/30/21	164-005	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/19 - 06/30/20	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/19 - 06/30/20	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	4,173,682		CMAP - 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

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

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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
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 KEF 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 - EKFRC COVID-19 RAPID RESPONSE	10,000		MOU# COVID-413-7	04/13/20-06/30/20	533-005	CALIFORNIA FAMILY RESOURCE CENTER ASSOCIATION, PREVENT CHILD ABUSE CALIFORNIA
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/21	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
211 KINGS COUNTY	22,868 22,868		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017 63,017		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-232	UNITED WAY OF TULARE COUNTY

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

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

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

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

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
245	LIWP Single Family			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	Small Business Development						
456	Bank of the West				X		
	East Kern Family Resource Center						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
	Youth Services						
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		
	Census						
273	County of Kern 2020 Census				X		
408	Sierra Foundation 2020 Census				X		
409	NALEO Education Foundation 2020 Census				X		
	Homeless Services						
275	County of Kern LBNC				X		
275-007	County of Kern LBNC - Start-up				X		
	2-1-1						
160	HUD Coordinated Entry System				X		
164	Cal Fresh				X		
164-005	Cal Fresh (SSI)				X		
186	2-1-1 Hospital Preparedness Program				X		
272	United Way - CESH				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		

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

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

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

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

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of March 23, 2020 for $4 million and will terminate on March 22, 2021. A $2 million increase
Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.
Note 3: Line of credit was not required for the month of June 2020.

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

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/19 - 3/30/20	90 days	$ 1,253.47	0.25%
04/01/20 - 6/30/20	90 days	$ 2,583.33	0.25%

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.

2. Head Start Accrued Vacation: This is an interest bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.

3. CSD Advances Account: This is an interest bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.

4. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits are subsequently transferred to the Operating Account.

5. Child Development Reserve #1: This is an interest bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Child Care (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

6. Child Development Reserve #2: This is an interest bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

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

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

BANK RECONCILIATION FOR THE MONTH ENDED
June 30, 2020

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

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

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

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

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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2020

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

ACCOUNT NO.: XXXXX-X6256

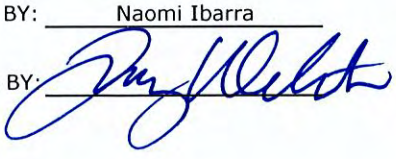
BANK BALANCE ENDING:	**06/30/20**		**656,374.88**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**06/30/20**		**656,374.88**

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

DIFFERENCE: 0.00

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

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

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

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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2020

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**06/30/20**		**86,698.18**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**06/30/20**		**86,698.18**
BALANCE PER G/L	**05/31/20**		**86,686.81**
ADD: DEPOSITS		0.00	
INTEREST		11.37	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
WIRE TRANSFER		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**06/30/20**		**86,698.18**

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

DIFFERENCE: 0.00

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

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

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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2020

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

ACCOUNT NO.: XXXXX-X1921

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

** October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.*
*** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.*
**** January 2018 name changed from HOPE Program Account to On-line Donations Account.*

Difference: **0.00**

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

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

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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2020

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

ACCOUNT NO.: XXXXX-X6264

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

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 07/16/20

APPROVED BY: TITLE: Chief Financial Officer DATE: 07/16/20

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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2020

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:		**06/30/20**		**2.11**
DEPOSITS IN TRANSIT			0.00	
OUTSTANDING CHECKS			0.00	
OTHER			0.00	
ADJUSTED BANK BALANCE:		**06/30/20**		**2.11**
BALANCE PER G/L		**05/31/20**		**2.11**
ADD:	DEPOSITS		0.00	
	INTEREST		0.00	
	BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS:	CHECKS		0.00	
	CLIENT ANALYSIS SERVICE CHARGE		0.00	
	BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L		**06/30/20**		**2.11**
			DIFFERENCE:	0.00

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

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

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

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

WELLS FARGO

Statement Expenses

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

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

Charges

There are no results.

---End of Report---

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WELLS FARGO

Statement Expenses

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

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

Charges

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

Total Charges: 1,070.72 USD

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

---End of Report---

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WELLS FARGO

Statement Expenses

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

Cardholder Summary

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

Charges

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

Total Charges: 96.31 USD

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

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WELLS FARGO

Statement Expenses

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

Cardholder Summary

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

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/12/2020	06/12/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	223.94 USD / 223.94
	Description	Baby formula					

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

Total Charges: 266.30 USD

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

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WELLS FARGO

Statement Expenses

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

Cardholder Summary

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

Charges

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

Total Charges: 700.00 USD

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

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WELLS FARGO

Statement Expenses

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

Cardholder Summary

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

Charges

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

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

	Date	Date		Code		Submitted ‡	Currency
	06/27/2020	06/29/2020	Walmart.com 800-966-6546,AR		CAPK Pcard(CAPL Pcard)	No	7.57 USD / 7.57

25.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/27/2020	06/29/2020	Walmart.com 800-966-6546,AR		CAPK Pcard(CAPL Pcard)	No	906.44 USD / 906.44

26.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/29/2020	06/30/2020	Usps Po 0504680519 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	165.00 USD / 165.00

27.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/29/2020	06/30/2020	Usps Po 0504680519 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	71.50 USD / 71.50

Total Charges: 9,217.64 USD

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

---End of Report---

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WELLS FARGO

Statement Expenses

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

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

Charges

There are no results.

---End of Report---

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WELLS FARGO

Statement Expenses

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

Cardholder Summary

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

Charges

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

Total Charges: 896.65 USD

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

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WELLS FARGO

Statement Expenses

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

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

Charges

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

Total Charges: 99.00 USD

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

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

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

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

Percentage Claimed to Prepared/Vended		64.1%	67.3%

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

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

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

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

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

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

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

Note 2: The maximum reimburseable 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	239,617	2.50%
Maximum Reimbursable Amount (MRA)	9,584,682	100.00%

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

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

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

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

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

Division/CFO: Tracy Webster, CFO **Month/Year:** June-2020

Program/Work Unit: Not Applicable **Director of Finance:** Lorraine Casillas

Services: Overall financial and accounting functions of the organization

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

Total Division Staffing 21 positions 2 Vacancies (Accountant, Payroll Specialist)

CFO	Accounting Technician (4)
Director of Finance	Benefits Specialist
Finance Manager	Benefits Technician
Payroll Manager	Fiscal Technician (2)
Accounting Manager	Payroll Specialists (3)
Accountant (3)	Administrative Assistant to CFO
Accounting Specialist	

Community Action of Partnership of Kern
Agency Total

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

ASSETS	
Cash in Bank	3,642,899
Cash - Vacation Reserve	644,697
Petty Cash	500
Accounts Receivable	4,862,257
Travel Advance	3,475
Prepaid Expense	439,349
Inventory	1,340,867
Net Fixed Assets - Unrestricted	1,656,674
Net Fixed Assets - Restricted	8,778,811
Total Assets	21,369,528
LIABILITES AND NET ASSETS	
Accounts Payable	2,795,971
Accrued Expenses	892,046
Accrued Vacation	1,048,870
Line of Credit	-
Note Payable	1,852,804
Advance Payable	2,913
Deferred Revenue	605,397
Total Liabilites	7,198,002
Total Net Assets	14,171,526
Total Liabilities and Net Assets	21,369,528

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

REVENUE	
Grant Revenue	66,389,344
Donations	191,712
Other Revenue	1,780,235
In-Kind	10,796,592
Total Revenue	79,157,882
EXPENDITURES	
Salaries	28,545,273
Benefits	8,373,962
Travel	666,442
Space Costs	5,684,927
Supplies	2,551,784
Consultant/Contract Services	2,538,409
Other Costs	2,386,282
Program Costs	10,107,934
Capital Expenditures	(52,918)
Indirect	5,870,332
In-Kind	10,796,592
Total Expenditures	77,469,019
Net Change in Assets	1,688,863
Net Assets, beginning	12,482,663
Net Assets, ending	14,171,526

Community Action of Partnership of Kern
Agency Total

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

ASSETS	
Cash in Bank	4,553,462
Cash - Vacation Reserve	656,289
Petty Cash	500
Accounts Receivable	2,195,514
Travel Advance	5,181
Prepaid Expense	606,416
Inventory	1,361,012
Net Fixed Assets - Unrestricted	1,552,771
Net Fixed Assets - Restricted	8,557,544
Total Assets	19,488,688
LIABILITES AND NET ASSETS	
Accounts Payable	1,609,885
Accrued Expenses	1,290,905
Accrued Vacation	656,049
Line of Credit	-
Note Payable	1,748,901
Advance Payable	837
Deferred Revenue	-
Total Liabilites	5,306,576
Total Net Assets	14,182,113
Total Liabilities and Net Assets	19,488,689

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

REVENUE	
Grant Revenue	19,854,067
Donations	241,452
Other Revenue	1,957,779
In-Kind	2,194,388
Total Revenue	24,247,684
EXPENDITURES	
Salaries	10,471,812
Benefits	2,816,190
Travel	57,438
Space Costs	1,727,852
Supplies	717,940
Consultant/Contract Services	973,919
Other Costs	779,055
Program Costs	2,562,393
Capital Expenditures	145,532
Indirect	1,790,578
In-Kind	2,194,388
Total Expenditures	24,237,098
Net Change in Assets	10,586
Net Assets, beginning	14,171,526
Net Assets, ending	14,182,113

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Prepared Date: 07/15/2020

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
AUDIT & PENSION COMMITTEE MEETING
Per Governor's Executive Order N-25-20
Meeting was held via Tele-Conference
(213) 204-2374 - Conference ID: 627 701 682#

August 6, 2020
12:00 pm

MEETING MINUTES

1. **Call to Order**

   Committee Chair Mike Maggard called the meeting to order at 12:08 pm via Tele-Conference and with staff located at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Craig Henderson, and Mike Maggard,

   Absent: Jimmie Childress, Yolanda Ochoa

   Others Present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Director of Administration; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. **Approval of Agenda**

   Motion was made and seconded to approve the Audit and Pension Committee meeting agenda for August 6, 2020. Carried by unanimous vote. (Henderson/Maggard).

4. **Public Forum**

   No one addressed the Committee.

5. **New Business**

   a. 2nd Quarter 2020 Pension Plan Update – Tracy Webster, Chief Financial Officer and Tom Ming, Pensionmark – ***Info Item***

      Tracy Webster introduced Tom Ming from Pensionmark who provided the Committee with the 2nd quarter Pension Plan update. Tom Ming provided a summary of the plan status from the end of Q4 2019, to the end of Q1 2020 which showed a substantial drop in assets due to COVID-19. However, by the end of Q2 2020, Tom said that the markets have come back almost to the point of where they were at the end of 2019 and the funds are performing well.

The portfolio holdings and plan assets in both plans are nicely diversified and performing well. The asset allocation for fixed income is quality rated and the investment cost is 18 basis points. Tom and his staff continue to host monthly educational webinars for CAPK employees, and they have fielded a lot of calls from plan participants concerned about the market volatility. The education and emails to participants has helped to calm nerves in an unsettling time.

Mike Maggard asked if there is to be another stimulus package, is it likely the market will rise again? Tom feels that there will be a second stimulus package, however, given it is an election year with much political posturing happening, it could affect the markets, but stated that the CAPK funds are diversified to withstand the volatility in the market.

Mike Maggard asked if employees nearing retirement should make adjustments. Tom replied there is an associated risk based on their age and they would have to get a 3% to 4% return to keep up with the market. Tom also pointed out that with the Target Date Funds, the adjustments are made automatically in the fund based on retirement date.

Jeremy Tobias said that our overall obligation is to make sure we give the employees a diverse plan with robust investment options, that perform well and have reasonable costs. In reviewing the performance, it is clear that the plan meets all of those metrics. Tom advised the Committee that The Standard is relocating their corporate offices overseas and we hope we don't see a decline in service. Although the local representatives continue to maintain good customer service, Tom will be keeping a close eye on this matter and suggested that we may want to evaluate this at the next scheduled Plan review.

b. Plan Amendment for The Standard Retirement Plan – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster reported that under CAPK's current 401(a) Retirement Plan through The Standard, it identifies contributions as a percentage of employee compensation. There are three Groups (Group A for the CEO, Group B for the CFO and Division Directors, and Group C for all other staff). The current language does not include the new position of Chief Programs Officer; therefore, an amendment to the Plan is required to add the new title. Staff recommends the Plan be amended to include the Chief Programs Officer title in Group B.

Motion was made and seconded to approve the amendment to The Standard's plan document to include the Chief Programs Officer in Group B. Carried by unanimous vote (Henderson/Maggard).

c. Update on Request for Proposal (RFP) for Independent Audit Services – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster reported that as part of the routine to ensure competitive pricing for services and ensure independence of an audit firm, a Request for Proposal (RFP) for Independent Audit Services has been issued with a deadline date of August 28, 2020. Upon receipt, the

procurement team and management staff will evaluate each submission using a defined scoring matrix and present the final selection to the Audit & Pension Committee at the November 5, 2020 meeting.

Craig Henderson asked that the completed scoring matrix be presented to the Committee along with staff's recommendation.

6. Committee Member Comments

- Craig Henderson said that staff is doing a good job.
- Jeremy Tobias relayed to the Committee that the reason Committee Member Yolanda Ochoa was not on today's call was due to a power outage in her area during the time of the meeting.

7. Next Scheduled Meeting

Audit & Committee Meeting
Thursday November 5, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

8. Adjournment

The meeting adjourned at 12:41 pm.

INVESTMENT REVIEW

Community Action Partnership ERISA 403(b)

For Period Ending 06/30/2020

Presented By: Tom Ming
Managing Director
tom.ming@pensionmark.com
(661) 302-4950

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Market & Economic Review

For Period Ending 6/30/2020

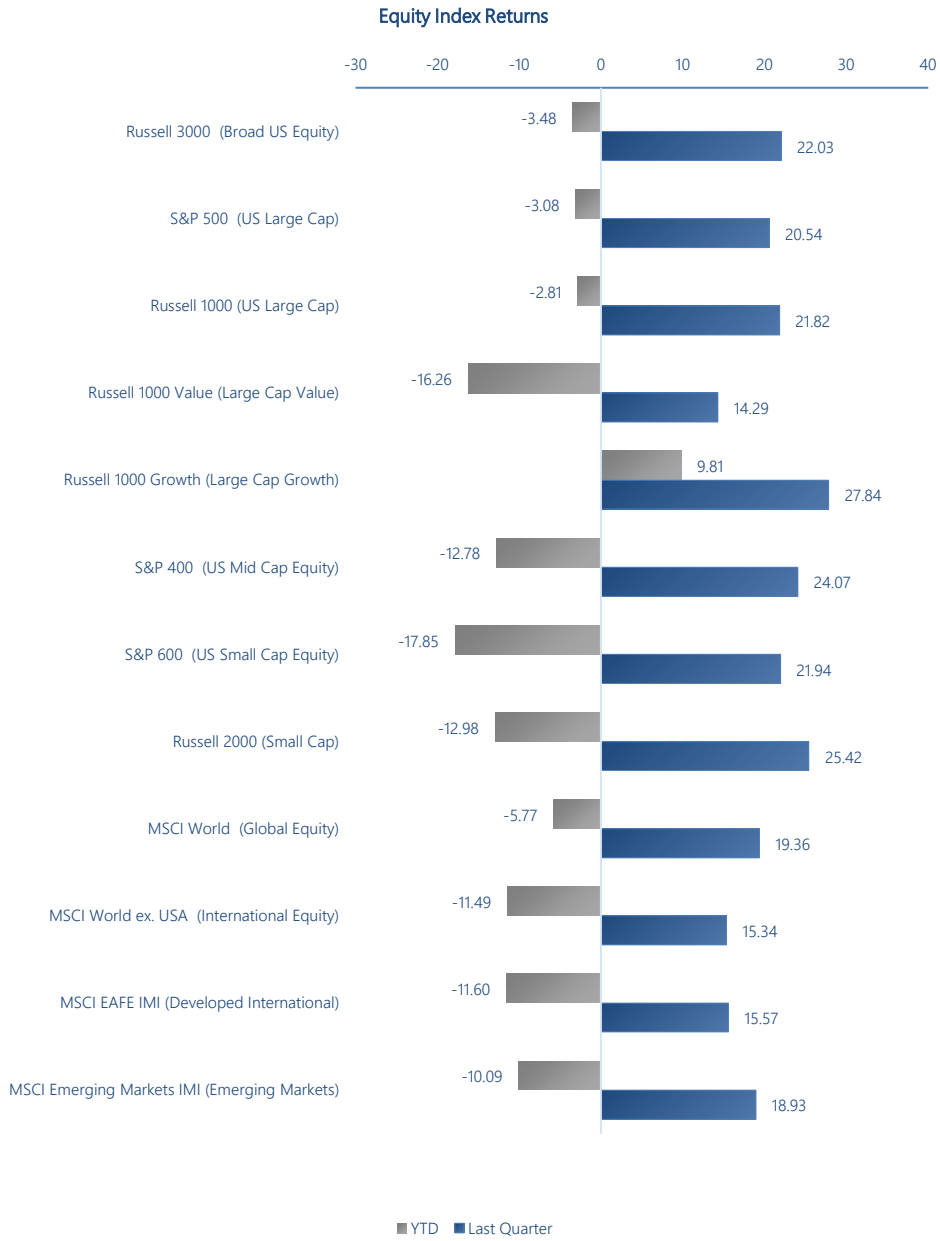
Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Pensionmark is affiliated through common ownership with Pensionmark Securities, LLC (member SIPC).

Domestic Equity

- S&P 500 gained 20.5% during the quarter and ended the shortest-lived bear market in history.
- Small Cap (Russell 2000) outperformed Large Cap (Russell 1000).
- Growth (Russell 1000 Growth) outperformed Value (Russell 1000 Value).
- Consumer Cyclical, Energy, and Technology were the best performing sectors; while Utilities, Consumer Staples, and Real Estate were the worst performers.
- Market volatility decreased from the previous quarter but remained at elevated levels throughout the quarter, with about 50% of trading days seeing the market moving more than 1%.
- Markets saw strong returns as investors turned optimistic considering local economies beginning to reopen following the lockdowns instituted due to COVID-19.

International Equity

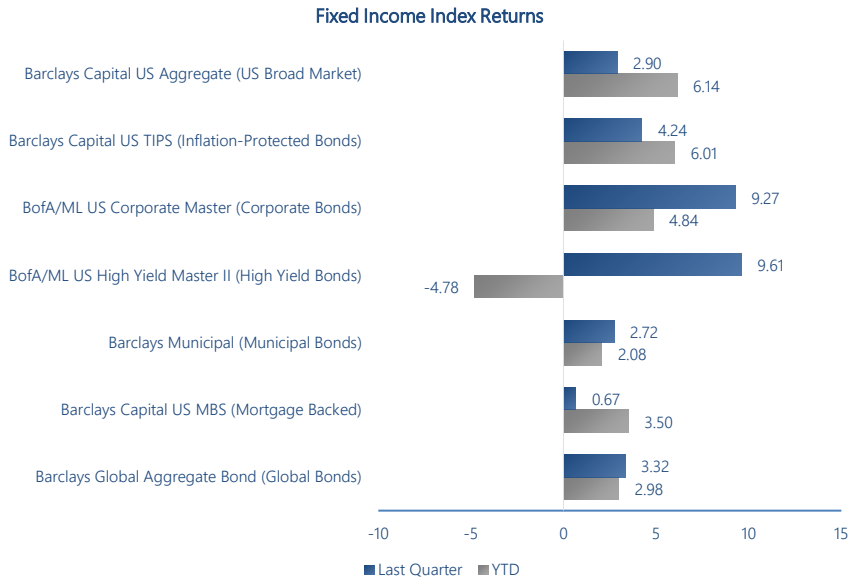
- MSCI World ex. US posted a 15.3% gain for the quarter.
- Domestic equities outperformed international equities.
- Emerging market equities outperformed developed market equities.
- Like the United States, international markets began to rebound from market lows as the spread of COVID-19 infections declined and economies began reopening.
- Technology, Consumer Cyclical, and Materials were the top-performing sectors while Utilities, Consumer Staples, and Financials lagged.
- In developed markets, Australia, Germany and the Netherlands were the top performers, while South Africa, Indonesia and Brazil were the best emerging markets.

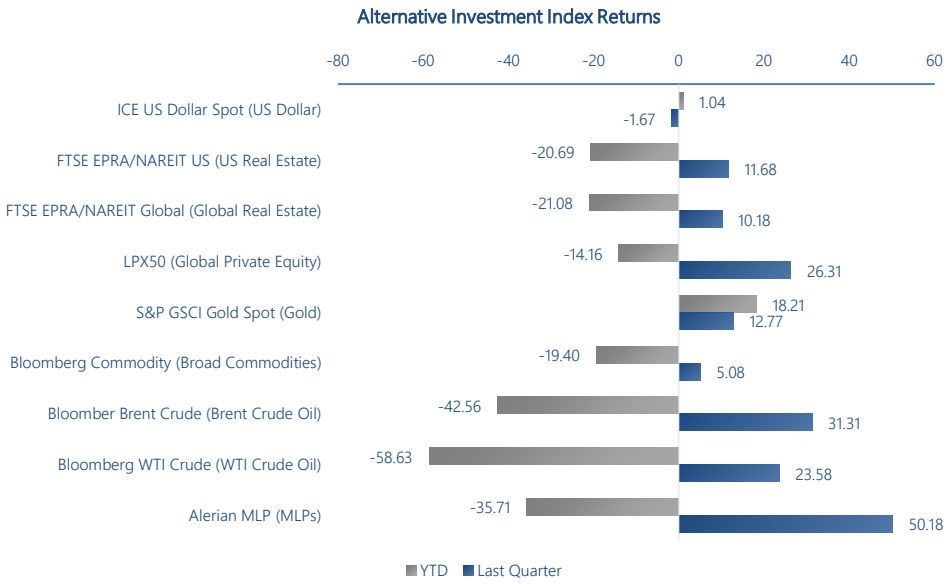


Source: Index Factsheets as of 6/30/2020 from the following index providers: MSCI Indices (www.msci.com), S&P Dow Jones Indices (www.us.spindices.com), FTSE Russell Indices (www.ftse.com).

Fixed Income

- Interest rate changes were mixed in the US Treasury fixed income market in the second quarter with the yield curve steepening slightly.
- The yield on the 10-year Treasury note fell by 4 bps to 0.66%.
- The Federal Reserve kept short-term rates at near-zero and forecast keeping rates at that level through 2022.
- Facilities that the Federal Reserve set-up to support fixed income markets helped calm concerns around liquidity in the markets that were heightened in the first quarter.
- Investment grade and high yield bonds were the strongest performing sectors during the quarter, though high yield remains down year-to-date.
- In international markets, interest rates and yield curve changes were mixed during the quarter, though longer-term bonds generally outperformed shorter-term bonds.





Alternative Investments

- Commodities posted a 5% gain during the quarter. The top performers were unleaded gas (69.5%), Brent crude oil (31.3%), and silver (29.1%). The worst performing commodities were lean hogs (-23.9%), coffee (-17.8%), and wheat (-14.5%).
- The US dollar fell against most major currencies, as the flight-to-safety trade from the first quarter generally reversed.
- Oil markets began to stabilize as OPEC+ agreed on production cuts and demand for oil began to rebound.
- Both domestic and global real estate began to rebound from their sharp decline in the previous quarter.
- Gold posted a 12.8% return as uncertainty in the markets remained elevated.

Source: Index Factsheets as of 6/30/2020 from the following index providers: Bloomberg Barclays Indices (www.bloomberg.com), BofA Merrill Lynch (www.bofaml.com), Intercontinental Exchange (www.theice.com), LPX Group (www.lpx-group.com), Credit Suisse (lab.credit-Suisse.com), FTSE Russell Indices (www.ftse.com). All other data was sourced from Morningstar.

Macroeconomic & Geopolitical Review

Macroeconomic Variable	Latest Data	Previous Quarter	Change
Real U.S. GDP *(% Q/Q Annualized)*	-5.0% *(Q1 2020)*	2.1% *(Q4 2019)*	-7.1%
Headline Inflation *(% Y/Y)*	0.6% *(June 2020)*	1.5% *(March 2020)*	0.9%
Core Inflation *(% Y/Y)*	1.2% *(June 2020)*	2.1% *(March 2020)*	0.9%
Unemployment *(%)*	11.1% *(June 2020)*	4.4% *(March 2020)*	6.7%
Hours Worked *(Average/Week)*	34.4 *(June 2020)*	34.2 *(March 2020)*	00.2
Average Hourly Wages *($)*	$27.96 *(June 2020)*	$28.62 *(March 2020)*	$0.66
Average Price of Gas *($/Gallon - Regular)*	$2.082 *(June 2020)*	$2.234 *(March 2020)*	$0.152
Dollar/Euro *($/€)*	1.1237 *(June 2020)*	1.1016 *(March 2020)*	0.0221
Yen/Dollar *(¥/$)*	107.77 *(June 2020)*	107.53 *(March 2020)*	0.24
Yuan/Dollar *(¥/$)*	7.0651 *(June 2020)*	7.0808 *(March 2020)*	0.157
Fed Funds Rate *(% Range)*	0.00 – 0.25% *(June 2020)*	0.00 – 0.25% *(March 2020)*	0.00%
S&P 500 *(Price Level)*	3,100.29 *(June 2020)*	2,584.59 *(March 2020)*	515.70
Ten Year Treasury Yield *(%)*	0.66 *(June 2020)*	0.70 *(March 2020)*	0.04%

Macroeconomic Review

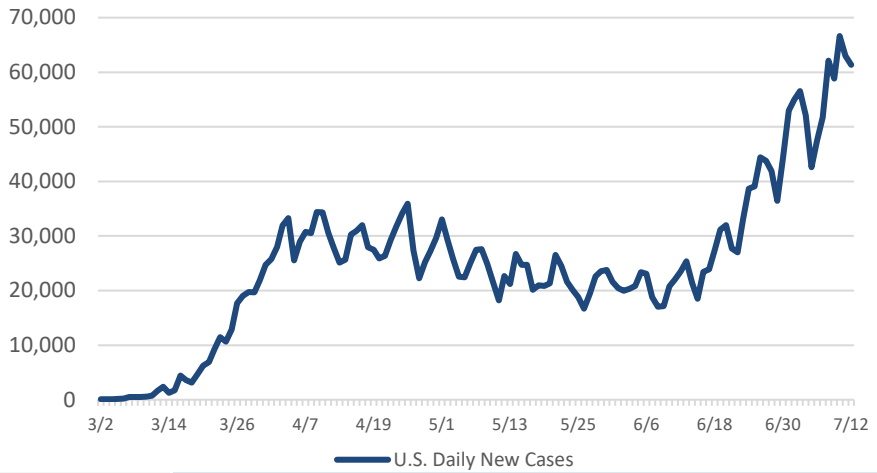
- Real GDP contracted by 5% in the first quarter due to the nationwide economic shutdown put in to place due to coronavirus. The decline is the worst quarterly decline since Q4 of 2008.
- Headline inflation fell 0.9%, as a sharp decline in gasoline prices in April and May was a major contributor to the decline. Core inflation fell 0.9% during the quarter.
- The unemployment rate in June was 11.1%, which was down from its peak of 14.4% in April, as the economy began to reopen and add back jobs in the restaurant, leisure and hospitality sectors.
- Initial jobless claims continued to remain elevated averaging over 1 million per week in the last weeks of the quarter.

Geopolitical Review

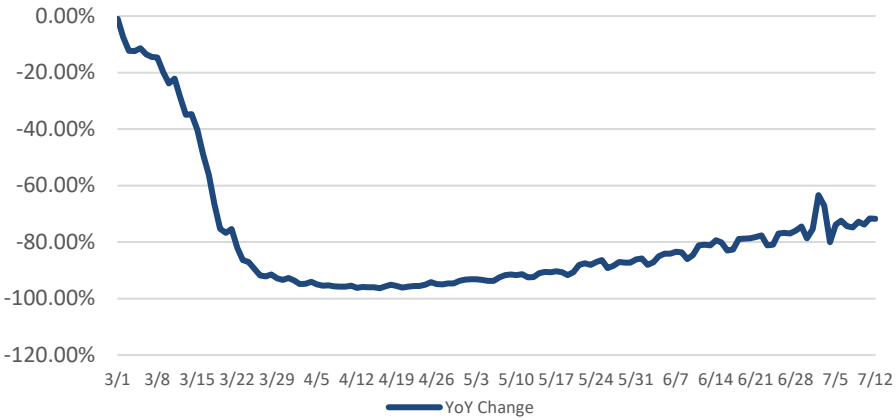
- Tensions between the U.S. and China have escalated again over disputes around China's response to the coronavirus pandemic.
- Joe Biden clinched the Democratic presidential nomination, turning some focus to the November election between Trump and Biden.
- Following the killing of George Floyd, protests broke out across the country to protest police violence and promote racial equality.
- After three national elections over the course of a year, Israel was able to establish a unity coalition government between Benjamin Netanyahu and Benny Gantz.
- Tensions between China and India escalated after a skirmish between the two countries over disputed land ended with multiple casualties.
- In a diplomatic backslide, North Korea blew up a liaison office used with South Korea that was intended to foster diplomatic ties between countries.

Source: Bureau of Economic Analysis (www.bea.gov), Bureau of Labor Statistics (www.bls.gov), U.S. Energy Information Administration (www.eia.gov), FRED Economic Data (fred.stlouisfed.gov). Arrows depict the upwards, lateral, or downward change in direction for a given macroeconomic variable. The color of the arrow denotes the positive, neutral, or negative signal Pensionmark perceives for the change in macroeconomic variable. It is educational in nature and not designed to be taken as advice or a recommendation for any specific investment product, strategy, plan feature or other purpose in any jurisdiction. This data does not contain sufficient information for any investment decision and should not be relied upon when considering an investment strategy.

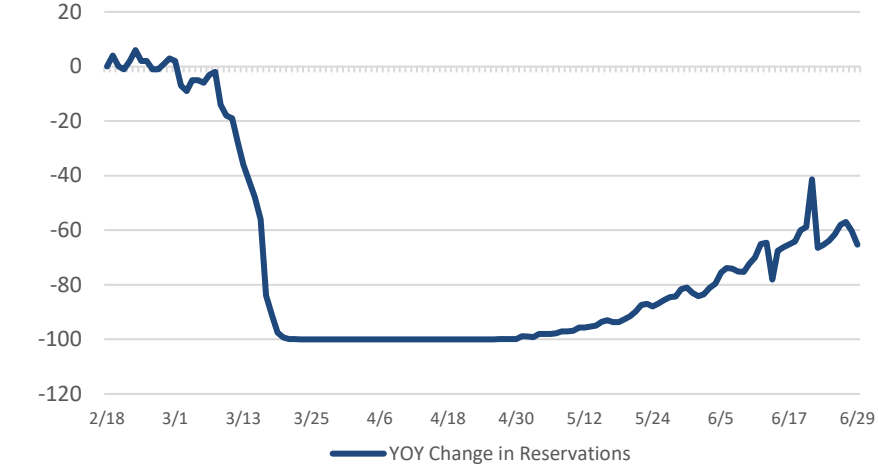
Looking Ahead



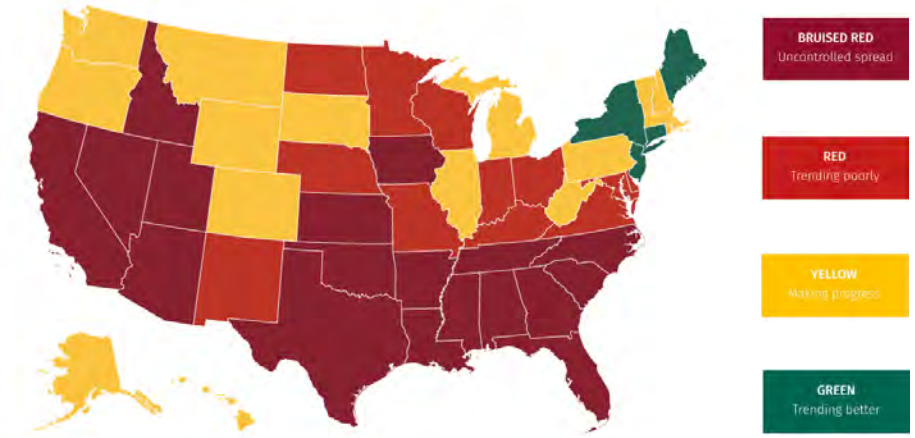
COVID-19 Curve	As parts of the economy began to open up, we saw a rebound in new cases. While the spike has continued and many localities paused or reversed re-openings, if this trend continues another severe lockdown may result and may have sharp implications for markets and the economy.



TSA Traffic Throughput	Another measure we look at to gauge the resumption of economic activity is airline travel. We will continue to look at TSA traffic which measures the number of people going through TSA security checkpoints. As travel begins to resume, so might more "normal" economic activity



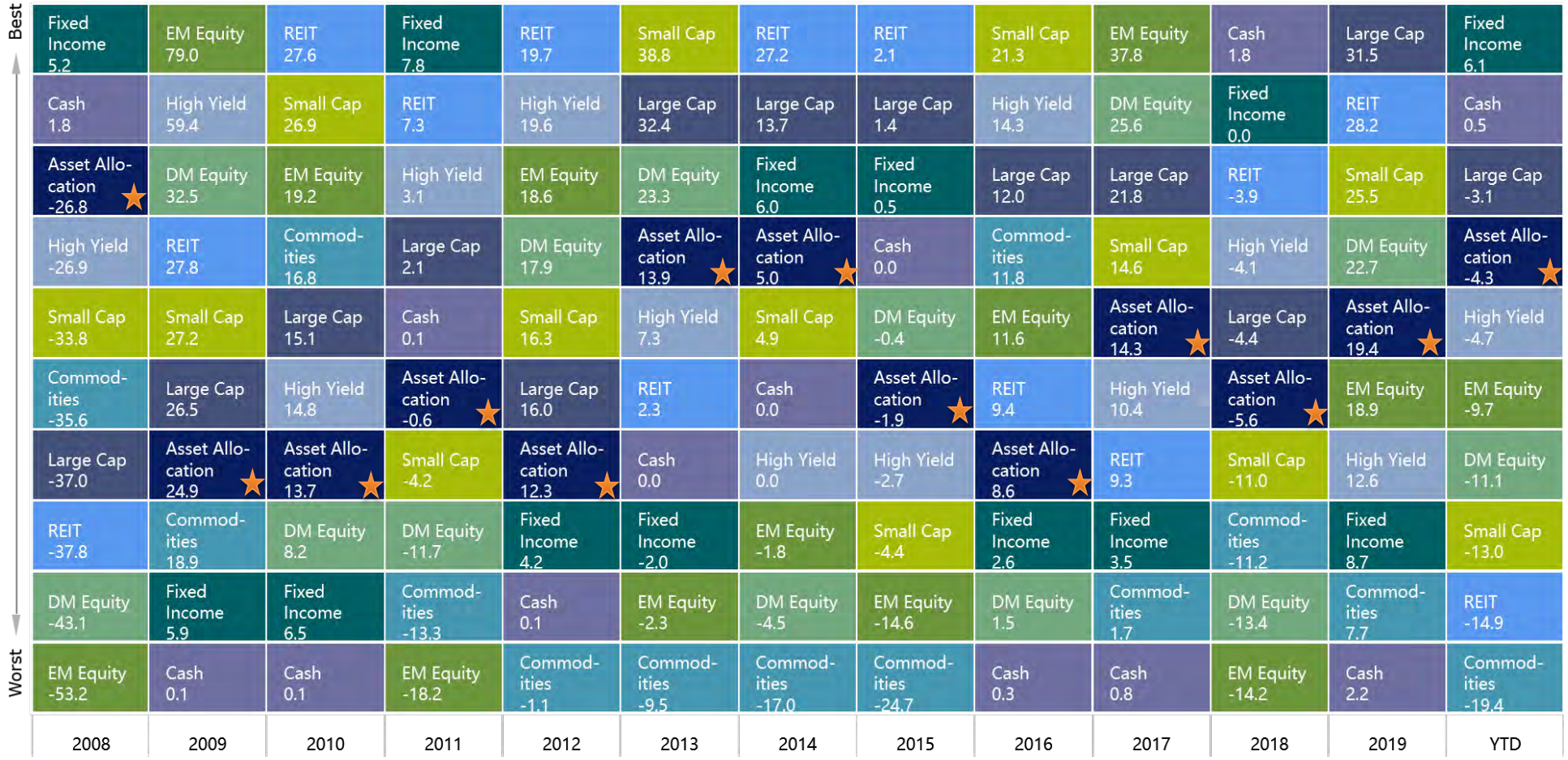
Restaurant Re-openings	As economies continue to re-open, we will watch how restaurants, one of the hardest hit areas of the economy, recover. Reservations to eat at restaurants is one signal to identify the level of comfort individuals have engaging in "normal" activities while the virus is still spreading.



COVID-19 Exit Strategy	A project created by public health and crisis experts, the Covid Exit Strategy identifies critical interventions needed to stop the spread of COVID-19 and tracks how each state is doing in those areas. A map trending red forecasts a negative outlook versus a positive outlook for a map trending green.

Source: The COVID Tracking Project (www.covidtracking.com) data as of 7/12/2020, Open Table State of the Industry (https://www.opentable.com/state-of-industry) data as of 6/30/2020, Transportation Security Administration (https://www.tsa.gov/) data as of 7/12/2020, COVID Exit Strategy (https://www.covidexitstrategy.org/) data as of 7/10/2020. This data does not contain sufficient information for any investment decision and should not be relied upon when considering an investment strategy.

The Importance of Diversification



Large Cap: S&P 500; Small Cap: Russell 2000; EM: MSCI EM; Commodities: Bloomberg Commodity; High Yield: Barclays Global High Yield; Fixed Income: Barclays US Agg Bond; DM: MSCI EAFE; Cash: Barclays US Treasury Bill 1-3 Month; REIT: FTSE NAREIT; "Asset Allocation" portfolio assumes 25% S&P 500, 10% Russell 2000, 15% MSCI EAFE, 5% MSCI EM, 25% Barclays US Agg Bond, 5% Barclays Global High Yield, 5% US Treasury Bill 1-3 Month, 5% Bloomberg Commodity, and 5% FTSE NAREIT.

Source: Morningstar Direct. Please see the Important Disclosures section of this report for Index Definitions. This information is not intended as a solicitation or an offer to buy or sell any security or investment product. Past performance is not indicative of future returns. Information is solely intended for recipients in jurisdictions where the named advisor(s) are licensed to engage the investing public. Investments and strategies mentioned may not be suitable for all investors. The S&P 500 and other such indices are unmanaged, do not incur fees or expense, cannot be invested into directly and individual investor's results will vary. As with all investments, various risks may exist and Pensionmark Financial Group, LLC recommends you consult with your financial advisor prior to making any investment decisions.

EXECUTIVE SUMMARY

Community Action Partnership ERISA 403(b)

For Period Ending 06/30/2020

Investment Scoring Summary

Passing	Watch	Review	Not Scored	Total
23	0	1	1	25

Investment Additions

Investment Name	Status	Morningstar Rating
Small Value		
Northern Small Cap Value	Passing	****

Investments on Watch

Investment Name	Status	Quarters Failing Criteria	Morningstar Rating
No investments are currently on the watch list			

Investments Targeted for Review

Investment Name	# of Participants	Plan Assets	% of total plan	Status	Morningstar Rating
Small Value					
DFA US Small Cap Value I	37	$19,191.25	0.35%	Review	***
Northern Small Cap Value	0			Passing	****

Review : Watch : Addition :

For source information, please see the "Important Disclosures" section of this report.

PORTFOLIO REVIEW

Community Action Partnership ERISA 403(b)

For Period Ending 06/30/2020

	Value	Blend	Growth
Large	MFS Value R6	iShares S&P 500 Index K	TIAA-CREF Large-Cap Growth Inst
Medium	Wells Fargo Special Mid Cap Value Inst	Vanguard Mid Cap Index Admiral	MassMutual Select Mid Cap Growth I
Small	DFA US Small Cap Value I Northern Small Cap Value		Janus Henderson Triton T

International	
Equities	Fixed Income
Hartford International Opportunities R6 American Funds New World R6	

Asset Allocation
Putnam Dynamic Asset Allocation Cnsrv Y
Putnam Dynamic Asset Allocation Bal Y
Putnam Dynamic Asset Allocation Gr Y
BlackRock LifePath® Index Retire K
BlackRock LifePath® Index 2025 K
BlackRock LifePath® Index 2030 K
BlackRock LifePath® Index 2035 K
BlackRock LifePath® Index 2040 K
BlackRock LifePath® Index 2045 K
BlackRock LifePath® Index 2050 K
BlackRock LifePath® Index 2055 K
BlackRock LifePath® Index 2060 K

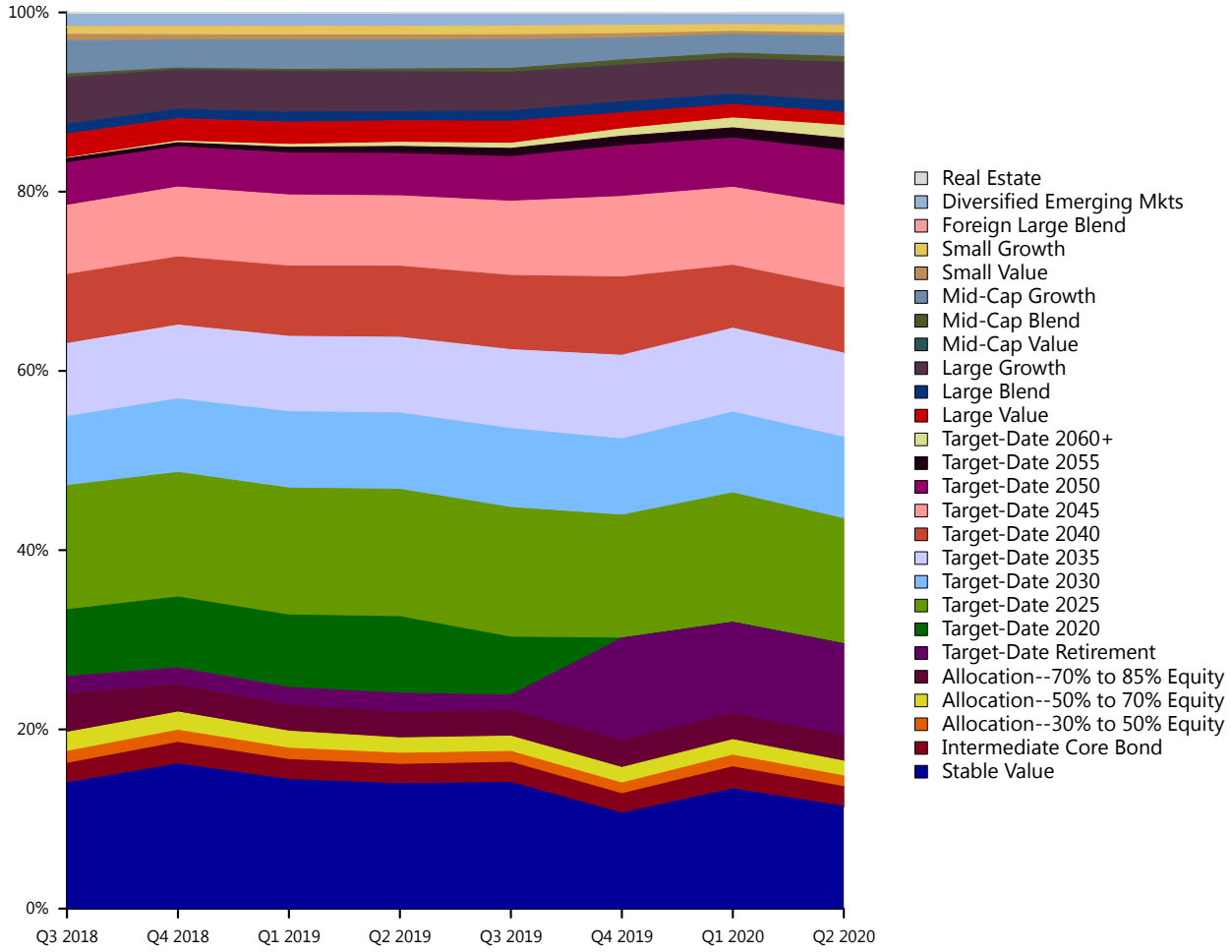
Fixed Income	Cash/Stable Value
Vanguard Total Bond Market Index Adm	The Standard Stable Asset

Other
Principal Real Estate Securities Inst

Review : Watch : Addition :

Asset classes are defined as broad, distinct types of investments that behave similarly and are subject to most of the same market forces. When evaluating the diversification of assets in the investment portfolio, it is an important factor in assessing risk and return. For source information, please see the "Important Disclosures" section of this report.

Historical Allocation



Investment Name	# of Participants	06/30/2020 Balance	% of Plan	03/31/2020 Balance	% Change
Stable Value					
The Standard Stable Asset	66	$632,146.57	11.41%	$628,500.72	0.58%
Intermediate Core Bond					
Vanguard Total Bond Market Index Adm	42	$121,998.30	2.20%	$115,642.56	5.50%
Allocation--30% to 50% Equity					
Putnam Dynamic Asset Allocation Cnsrv Y	14	$66,045.20	1.19%	$61,308.79	7.73%
Allocation--50% to 70% Equity					
Putnam Dynamic Asset Allocation Bal Y	32	$91,806.13	1.66%	$81,082.14	13.23%
Allocation--70% to 85% Equity					
Putnam Dynamic Asset Allocation Gr Y	11	$157,035.59	2.83%	$136,226.16	15.28%
Target-Date Retirement					
BlackRock LifePath® Index Retire K	56	$568,431.25	10.26%	$479,428.49	18.56%
Target-Date 2025					
BlackRock LifePath® Index 2025 K	87	$772,946.07	13.95%	$679,066.18	13.82%
Target-Date 2030					
BlackRock LifePath® Index 2030 K	96	$503,564.75	9.09%	$423,900.07	18.79%
Target-Date 2035					
BlackRock LifePath® Index 2035 K	85	$520,803.59	9.40%	$440,371.43	18.26%
Target-Date 2040					
BlackRock LifePath® Index 2040 K	84	$403,746.63	7.29%	$330,052.11	22.33%
Target-Date 2045					
BlackRock LifePath® Index 2045 K	102	$510,978.86	9.22%	$409,351.44	24.83%

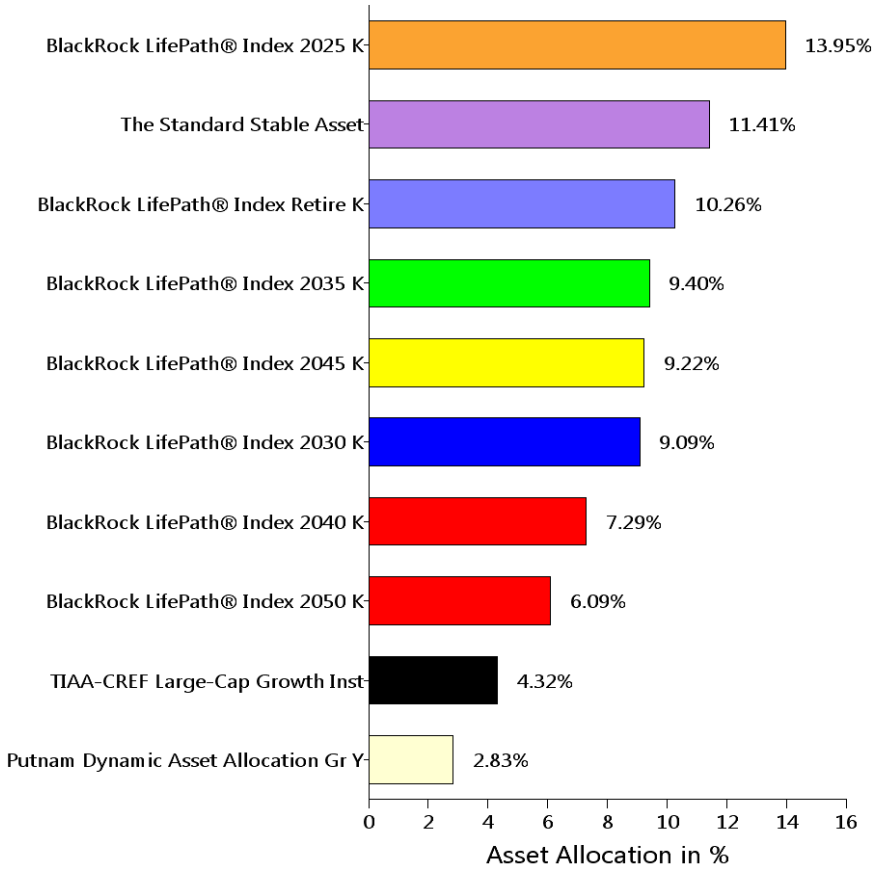
Investment Name	# of Participants	06/30/2020 Balance	% of Plan	03/31/2020 Balance	% Change
Target-Date 2050					
BlackRock LifePath® Index 2050 K	107	$337,536.49	6.09%	$257,778.73	30.94%
Target-Date 2055					
BlackRock LifePath® Index 2055 K	70	$76,002.82	1.37%	$53,912.46	40.97%
Target-Date 2060+					
BlackRock LifePath® Index 2060 K	66	$79,630.24	1.44%	$51,976.72	53.20%
Large Value					
MFS Value R6	23	$80,945.81	1.46%	$70,631.20	14.60%
Large Blend					
iShares S&P 500 Index K	28	$68,493.69	1.24%	$53,928.20	27.01%
Large Growth					
TIAA-CREF Large-Cap Growth Inst	49	$239,348.98	4.32%	$187,089.63	27.93%
Mid-Cap Value					
Wells Fargo Special Mid Cap Value Inst	7	$1,343.04	0.02%	$1,050.83	27.81%
Mid-Cap Blend					
Vanguard Mid Cap Index Admiral	10	$35,915.98	0.65%	$27,325.96	31.44%
Mid-Cap Growth					
MassMutual Select Mid Cap Growth I	45	$126,417.13	2.28%	$98,343.85	28.55%
Small Value					
DFA US Small Cap Value I	37	$19,191.25	0.35%	$15,589.88	23.10%
Northern Small Cap Value					

Investment Name	# of Participants	06/30/2020 Balance	% of Plan	03/31/2020 Balance	% Change
Small Growth					
Janus Henderson Triton T	29	$47,262.87	0.85%	$35,610.29	32.72%
Foreign Large Blend					
Hartford International Opportunities R6	7	$2,177.54	0.04%	$1,362.85	59.78%
Diversified Emerging Mkts					
American Funds New World R6	40	$63,475.88	1.15%	$50,970.65	24.53%
Real Estate					
Principal Real Estate Securities Inst	6	$13,952.73	0.25%	$11,615.60	20.12%
Total:		$5,541,197.39		$4,702,116.94	17.84%

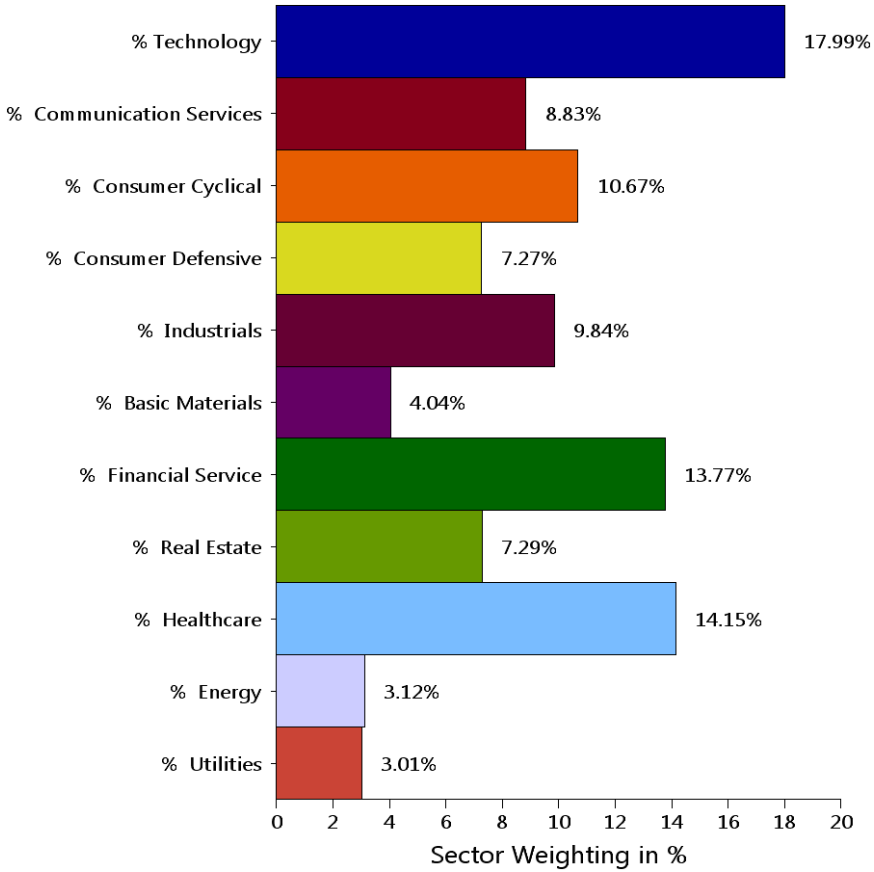
Review : Watch : Addition :

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.
For source information, please see the "Important Disclosures" section of this report.

Top 10 Holdings

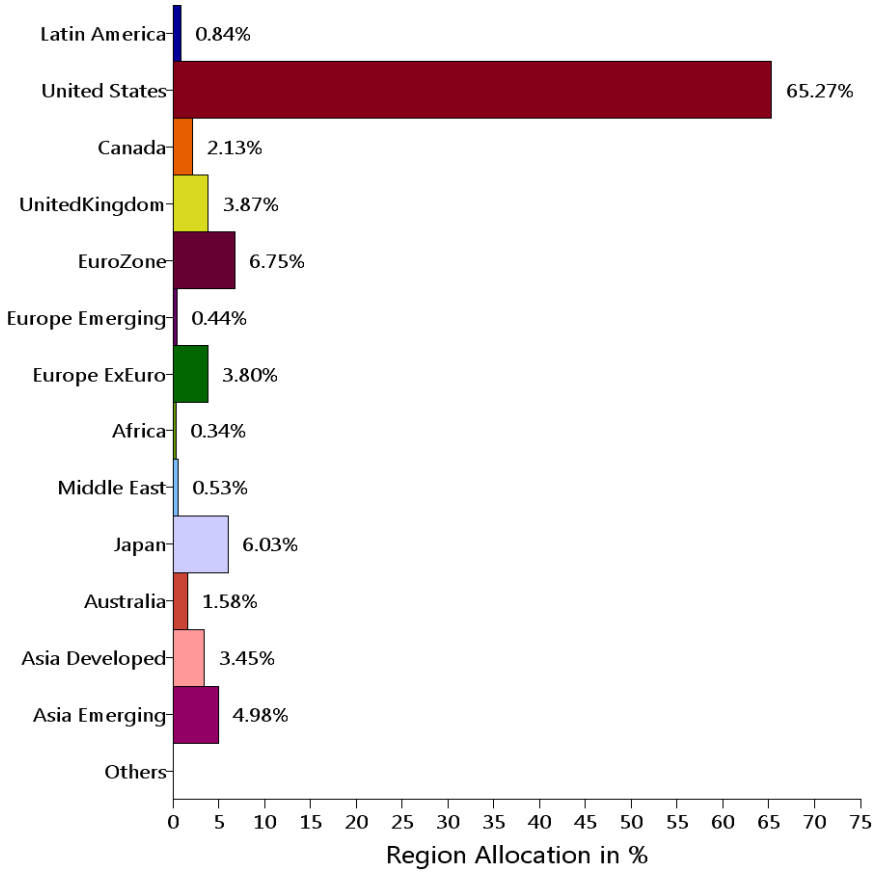


Sector Allocation

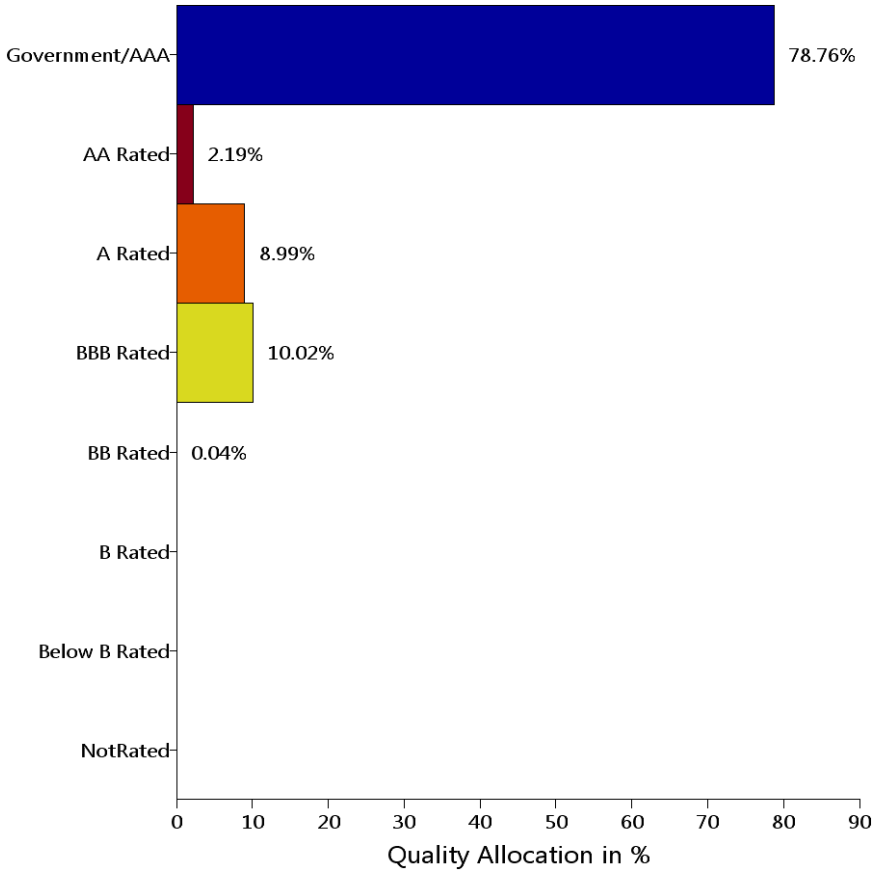


For source information, please see the "Important Disclosures" section of this report.

Region Allocation

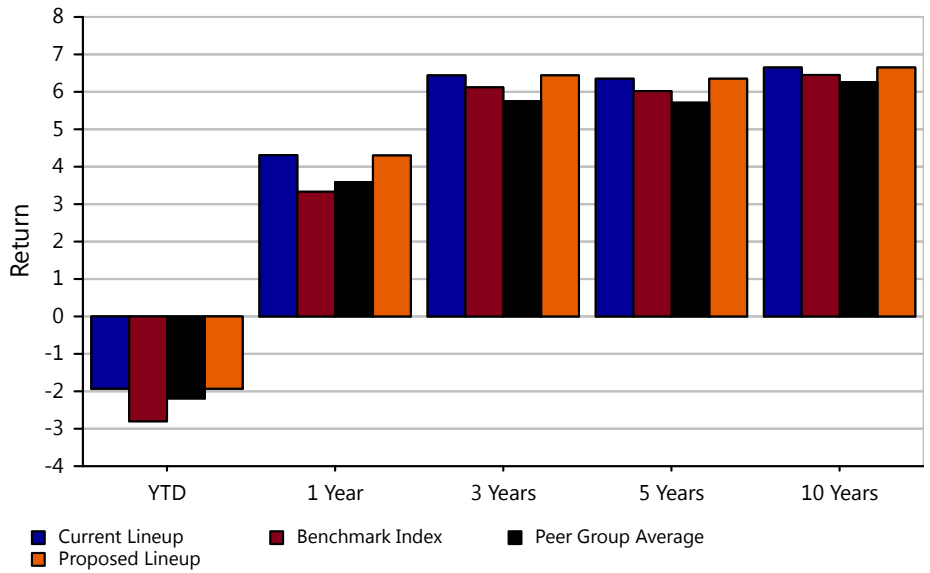


Quality Allocation

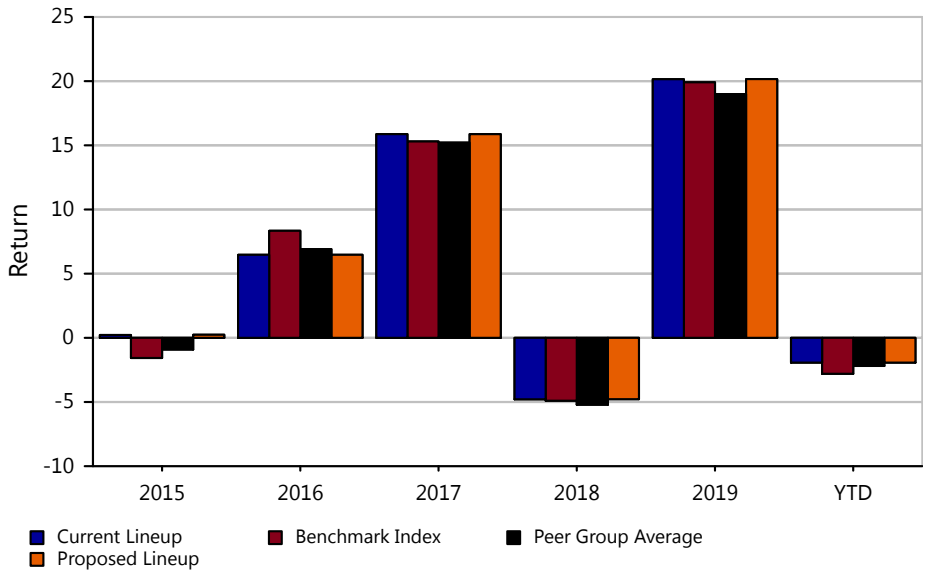


For source information, please see the "Important Disclosures" section of this report.

Annualized Returns



Calendar Year Returns



Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	-1.93	4.31	6.44	6.35	6.65	0.18
Benchmark Index	-2.80	3.33	6.12	6.02	6.45	NA
Peer Group Average	-2.19	3.59	5.75	5.71	6.26	0.79
Proposed Lineup	-1.93	4.30	6.44	6.35	6.65	0.18

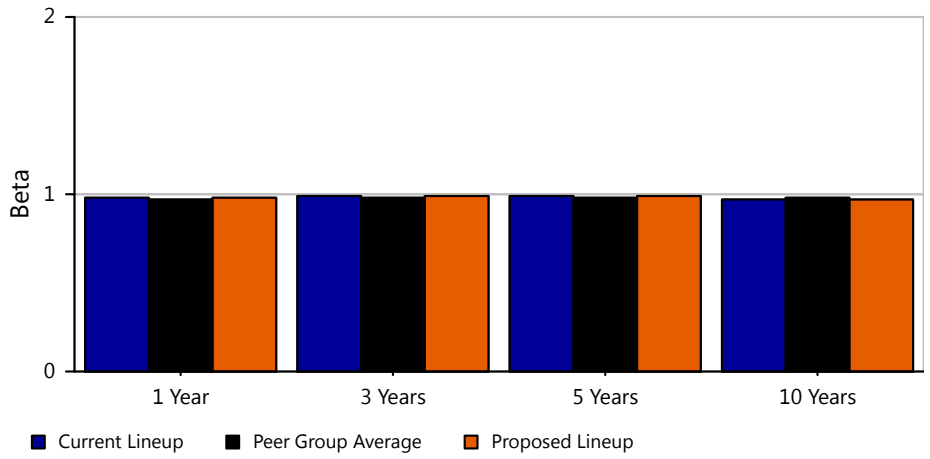
Calendar Year Returns

	2015	2016	2017	2018	2019	YTD	Net Exp.Ratio
Current Lineup	0.22	6.47	15.87	-4.79	20.15	-1.93	0.18
Benchmark Index	-1.57	8.34	15.30	-4.90	19.91	-2.80	NA
Peer Group Average	-0.91	6.91	15.21	-5.21	18.99	-2.19	0.79
Proposed Lineup	0.24	6.47	15.87	-4.78	20.16	-1.93	0.18

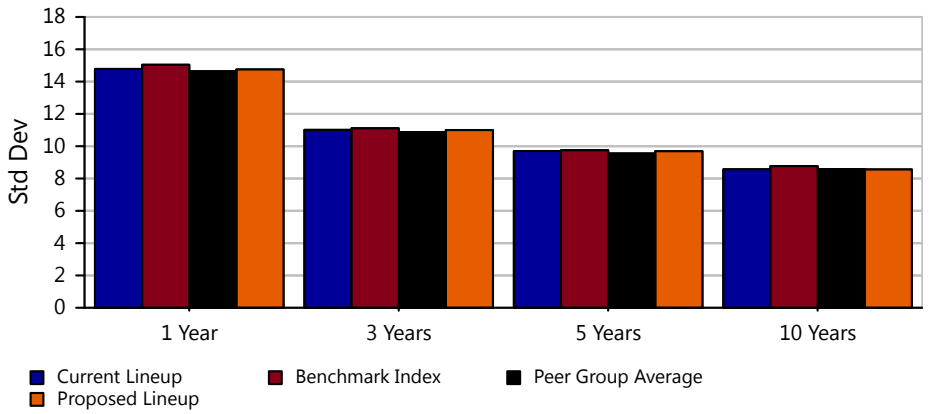
The Benchmark Index is constructed utilizing the underlying indexes of the Plan's investment options weighted in proportion to the asset allocation of the Plan. The underlying indexes are illustrated on the standardized performance pages of the report. For source information, please see the "Important Disclosures" section of this report.

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report.

Annualized Beta



Annualized Standard Deviation



Trailing Beta

	1 Year	3 Years	5 Years	10 Years
Current Lineup	0.98	0.99	0.99	0.97
Peer Group Average	0.97	0.98	0.98	0.98
Proposed Lineup	0.98	0.99	0.99	0.97

Trailing Standard Deviation

	1 Year	3 Years	5 Years	10 Years
Current Lineup	14.78	11.01	9.70	8.57
Benchmark Index	15.04	11.11	9.75	8.77
Peer Group Average	14.64	10.87	9.55	8.58
Proposed Lineup	14.75	11.00	9.69	8.56

Calendar Year Beta

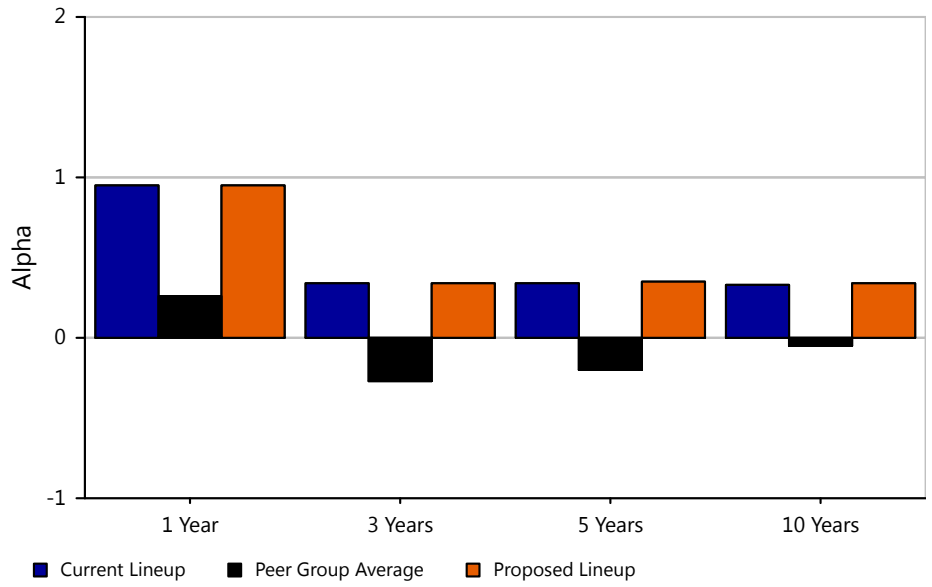
	2015	2016	2017	2018	2019
Current Lineup	1.01	0.98	0.95	1.02	0.98
Peer Group Average	0.99	0.95	0.93	1.00	0.96
Proposed Lineup	1.01	0.98	0.95	1.02	0.98

Calendar Year Standard Deviation

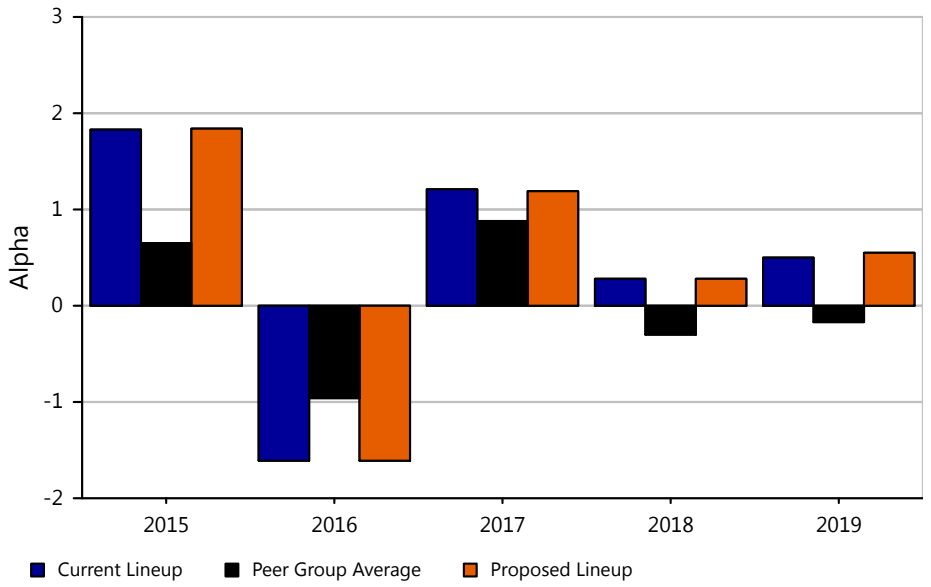
	2015	2016	2017	2018	2019
Current Lineup	8.33	7.55	1.86	9.01	8.05
Benchmark Index	8.14	7.64	1.92	8.82	8.20
Peer Group Average	8.13	7.31	1.82	8.85	7.88
Proposed Lineup	8.33	7.54	1.86	9.01	8.04

For source information, please see the "Important Disclosures" section of this report.

Annualized Alpha



Calendar Year Alpha



Trailing Alpha

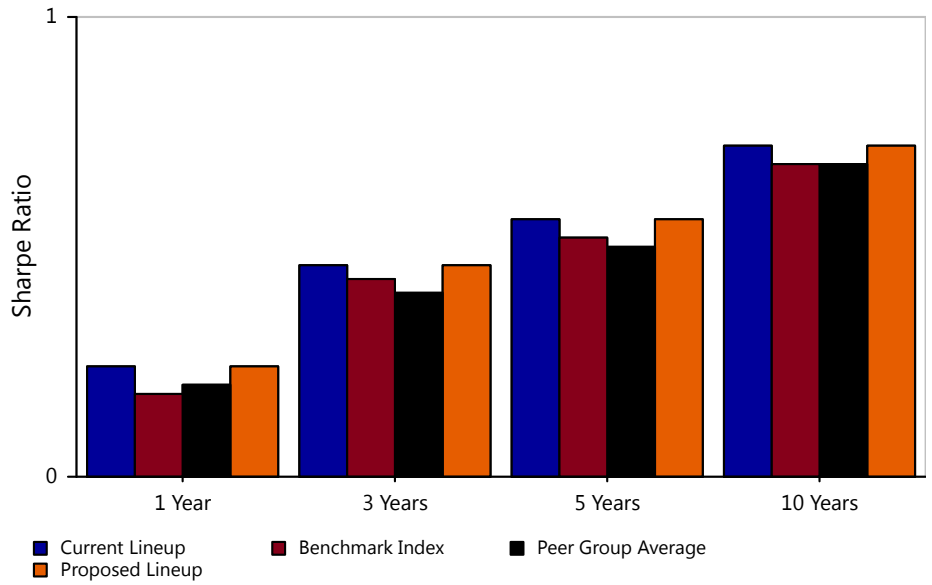
	1 Year	3 Years	5 Years	10 Years
Current Lineup	0.95	0.34	0.34	0.33
Peer Group Average	0.26	-0.27	-0.20	-0.05
Proposed Lineup	0.95	0.34	0.35	0.34

Calendar Year Alpha

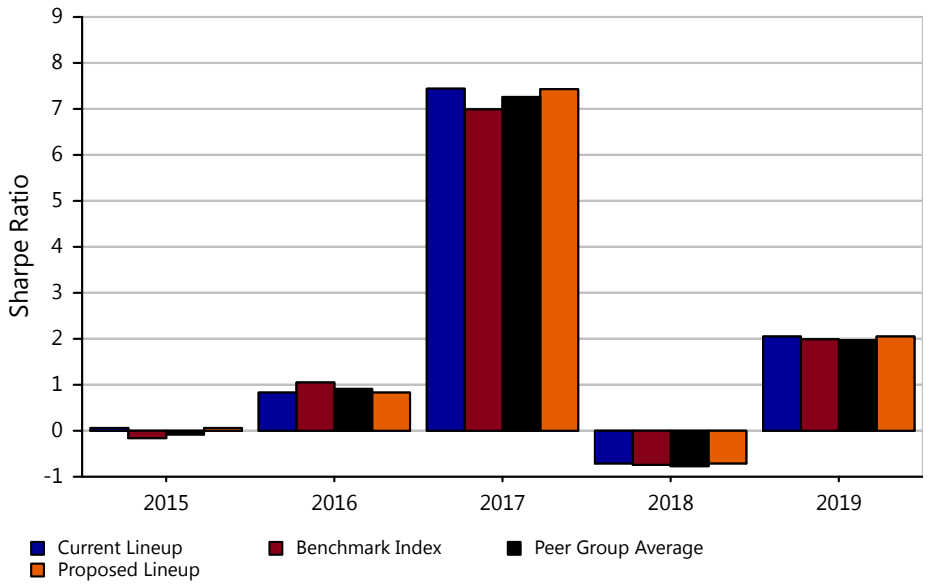
	2015	2016	2017	2018	2019
Current Lineup	1.83	-1.61	1.21	0.28	0.50
Peer Group Average	0.65	-0.96	0.88	-0.30	-0.17
Proposed Lineup	1.84	-1.61	1.19	0.28	0.55

For source information, please see the "Important Disclosures" section of this report.

Annualized Sharpe Ratio



Calendar Year Sharpe Ratio



Trailing Sharpe Ratio

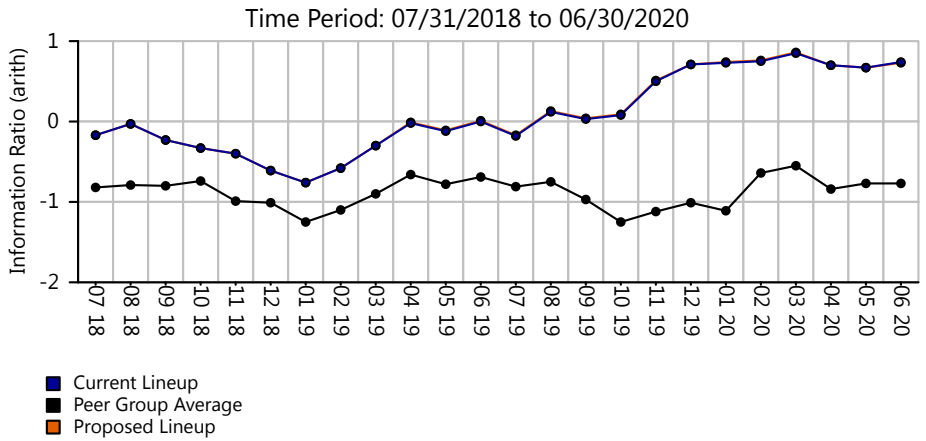
	1 Year	3 Years	5 Years	10 Years
Current Lineup	0.24	0.46	0.56	0.72
Benchmark Index	0.18	0.43	0.52	0.68
Peer Group Average	0.20	0.40	0.50	0.68
Proposed Lineup	0.24	0.46	0.56	0.72

Calendar Year Sharpe Ratio

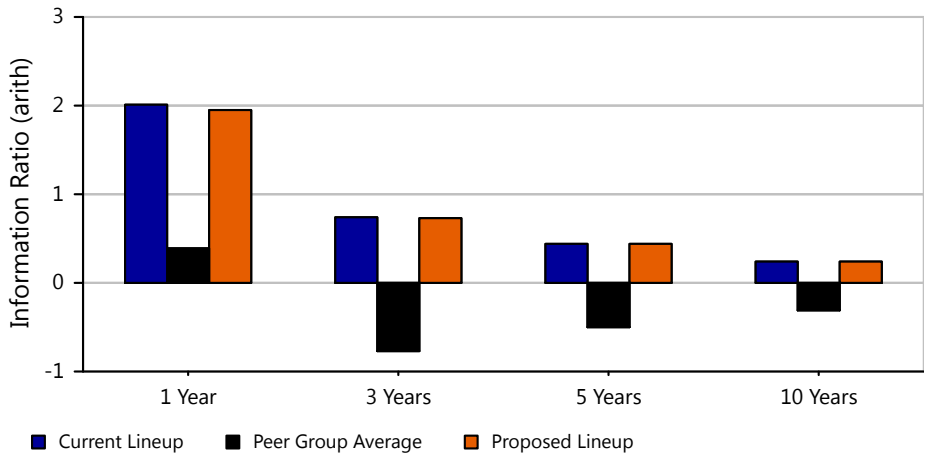
	2015	2016	2017	2018	2019
Current Lineup	0.06	0.83	7.44	-0.71	2.05
Benchmark Index	-0.16	1.05	6.99	-0.74	1.99
Peer Group Average	-0.08	0.91	7.26	-0.77	1.97
Proposed Lineup	0.06	0.83	7.43	-0.71	2.05

For source information, please see the "Important Disclosures" section of this report.

Rolling Information Ratio(Trailing 3 Year)



Annualized Information Ratios



Rolling Information Ratio (Rolling - 3 Year)

	YTD	1 Year	3 Years	5 Years	10 Years
Current Lineup	0.74	0.48	0.15	0.27	0.12
Peer Group Average	-0.78	-0.88	-0.67	-0.44	-0.11
Proposed Lineup	0.74	0.48	0.15	0.28	0.12

Calendar Year Information Ratio

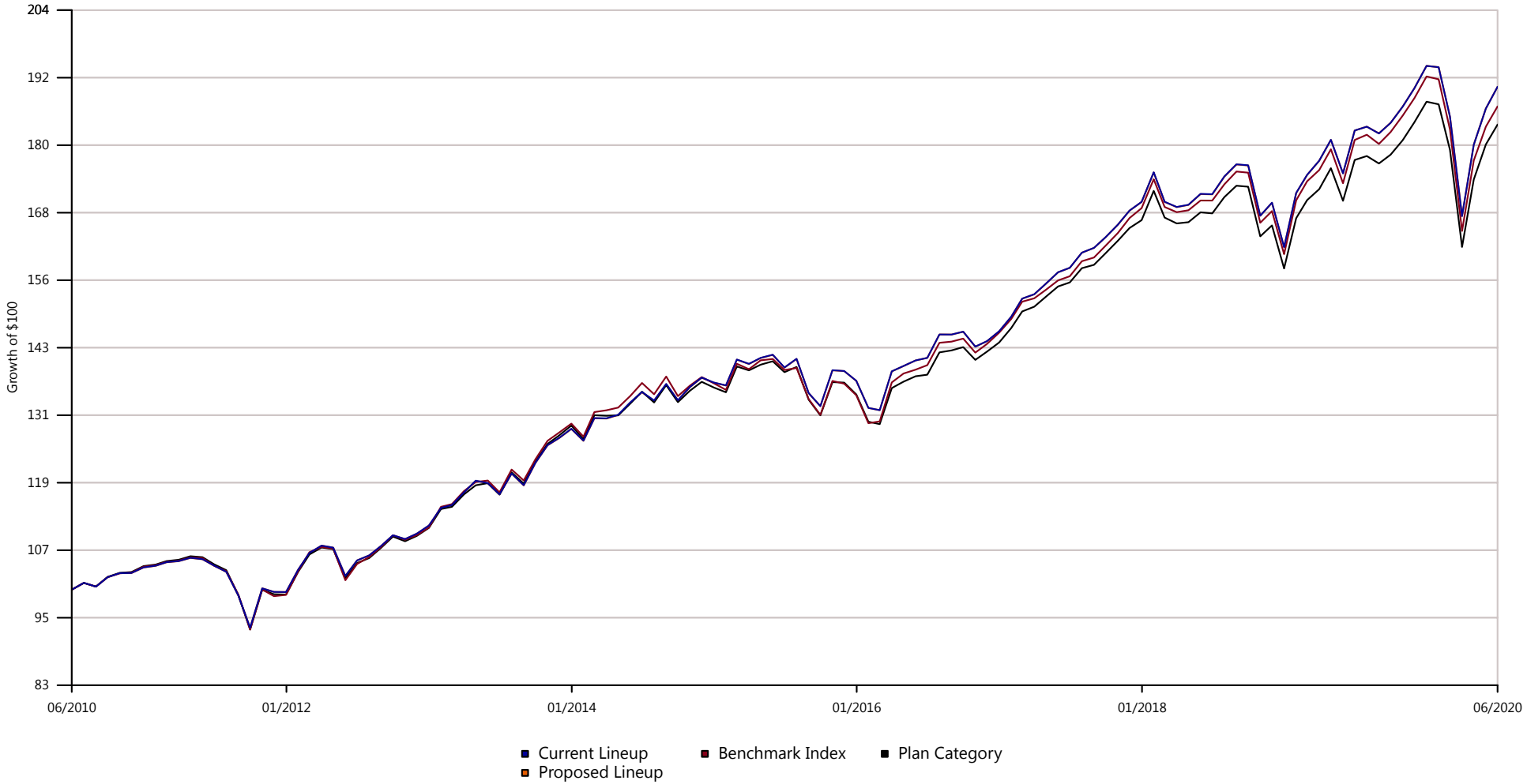
	2015	2016	2017	2018	2019
Current Lineup	1.46	-2.18	1.26	0.35	0.49
Peer Group Average	0.81	-1.60	-0.18	-1.25	-1.79
Proposed Lineup	1.46	-2.16	1.24	0.36	0.50

Trailing Information Ratio

	1 Year	3 Years	5 Years	10 Years
Current Lineup	2.01	0.74	0.44	0.24
Peer Group Average	0.39	-0.77	-0.50	-0.31
Proposed Lineup	1.95	0.73	0.44	0.24

For source information, please see the "Important Disclosures" section of this report.

Time period : June 2010 - June 2020



	1 YR	3 YR	5 YR	10 YR
Current Lineup	4.30%	20.60%	36.03%	90.32%
Proposed Lineup	4.30%	20.61%	36.06%	90.32%
Benchmark Index	3.33%	19.51%	33.95%	86.79%
Plan Category	3.59%	18.27%	31.97%	83.53%

Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance. For source information, please see the "Important Disclosures" section of this report.

Total Plan Assets	Weighted Investment Cost	Weighted Investment Expense	Proposed Weighted Expense
$5,541,197.39	$9,926.69	0.18%	0.18%

Investment	#of Participants	2020-06-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Stable Value					
The Standard Stable Asset	66	$632,146.57	11.41%	0.10%	$632.15
Intermediate Core Bond					
Vanguard Total Bond Market Index Adm - VBTLX	42	$121,998.30	2.20%	0.05%	$61.00
Allocation--30% to 50% Equity					
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	14	$66,045.20	1.19%	0.75%	$495.34
Allocation--50% to 70% Equity					
Putnam Dynamic Asset Allocation Bal Y - PABYX	32	$91,806.13	1.66%	0.73%	$670.18
Allocation--70% to 85% Equity					
Putnam Dynamic Asset Allocation Gr Y - PAGYX	11	$157,035.59	2.83%	0.82%	$1,287.69
Target-Date Retirement					
BlackRock LifePath® Index Retire K - LIRKX	56	$568,431.25	10.26%	0.09%	$511.59
Target-Date 2025					
BlackRock LifePath® Index 2025 K - LIBKX	87	$772,946.07	13.95%	0.09%	$695.65
Target-Date 2030					
BlackRock LifePath® Index 2030 K - LINKX	96	$503,564.75	9.09%	0.09%	$453.21

Investment	#of Participants	2020-06-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Target-Date 2035					
BlackRock LifePath® Index 2035 K - LIJKX	85	$520,803.59	9.40%	0.09%	$468.72
Target-Date 2040					
BlackRock LifePath® Index 2040 K - LIKKX	84	$403,746.63	7.29%	0.09%	$363.37
Target-Date 2045					
BlackRock LifePath® Index 2045 K - LIHKX	102	$510,978.86	9.22%	0.09%	$459.88
Target-Date 2050					
BlackRock LifePath® Index 2050 K - LIPKX	107	$337,536.49	6.09%	0.09%	$303.78
Target-Date 2055					
BlackRock LifePath® Index 2055 K - LIVKX	70	$76,002.82	1.37%	0.09%	$68.40
Target-Date 2060+					
BlackRock LifePath® Index 2060 K - LIZKX	66	$79,630.24	1.44%	0.09%	$71.67
Large Value					
MFS Value R6 - MEIKX	23	$80,945.81	1.46%	0.47%	$380.45
Large Blend					
iShares S&P 500 Index K - WFSPX	28	$68,493.69	1.24%	0.03%	$20.55
Large Growth					
TIAA-CREF Large-Cap Growth Inst - TILGX	49	$239,348.98	4.32%	0.42%	$1,005.27
Mid-Cap Value					
Wells Fargo Special Mid Cap Value Inst - WFMIX	7	$1,343.04	0.02%	0.82%	$11.01

Investment	#of Participants	2020-06-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Mid-Cap Blend					
Vanguard Mid Cap Index Admiral - VIMAX	10	$35,915.98	0.65%	0.05%	$17.96
Mid-Cap Growth					
MassMutual Select Mid Cap Growth I - MEFZX	45	$126,417.13	2.28%	0.71%	$897.56
Small Value					
DFA US Small Cap Value I - DFSVX	37	$19,191.25	0.35%	0.51%	$97.88
Northern Small Cap Value - NOSGX		$19,191.25	0.35%	1.00%	$191.91
Small Growth					
Janus Henderson Triton T - JATTX	29	$47,262.87	0.85%	0.91%	$430.09
Foreign Large Blend					
Hartford International Opportunities R6 - IHOVX	7	$2,177.54	0.04%	0.71%	$15.46
Diversified Emerging Mkts					
American Funds New World R6 - RNWGX	40	$63,475.88	1.15%	0.60%	$380.86
Real Estate					
Principal Real Estate Securities Inst - PIREX	6	$13,952.73	0.25%	0.91%	$126.97

Review : Watch : Addition :

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.
For source information, please see the "Important Disclosures" section of this report.

INVESTMENT REVIEW - 100 POINT

Community Action Partnership ERISA 403(b)

For Period Ending 06/30/2020

INVESTMENT SCORECARD | CURRENT & HISTORICAL SCORING

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q1/20	Q4/19	Q3/19	Q2/19	Q1/19	Q4/18	Q3/18
Intermediate Core Bond											
Vanguard Total Bond Market Index Adm - VBTLX	100	42	$121,998.30	2.20%	100	88	78	70	100	100	100
Allocation--30% to 50% Equity											
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	87	14	$66,045.20	1.19%	96	64	76	82	82	82	85
Allocation--50% to 70% Equity											
Putnam Dynamic Asset Allocation Bal Y - PABYX	76	32	$91,806.13	1.66%	77	69	72	79	82	80	90
Allocation--70% to 85% Equity											
Putnam Dynamic Asset Allocation Gr Y - PAGYX	82	11	$157,035.59	2.83%	82	72	82	88	92	86	98
Target-Date Retirement											
BlackRock LifePath® Index Retire K - LIRKX	92	56	$568,431.25	10.26%	93	92	92	92	92	90	96
Target-Date 2025											
BlackRock LifePath® Index 2025 K - LIBKX	96	87	$772,946.07	13.95%	98	94	86	90	88	90	84
Target-Date 2030											
BlackRock LifePath® Index 2030 K - LINKX	90	96	$503,564.75	9.09%	95	90	88	88	90	90	86
Target-Date 2035											
BlackRock LifePath® Index 2035 K - LIJKX	88	85	$520,803.59	9.40%	95	95	88	90	92	92	86
Target-Date 2040											
BlackRock LifePath® Index 2040 K - LIKKX	86	84	$403,746.63	7.29%	88	98	93	93	93	92	88
Target-Date 2045											
BlackRock LifePath® Index 2045 K - LIHKX	84	102	$510,978.86	9.22%	84	98	96	93	93	92	88
Target-Date 2050											
BlackRock LifePath® Index 2050 K - LIPKX	84	107	$337,536.49	6.09%	81	98	96	93	95	92	94

Investment Scorecard | Current & Historical Scoring

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q1/20	Q4/19	Q3/19	Q2/19	Q1/19	Q4/18	Q3/18
Target-Date 2055											
BlackRock LifePath® Index 2055 K - LIVKX	84	70	$76,002.82	1.37%	81	98	95	93	93	92	94
Target-Date 2060+											
BlackRock LifePath® Index 2060 K - LIZKX	81	66	$79,630.24	1.44%	81	92	86	76	82	72	72
Large Value											
MFS Value R6 - MEIKX	93	23	$80,945.81	1.46%	100	94	93	91	86	78	75
Large Blend											
iShares S&P 500 Index K - WFSPX	100	28	$68,493.69	1.24%	100	100	100	100	100	100	100
Large Growth											
TIAA-CREF Large-Cap Growth Inst - TILGX	87	49	$239,348.98	4.32%	93	84	85	92	96	90	96
Mid-Cap Value											
Wells Fargo Special Mid Cap Value Inst - WFMIX	90	7	$1,343.04	0.02%	94	96	96	92	91	79	78
Mid-Cap Blend											
Vanguard Mid Cap Index Admiral - VIMAX	100	10	$35,915.98	0.65%	100	100	100	100	100	100	100
Mid-Cap Growth											
MassMutual Select Mid Cap Growth I - MEFZX	74	45	$126,417.13	2.28%	76	90	95	91	92	95	89
Small Value											
DFA US Small Cap Value I - DFSVX	68	37	$19,191.25	0.35%	66	67	65	69	72	74	77
Northern Small Cap Value - NOSGX	72	0			85	78	88	86	88	88	80
Small Growth											
Janus Henderson Triton T - JATTX	75	29	$47,262.87	0.85%	78	94	96	92	91	91	93

INVESTMENT SCORECARD | CURRENT & HISTORICAL SCORING

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q1/20	Q4/19	Q3/19	Q2/19	Q1/19	Q4/18	Q3/18
Foreign Large Blend											
Hartford International Opportunities R6 - IHOVX	96	7	$2,177.54	0.04%	80	77	74	80	75	58	72
Diversified Emerging Mkts											
American Funds New World R6 - RNWGX	96	40	$63,475.88	1.15%	98	96	96	96	96	88	95
Real Estate											
Principal Real Estate Securities Inst - PIREX	94	6	$13,952.73	0.25%	94	94	96	96	95	93	96

Review : Watch : Addition :

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.
For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

INVESTMENT SCORECARD | CRITERIA DATA

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Allocation--30% to 50% Equity												
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	87	5.24% (23)	4.76% (37)	4.54% (38)	0.50 (19)	0.62 (15)	-0.41 (33)	-0.49 (39)	18.08 (5)	0.75% (33)	2.55 (9)	1.00 (13)
DJ US Moderately Conservative TR USD		4.84%	5.88%	5.64%	0.53	0.66	-	-	-	-	-	-
Morningstar Allocation--30% to 50% Equity		1.77%	3.74%	3.96%	0.29	0.41	-0.69	-0.60	8.85	1.05%	6.81	0.83
Allocation--50% to 70% Equity												
Putnam Dynamic Asset Allocation Bal Y - PABYX	76	3.15% (50)	5.26% (50)	5.47% (46)	0.36 (50)	0.47 (49)	-0.57 (55)	-0.52 (54)	18.08 (12)	0.73% (29)	4.38 (35)	0.94 (53)
DJ US Moderate TR USD		3.67%	6.51%	6.52%	0.44	0.55	-	-	-	-	-	-
Morningstar Allocation--50% to 70% Equity		2.30%	5.04%	5.22%	0.34	0.45	-0.39	-0.40	10.16	1.09%	5.65	0.94
Allocation--70% to 85% Equity												
Putnam Dynamic Asset Allocation Gr Y - PAGYX	82	1.79% (40)	5.22% (43)	5.77% (36)	0.30 (44)	0.41 (40)	-0.09 (43)	-0.06 (38)	18.08 (9)	0.82% (31)	5.70 (19)	0.99 (43)
DJ Moderately Aggressive TR USD		0.81%	5.39%	5.89%	0.31	0.42	-	-	-	-	-	-
Morningstar Allocation--70% to 85% Equity		-0.53%	4.13%	4.88%	0.24	0.36	-0.31	-0.26	10.07	1.11%	8.17	0.96
Large Value												
MFS Value R6 - MEIKX	93	-4.28% (25)	3.40% (35)	6.27% (20)	0.18 (35)	0.40 (21)	0.59 (27)	0.63 (16)	18.41 (12)	0.47% (14)	5.96 (13)	1.10 (22)
Russell 1000 Value TR USD		-8.84%	1.82%	4.64%	0.09	0.29	-	-	-	-	-	-
Morningstar Large Value		-7.59%	2.21%	4.45%	0.12	0.29	0.13	-0.05	10.13	0.94%	13.16	1.02
Large Growth												
TIAA-CREF Large-Cap Growth Inst - TILGX	87	21.70% (30)	19.20% (25)	15.14% (27)	0.99 (22)	0.89 (27)	0.08 (25)	-0.23 (27)	14.25 (32)	0.42% (8)	11.84 (47)	0.94 (33)
Russell 1000 Growth TR USD		23.28%	18.99%	15.89%	0.97	0.95	-	-	-	-	-	-
Morningstar Large Growth		17.36%	15.94%	12.79%	0.80	0.75	-0.82	-0.81	11.18	1.03%	13.39	0.88

INVESTMENT SCORECARD | CRITERIA DATA

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Mid-Cap Value												
Wells Fargo Special Mid Cap Value Inst - WFMIX	90	-9.53% (20)	0.96% (13)	4.18% (14)	0.07 (10)	0.26 (14)	0.50 (10)	0.28 (11)	11.41 (38)	0.82% (31)	17.19 (78)	1.05 (15)
Russell Mid Cap Value TR USD		-11.81%	-0.54%	3.32%	0.00	0.21	-	-	-	-	-	-
Morningstar Mid-Cap Value		-13.56%	-1.59%	2.10%	-0.03	0.15	-0.20	-0.26	10.08	1.03%	13.69	0.96
Mid-Cap Growth												
MassMutual Select Mid Cap Growth I - MEFZX	74	5.30% (68)	11.37% (63)	10.43% (45)	0.56 (61)	0.60 (41)	-1.09 (74)	-0.43 (53)	20.08 (11)	0.71% (13)	11.65 (40)	0.97 (39)
Russell Mid Cap Growth TR USD		11.91%	14.76%	11.60%	0.70	0.65	-	-	-	-	-	-
Morningstar Mid-Cap Growth		9.71%	12.64%	9.96%	0.59	0.55	-0.58	-0.48	11.17	1.13%	14.96	0.94
Small Value												
DFA US Small Cap Value I - DFSVX	68	-20.34% (74)	-6.52% (72)	-1.56% (73)	-0.18 (63)	0.00 (70)	-0.54 (78)	-0.80 (89)	8.33 (54)	0.51% (7)	0.63 (12)	0.90 (71)
Russell 2000 Value TR USD		-17.48%	-4.35%	1.26%	-0.14	0.11	-	-	-	-	-	-
Morningstar Small Value		-17.27%	-5.13%	-0.32%	-0.15	0.05	-0.17	-0.33	10.08	1.19%	9.96	0.95
Northern Small Cap Value - NOSGX	72	-19.57% (69)	-5.45% (53)	0.27% (36)	-0.21 (74)	0.05 (44)	-0.43 (73)	-0.40 (55)	18.92 (14)	1.00% (38)	5.60 (27)	0.96 (37)
Russell 2000 Value TR USD		-17.48%	-4.35%	1.26%	-0.14	0.11	-	-	-	-	-	-
Morningstar Small Value		-17.27%	-5.13%	-0.32%	-0.15	0.05	-0.17	-0.33	10.08	1.19%	9.96	0.95
Small Growth												
Janus Henderson Triton T - JATTX	75	-4.44% (80)	8.19% (57)	8.39% (51)	0.38 (57)	0.45 (48)	0.08 (57)	0.36 (48)	7.08 (63)	0.91% (22)	9.39 (32)	1.09 (44)
Russell 2000 Growth TR USD		3.48%	7.86%	6.86%	0.37	0.37	-	-	-	-	-	-
Morningstar Small Growth		4.46%	10.08%	8.28%	0.44	0.43	0.30	0.23	11.33	1.22%	12.98	1.09

INVESTMENT SCORECARD | CRITERIA DATA

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Foreign Large Blend												
Hartford International Opportunities R6 - IHOVX	96	0.31% (11)	1.84% (20)	3.09% (17)	0.09 (19)	0.20 (17)	0.20 (24)	0.23 (20)	13.50 (14)	0.71% (31)	5.48 (19)	1.05 (17)
MSCI EAFE NR USD		-5.13%	0.81%	2.05%	0.01	0.13	-	-	-	-	-	-
Morningstar Foreign Large Blend		-4.65%	0.31%	1.80%	0.00	0.12	-0.10	-0.06	7.47	0.94%	8.80	1.00
Diversified Emerging Mkts												
American Funds New World R6 - RNWGX	96	5.03% (14)	7.42% (6)	6.85% (6)	0.41 (5)	0.44 (4)	0.90 (7)	0.60 (10)	21.00 (3)	0.60% (11)	12.95 (53)	1.25 (4)
MSCI EM NR USD		-3.39%	1.90%	2.86%	0.10	0.18	-	-	-	-	-	-
Morningstar Diversified Emerging Mkts		-3.59%	1.20%	2.48%	0.06	0.16	-0.15	-0.08	7.31	1.24%	12.57	0.99
Real Estate												
Principal Real Estate Securities Inst - PIREX	94	-6.42% (23)	4.40% (12)	6.67% (12)	0.24 (13)	0.42 (12)	1.62 (6)	1.29 (3)	19.50 (12)	0.91% (41)	14.61 (51)	1.26 (16)
DJ US Select REIT TR USD		-17.71%	-1.99%	2.45%	-0.10	0.16	-	-	-	-	-	-
Morningstar Real Estate		-9.81%	0.60%	3.98%	0.06	0.27	0.68	0.40	11.68	1.10%	14.92	1.12

Review : Watch : Addition :

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Index Funds

Investment Name	IPS Score	Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
Intermediate Core Bond									
Vanguard Total Bond Market Index Adm - VBTLX	100	0.30% (4)	0.26% (8)	0.26% (8)	0.05% (7)	$277,045,752,065	9.01% (19)	5.39% (17)	4.36% (18)
BBgBarc US Agg Float Adj TR USD		-	-	-	-	-	8.92%	5.40%	4.37%
Morningstar Intermediate Core Bond		1.95%	1.26%	1.11%	0.64%	-	-	-	-
Large Blend									
iShares S&P 500 Index K - WFSPX	100	0.08% (6)	0.05% (5)	0.04% (3)	0.03% (2)	$21,867,018,274	7.58% (21)	10.76% (16)	10.74% (10)
S&P 500 TR USD		-	-	-	-	-	7.51%	10.73%	10.73%
Morningstar Large Blend		4.15%	3.32%	3.19%	0.86%	-	-	-	-
Mid-Cap Blend									
Vanguard Mid Cap Index Admiral - VIMAX	100	0.04% (2)	0.03% (2)	0.03% (2)	0.05% (4)	$106,539,281,907	-0.15% (12)	6.50% (8)	7.04% (10)
CRSP US Mid Cap TR USD		-	-	-	-	-	-0.20%	6.47%	7.01%
Morningstar Mid-Cap Blend		5.84%	4.92%	5.06%	0.96%	-	-	-	-

Review : Watch : Addition :

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Target Date Funds

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date Retirement												
BlackRock LifePath® Index Retire K - LIRKX	92	6.50% (4)	6.00% (3)	5.53% (4)	8.30 (62)	0.60 (27)	0.70 (22)	0.80 (1)	0.88 (1)	9.08 (48)	0.09% (2)	1.06 (38)
Morningstar Lifetime Mod Incm TR USD		4.35%	5.09%	4.54%	-	0.53	0.61	-	-	-	-	-
Morningstar Target-Date Retirement		4.08%	4.52%	4.20%	7.92	0.49	0.57	-0.21	-0.11	8.81	0.74%	1.03
Target-Date 2025												
BlackRock LifePath® Index 2025 K - LIBKX	96	5.29% (15)	6.29% (25)	6.15% (20)	11.45 (18)	0.50 (16)	0.60 (10)	-0.31 (34)	-0.02 (21)	9.08 (34)	0.09% (2)	1.02 (11)
Morningstar Lifetime Mod 2025 TR USD		4.87%	6.49%	6.17%	-	0.51	0.59	-	-	-	-	-
Morningstar Target-Date 2025		3.95%	5.59%	5.46%	12.55	0.42	0.51	-0.58	-0.40	7.89	0.72%	0.95
Target-Date 2030												
BlackRock LifePath® Index 2030 K - LINKX	90	4.23% (36)	6.31% (29)	6.36% (30)	14.27 (34)	0.44 (22)	0.55 (18)	-0.14 (34)	0.04 (25)	9.08 (38)	0.09% (2)	1.01 (19)
Morningstar Lifetime Mod 2030 TR USD		3.66%	6.40%	6.32%	-	0.44	0.53	-	-	-	-	-
Morningstar Target-Date 2030		3.59%	5.78%	5.79%	14.56	0.39	0.48	-0.42	-0.29	8.01	0.76%	0.97
Target-Date 2035												
BlackRock LifePath® Index 2035 K - LIJKX	88	3.23% (52)	6.31% (32)	6.57% (27)	17.01 (45)	0.40 (29)	0.51 (22)	0.39 (20)	0.27 (18)	9.08 (33)	0.09% (2)	1.03 (26)
Morningstar Lifetime Mod 2035 TR USD		1.91%	6.03%	6.28%	-	0.37	0.47	-	-	-	-	-
Morningstar Target-Date 2035		3.18%	5.93%	6.03%	16.84	0.37	0.46	-0.10	-0.14	7.84	0.74%	1.00
Target-Date 2040												
BlackRock LifePath® Index 2040 K - LIKKX	86	2.20% (61)	6.24% (32)	6.71% (25)	19.56 (69)	0.37 (32)	0.48 (27)	0.80 (12)	0.49 (18)	9.08 (39)	0.09% (2)	1.04 (29)
Morningstar Lifetime Mod 2040 TR USD		0.32%	5.59%	6.12%	-	0.32	0.43	-	-	-	-	-

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Morningstar Target-Date 2040		2.41%	5.78%	6.06%	18.50	0.34	0.44	0.11	0.00	8.19	0.78%	1.02
Target-Date 2045												
BlackRock LifePath® Index 2045 K - LIHKX	84	1.52% (63)	6.22% (34)	6.81% (18)	21.27 (80)	0.35 (38)	0.46 (26)	1.15 (7)	0.68 (14)	9.08 (33)	0.09% (2)	1.06 (27)
Morningstar Lifetime Mod 2045 TR USD		-0.69%	5.23%	5.94%	-	0.29	0.40	-	-	-	-	-
Morningstar Target-Date 2045		2.10%	5.82%	6.16%	19.83	0.34	0.43	0.31	0.13	7.79	0.75%	1.03
Target-Date 2050												
BlackRock LifePath® Index 2050 K - LIPKX	84	1.23% (59)	6.15% (36)	6.80% (19)	22.00 (90)	0.34 (41)	0.45 (28)	1.17 (8)	0.75 (14)	9.08 (39)	0.09% (2)	1.06 (33)
Morningstar Lifetime Mod 2050 TR USD		-1.13%	5.03%	5.81%	-	0.28	0.39	-	-	-	-	-
Morningstar Target-Date 2050		1.78%	5.70%	6.13%	20.22	0.32	0.42	0.37	0.20	7.88	0.79%	1.04
Target-Date 2055												
BlackRock LifePath® Index 2055 K - LIVKX	84	1.22% (61)	6.16% (38)	6.82% (19)	22.08 (84)	0.34 (40)	0.45 (28)	1.32 (6)	0.82 (12)	9.08 (23)	0.09% (2)	1.07 (29)
Morningstar Lifetime Mod 2055 TR USD		-1.32%	4.92%	5.72%	-	0.27	0.38	-	-	-	-	-
Morningstar Target-Date 2055		1.80%	5.77%	6.19%	20.55	0.33	0.42	0.46	0.26	6.64	0.75%	1.04
Target-Date 2060+												
BlackRock LifePath® Index 2060 K - LIZKX	81	1.27% (59)	6.20% (37)	-	-	0.34 (41)	-	1.41 (2)	-	4.33 (34)	0.09% (3)	-
Morningstar Lifetime Mod 2060 TR USD		-1.46%	4.82%	5.63%	-	0.26	0.38	-	-	-	-	-

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Morningstar Target-Date 2060+		1.61%	5.83%	6.41%	20.56	0.33	0.44	0.56	0.46	3.28	0.74%	1.06

Review : Watch : Addition :

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Investment Scorecard | Criteria Scoring

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Allocation--30% to 50% Equity												
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	87	6	6.4	8	8	10	6.4	8	10	8	10	6
Allocation--50% to 70% Equity												
Putnam Dynamic Asset Allocation Bal Y - PABYX	76	4.8	6.4	8	6.4	8	4.8	6	10	8	8	6
Allocation--70% to 85% Equity												
Putnam Dynamic Asset Allocation Gr Y - PAGYX	82	4.8	6.4	8	6.4	8	6.4	8	10	8	10	6
Large Value												
MFS Value R6 - MEIKX	93	6	6.4	10	6.4	10	6.4	10	10	10	10	8
Large Growth												
TIAA-CREF Large-Cap Growth Inst - TILGX	87	4.8	8	8	8	8	8	8	10	10	8	6
Mid-Cap Value												
Wells Fargo Special Mid Cap Value Inst - WFMIX	90	6	8	10	8	10	8	10	10	8	4	8
Mid-Cap Growth												
MassMutual Select Mid Cap Growth I - MEFZX	74	3.6	4.8	8	4.8	8	4.8	6	10	10	8	6
Small Value												
DFA US Small Cap Value I - DFSVX	68	3.6	4.8	6	4.8	6	3.2	4	10	10	10	6
Northern Small Cap Value - NOSGX	72	3.6	4.8	8	4.8	8	4.8	6	10	8	8	6
Small Growth												
Janus Henderson Triton T - JATTX	75	2.4	4.8	6	4.8	8	4.8	8	10	10	8	8

INVESTMENT SCORECARD | CRITERIA SCORING

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Foreign Large Blend												
Hartford International Opportunities R6 - IHOVX	96	6	8	10	8	10	8	10	10	8	10	8
Diversified Emerging Mkts												
American Funds New World R6 - RNWGX	96	6	8	10	8	10	8	10	10	10	6	10
Real Estate												
Principal Real Estate Securities Inst - PIREX	94	6	8	10	8	10	8	10	10	8	6	10

Review : Watch : Addition :

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Index Funds

Investment Name	IPS Score	Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
Intermediate Core Bond									
Vanguard Total Bond Market Index Adm - VBTLX	100	8	10	12	30	10	8	10	12
Large Blend									
iShares S&P 500 Index K - WFSPX	100	8	10	12	30	10	8	10	12
Mid-Cap Blend									
Vanguard Mid Cap Index Admiral - VIMAX	100	8	10	12	30	10	8	10	12

Review : Watch : Addition :

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Target Date Funds

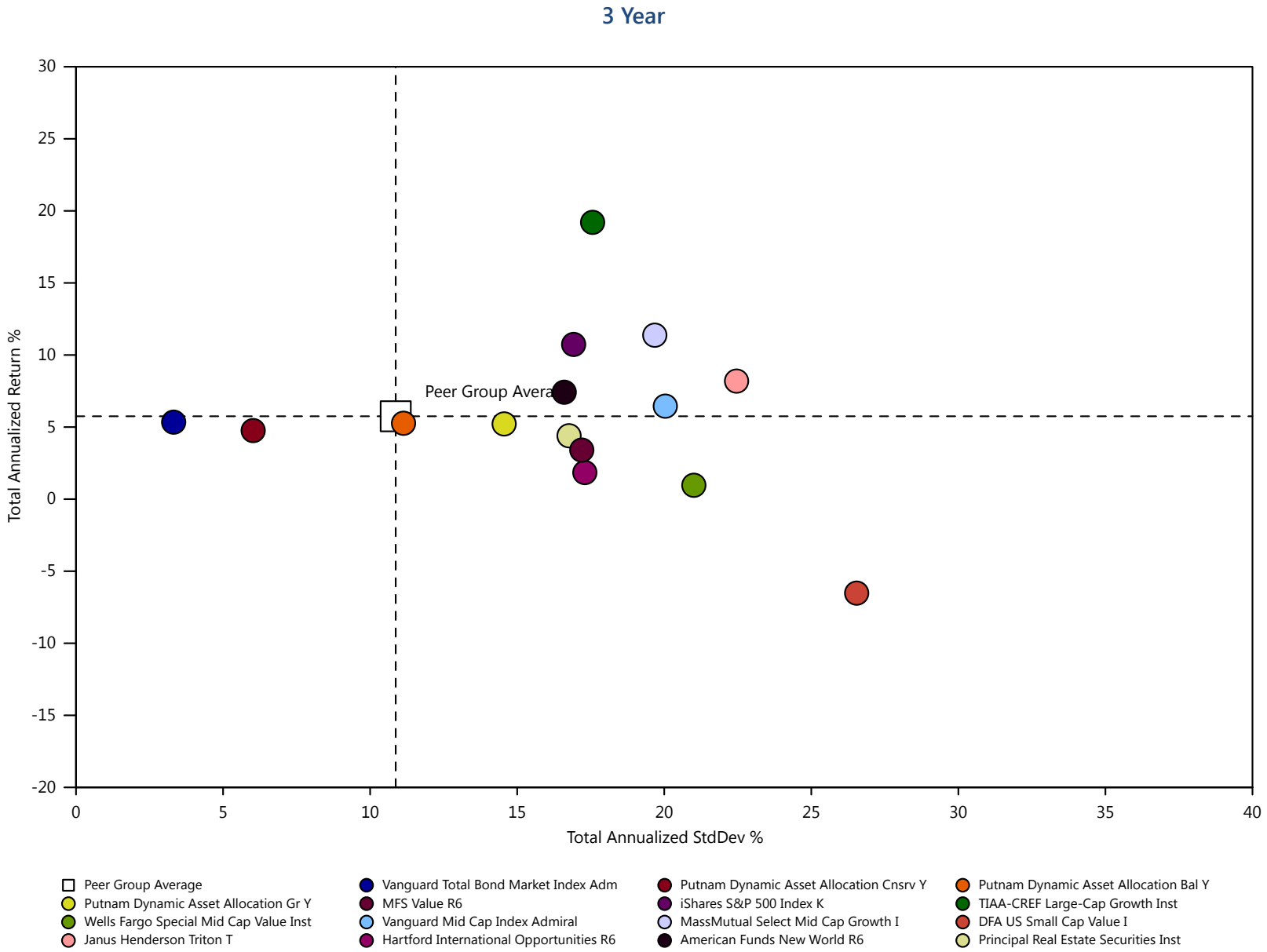
Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date Retirement												
BlackRock LifePath® Index Retire K - LIRKX	92	6	8	10	6	6.4	10	8	10	10	10	8
Target-Date 2025												
BlackRock LifePath® Index 2025 K - LIBKX	96	6	8	10	10	8	10	6.4	10	10	10	8
Target-Date 2030												
BlackRock LifePath® Index 2030 K - LINKX	90	4.8	6.4	8	8	8	10	6.4	10	10	10	8
Target-Date 2035												
BlackRock LifePath® Index 2035 K - LIJKX	88	3.6	6.4	8	8	6.4	10	8	10	10	10	8
Target-Date 2040												
BlackRock LifePath® Index 2040 K - LIKKX	86	3.6	6.4	10	6	6.4	8	8	10	10	10	8
Target-Date 2045												
BlackRock LifePath® Index 2045 K - LIHKX	84	3.6	6.4	10	4	6.4	8	8	10	10	10	8
Target-Date 2050												
BlackRock LifePath® Index 2050 K - LIPKX	84	3.6	6.4	10	4	6.4	8	8	10	10	10	8
Target-Date 2055												
BlackRock LifePath® Index 2055 K - LIVKX	84	3.6	6.4	10	4	6.4	8	8	10	10	10	8

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date 2060+												
BlackRock LifePath® Index 2060 K - LIZKX	81	3.6	6.4	-	-	6.4	-	8	-	6	10	-

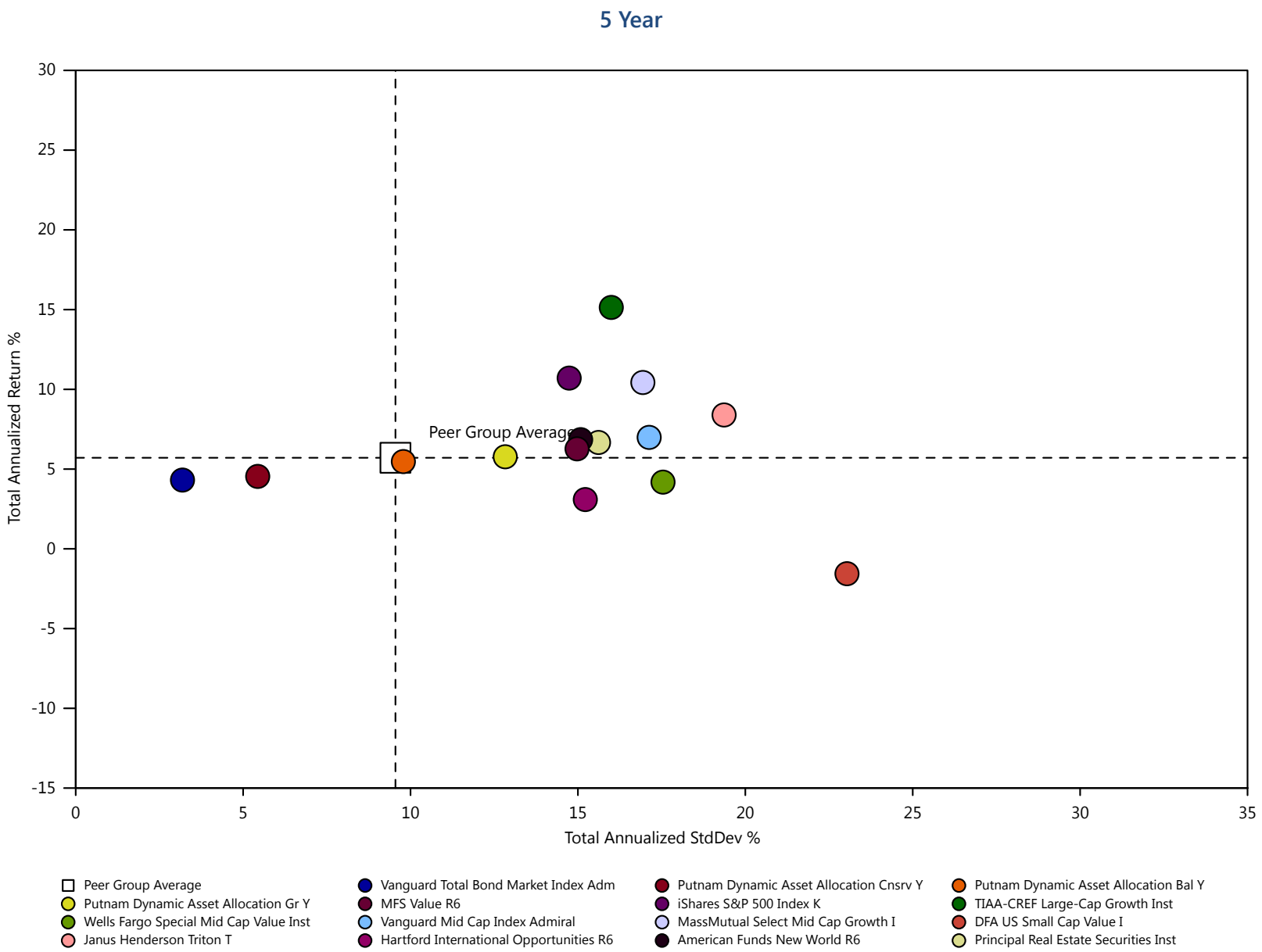
Review : Watch : Addition :

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the “Important Disclosures” section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.



For source information, please see the "Important Disclosures" section of this report.



For source information, please see the "Important Disclosures" section of this report.

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Stable Value													
The Standard Stable Asset	-	-	-	-	-	-	-	-	-	-	-	-	-
USTREAS T-Bill Sec Mkt 3 Mon	*0.02%*	*0.66%*	*1.70%*	*1.71%*	*1.12%*	-	-	-	*2.30%*	*1.69%*	*0.71%*	*0.25%*	*0.03%*
Morningstar US SA Stable Value	*0.45%*	*0.95%*	*2.06%*	*1.94%*	*1.75%*	*1.77%*	-	-	*2.14%*	*1.89%*	*1.60%*	*1.49%*	*1.42%*
Intermediate Core Bond													
Vanguard Total Bond Market Index Adm	2.98%	6.35%	8.96%	5.34%	4.31%	3.77%	6.02%	12/11/1986	8.71%	(0.03%)	3.56%	2.60%	0.40%
BBgBarc US Agg Float Adj TR USD	*3.03%*	*6.30%*	*8.92%*	*5.40%*	*4.37%*	*3.87%*	-	-	*8.87%*	*(0.08%)*	*3.63%*	*2.75%*	*0.44%*
Morningstar Intermediate Core Bond	*3.87%*	*5.54%*	*7.88%*	*4.83%*	*3.90%*	*3.65%*	-	-	*8.21%*	*(0.27%)*	*3.28%*	*2.60%*	*0.36%*
Allocation--30% to 50% Equity													
Putnam Dynamic Asset Allocation Cnsrv Y	7.83%	2.30%	5.24%	4.76%	4.54%	6.41%	6.03%	02/07/1994	12.02%	(4.55%)	10.04%	4.84%	0.51%
DJ US Moderately Conservative TR USD	*10.53%*	*(0.19%)*	*4.84%*	*5.88%*	*5.64%*	*7.38%*	-	-	*16.07%*	*(2.26%)*	*9.55%*	*6.96%*	*0.24%*
Morningstar Allocation--30% to 50% Equity	*10.57%*	*(2.66%)*	*1.77%*	*3.74%*	*3.96%*	*6.00%*	-	-	*14.97%*	*(4.92%)*	*10.20%*	*6.80%*	*(2.12%)*
Allocation--50% to 70% Equity													
Putnam Dynamic Asset Allocation Bal Y	13.41%	(1.51%)	3.15%	5.26%	5.47%	8.84%	7.14%	02/07/1994	17.63%	(6.95%)	15.44%	6.99%	0.55%
DJ US Moderate TR USD	*14.73%*	*(2.56%)*	*3.67%*	*6.51%*	*6.52%*	*9.27%*	-	-	*20.80%*	*(3.92%)*	*13.12%*	*9.26%*	*(0.13%)*
Morningstar Allocation--50% to 70% Equity	*13.05%*	*(3.58%)*	*2.30%*	*5.04%*	*5.22%*	*7.88%*	-	-	*19.25%*	*(5.55%)*	*13.71%*	*7.69%*	*(1.69%)*
Allocation--70% to 85% Equity													
Putnam Dynamic Asset Allocation Gr Y	17.24%	(3.93%)	1.79%	5.22%	5.77%	9.81%	7.74%	02/08/1994	21.05%	(9.41%)	20.08%	8.14%	(0.06%)
DJ Moderately Aggressive TR USD	*17.22%*	*(5.95%)*	*0.81%*	*5.39%*	*5.89%*	*8.89%*	-	-	*22.84%*	*(7.33%)*	*19.08%*	*9.31%*	*(1.89%)*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Morningstar Allocation--70% to 85% Equity	*16.12%*	*(6.66%)*	*(0.53%)*	*4.13%*	*4.88%*	*8.41%*	*-*	*-*	*21.49%*	*(7.71%)*	*16.46%*	*8.42%*	*(2.52%)*
Target-Date Retirement													
BlackRock LifePath® Index Retire K	9.72%	1.39%	6.50%	6.00%	5.53%	-	5.58%	05/31/2011	15.90%	(3.50%)	10.75%	5.82%	(0.31%)
Morningstar Lifetime Mod Incm TR USD	*8.55%*	*0.21%*	*4.35%*	*5.09%*	*4.54%*	*-*	*-*	*-*	*13.27%*	*(2.20%)*	*8.55%*	*5.98%*	*(1.30%)*
Morningstar Target-Date Retirement	*8.01%*	*0.23%*	*4.08%*	*4.52%*	*4.20%*	*5.06%*	*-*	*-*	*12.86%*	*(3.05%)*	*8.54%*	*5.17%*	*(1.07%)*
Target-Date 2025													
BlackRock LifePath® Index 2025 K	11.83%	(0.76%)	5.29%	6.29%	6.15%	-	6.44%	05/31/2011	18.98%	(4.78%)	14.43%	6.87%	(0.45%)
Morningstar Lifetime Mod 2025 TR USD	*12.32%*	*(1.00%)*	*4.87%*	*6.49%*	*6.17%*	*-*	*-*	*-*	*19.36%*	*(4.90%)*	*14.54%*	*8.39%*	*(2.06%)*
Morningstar Target-Date 2025	*12.01%*	*(1.63%)*	*3.95%*	*5.59%*	*5.46%*	*7.98%*	*-*	*-*	*18.31%*	*(5.26%)*	*14.60%*	*6.91%*	*(1.23%)*
Target-Date 2030													
BlackRock LifePath® Index 2030 K	13.73%	(2.50%)	4.23%	6.31%	6.36%	-	6.75%	05/31/2011	21.08%	(5.56%)	16.36%	7.29%	(0.50%)
Morningstar Lifetime Mod 2030 TR USD	*13.84%*	*(2.76%)*	*3.66%*	*6.40%*	*6.32%*	*-*	*-*	*-*	*21.24%*	*(5.82%)*	*16.59%*	*9.26%*	*(2.30%)*
Morningstar Target-Date 2030	*13.72%*	*(2.51%)*	*3.59%*	*5.78%*	*5.79%*	*8.35%*	*-*	*-*	*20.15%*	*(6.16%)*	*16.53%*	*7.47%*	*(1.38%)*
Target-Date 2035													
BlackRock LifePath® Index 2035 K	15.55%	(4.10%)	3.23%	6.31%	6.57%	-	7.01%	05/31/2011	23.08%	(6.36%)	18.29%	7.74%	(0.56%)
Morningstar Lifetime Mod 2035 TR USD	*15.45%*	*(5.00%)*	*1.91%*	*6.03%*	*6.28%*	*-*	*-*	*-*	*23.04%*	*(6.82%)*	*18.52%*	*10.07%*	*(2.58%)*
Morningstar Target-Date 2035	*15.58%*	*(3.58%)*	*3.18%*	*5.93%*	*6.03%*	*8.98%*	*-*	*-*	*22.11%*	*(7.00%)*	*18.41%*	*7.75%*	*(1.51%)*
Target-Date 2040													
BlackRock LifePath® Index 2040 K	17.25%	(5.69%)	2.20%	6.24%	6.71%	-	7.24%	05/31/2011	25.01%	(7.08%)	19.95%	8.10%	(0.56%)

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Morningstar Lifetime Mod 2040 TR USD	*16.74%*	*(6.94%)*	*0.32%*	*5.59%*	*6.12%*	*-*	*-*	*-*	*24.35%*	*(7.65%)*	*19.87%*	*10.61%*	*(2.83%)*
Morningstar Target-Date 2040	*16.73%*	*(4.63%)*	*2.41%*	*5.78%*	*6.06%*	*9.04%*	*-*	*-*	*23.24%*	*(7.67%)*	*19.47%*	*8.11%*	*(1.57%)*
Target-Date 2045													
BlackRock LifePath® Index 2045 K	18.53%	(6.68%)	1.52%	6.22%	6.81%	-	7.41%	05/31/2011	26.25%	(7.50%)	21.07%	8.28%	(0.64%)
Morningstar Lifetime Mod 2045 TR USD	*17.46%*	*(8.10%)*	*(0.69%)*	*5.23%*	*5.94%*	*-*	*-*	*-*	*24.97%*	*(8.17%)*	*20.53%*	*10.84%*	*(3.03%)*
Morningstar Target-Date 2045	*17.83%*	*(5.30%)*	*2.10%*	*5.82%*	*6.16%*	*9.32%*	*-*	*-*	*24.40%*	*(8.13%)*	*20.46%*	*8.16%*	*(1.59%)*
Target-Date 2050													
BlackRock LifePath® Index 2050 K	19.10%	(7.10%)	1.23%	6.15%	6.80%	-	7.52%	05/31/2011	26.77%	(7.82%)	21.43%	8.41%	(0.67%)
Morningstar Lifetime Mod 2050 TR USD	*17.69%*	*(8.56%)*	*(1.13%)*	*5.03%*	*5.81%*	*-*	*-*	*-*	*25.09%*	*(8.41%)*	*20.78%*	*10.89%*	*(3.19%)*
Morningstar Target-Date 2050	*18.08%*	*(5.62%)*	*1.78%*	*5.70%*	*6.13%*	*9.21%*	*-*	*-*	*24.59%*	*(8.37%)*	*20.61%*	*8.37%*	*(1.60%)*
Target-Date 2055													
BlackRock LifePath® Index 2055 K	19.14%	(7.16%)	1.22%	6.16%	6.82%	-	7.65%	05/31/2011	26.89%	(7.85%)	21.51%	8.38%	(0.60%)
Morningstar Lifetime Mod 2055 TR USD	*17.75%*	*(8.72%)*	*(1.32%)*	*4.92%*	*5.72%*	*-*	*-*	*-*	*25.05%*	*(8.57%)*	*20.95%*	*10.90%*	*(3.34%)*
Morningstar Target-Date 2055	*18.42%*	*(5.76%)*	*1.80%*	*5.77%*	*6.19%*	*9.37%*	*-*	*-*	*24.95%*	*(8.43%)*	*21.03%*	*8.14%*	*(1.61%)*
Target-Date 2060+													
BlackRock LifePath® Index 2060 K	19.21%	(7.10%)	1.27%	6.20%	-	-	10.24%	02/29/2016	26.92%	(7.84%)	21.51%	-	-
Morningstar Lifetime Mod 2060 TR USD	*17.76%*	*(8.83%)*	*(1.46%)*	*4.82%*	*5.63%*	*-*	*-*	*-*	*24.96%*	*(8.69%)*	*21.06%*	*10.88%*	*(3.48%)*
Morningstar Target-Date 2060+	*18.53%*	*(6.11%)*	*1.61%*	*5.83%*	*6.41%*	*-*	*-*	*-*	*25.19%*	*(8.48%)*	*21.22%*	*8.06%*	*(1.00%)*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Large Value													
MFS Value R6	14.33%	(12.81%)	(4.28%)	3.40%	6.27%	11.21%	9.52%	01/02/1996	30.18%	(9.78%)	17.86%	14.25%	(0.42%)
Russell 1000 Value TR USD	*14.29%*	*(16.26%)*	*(8.84%)*	*1.82%*	*4.64%*	*10.41%*	-	-	*26.54%*	*(8.27%)*	*13.66%*	*17.34%*	*(3.83%)*
Morningstar Large Value	*15.67%*	*(15.18%)*	*(7.59%)*	*2.21%*	*4.45%*	*9.75%*	-	-	*25.05%*	*(8.45%)*	*16.32%*	*14.98%*	*(3.42%)*
Large Blend													
iShares S&P 500 Index K	20.51%	(3.03%)	7.55%	10.73%	10.71%	13.91%	9.42%	07/30/1993	31.43%	(4.38%)	21.77%	11.92%	1.35%
S&P 500 TR USD	*20.54%*	*(3.08%)*	*7.51%*	*10.73%*	*10.73%*	*13.99%*	-	-	*31.49%*	*(4.38%)*	*21.83%*	*11.96%*	*1.38%*
Morningstar Large Blend	*19.61%*	*(5.45%)*	*3.76%*	*8.15%*	*8.34%*	*12.22%*	-	-	*29.09%*	*(6.05%)*	*20.61%*	*10.87%*	*(0.55%)*
Large Growth													
TIAA-CREF Large-Cap Growth Inst	27.99%	12.81%	21.70%	19.20%	15.14%	17.33%	11.03%	03/31/2006	30.71%	0.04%	34.51%	(0.85%)	9.20%
Russell 1000 Growth TR USD	*27.84%*	*9.81%*	*23.28%*	*18.99%*	*15.89%*	*17.23%*	-	-	*36.39%*	*(1.51%)*	*30.21%*	*7.08%*	*5.67%*
Morningstar Large Growth	*27.43%*	*7.85%*	*17.36%*	*15.94%*	*12.79%*	*15.08%*	-	-	*32.06%*	*(2.20%)*	*27.73%*	*3.76%*	*3.64%*
Mid-Cap Value													
Wells Fargo Special Mid Cap Value Inst	19.56%	(18.40%)	(9.53%)	0.96%	4.18%	11.31%	10.77%	04/08/2005	35.53%	(13.10%)	11.16%	21.59%	(2.73%)
Russell Mid Cap Value TR USD	*19.95%*	*(18.09%)*	*(11.81%)*	*(0.54%)*	*3.32%*	*10.29%*	-	-	*27.06%*	*(12.29%)*	*13.34%*	*20.00%*	*(4.78%)*
Morningstar Mid-Cap Value	*19.39%*	*(19.78%)*	*(13.56%)*	*(1.59%)*	*2.10%*	*8.86%*	-	-	*25.34%*	*(12.93%)*	*13.87%*	*18.91%*	*(4.94%)*
Mid-Cap Blend													
Vanguard Mid Cap Index Admiral	24.96%	(7.18%)	(0.20%)	6.45%	6.99%	12.47%	9.53%	05/21/1998	31.03%	(9.23%)	19.25%	11.22%	(1.34%)
CRSP US Mid Cap TR USD	*24.97%*	*(7.20%)*	*(0.20%)*	*6.47%*	*7.01%*	*12.62%*	-	-	*31.09%*	*(9.22%)*	*19.30%*	*11.25%*	*(1.28%)*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Morningstar Mid-Cap Blend	*22.12%*	*(12.55%)*	*(6.20%)*	*2.41%*	*3.86%*	*10.02%*	-	-	*26.55%*	*(10.81%)*	*16.13%*	*15.03%*	*(4.24%)*
Mid-Cap Growth													
MassMutual Select Mid Cap Growth I	28.62%	(0.97%)	5.30%	11.37%	10.43%	14.80%	9.71%	05/31/2000	32.22%	(3.10%)	24.66%	6.19%	5.95%
Russell Mid Cap Growth TR USD	*30.26%*	*4.16%*	*11.91%*	*14.76%*	*11.60%*	*15.09%*	-	-	*35.47%*	*(4.75%)*	*25.27%*	*7.33%*	*(0.20%)*
Morningstar Mid-Cap Growth	*30.29%*	*3.66%*	*9.71%*	*12.64%*	*9.96%*	*13.57%*	-	-	*32.67%*	*(5.91%)*	*24.47%*	*6.79%*	*(0.36%)*
Small Value													
DFA US Small Cap Value I	22.26%	(25.45%)	(20.34%)	(6.52%)	(1.56%)	7.70%	9.67%	03/02/1993	18.12%	(15.13%)	7.21%	28.26%	(7.81%)
Northern Small Cap Value	14.74%	(24.77%)	(19.57%)	(5.45%)	0.27%	8.06%	8.32%	03/31/1994	22.27%	(13.68%)	6.42%	27.87%	(4.62%)
Russell 2000 Value TR USD	*18.91%*	*(23.50%)*	*(17.48%)*	*(4.35%)*	*1.26%*	*7.82%*	-	-	*22.39%*	*(12.86%)*	*7.84%*	*31.74%*	*(7.47%)*
Morningstar Small Value	*22.34%*	*(22.90%)*	*(17.27%)*	*(5.13%)*	*(0.32%)*	*7.05%*	-	-	*21.39%*	*(15.55%)*	*8.75%*	*26.32%*	*(7.22%)*
Small Growth													
Janus Henderson Triton T	29.43%	(6.63%)	(4.44%)	8.19%	8.39%	14.11%	11.83%	02/25/2005	28.30%	(5.26%)	26.90%	10.42%	1.21%
Russell 2000 Growth TR USD	*30.58%*	*(3.06%)*	*3.48%*	*7.86%*	*6.86%*	*12.92%*	-	-	*28.48%*	*(9.31%)*	*22.17%*	*11.32%*	*(1.38%)*
Morningstar Small Growth	*32.19%*	*(0.10%)*	*4.46%*	*10.08%*	*8.28%*	*12.93%*	-	-	*27.94%*	*(5.26%)*	*22.14%*	*11.84%*	*(2.20%)*
Foreign Large Blend													
Hartford International Opportunities R6	20.91%	(5.63%)	0.31%	1.84%	3.09%	6.69%	5.42%	07/22/1996	26.15%	(18.61%)	24.77%	1.15%	1.49%
MSCI EAFE NR USD	*14.88%*	*(11.34%)*	*(5.13%)*	*0.81%*	*2.05%*	*5.73%*	-	-	*22.01%*	*(13.79%)*	*25.03%*	*1.00%*	*(0.81%)*
Morningstar Foreign Large Blend	*16.24%*	*(10.92%)*	*(4.65%)*	*0.31%*	*1.80%*	*5.36%*	-	-	*21.64%*	*(14.47%)*	*25.25%*	*1.70%*	*(1.21%)*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Diversified Emerging Mkts													
American Funds New World R6	24.56%	(2.98%)	5.03%	7.42%	6.85%	6.94%	7.99%	06/17/1999	28.03%	(11.97%)	33.06%	4.31%	(5.62%)
MSCI EM NR USD	*18.08%*	*(9.78%)*	*(3.39%)*	*1.90%*	*2.86%*	*3.27%*	*-*	*-*	*18.42%*	*(14.57%)*	*37.28%*	*11.19%*	*(14.92%)*
Morningstar Diversified Emerging Mkts	*20.64%*	*(9.72%)*	*(3.59%)*	*1.20%*	*2.48%*	*3.27%*	*-*	*-*	*19.64%*	*(16.15%)*	*35.16%*	*9.00%*	*(13.38%)*
Real Estate													
Principal Real Estate Securities Inst	11.81%	(13.59%)	(6.42%)	4.40%	6.67%	10.70%	10.52%	12/06/2000	31.13%	(4.31%)	9.03%	5.93%	4.22%
DJ US Select REIT TR USD	*9.11%*	*(22.01%)*	*(17.71%)*	*(1.99%)*	*2.45%*	*8.27%*	*-*	*-*	*23.10%*	*(4.22%)*	*3.76%*	*6.68%*	*4.48%*
Morningstar Real Estate	*13.66%*	*(16.19%)*	*(9.81%)*	*0.60%*	*3.98%*	*8.86%*	*-*	*-*	*27.38%*	*(5.94%)*	*6.91%*	*7.65%*	*2.13%*

Review : Watch : Addition :

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Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.

INVESTMENT FACT SHEETS - 100 POINT

Community Action Partnership ERISA 403(b)

For Period Ending 06/30/2020

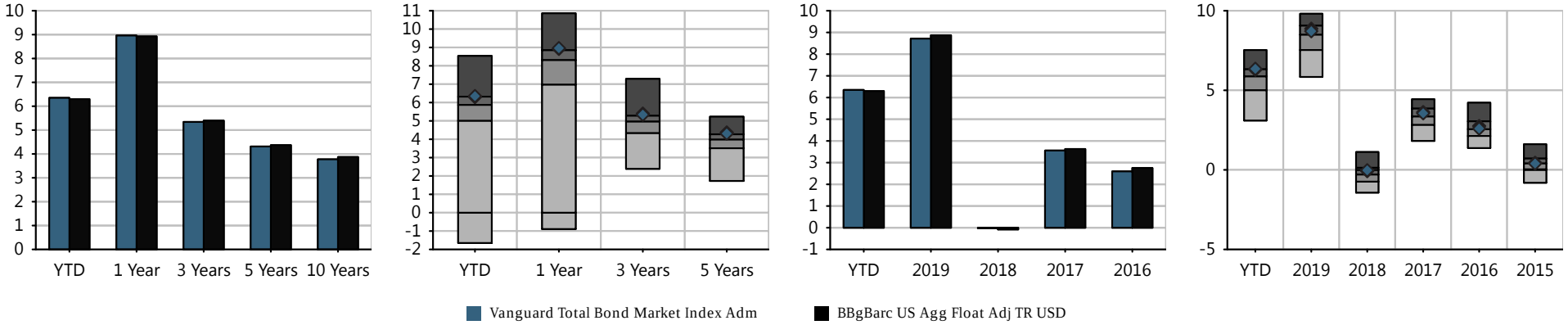
VANGUARD TOTAL BOND MARKET INDEX ADM | FUND FACT SHEET

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.30%	0.26%	0.26%	0.05%	$277,045,752,065	9.01%	5.39%	4.36%
	Peer Group Scoring	*1.95%*	*1.26%*	*1.11%*	*0.64%*	-	-	-	-
	Criteria Peer Ranking	4	8	8	7	-	19	17	18

Investment Strategy

The investment seeks the performance of Bloomberg Barclays U.S. Aggregate Float Adjusted Index. Bloomberg Barclays U.S. Aggregate Float Adjusted Index measures the performance of a wide spectrum of public, investment-grade, taxable, fixed income securities in the United States-including government, corporate, and international dollar-denominated bonds, as well as mortgage-backed and asset-backed securities-all with maturities of more than 1 year. All of its investments will be selected through the sampling process, and at least 80% of its assets will be invested in bonds held in the index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Vanguard Total Bond Market Index Adm	2.98%	6.35%	8.96%	5.34%	4.31%	3.77%	6.02%	12/11/1986	8.71%	(0.03%)	3.56%	2.60%	0.40%
BBgBarc US Agg Float Adj TR USD	*3.03%*	*6.30%*	*8.92%*	*5.40%*	*4.37%*	*3.87%*	-	-	*8.87%*	*(0.08%)*	*3.63%*	*2.75%*	*0.44%*
Morningstar Intermediate Core Bond	*3.87%*	*5.54%*	*7.88%*	*4.83%*	*3.90%*	*3.65%*	-	-	*8.21%*	*(0.27%)*	*3.28%*	*2.60%*	*0.36%*

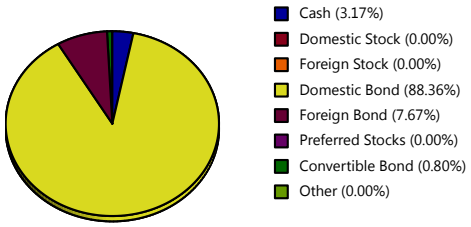
Morningstar Rating: ****

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

VANGUARD TOTAL BOND MARKET INDEX ADM | FUND FACT SHEET

Asset Allocation



Maturity Distribution

	Fund
Less than 1 Yr	0.77
1 to 3 Yrs	19.28
3 to 5 Yrs	15.44
5 to 7 Yrs	10.57
7 to 10 Yrs	9.77
10 Yrs or more	44.16

Regional Distribution

United States	92.03
Supranational	1.41
Canada	1.08
United Kingdom	1.06
Japan	0.64
Germany	0.49
Netherlands	0.43
Mexico	0.36
Belgium	0.34
Australia	0.20

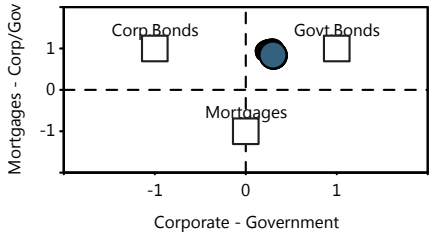
Sector Distribution

	Fund	Index
Government	43.99	-
Corporate	27.82	-
Securitized	24.36	-
Municipal	-	-
Cash & Equivalents	3.17	-
Other	0.66	-

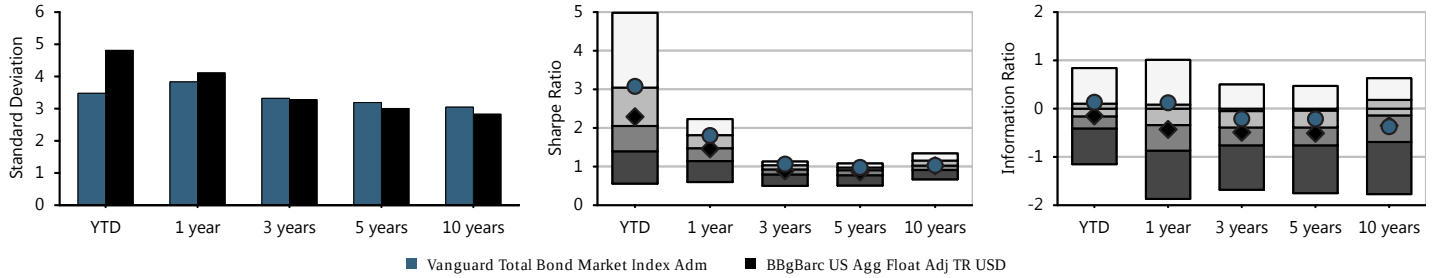
Credit Quality

	Fund	Index
AAA	67.55	-
AA	3.43	-
A	11.37	-
BBB	17.65	-
BB	0.00	-
B	0.00	-
Below B	0.00	-
Not Rated	0.00	-

Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	VBTLX
Category	Intermediate Core Bond
Net Assets(This Class $mn)	277,046 m
Net Assets(All Classes $mn)	-
Manager	Joshua Barrickman
Manager Tenure	7.33
Fund Inception	Dec 11,1986
Avg Maturity	8.10
Avg Duration	6.21

Fee And Expenses

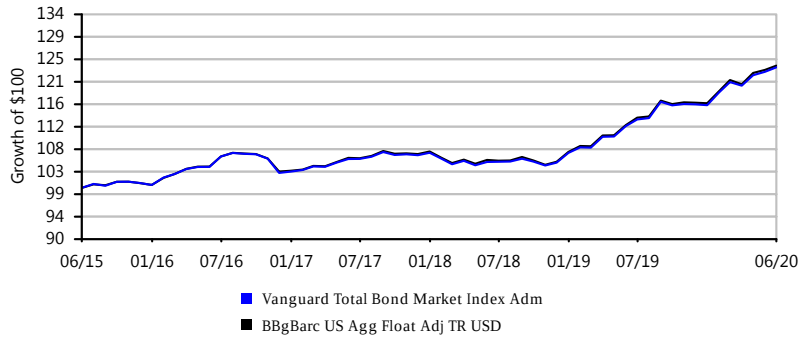
Expense Ratio	0.05
Gross Expense Ratio	0.05
Prospectus Net Expense Ratio	0.05
Prospectus Gross Expense Ratio	0.05
Actual 12b1	0.00
Management Fee	0.04

Top 10 Holdings (%)

Federal National Mortga...	0.61
Federal National Mortga...	0.59
United States Treasury ...	0.45
United States Treasury ...	0.43
United States Treasury ...	0.42
United States Treasury ...	0.42
United States Treasury ...	0.41
United States Treasury ...	0.38
United States Treasury ...	0.38
United States Treasury ...	0.38

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



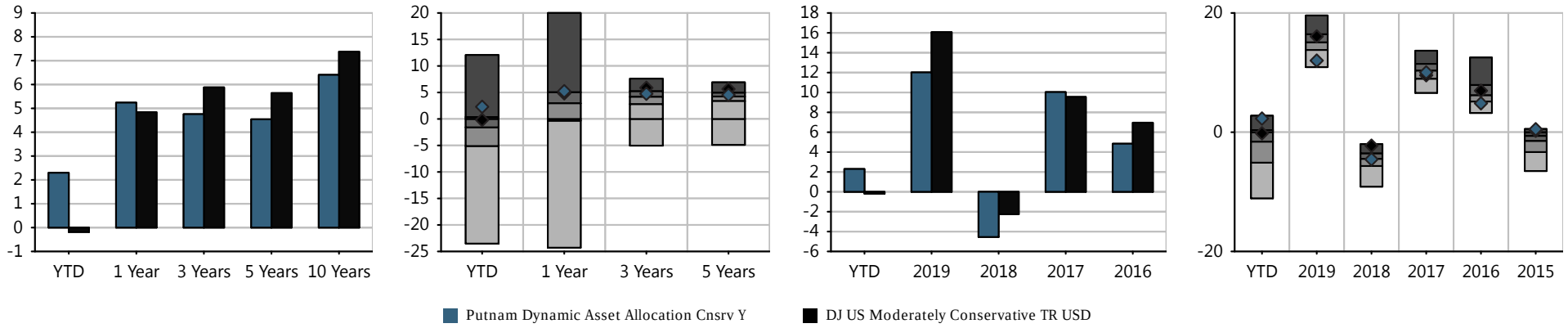
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
87 Passing	Criteria Scoring	5.24%	4.76%	4.54%	0.50	0.62	-0.41	-0.49	18.08	0.75%	2.55	1.00
	Peer Group Scoring	*1.77%*	*3.74%*	*3.96%*	*0.29*	*0.41*	*-0.69*	*-0.60*	*8.85*	*1.05%*	*6.81*	*0.83*
	Criteria Peer Ranking	23	37	38	19	15	33	39	5	33	9	13

Investment Strategy

The investment seeks total return consistent with preservation of capital. The fund allocates 15% to 45% of its assets in equities and 55% to 85% in fixed income securities. It invests mainly in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments. The fund also invests, to a lesser extent, in equity securities (growth or value stocks or both) of U.S. and foreign companies of any size.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Putnam Dynamic Asset Allocation Cnsrv Y	7.83%	2.30%	5.24%	4.76%	4.54%	6.41%	6.03%	02/07/1994	12.02%	(4.55%)	10.04%	4.84%	0.51%
DJ US Moderately Conservative TR USD	*10.53%*	*(0.19%)*	*4.84%*	*5.88%*	*5.64%*	*7.38%*	-	-	*16.07%*	*(2.26%)*	*9.55%*	*6.96%*	*0.24%*
Morningstar Allocation--30% to 50% Equity	*10.57%*	*(2.66%)*	*1.77%*	*3.74%*	*3.96%*	*6.00%*	-	-	*14.97%*	*(4.92%)*	*10.20%*	*6.80%*	*(2.12%)*

Morningstar Rating: ****

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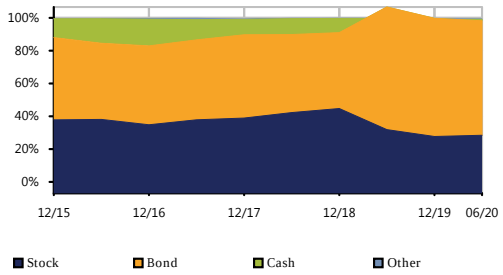
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PUTNAM DYNAMIC ASSET ALLOCATION CNSRV Y | FUND FACT SHEET

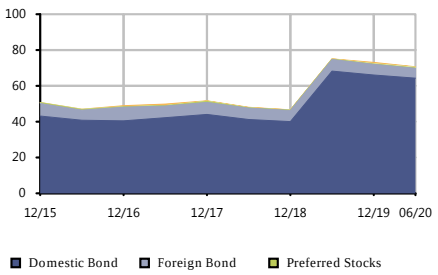
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



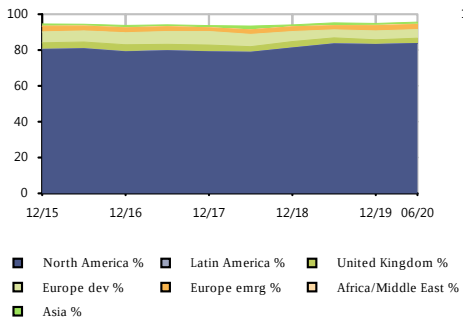
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



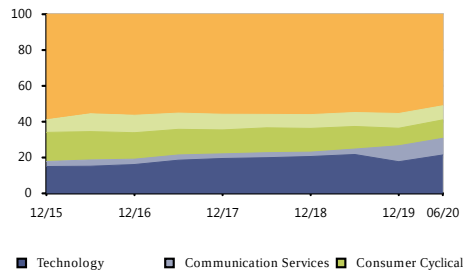
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

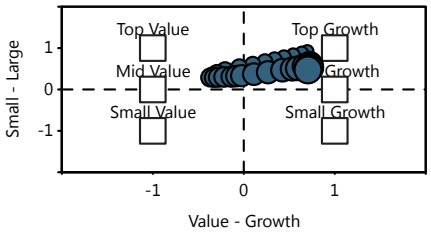


Sector Distribution

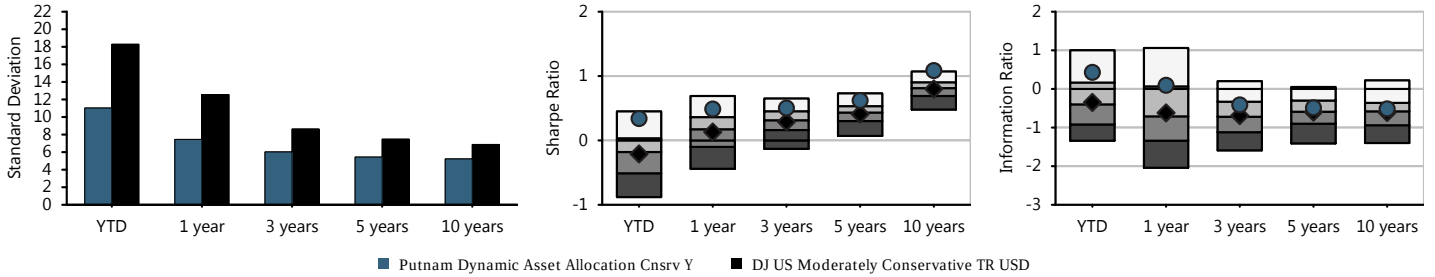
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PACYX
Category	Allocation--30% to 50% Equity
Net Assets(This Class $mn)	1,062 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Schoen
Manager Tenure	18.08
Fund Inception	Feb 07,1994

Fee And Expenses

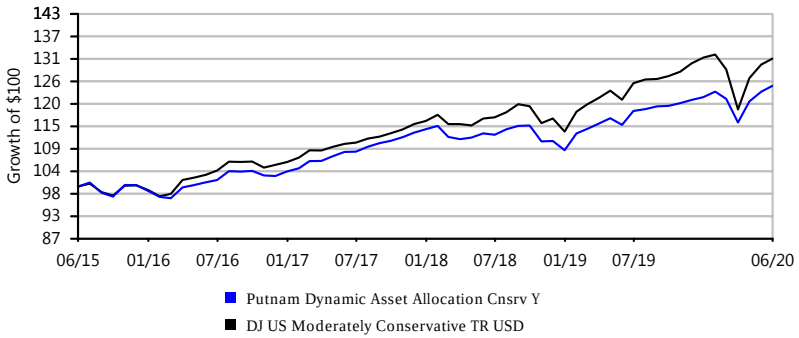
Expense Ratio	0.75
Gross Expense Ratio	0.75
Prospectus Net Expense Ratio	0.75
Prospectus Gross Expense Ratio	0.75
Actual 12b1	0.00
Management Fee	0.52

Top 10 Holdings (%)

E-mini S&P 500 Future J...	-11.43
5 Year Treasury Note Fu...	8.04
Government National Mor...	5.69
Ultra US Treasury Bond ...	4.50
10 Year Treasury Note F...	3.27
Ultra 10 Year US Treasu...	-3.27
Gsglpwdl R Us0001m P 12...	3.09
Gsglpwds P Us0001m R 12...	-2.92
Federal National Mortga...	2.91
MSCI EAFE Index Future ...	-2.79

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

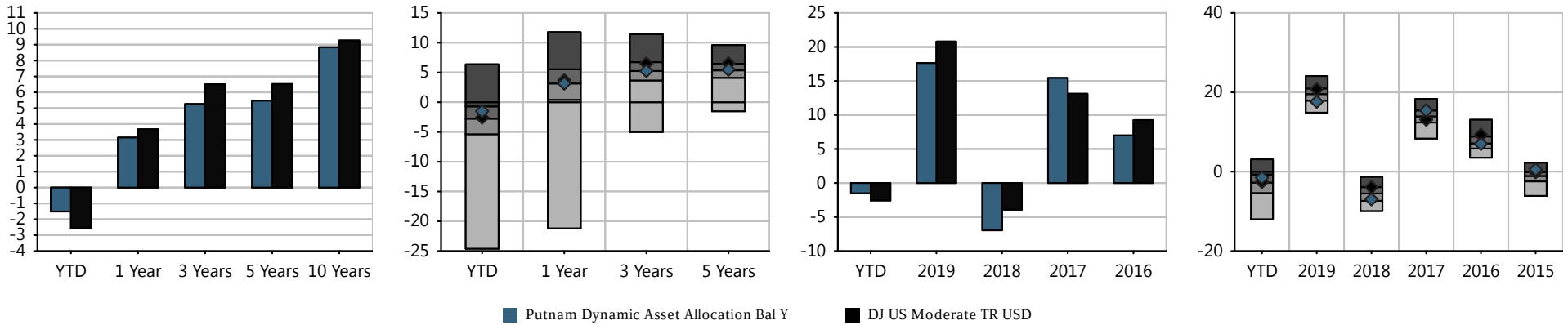
PUTNAM DYNAMIC ASSET ALLOCATION BAL Y | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
76 Passing	Criteria Scoring	3.15%	5.26%	5.47%	0.36	0.47	-0.57	-0.52	18.08	0.73%	4.38	0.94
	Peer Group Scoring	*2.30%*	*5.04%*	*5.22%*	*0.34*	*0.45*	*-0.39*	*-0.40*	*10.16*	*1.09%*	*5.65*	*0.94*
	Criteria Peer Ranking	50	50	46	50	49	55	54	12	29	35	53

Investment Strategy

The investment seeks total return. The fund allocates 45% to 75% of its assets in equities and 25% to 55% in fixed income securities. It invests mainly in equity securities (growth or value stocks or both) of both U.S. and foreign companies of any size. The fund also invests in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments (such as mortgage-backed investments).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Putnam Dynamic Asset Allocation Bal Y	13.41%	(1.51%)	3.15%	5.26%	5.47%	8.84%	7.14%	02/07/1994	17.63%	(6.95%)	15.44%	6.99%	0.55%
DJ US Moderate TR USD	*14.73%*	*(2.56%)*	*3.67%*	*6.51%*	*6.52%*	*9.27%*	*-*	*-*	*20.80%*	*(3.92%)*	*13.12%*	*9.26%*	*(0.13%)*
Morningstar Allocation--50% to 70% Equity	*13.05%*	*(3.58%)*	*2.30%*	*5.04%*	*5.22%*	*7.88%*	*-*	*-*	*19.25%*	*(5.55%)*	*13.71%*	*7.69%*	*(1.69%)*

Morningstar Rating: ****

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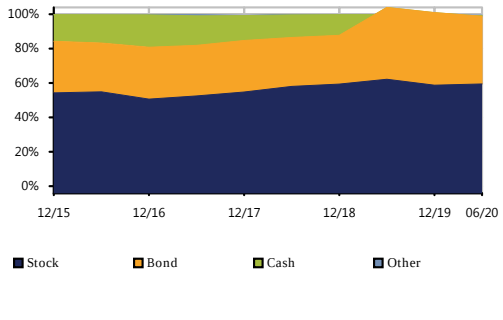
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PUTNAM DYNAMIC ASSET ALLOCATION BAL Y | FUND FACT SHEET

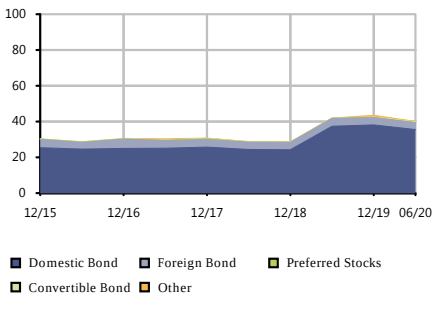
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



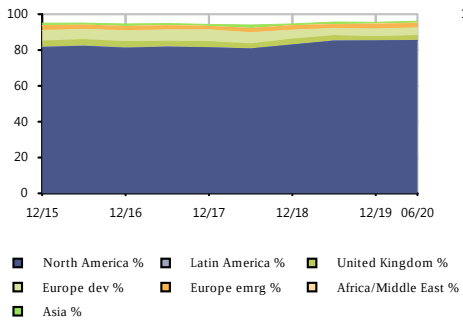
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



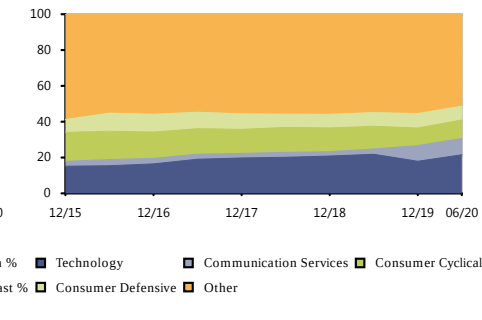
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

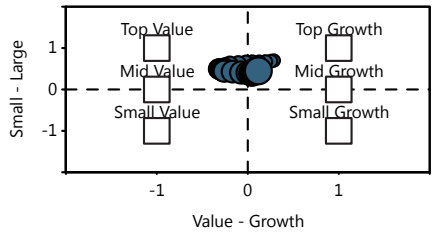


Sector Distribution

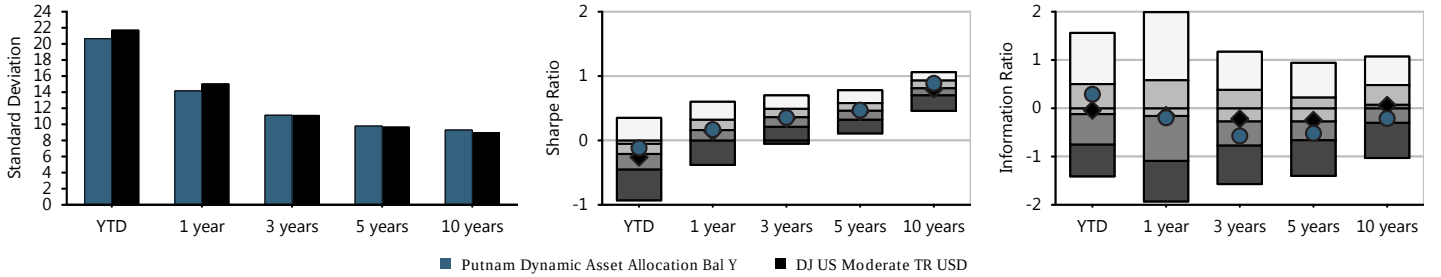
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PABYX
Category	Allocation--50% to 70% Equity
Net Assets(This Class $mn)	2,577 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Schoen
Manager Tenure	18.08
Fund Inception	Feb 07,1994

Fee And Expenses

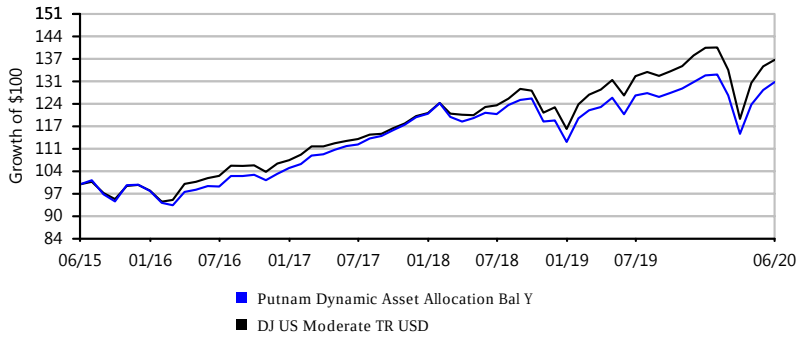
Expense Ratio	0.72
Gross Expense Ratio	0.72
Prospectus Net Expense Ratio	0.73
Prospectus Gross Expense Ratio	0.73
Actual 12b1	0.00
Management Fee	0.52

Top 10 Holdings (%)

Gsglpwdl R Us0001m P 12...	5.74
Gsglpwds P Us0001m R 12...	-5.43
5 Year Treasury Note Fu...	4.30
E-mini Russell 2000 Ind...	3.62
Ru10intr P Us0003m R 11...	-3.15
Cgputql2 R Us0003m P 11...	3.05
Government National Mor...	2.96
Ultra 10 Year US Treasu...	-2.83
Apple Inc	2.50
Ultra US Treasury Bond ...	2.38

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

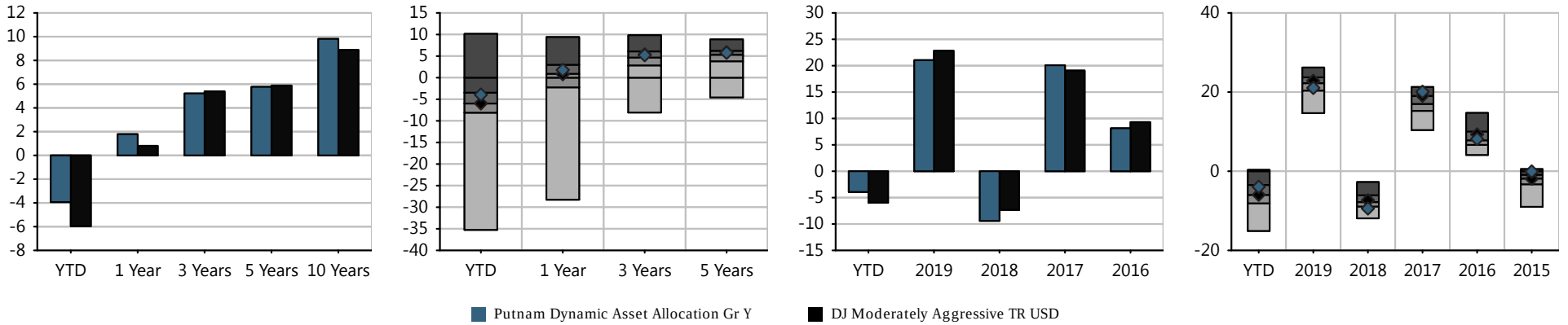
PUTNAM DYNAMIC ASSET ALLOCATION GR Y | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
82 Passing	Criteria Scoring	1.79%	5.22%	5.77%	0.30	0.41	-0.09	-0.06	18.08	0.82%	5.70	0.99
	Peer Group Scoring	*-0.53%*	*4.13%*	*4.88%*	*0.24*	*0.36*	*-0.31*	*-0.26*	*10.07*	*1.11%*	*8.17*	*0.96*
	Criteria Peer Ranking	40	43	36	44	40	43	38	9	31	19	43

Investment Strategy

The investment seeks capital appreciation. The fund allocates 65% to 95% of its assets in equities and 5% to 35% in fixed income securities. It invests mainly in equity securities (growth or value stocks or both) of both U.S. and foreign companies of any size. The fund also invests, to a lesser extent, in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments (such as mortgage-backed investments).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Putnam Dynamic Asset Allocation Gr Y	17.24%	(3.93%)	1.79%	5.22%	5.77%	9.81%	7.74%	02/08/1994	21.05%	(9.41%)	20.08%	8.14%	(0.06%)
DJ Moderately Aggressive TR USD	*17.22%*	*(5.95%)*	*0.81%*	*5.39%*	*5.89%*	*8.89%*	-	-	*22.84%*	*(7.33%)*	*19.08%*	*9.31%*	*(1.89%)*
Morningstar Allocation--70% to 85% Equity	*16.12%*	*(6.66%)*	*(0.53%)*	*4.13%*	*4.88%*	*8.41%*	-	-	*21.49%*	*(7.71%)*	*16.46%*	*8.42%*	*(2.52%)*

Morningstar Rating: ****

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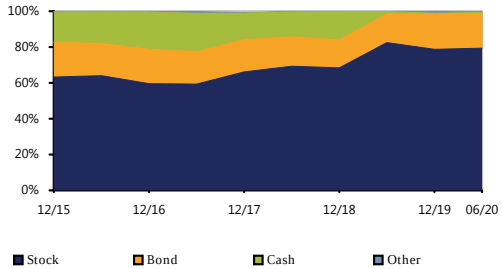
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PUTNAM DYNAMIC ASSET ALLOCATION GR Y | FUND FACT SHEET

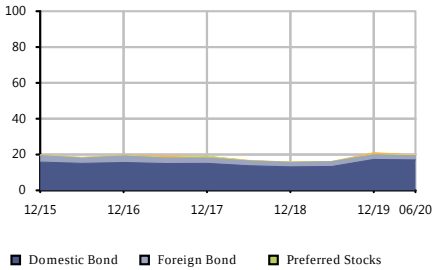
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



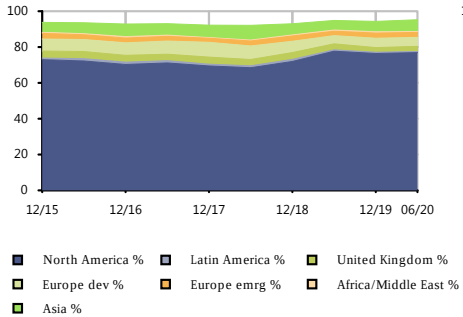
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



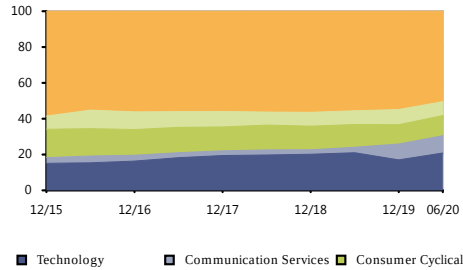
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

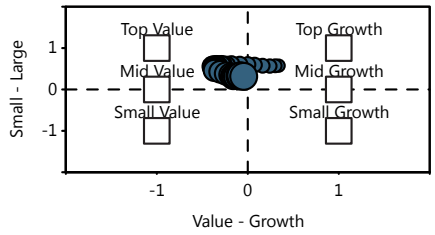


Sector Distribution

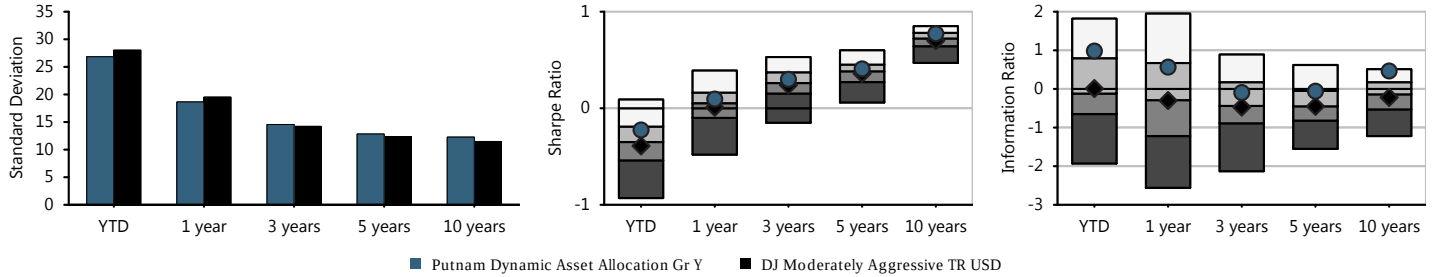
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PAGYX
Category	Allocation--70% to 85% Equity
Net Assets(This Class $mn)	2,596 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Schoen
Manager Tenure	18.08
Fund Inception	Feb 08,1994

Fee And Expenses

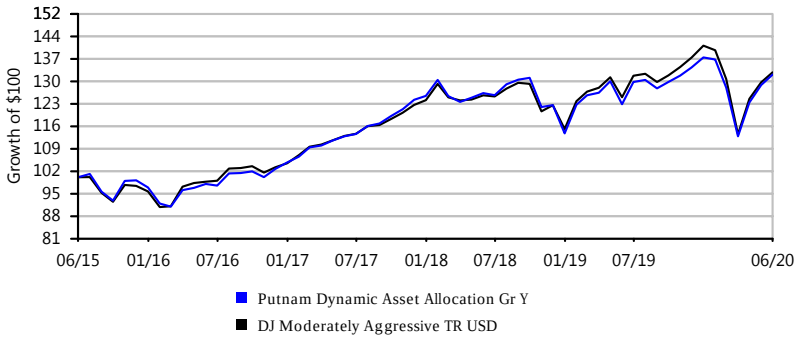
Expense Ratio	0.81
Gross Expense Ratio	0.81
Prospectus Net Expense Ratio	0.82
Prospectus Gross Expense Ratio	0.82
Actual 12b1	0.00
Management Fee	0.59

Top 10 Holdings (%)

Gsglpwdl R Us0001m P 12...	5.86
Gsglpwds P Us0001m R 12...	-5.55
E-mini Russell 2000 Ind...	4.45
E-mini S&P 500 Future J...	3.54
Ru10intr P Us0003m R 11...	-3.17
Cgputql2 R Us0003m P 11...	3.07
Ultra 10 Year US Treasu...	-2.68
Apple Inc	2.62
Microsoft Corp	2.44
Amazon.com Inc	2.31

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



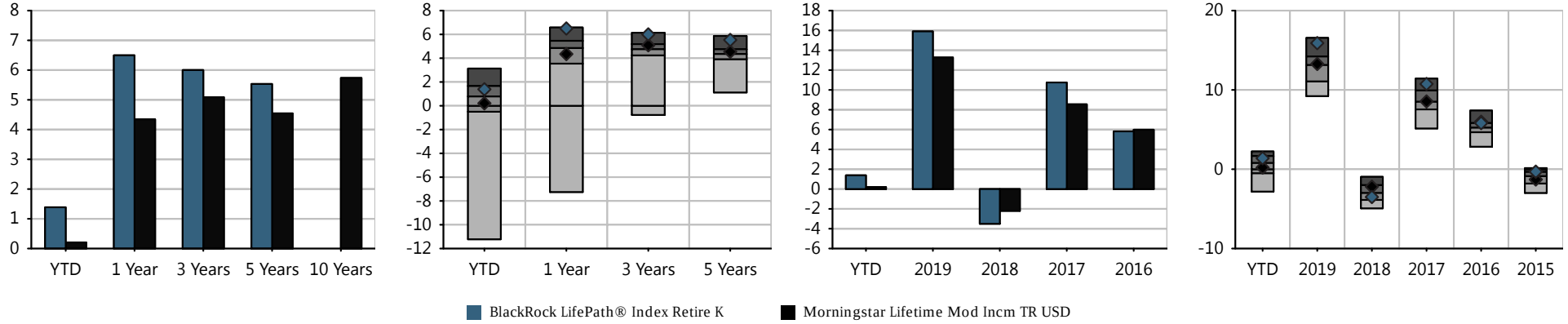
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
92 Passing	Criteria Scoring	6.50%	6.00%	5.53%	8.30	0.60	0.70	0.80	0.88	9.08	0.09%	1.06
	Peer Group Scoring	*4.08%*	*4.52%*	*4.20%*	*7.92*	*0.49*	*0.57*	*-0.21*	*-0.11*	*8.81*	*0.74%*	*1.03*
	Criteria Peer Ranking	4	3	4	62	27	22	1	1	48	2	38

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index Retirement Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index Retire K	9.72%	1.39%	6.50%	6.00%	5.53%	-	5.58%	05/31/2011	15.90%	(3.50%)	10.75%	5.82%	(0.31%)
Morningstar Lifetime Mod Incm TR USD	*8.55%*	*0.21%*	*4.35%*	*5.09%*	*4.54%*	*-*	*-*	*-*	*13.27%*	*(2.20%)*	*8.55%*	*5.98%*	*(1.30%)*
Morningstar Target-Date Retirement	*8.01%*	*0.23%*	*4.08%*	*4.52%*	*4.20%*	*5.06%*	*-*	*-*	*12.86%*	*(3.05%)*	*8.54%*	*5.17%*	*(1.07%)*

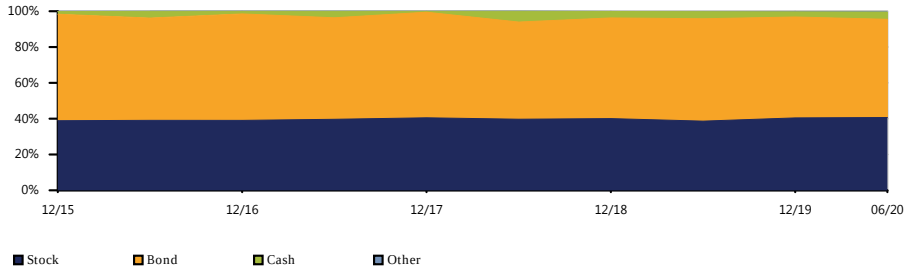
Morningstar Rating: ***

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

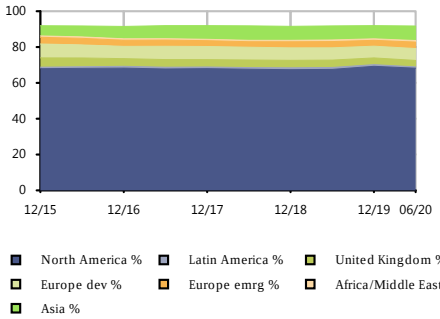
Historical Glidepath

Time Period: 07/30/2015 - 06/30/2020



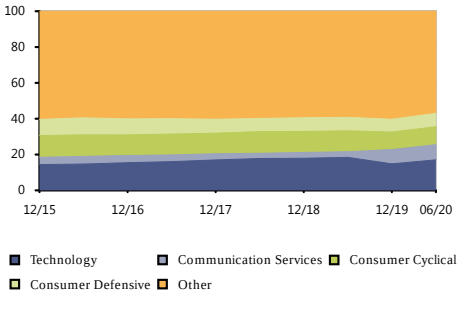
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020



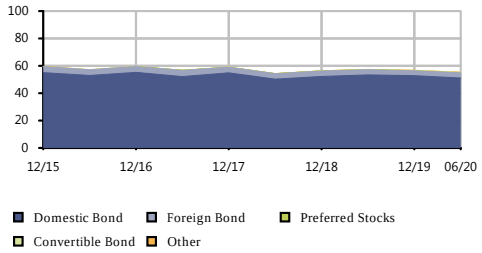
Sector Distribution

Time Period: 07/30/2015 - 06/30/2020

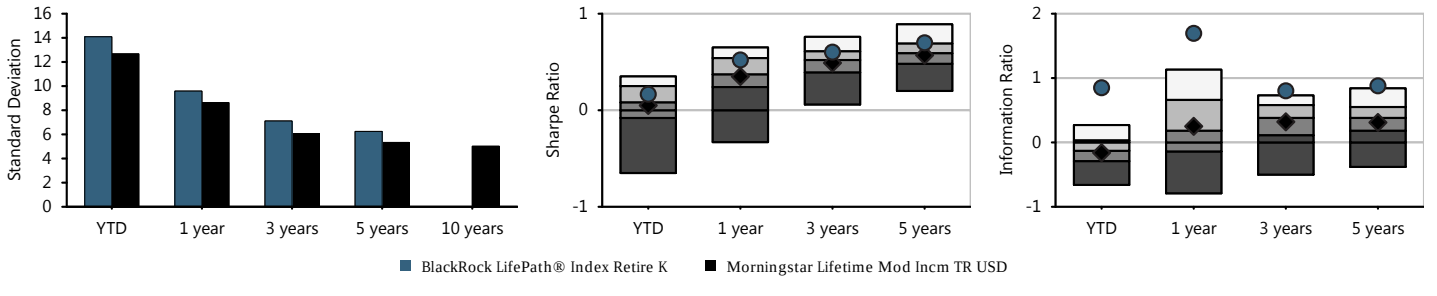


Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



Risk/Return vs Peer Group



Fund Basics

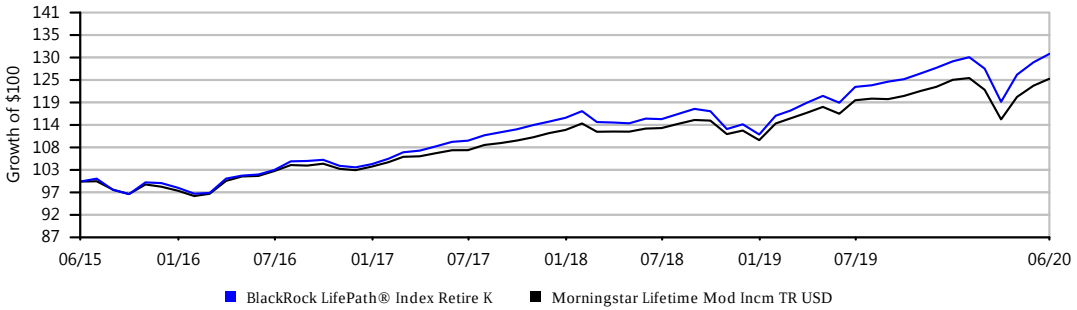
Ticker	LIRKX
Category	Target-Date Retirement
Net Assets(This Class $mn)	7,820 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.07
Gross Expense Ratio	0.11
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.14
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



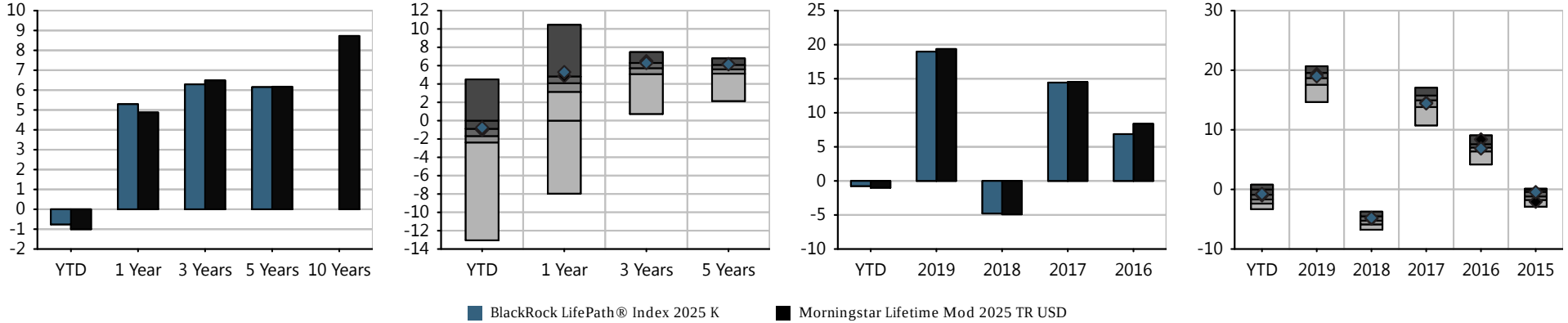
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	5.29%	6.29%	6.15%	11.45	0.50	0.60	-0.31	-0.02	9.08	0.09%	1.02
	Peer Group Scoring	*3.95%*	*5.59%*	*5.46%*	*12.55*	*0.42*	*0.51*	*-0.58*	*-0.40*	*7.89*	*0.72%*	*0.95*
	Criteria Peer Ranking	15	25	20	18	16	10	34	21	34	2	11

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2025 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index 2025 K	11.83%	(0.76%)	5.29%	6.29%	6.15%	-	6.44%	05/31/2011	18.98%	(4.78%)	14.43%	6.87%	(0.45%)
Morningstar Lifetime Mod 2025 TR USD	*12.32%*	*(1.00%)*	*4.87%*	*6.49%*	*6.17%*	*-*	*-*	*-*	*19.36%*	*(4.90%)*	*14.54%*	*8.39%*	*(2.06%)*
Morningstar Target-Date 2025	*12.01%*	*(1.63%)*	*3.95%*	*5.59%*	*5.46%*	*7.98%*	*-*	*-*	*18.31%*	*(5.26%)*	*14.60%*	*6.91%*	*(1.23%)*

Morningstar Rating: ****

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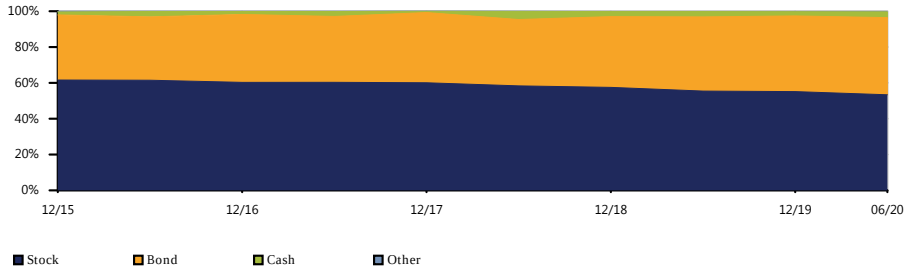
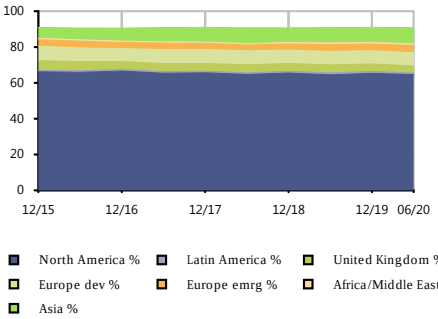
Historical Glidepath

Time Period: 07/30/2015 - 06/30/2020



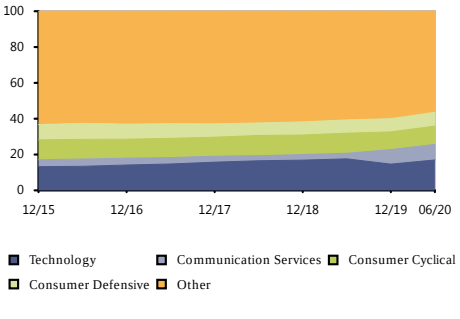
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020



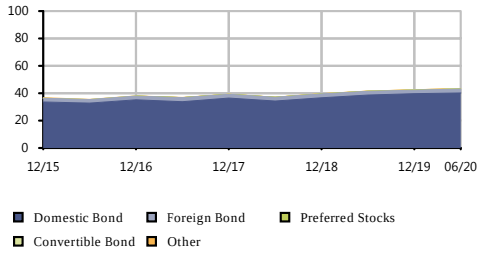
Sector Distribution

Time Period: 07/30/2015 - 06/30/2020

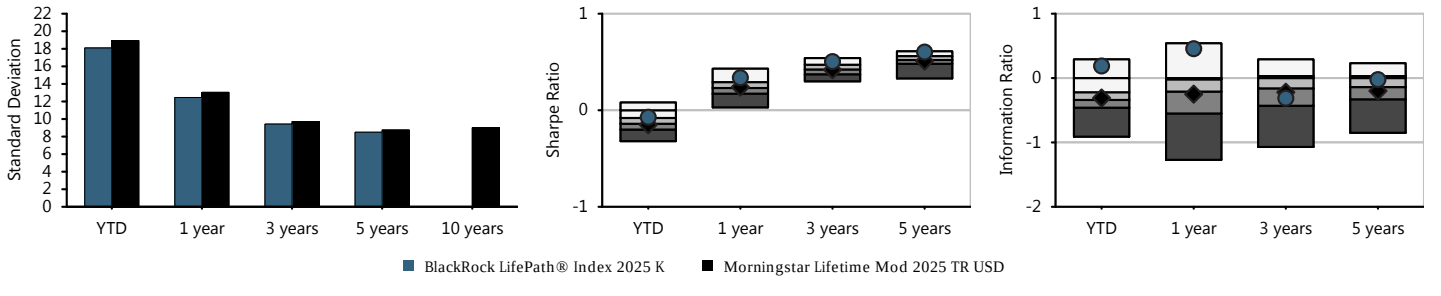


Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



Risk/Return vs Peer Group



Fund Basics

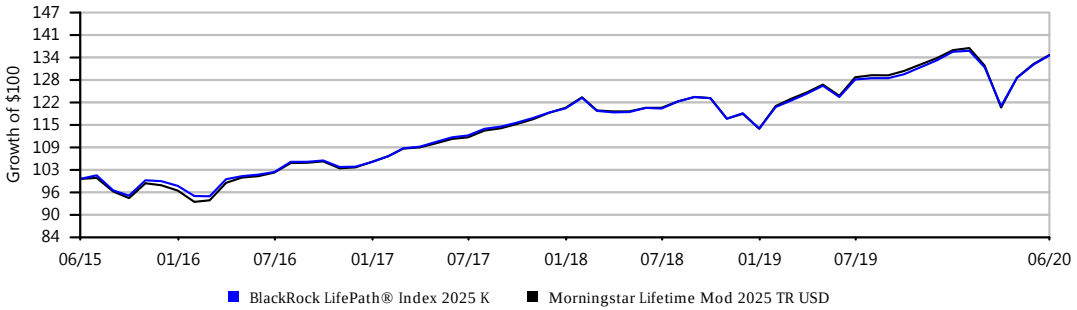
Ticker	LIBKX
Category	Target-Date 2025
Net Assets(This Class $mn)	4,883 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.06
Gross Expense Ratio	0.10
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.15
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



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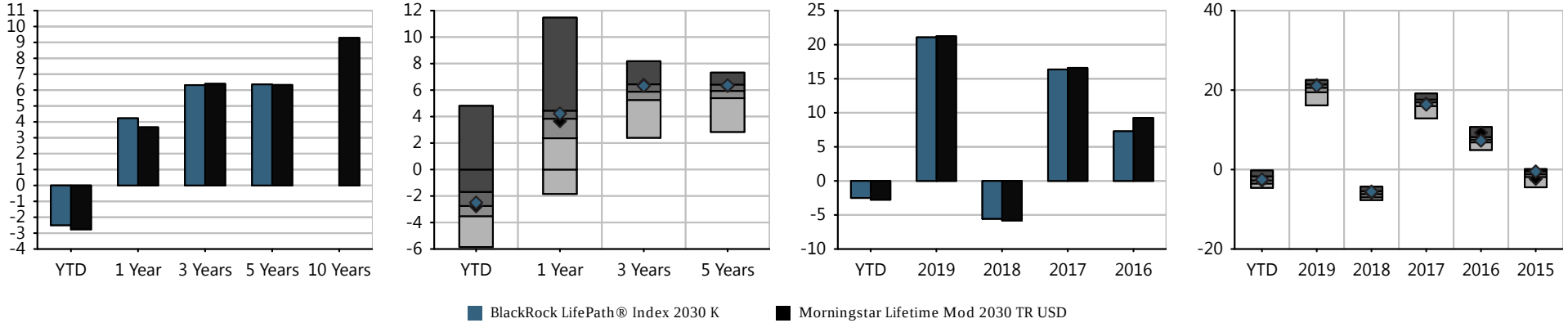
IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
90 Passing	Criteria Scoring	4.23%	6.31%	6.36%	14.27	0.44	0.55	-0.14	0.04	9.08	0.09%	1.01
	Peer Group Scoring	*3.59%*	*5.78%*	*5.79%*	*14.56*	*0.39*	*0.48*	*-0.42*	*-0.29*	*8.01*	*0.76%*	*0.97*
	Criteria Peer Ranking	36	29	30	34	22	18	34	25	38	2	19

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2030 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
BlackRock LifePath® Index 2030 K	13.73%	(2.50%)	4.23%	6.31%	6.36%	-	6.75%	05/31/2011	21.08%	(5.56%)	16.36%	7.29%	(0.50%)
Morningstar Lifetime Mod 2030 TR USD	*13.84%*	*(2.76%)*	*3.66%*	*6.40%*	*6.32%*	*-*	*-*	*-*	*21.24%*	*(5.82%)*	*16.59%*	*9.26%*	*(2.30%)*
Morningstar Target-Date 2030	*13.72%*	*(2.51%)*	*3.59%*	*5.78%*	*5.79%*	*8.35%*	*-*	*-*	*20.15%*	*(6.16%)*	*16.53%*	*7.47%*	*(1.38%)*

Morningstar Rating: ****

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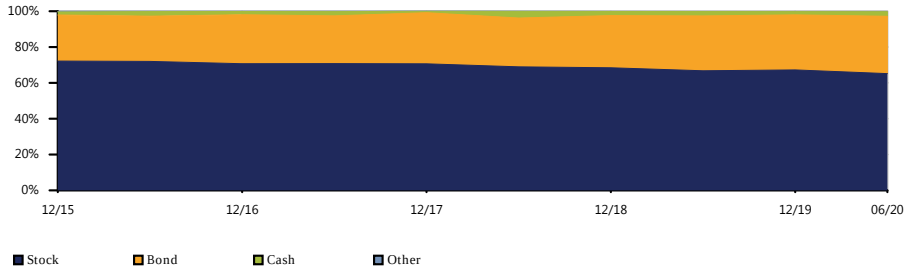
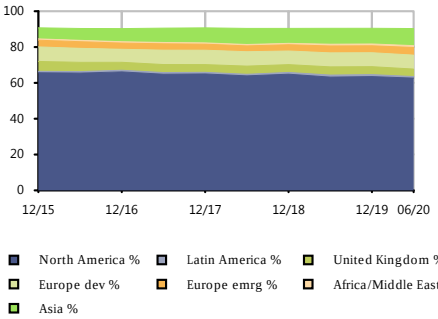
Historical Glidepath

Time Period: 07/30/2015 - 06/30/2020



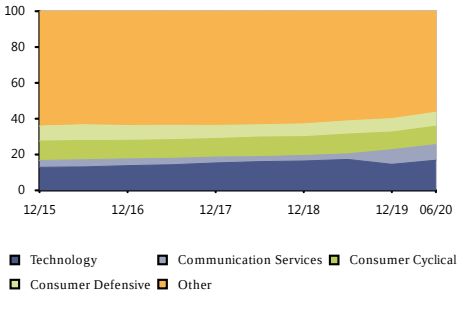
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020



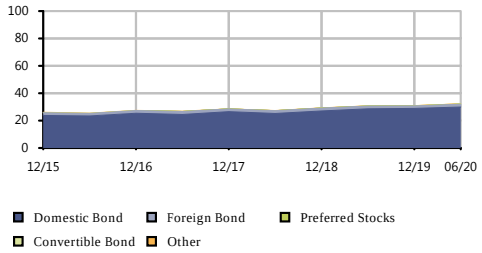
Sector Distribution

Time Period: 07/30/2015 - 06/30/2020

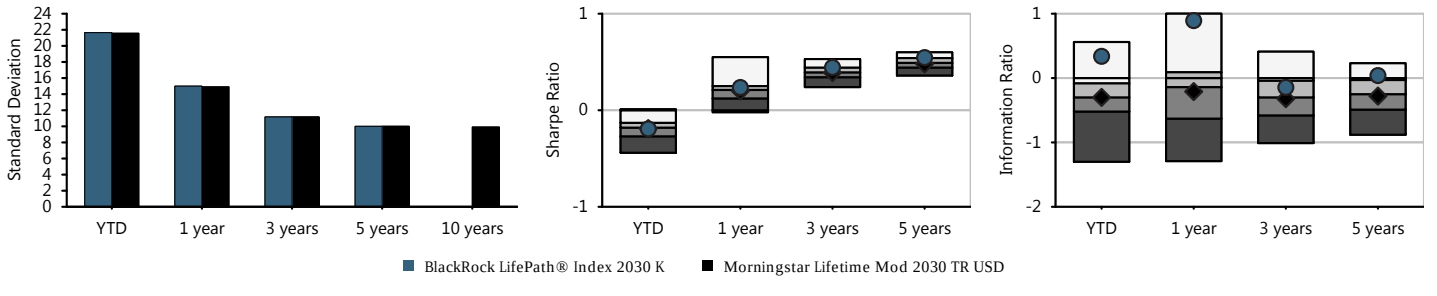


Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



Risk/Return vs Peer Group



Fund Basics

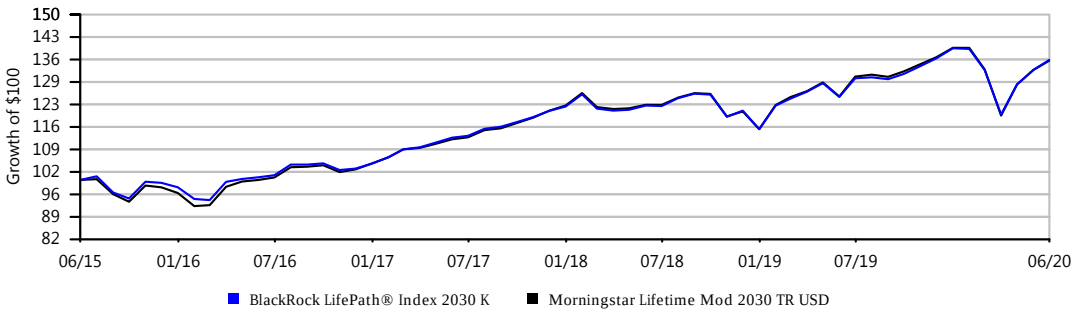
Ticker	LINKX
Category	Target-Date 2030
Net Assets(This Class $mn)	7,868 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.06
Gross Expense Ratio	0.10
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.15
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



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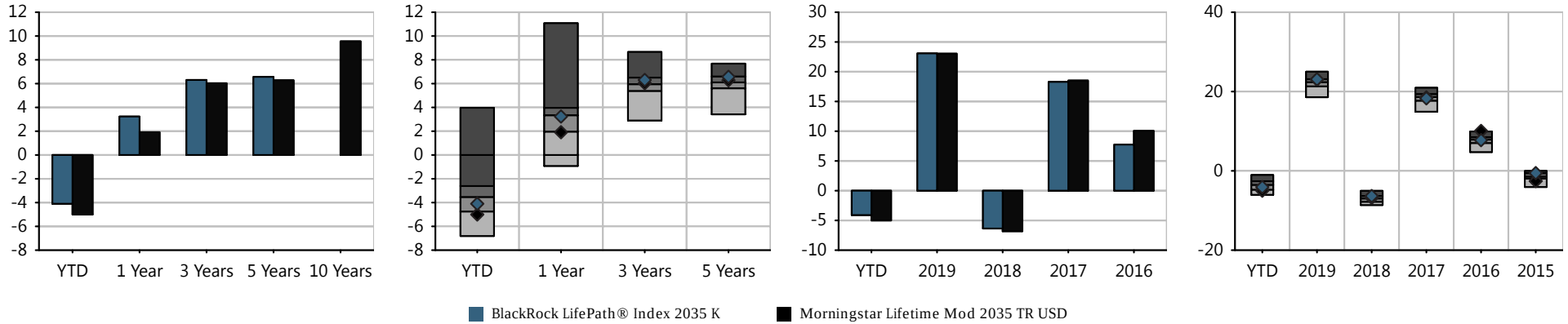
IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
88 Passing	Criteria Scoring	3.23%	6.31%	6.57%	17.01	0.40	0.51	0.39	0.27	9.08	0.09%	1.03
	Peer Group Scoring	*3.18%*	*5.93%*	*6.03%*	*16.84*	*0.37*	*0.46*	*-0.10*	*-0.14*	*7.84*	*0.74%*	*1.00*
	Criteria Peer Ranking	52	32	27	45	29	22	20	18	33	2	26

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2035 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index 2035 K	15.55%	(4.10%)	3.23%	6.31%	6.57%	-	7.01%	05/31/2011	23.08%	(6.36%)	18.29%	7.74%	(0.56%)
Morningstar Lifetime Mod 2035 TR USD	*15.45%*	*(5.00%)*	*1.91%*	*6.03%*	*6.28%*	*-*	*-*	*-*	*23.04%*	*(6.82%)*	*18.52%*	*10.07%*	*(2.58%)*
Morningstar Target-Date 2035	*15.58%*	*(3.58%)*	*3.18%*	*5.93%*	*6.03%*	*8.98%*	*-*	*-*	*22.11%*	*(7.00%)*	*18.41%*	*7.75%*	*(1.51%)*

Morningstar Rating: ****

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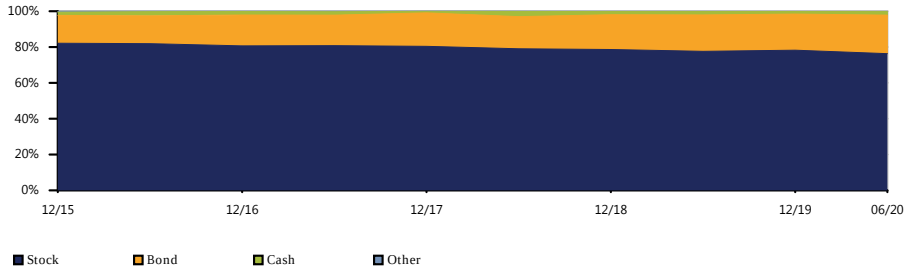
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

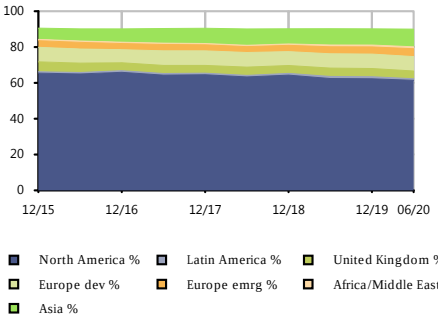
Historical Glidepath

Time Period: 07/30/2015 - 06/30/2020



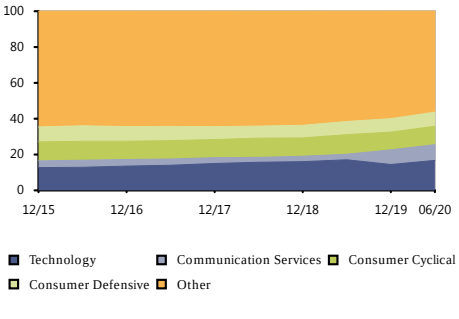
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020



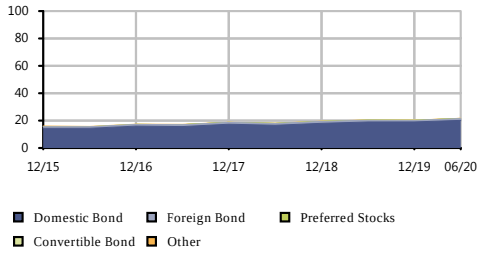
Sector Distribution

Time Period: 07/30/2015 - 06/30/2020

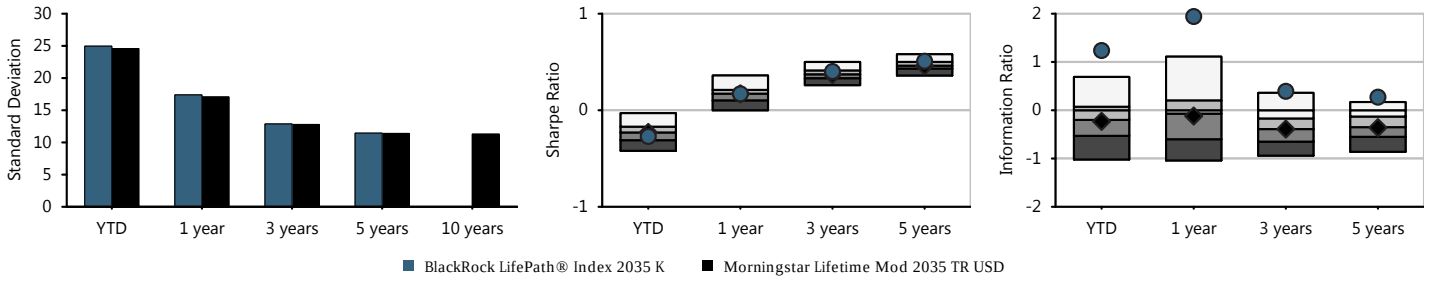


Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



Risk/Return vs Peer Group



Fund Basics

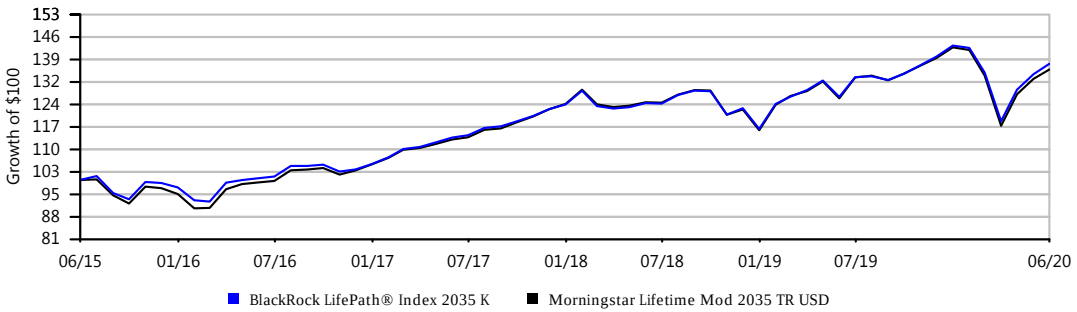
Ticker	LIJKX
Category	Target-Date 2035
Net Assets(This Class $mn)	4,340 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.05
Gross Expense Ratio	0.09
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



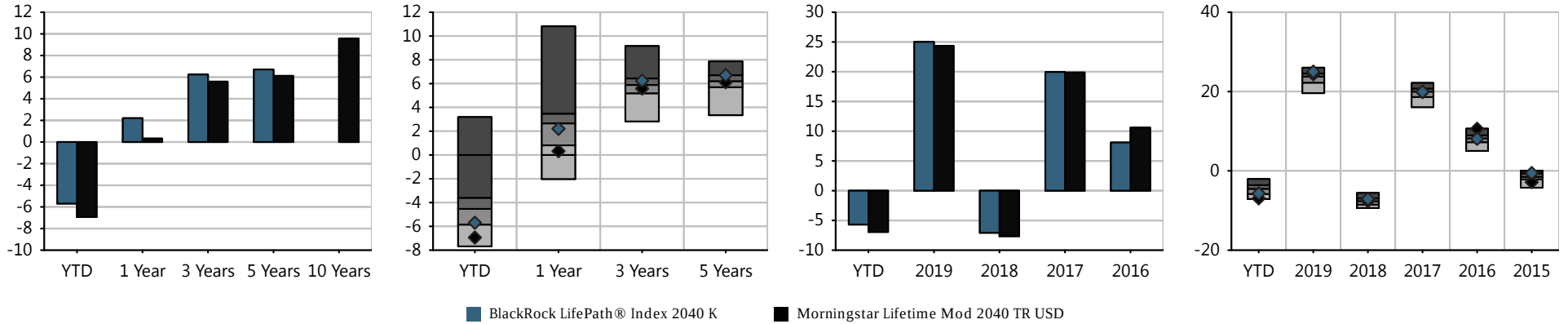
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
86 Passing	Criteria Scoring	2.20%	6.24%	6.71%	19.56	0.37	0.48	0.80	0.49	9.08	0.09%	1.04
	Peer Group Scoring	*2.41%*	*5.78%*	*6.06%*	*18.50*	*0.34*	*0.44*	*0.11*	*0.00*	*8.19*	*0.78%*	*1.02*
	Criteria Peer Ranking	61	32	25	69	32	27	12	18	39	2	29

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2040 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
BlackRock LifePath® Index 2040 K	17.25%	(5.69%)	2.20%	6.24%	6.71%	-	7.24%	05/31/2011	25.01%	(7.08%)	19.95%	8.10%	(0.56%)
Morningstar Lifetime Mod 2040 TR USD	*16.74%*	*(6.94%)*	*0.32%*	*5.59%*	*6.12%*	*-*	*-*	*-*	*24.35%*	*(7.65%)*	*19.87%*	*10.61%*	*(2.83%)*
Morningstar Target-Date 2040	*16.73%*	*(4.63%)*	*2.41%*	*5.78%*	*6.06%*	*9.04%*	*-*	*-*	*23.24%*	*(7.67%)*	*19.47%*	*8.11%*	*(1.57%)*

Morningstar Rating: ****

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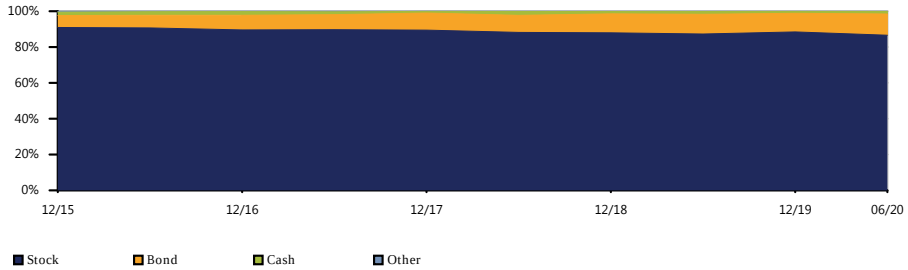
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPATH® INDEX 2040 K | FUND FACT SHEET

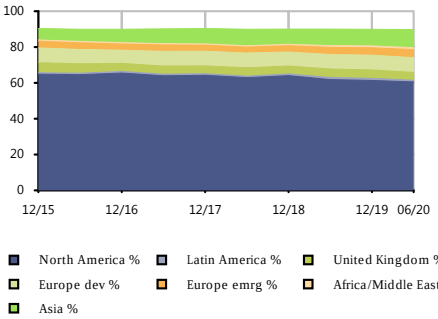
Historical Glidepath

Time Period: 07/30/2015 - 06/30/2020



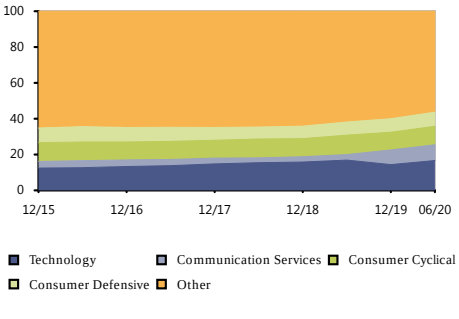
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020



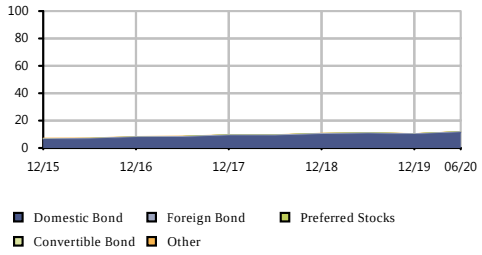
Sector Distribution

Time Period: 07/30/2015 - 06/30/2020

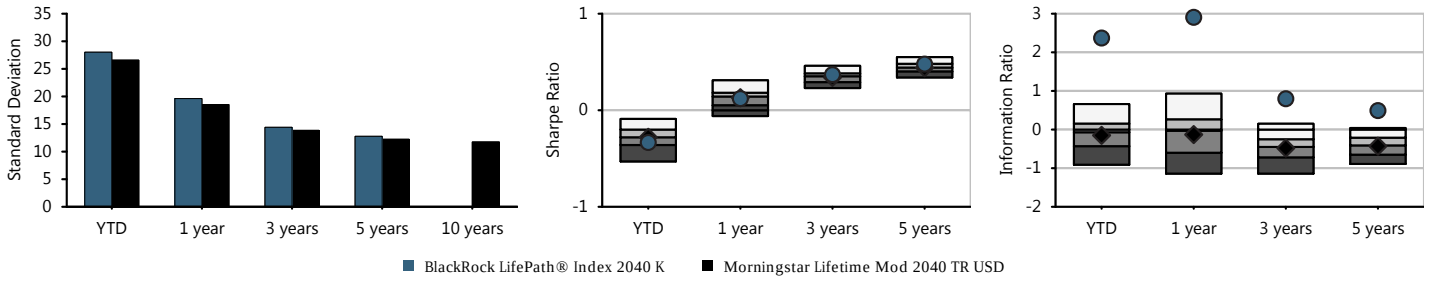


Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



Risk/Return vs Peer Group



Fund Basics

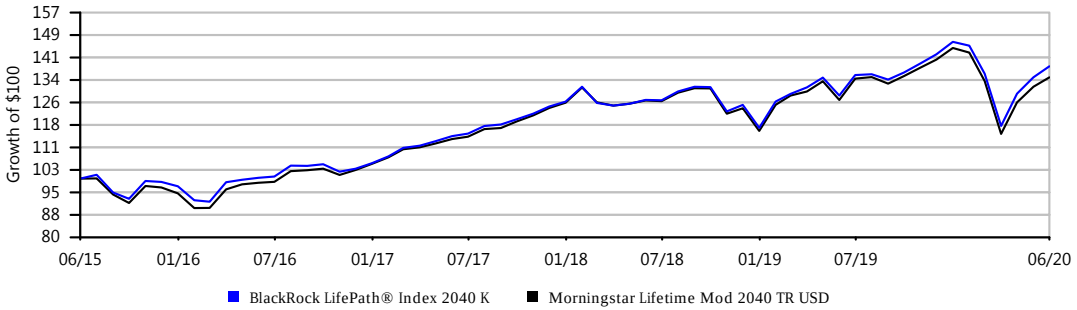
Ticker	LIKKX
Category	Target-Date 2040
Net Assets(This Class $mn)	6,153 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.05
Gross Expense Ratio	0.09
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
84 Passing	Criteria Scoring	1.52%	6.22%	6.81%	21.27	0.35	0.46	1.15	0.68	9.08	0.09%	1.06
	Peer Group Scoring	*2.10%*	*5.82%*	*6.16%*	*19.83*	*0.34*	*0.43*	*0.31*	*0.13*	*7.79*	*0.75%*	*1.03*
	Criteria Peer Ranking	63	34	18	80	38	26	7	14	33	2	27

Investment Strategy

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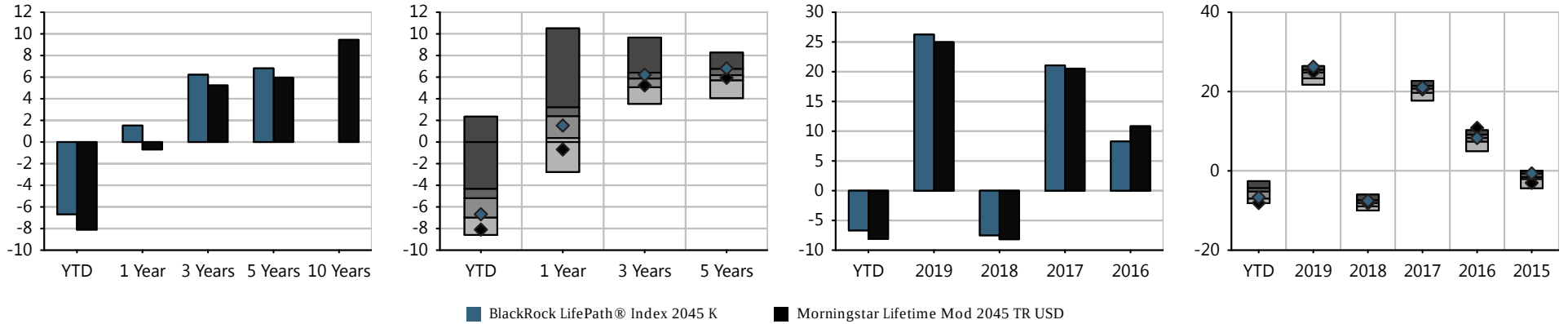
Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
BlackRock LifePath® Index 2045 K	18.53%	(6.68%)	1.52%	6.22%	6.81%	-	7.41%	05/31/2011	26.25%	(7.50%)	21.07%	8.28%	(0.64%)
Morningstar Lifetime Mod 2045 TR USD	*17.46%*	*(8.10%)*	*(0.69%)*	*5.23%*	*5.94%*	*-*	*-*	*-*	*24.97%*	*(8.17%)*	*20.53%*	*10.84%*	*(3.03%)*
Morningstar Target-Date 2045	*17.83%*	*(5.30%)*	*2.10%*	*5.82%*	*6.16%*	*9.32%*	*-*	*-*	*24.40%*	*(8.13%)*	*20.46%*	*8.16%*	*(1.59%)*

Morningstar Rating: ****

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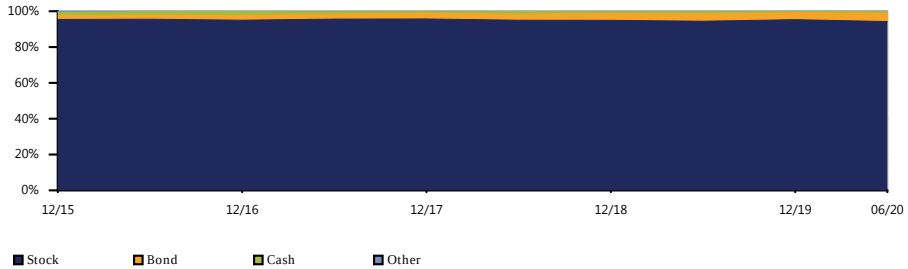
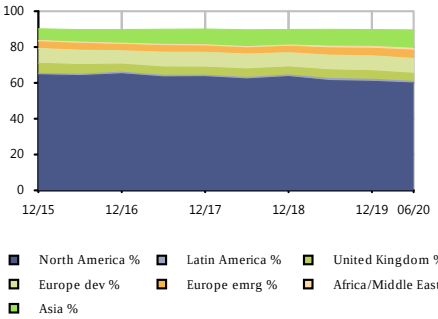
Historical Glidepath

Time Period: 07/30/2015 - 06/30/2020



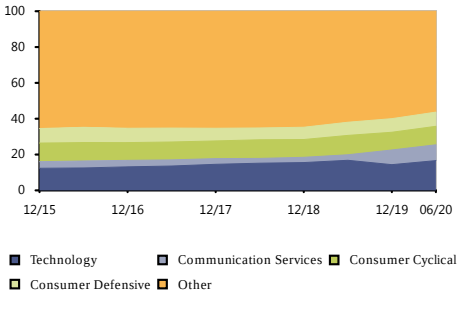
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020



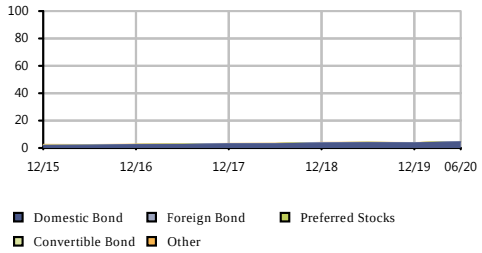
Sector Distribution

Time Period: 07/30/2015 - 06/30/2020

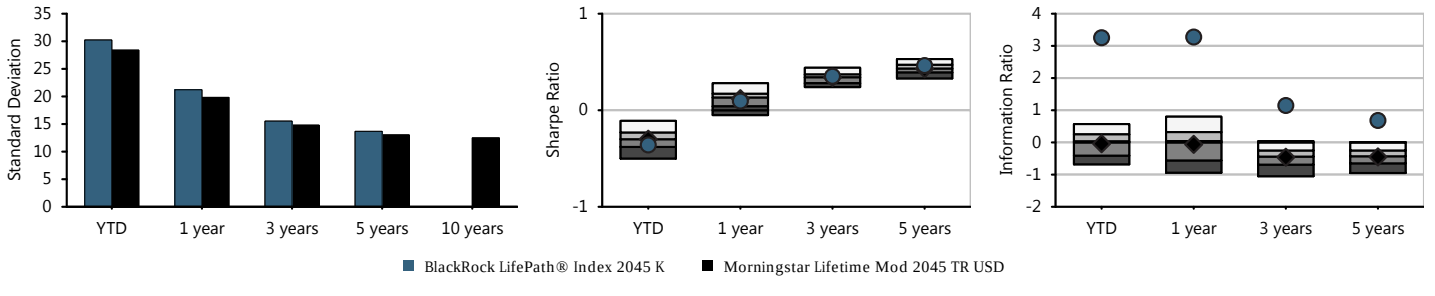


Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



Risk/Return vs Peer Group



Fund Basics

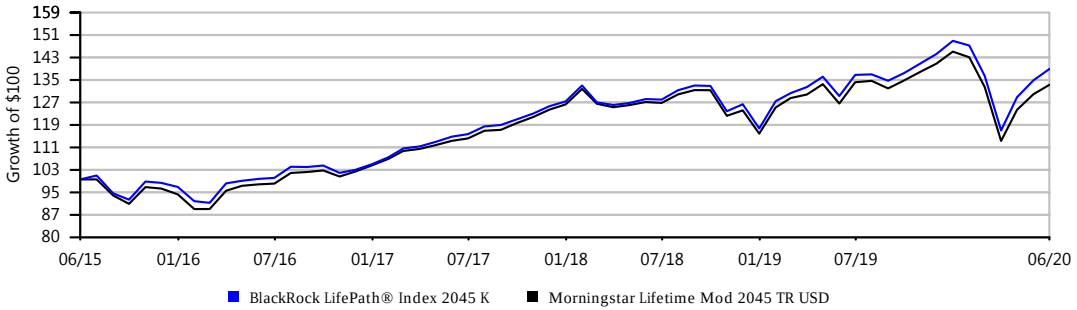
Ticker	LIHKX
Category	Target-Date 2045
Net Assets(This Class $mn)	3,136 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.05
Gross Expense Ratio	0.09
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
84 Passing	Criteria Scoring	1.23%	6.15%	6.80%	22.00	0.34	0.45	1.17	0.75	9.08	0.09%	1.06
	Peer Group Scoring	*1.78%*	*5.70%*	*6.13%*	*20.22*	*0.32*	*0.42*	*0.37*	*0.20*	*7.88*	*0.79%*	*1.04*
	Criteria Peer Ranking	59	36	19	90	41	28	8	14	39	2	33

Investment Strategy

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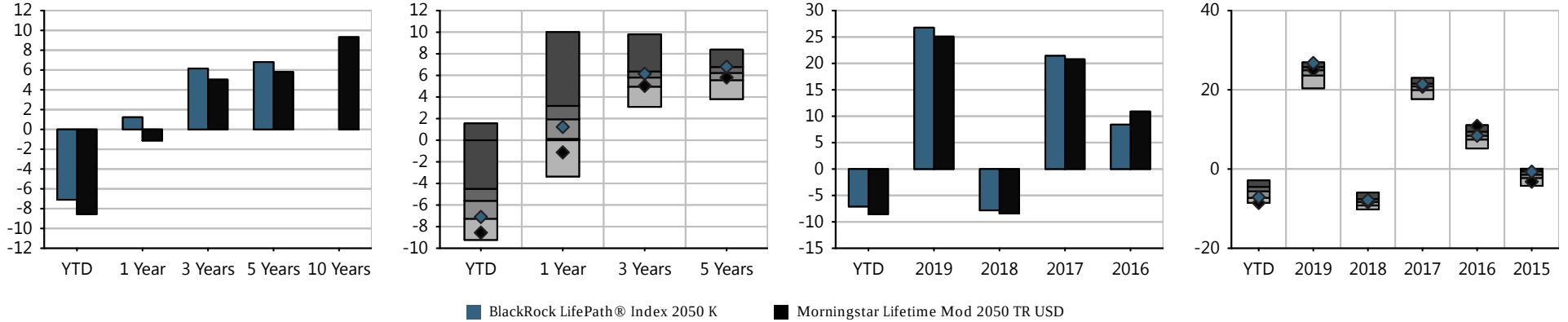
Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index 2050 K	19.10%	(7.10%)	1.23%	6.15%	6.80%	-	7.52%	05/31/2011	26.77%	(7.82%)	21.43%	8.41%	(0.67%)
Morningstar Lifetime Mod 2050 TR USD	*17.69%*	*(8.56%)*	*(1.13%)*	*5.03%*	*5.81%*	*-*	*-*	*-*	*25.09%*	*(8.41%)*	*20.78%*	*10.89%*	*(3.19%)*
Morningstar Target-Date 2050	*18.08%*	*(5.62%)*	*1.78%*	*5.70%*	*6.13%*	*9.21%*	*-*	*-*	*24.59%*	*(8.37%)*	*20.61%*	*8.37%*	*(1.60%)*

Morningstar Rating: ****

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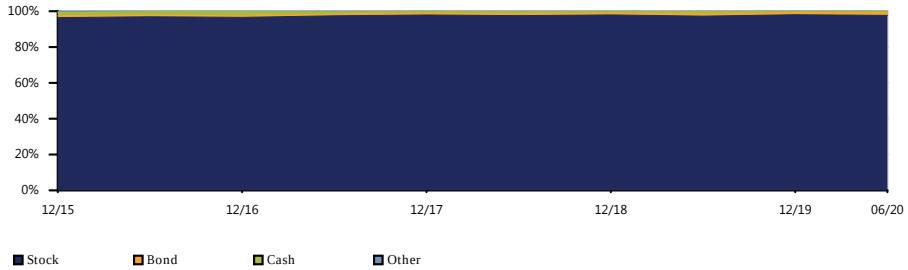
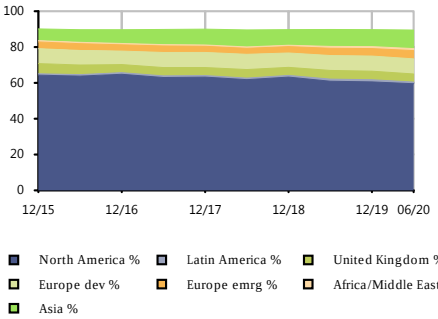
Historical Glidepath

Time Period: 07/30/2015 - 06/30/2020



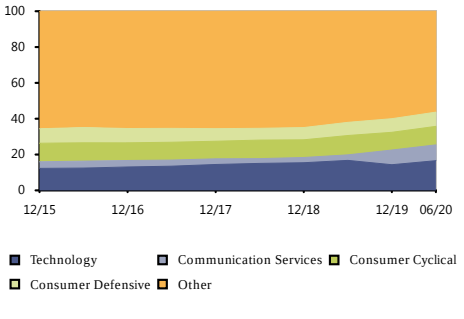
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020



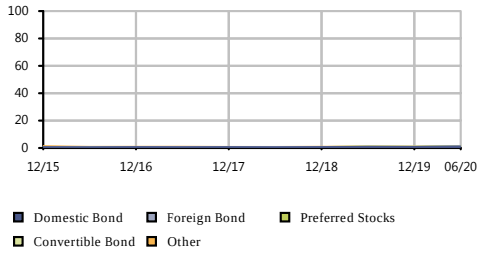
Sector Distribution

Time Period: 07/30/2015 - 06/30/2020

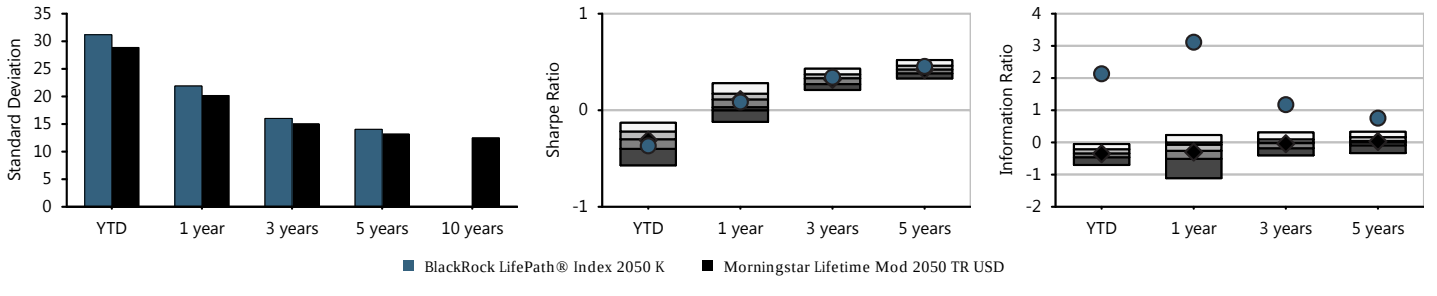


Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



Risk/Return vs Peer Group



Fund Basics

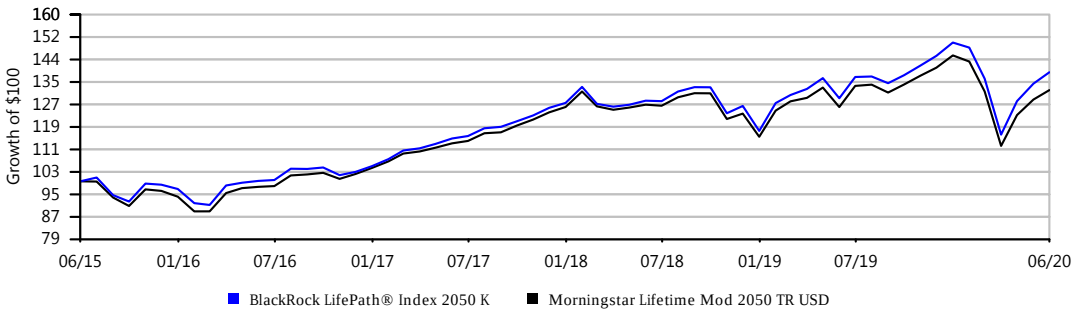
Ticker	LIPKX
Category	Target-Date 2050
Net Assets(This Class $mn)	3,241 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.05
Gross Expense Ratio	0.09
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

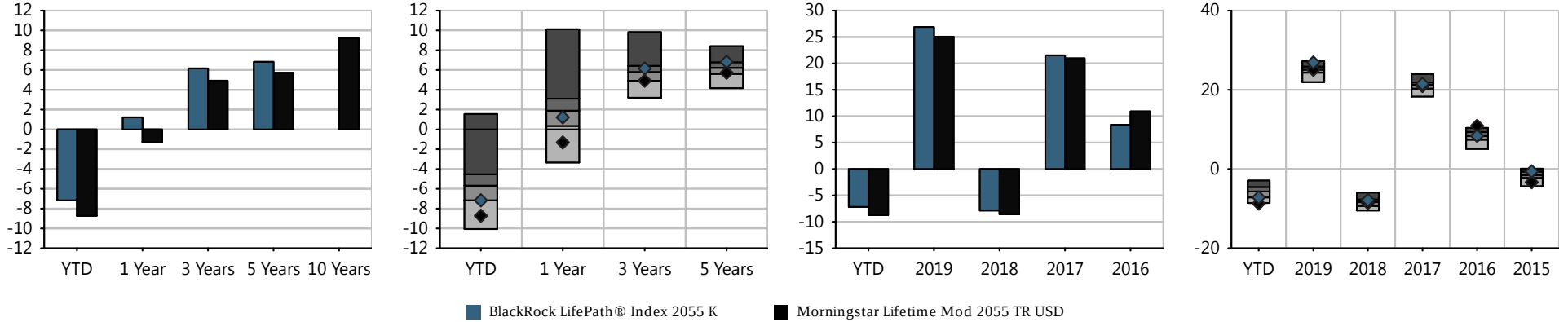
BLACKROCK LIFEPATH® INDEX 2055 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
84 Passing	Criteria Scoring	1.22%	6.16%	6.82%	22.08	0.34	0.45	1.32	0.82	9.08	0.09%	1.07
	Peer Group Scoring	*1.80%*	*5.77%*	*6.19%*	*20.55*	*0.33*	*0.42*	*0.46*	*0.26*	*6.64*	*0.75%*	*1.04*
	Criteria Peer Ranking	61	38	19	84	40	28	6	12	23	2	29

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2055 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
BlackRock LifePath® Index 2055 K	19.14%	(7.16%)	1.22%	6.16%	6.82%	-	7.65%	05/31/2011	26.89%	(7.85%)	21.51%	8.38%	(0.60%)
Morningstar Lifetime Mod 2055 TR USD	*17.75%*	*(8.72%)*	*(1.32%)*	*4.92%*	*5.72%*	*-*	*-*	*-*	*25.05%*	*(8.57%)*	*20.95%*	*10.90%*	*(3.34%)*
Morningstar Target-Date 2055	*18.42%*	*(5.76%)*	*1.80%*	*5.77%*	*6.19%*	*9.37%*	*-*	*-*	*24.95%*	*(8.43%)*	*21.03%*	*8.14%*	*(1.61%)*

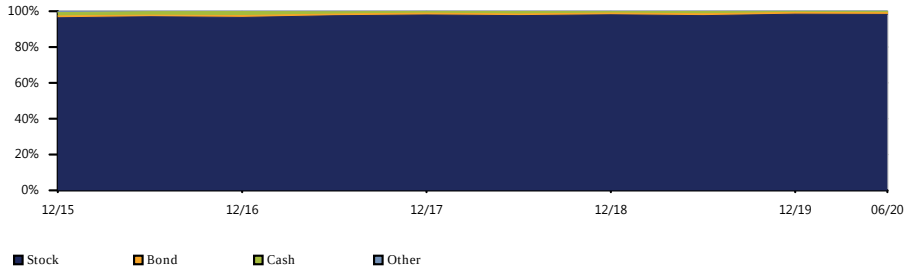
Morningstar Rating: ****

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

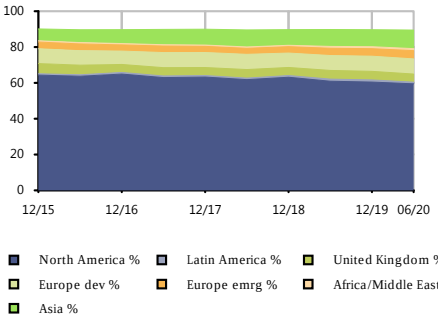
Historical Glidepath

Time Period: 07/30/2015 - 06/30/2020



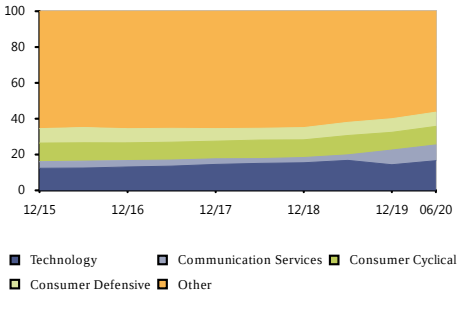
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020



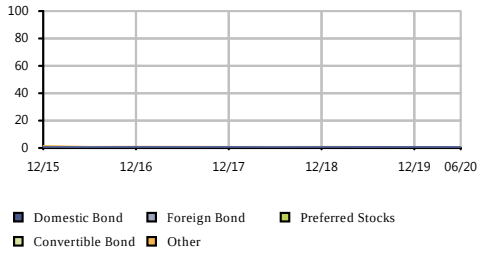
Sector Distribution

Time Period: 07/30/2015 - 06/30/2020

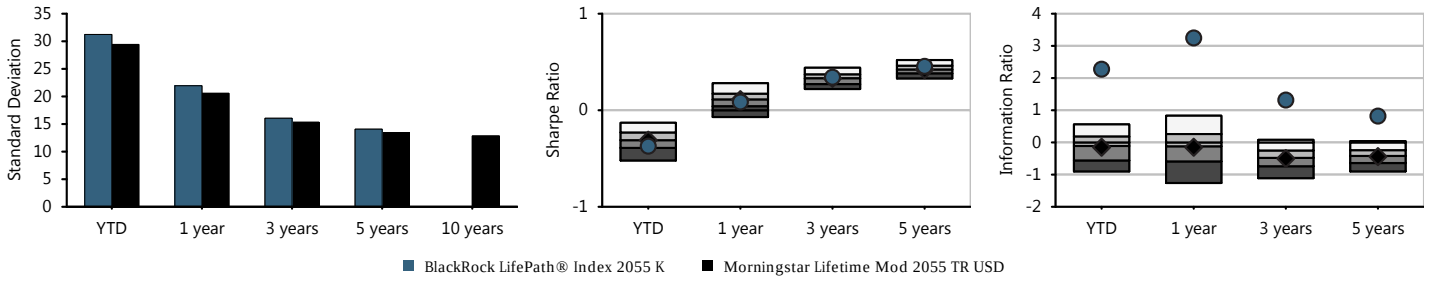


Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



Risk/Return vs Peer Group



Fund Basics

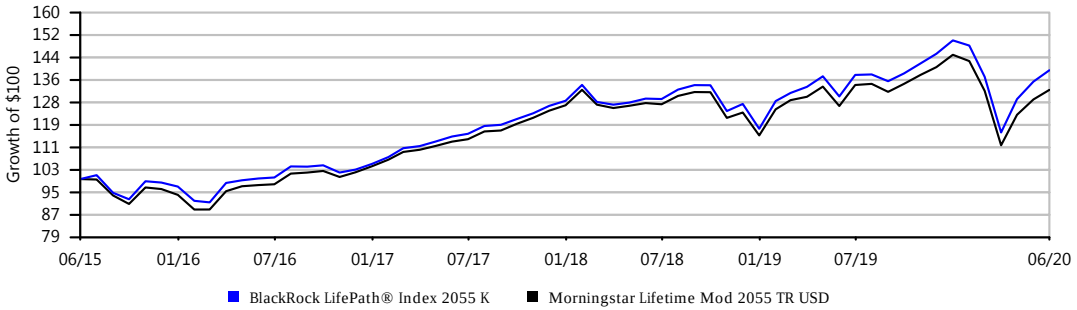
Ticker	LIVKX
Category	Target-Date 2055
Net Assets(This Class $mn)	1,663 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.04
Gross Expense Ratio	0.09
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



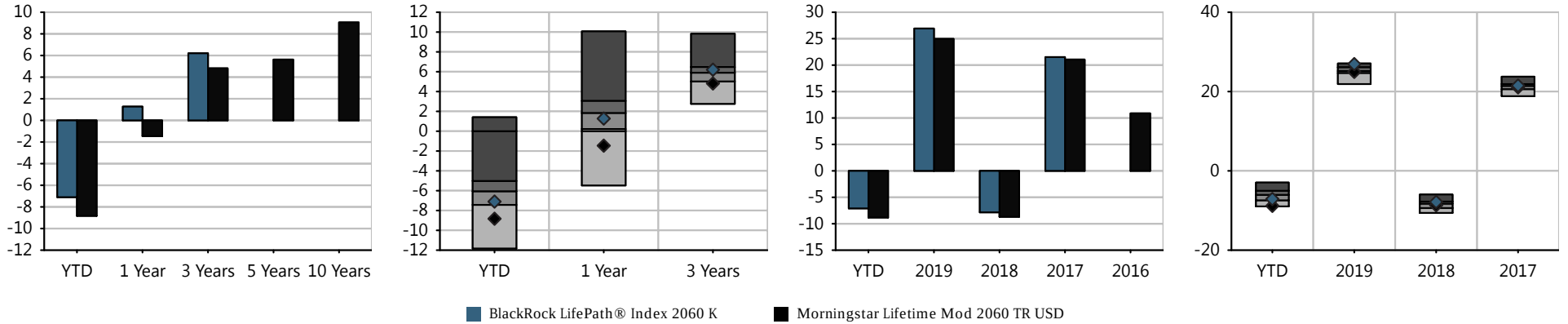
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
81 Passing	Criteria Scoring	1.27%	6.20%	-	-	0.34	-	1.41	-	4.33	0.09%	-
	Peer Group Scoring	*1.61%*	*5.83%*	*6.41%*	*20.56*	*0.33*	*0.44*	*0.56*	*0.46*	*3.28*	*0.74%*	*1.06*
	Criteria Peer Ranking	59	37	-	-	41	-	2	-	34	3	-

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2060 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index 2060 K	19.21%	(7.10%)	1.27%	6.20%	-	-	10.24%	02/29/2016	26.92%	(7.84%)	21.51%	-	-
Morningstar Lifetime Mod 2060 TR USD	*17.76%*	*(8.83%)*	*(1.46%)*	*4.82%*	*5.63%*	-	-	-	*24.96%*	*(8.69%)*	*21.06%*	*10.88%*	*(3.48%)*
Morningstar Target-Date 2060+	*18.53%*	*(6.11%)*	*1.61%*	*5.83%*	*6.41%*	-	-	-	*25.19%*	*(8.48%)*	*21.22%*	*8.06%*	*(1.00%)*

Morningstar Rating: ***

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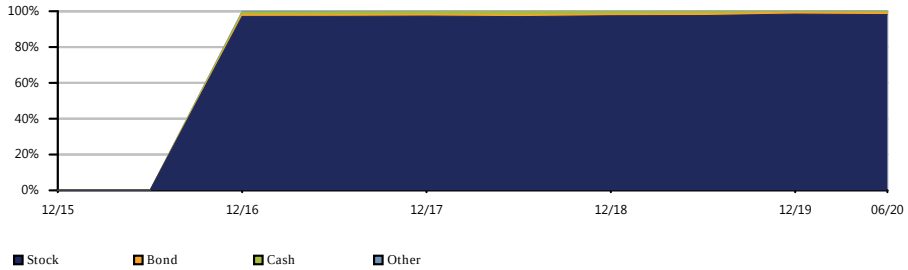
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

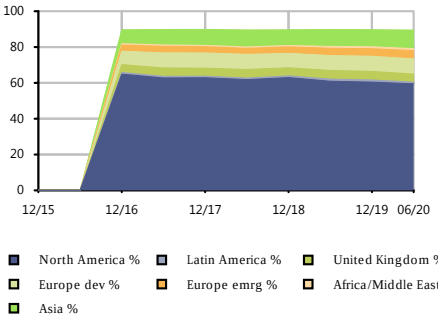
Historical Glidepath

Time Period: 03/31/2016 - 06/30/2020



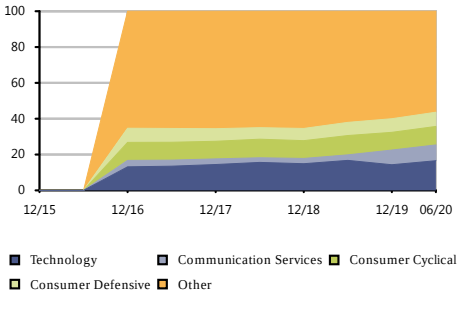
Equity Regional Distribution

Time Period: 03/31/2016 - 06/30/2020



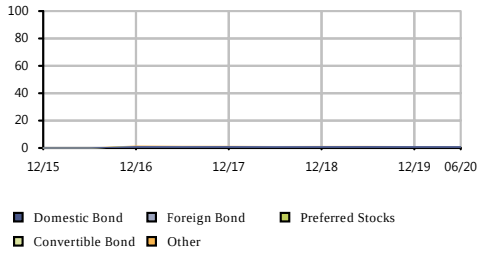
Sector Distribution

Time Period: 03/31/2016 - 06/30/2020

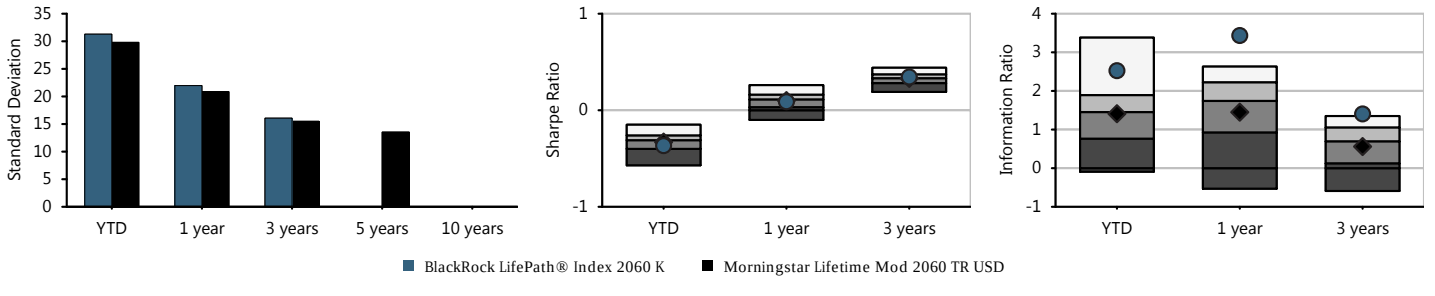


Bond Distribution

Time Period: 03/31/2016 - 06/30/2020



Risk/Return vs Peer Group



Fund Basics

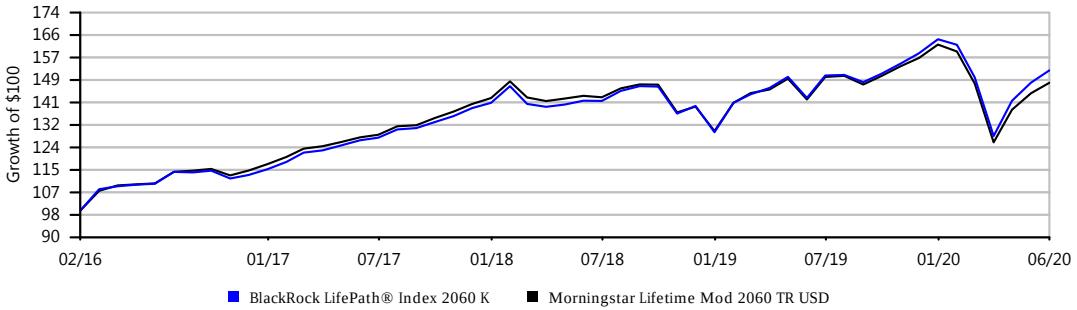
Ticker	LIZKX
Category	Target-Date 2060+
Net Assets(This Class $mn)	529 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	4.33
Fund Inception	Feb 29,2016

Fee And Expenses

Expense Ratio	0.04
Gross Expense Ratio	0.15
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.17
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 03/31/2016 - 06/30/2020



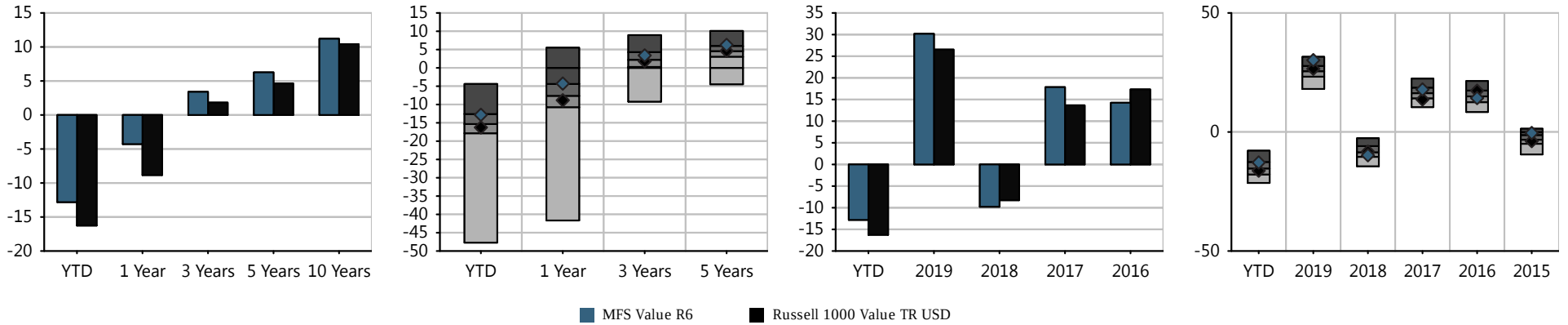
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
93 Passing	Criteria Scoring	-4.28%	3.40%	6.27%	0.18	0.40	0.59	0.63	18.41	0.47%	5.96	1.10
	Peer Group Scoring	*-7.59%*	*2.21%*	*4.45%*	*0.12*	*0.29*	*0.13*	*-0.05*	*10.13*	*0.94%*	*13.16*	*1.02*
	Criteria Peer Ranking	25	35	20	35	21	27	16	12	14	13	22

Investment Strategy

The investment seeks capital appreciation. The fund normally invests the fund's assets primarily in equity securities. Equity securities include common stocks and other securities that represent an ownership interest (or right to acquire an ownership interest) in a company or other issuer. MFS focuses on investing the fund's assets in the stocks of companies the advisor believes are undervalued compared to their perceived worth (value companies).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
MFS Value R6	14.33%	(12.81%)	(4.28%)	3.40%	6.27%	11.21%	9.52%	01/02/1996	30.18%	(9.78%)	17.86%	14.25%	(0.42%)
Russell 1000 Value TR USD	*14.29%*	*(16.26%)*	*(8.84%)*	*1.82%*	*4.64%*	*10.41%*	*-*	*-*	*26.54%*	*(8.27%)*	*13.66%*	*17.34%*	*(3.83%)*
Morningstar Large Value	*15.67%*	*(15.18%)*	*(7.59%)*	*2.21%*	*4.45%*	*9.75%*	*-*	*-*	*25.05%*	*(8.45%)*	*16.32%*	*14.98%*	*(3.42%)*

Morningstar Rating: ****

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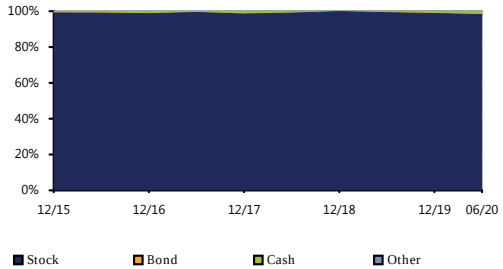
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

MFS Value R6 | Fund Fact Sheet

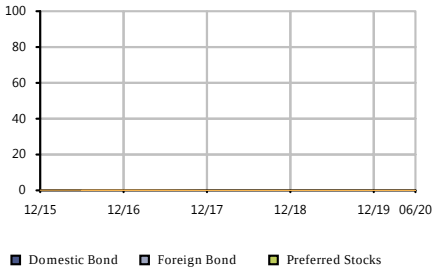
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



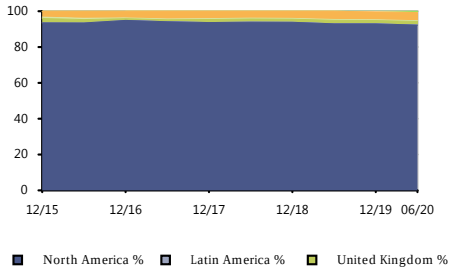
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



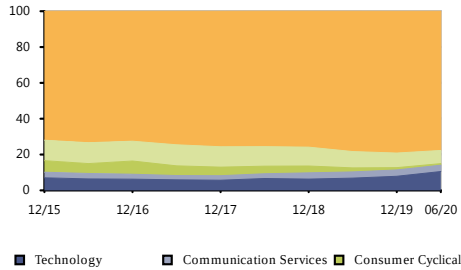
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

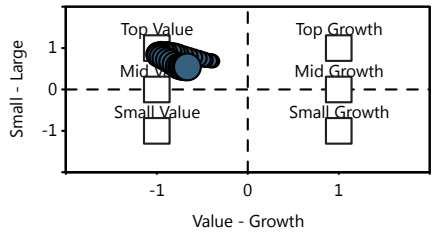


Sector Distribution

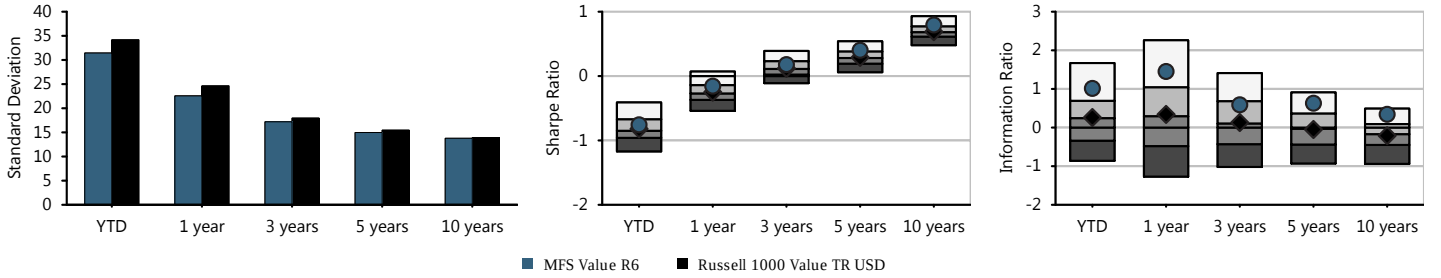
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	MEIKX
Category	Large Value
Net Assets(This Class $mn)	45,884 m
Net Assets(All Classes $mn)	0 m
Manager	Steven Gorham
Manager Tenure	18.41
Fund Inception	Jan 02,1996

Fee And Expenses

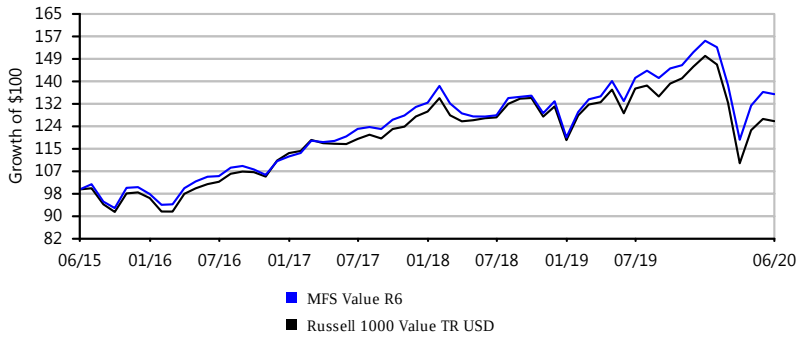
Expense Ratio	0.47
Gross Expense Ratio	0.48
Prospectus Net Expense Ratio	0.47
Prospectus Gross Expense Ratio	0.47
Actual 12b1	0.00
Management Fee	0.46

Top 10 Holdings (%)

Johnson & Johnson	4.28
JPMorgan Chase & Co	3.95
Comcast Corp Class A	2.98
Medtronic PLC	2.88
Accenture PLC Class A	2.63
Northrop Grumman Corp	2.52
Aon PLC	2.52
Cigna Corp	2.44
Duke Energy Corp	2.41
Honeywell International...	2.37

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



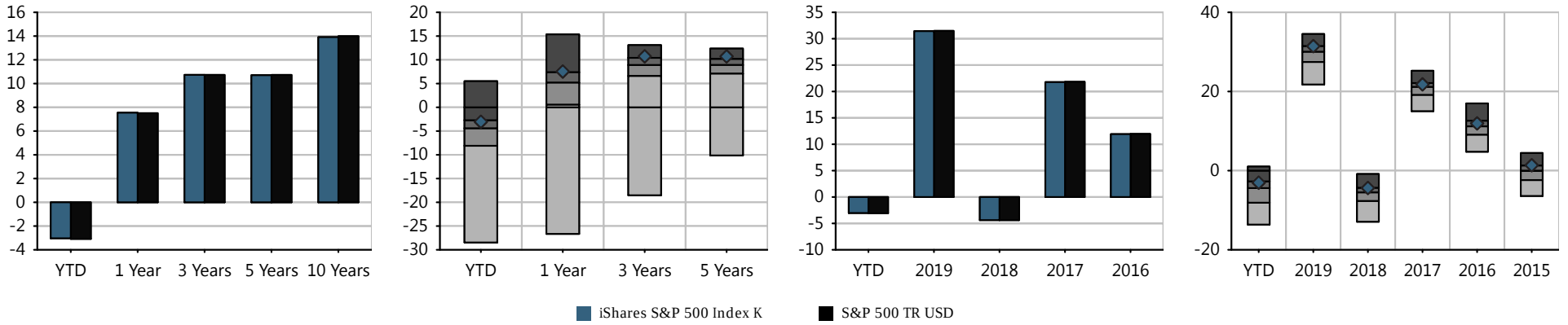
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.08%	0.05%	0.04%	0.03%	$21,867,018,274	7.58%	10.76%	10.74%
	Peer Group Scoring	*4.15%*	*3.32%*	*3.19%*	*0.86%*	-	-	-	-
	Criteria Peer Ranking	6	5	3	2	-	21	16	10

Investment Strategy

The investment seeks to provide investment results that correspond to the total return performance of publicly-traded common stocks in the aggregate, as represented by the Standard & Poor's 500® Index. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio of MIP, which has the same investment objective and strategies as the fund. At least 90% of the value of the fund's assets is invested in securities comprising the S&P 500 Index. The percentage of the fund's assets invested in a given stock is approximately the same as the percentage such stock represents in the S&P 500 Index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
iShares S&P 500 Index K	20.51%	(3.03%)	7.55%	10.73%	10.71%	13.91%	9.42%	07/30/1993	31.43%	(4.38%)	21.77%	11.92%	1.35%
S&P 500 TR USD	*20.54%*	*(3.08%)*	*7.51%*	*10.73%*	*10.73%*	*13.99%*	-	-	*31.49%*	*(4.38%)*	*21.83%*	*11.96%*	*1.38%*
Morningstar Large Blend	*19.61%*	*(5.45%)*	*3.76%*	*8.15%*	*8.34%*	*12.22%*	-	-	*29.09%*	*(6.05%)*	*20.61%*	*10.87%*	*(0.55%)*

Morningstar Rating: *****

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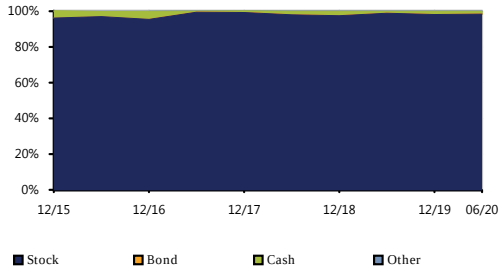
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

iSHARES S & P 500 INDEX K | FUND FACT SHEET

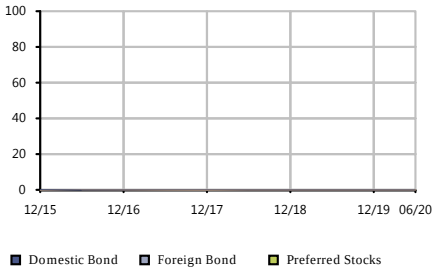
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



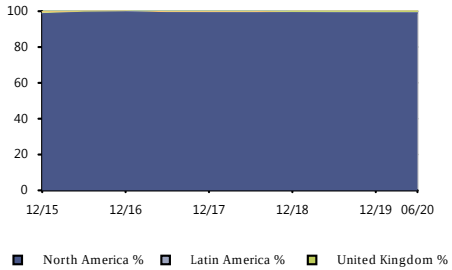
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



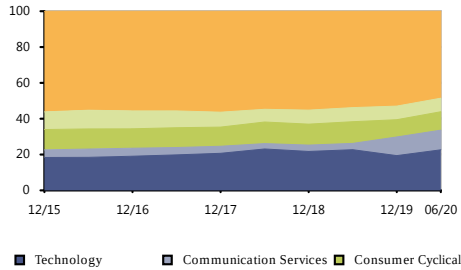
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

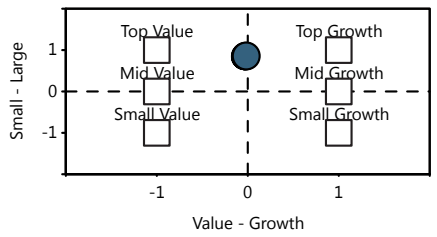


Sector Distribution

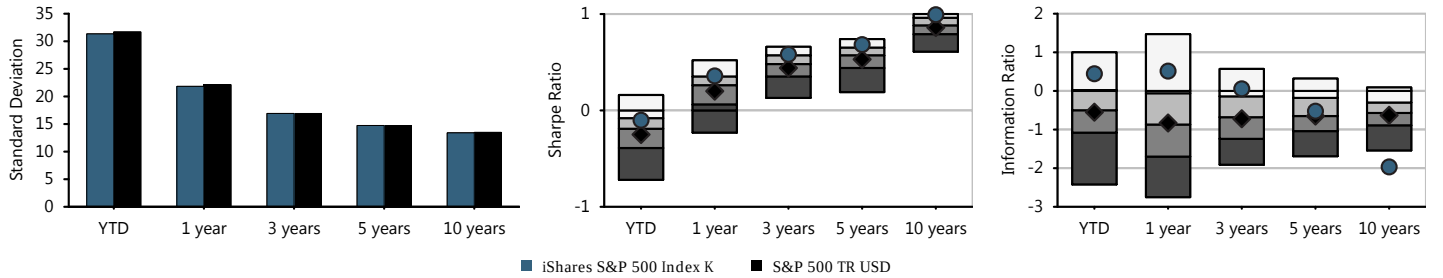
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	WFSPX
Category	Large Blend
Net Assets(This Class $mn)	21,867 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	6.34
Fund Inception	Jul 30,1993

Fee And Expenses

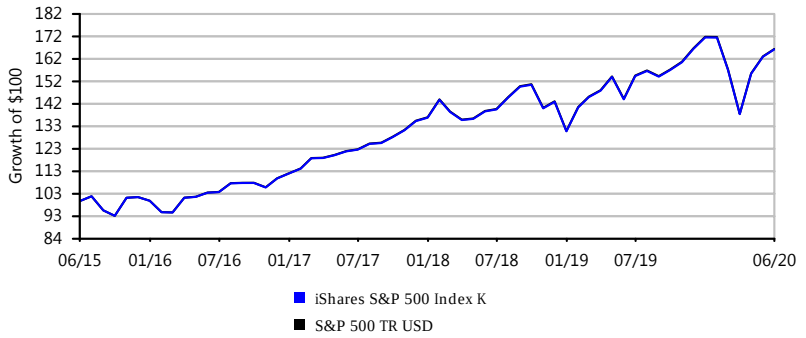
Expense Ratio	0.03
Gross Expense Ratio	0.03
Prospectus Net Expense Ratio	0.03
Prospectus Gross Expense Ratio	0.03
Actual 12b1	0.00
Management Fee	0.01

Top 10 Holdings (%)

Microsoft Corp	5.42
Apple Inc	5.15
Amazon.com Inc	3.94
Facebook Inc A	2.10
Alphabet Inc Class C	1.66
Alphabet Inc A	1.66
Johnson & Johnson	1.52
Berkshire Hathaway Inc ...	1.41
Visa Inc Class A	1.30
JPMorgan Chase & Co	1.18

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

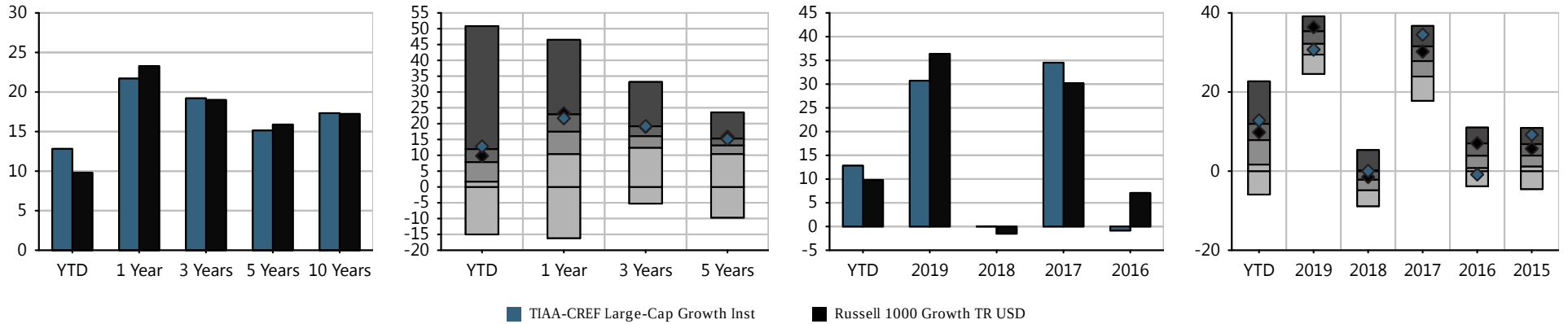
TIAA-CREF Large-Cap Growth Inst | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
87 Passing	Criteria Scoring	21.70%	19.20%	15.14%	0.99	0.89	0.08	-0.23	14.25	0.42%	11.84	0.94
	Peer Group Scoring	*17.36%*	*15.94%*	*12.79%*	*0.80*	*0.75*	*-0.82*	*-0.81*	*11.18*	*1.03%*	*13.39*	*0.88*
	Criteria Peer Ranking	30	25	27	22	27	25	27	32	8	47	33

Investment Strategy

The investment seeks a favorable long-term return, mainly through capital appreciation, primarily from equity securities. Under normal circumstances, the fund invests at least 80% of its assets in large-cap equity securities. It will invest primarily in large-cap equity securities that the fund's investment adviser believes present the opportunity for growth. The fund also seeks to invest in companies expected to benefit from prospective acquisitions, reorganizations, corporate restructurings or other special situations. It may invest up to 20% of its assets in foreign investments.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
TIAA-CREF Large-Cap Growth Inst	27.99%	12.81%	21.70%	19.20%	15.14%	17.33%	11.03%	03/31/2006	30.71%	0.04%	34.51%	(0.85%)	9.20%
Russell 1000 Growth TR USD	*27.84%*	*9.81%*	*23.28%*	*18.99%*	*15.89%*	*17.23%*	-	-	*36.39%*	*(1.51%)*	*30.21%*	*7.08%*	*5.67%*
Morningstar Large Growth	*27.43%*	*7.85%*	*17.36%*	*15.94%*	*12.79%*	*15.08%*	-	-	*32.06%*	*(2.20%)*	*27.73%*	*3.76%*	*3.64%*

Morningstar Rating: ****

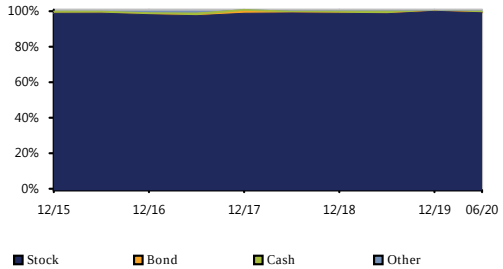
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

TIAA-CREF Large-Cap Growth Inst | Fund Fact Sheet

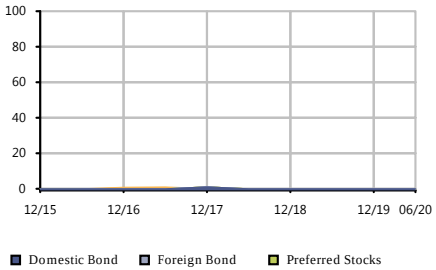
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



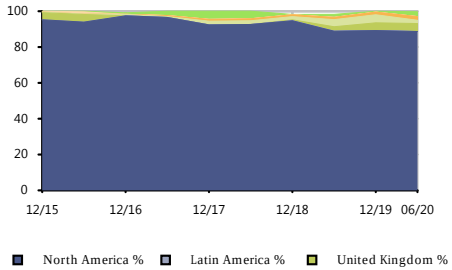
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



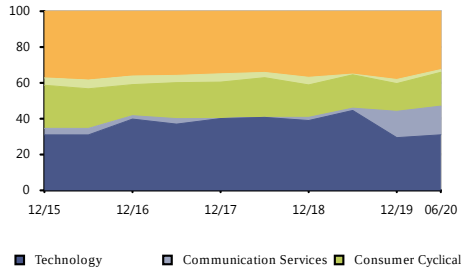
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

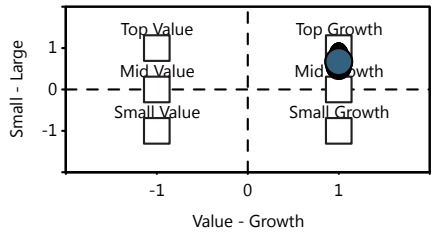


Sector Distribution

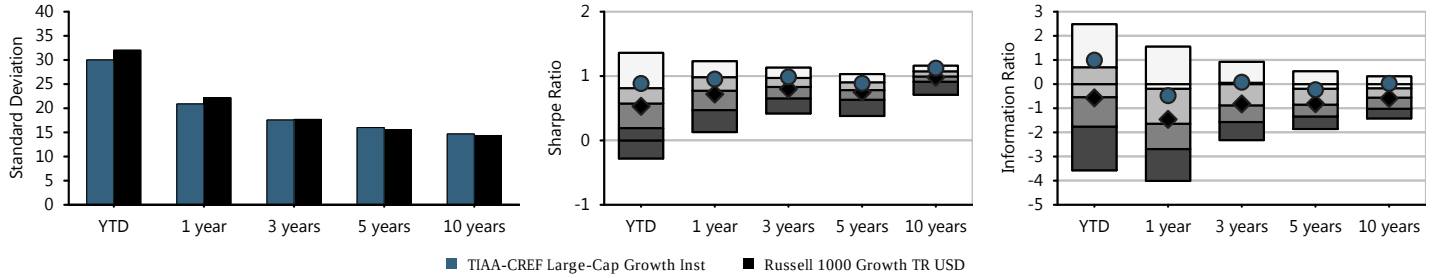
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	TILGX
Category	Large Growth
Net Assets(This Class $mn)	6,333 m
Net Assets(All Classes $mn)	0 m
Manager	Susan Hirsch
Manager Tenure	14.25
Fund Inception	Mar 31,2006

Fee And Expenses

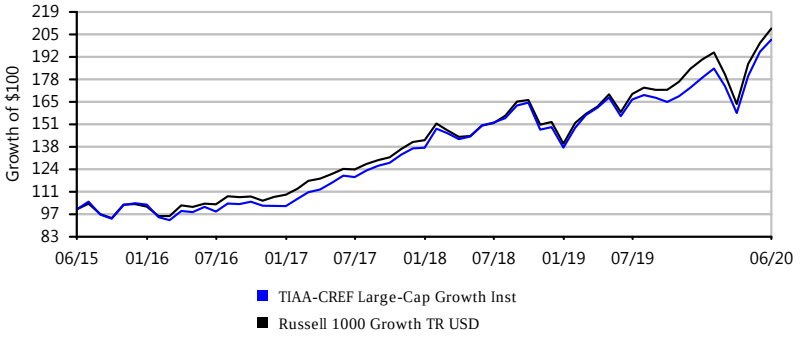
Expense Ratio	0.39
Gross Expense Ratio	0.41
Prospectus Net Expense Ratio	0.42
Prospectus Gross Expense Ratio	0.42
Actual 12b1	0.00
Management Fee	0.40

Top 10 Holdings (%)

Amazon.com Inc	8.06
Microsoft Corp	6.63
Facebook Inc A	5.12
Apple Inc	3.17
Salesforce.com Inc	3.00
AstraZeneca PLC	2.86
Alphabet Inc A	2.55
Alphabet Inc Class C	2.17
NVIDIA Corp	2.15
Visa Inc Class A	2.15

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

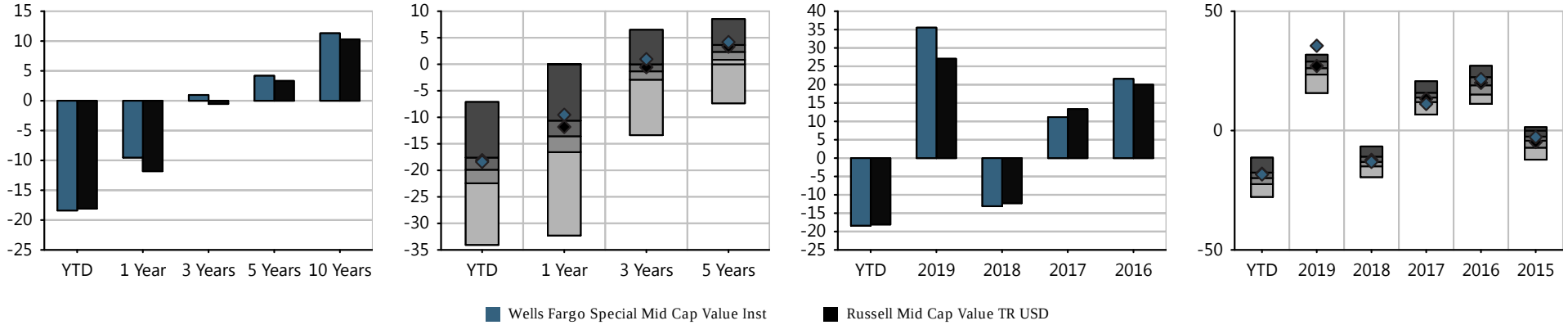
WELLS FARGO SPECIAL MID CAP VALUE INST | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
90 Passing	Criteria Scoring	-9.53%	0.96%	4.18%	0.07	0.26	0.50	0.28	11.41	0.82%	17.19	1.05
	Peer Group Scoring	*-13.56%*	*-1.59%*	*2.10%*	*-0.03*	*0.15*	*-0.20*	*-0.26*	*10.08*	*1.03%*	*13.69*	*0.96*
	Criteria Peer Ranking	20	13	14	10	14	10	11	38	31	78	15

Investment Strategy

The investment seeks long-term capital appreciation. The fund normally invests at least 80% of its net assets in equity securities of medium-capitalization companies. It invests principally in equity securities of medium-capitalization companies, which the manager defines as securities of companies with market capitalizations within the range of the Russell Midcap® Index at the time of purchase.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Wells Fargo Special Mid Cap Value Inst	19.56%	(18.40%)	(9.53%)	0.96%	4.18%	11.31%	10.77%	04/08/2005	35.53%	(13.10%)	11.16%	21.59%	(2.73%)
Russell Mid Cap Value TR USD	*19.95%*	*(18.09%)*	*(11.81%)*	*(0.54%)*	*3.32%*	*10.29%*	*-*	*-*	*27.06%*	*(12.29%)*	*13.34%*	*20.00%*	*(4.78%)*
Morningstar Mid-Cap Value	*19.39%*	*(19.78%)*	*(13.56%)*	*(1.59%)*	*2.10%*	*8.86%*	*-*	*-*	*25.34%*	*(12.93%)*	*13.87%*	*18.91%*	*(4.94%)*

Morningstar Rating: *****

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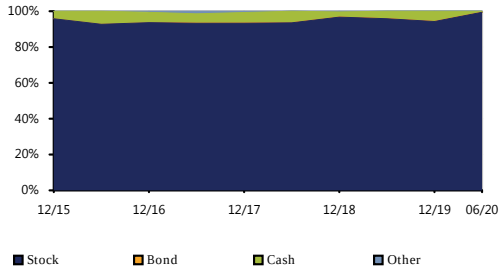
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

WELLS FARGO SPECIAL MID CAP VALUE INST | FUND FACT SHEET

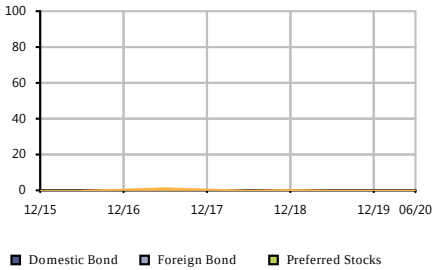
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



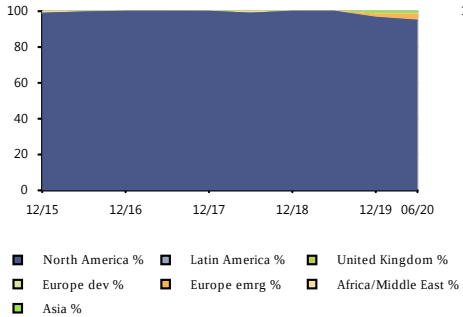
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



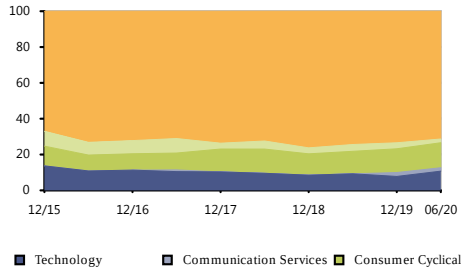
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

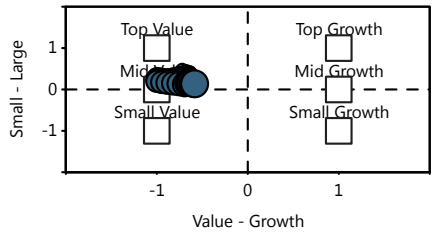


Sector Distribution

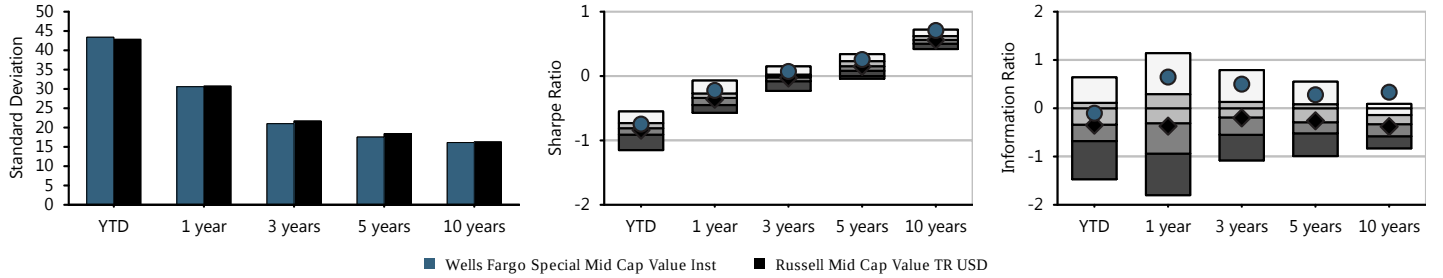
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	WFMIX
Category	Mid-Cap Value
Net Assets(This Class $mn)	8,776 m
Net Assets(All Classes $mn)	0 m
Manager	Bryant VanCronkhite
Manager Tenure	11.41
Fund Inception	Apr 08,2005

Fee And Expenses

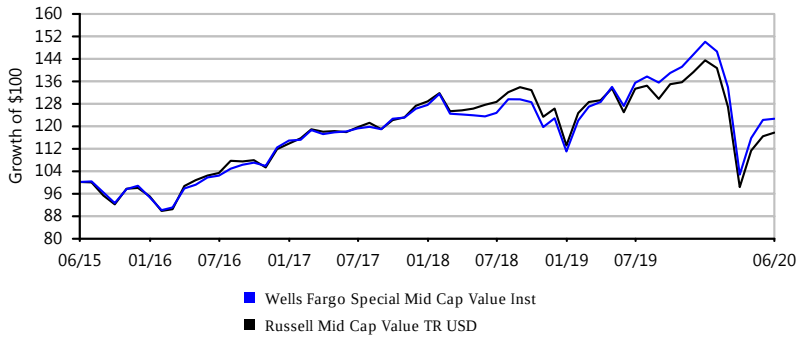
Expense Ratio	0.82
Gross Expense Ratio	0.82
Prospectus Net Expense Ratio	0.82
Prospectus Gross Expense Ratio	0.82
Actual 12b1	0.00
Management Fee	0.67

Top 10 Holdings (%)

Alcon Inc	3.42
Amdocs Ltd	2.95
Reynolds Consumer Produ...	2.87
Brown & Brown Inc	2.81
Varian Medical Systems Inc	2.69
CBRE Group Inc Class A	2.64
Kansas City Southern	2.62
Republic Services Inc C...	2.50
Stanley Black & Decker Inc	2.44
Arch Capital Group Ltd	2.39

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

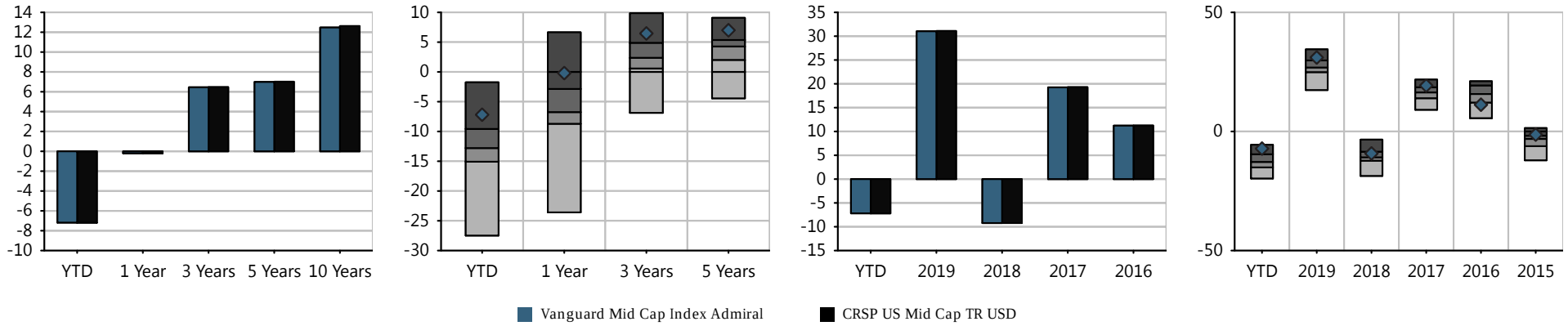
VANGUARD MID CAP INDEX ADMIRAL | FUND FACT SHEET

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.04%	0.03%	0.03%	0.05%	$106,539,281,907	-0.15%	6.50%	7.04%
	Peer Group Scoring	*5.84%*	*4.92%*	*5.06%*	*0.96%*	-	-	-	-
	Criteria Peer Ranking	2	2	2	4	-	12	8	10

Investment Strategy

The investment seeks to track the performance of a benchmark index that measures the investment return of mid-capitalization stocks. The fund employs an indexing investment approach designed to track the performance of the CRSP US Mid Cap Index, a broadly diversified index of stocks of mid-size U.S. companies. The advisor attempts to replicate the target index by investing all, or substantially all, of its assets in the stocks that make up the index, holding each stock in approximately the same proportion as its weighting in the index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Vanguard Mid Cap Index Admiral	24.96%	(7.18%)	(0.20%)	6.45%	6.99%	12.47%	9.53%	05/21/1998	31.03%	(9.23%)	19.25%	11.22%	(1.34%)
CRSP US Mid Cap TR USD	*24.97%*	*(7.20%)*	*(0.20%)*	*6.47%*	*7.01%*	*12.62%*	-	-	*31.09%*	*(9.22%)*	*19.30%*	*11.25%*	*(1.28%)*
Morningstar Mid-Cap Blend	*22.12%*	*(12.55%)*	*(6.20%)*	*2.41%*	*3.86%*	*10.02%*	-	-	*26.55%*	*(10.81%)*	*16.13%*	*15.03%*	*(4.24%)*

Morningstar Rating: *****

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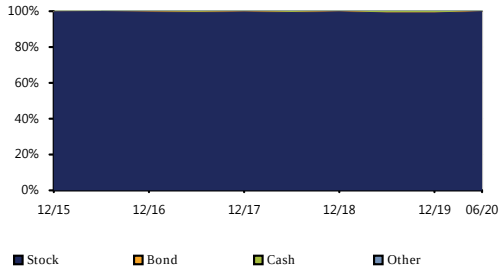
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

VANGUARD MID CAP INDEX ADMIRAL | FUND FACT SHEET

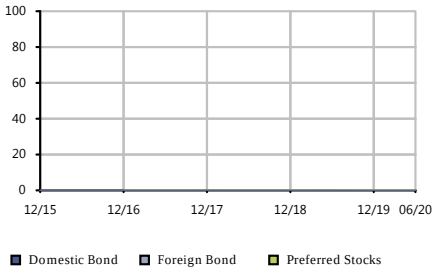
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



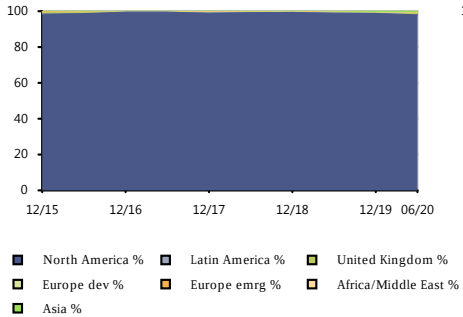
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



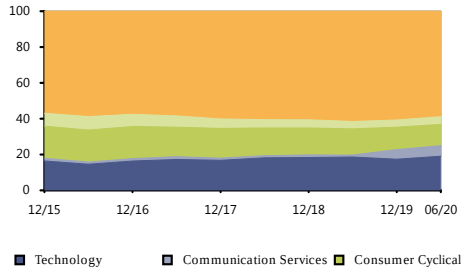
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

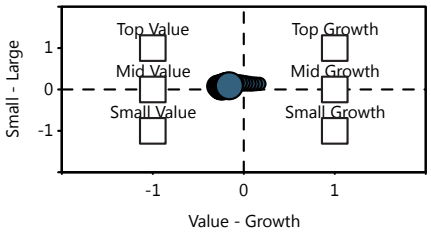


Sector Distribution

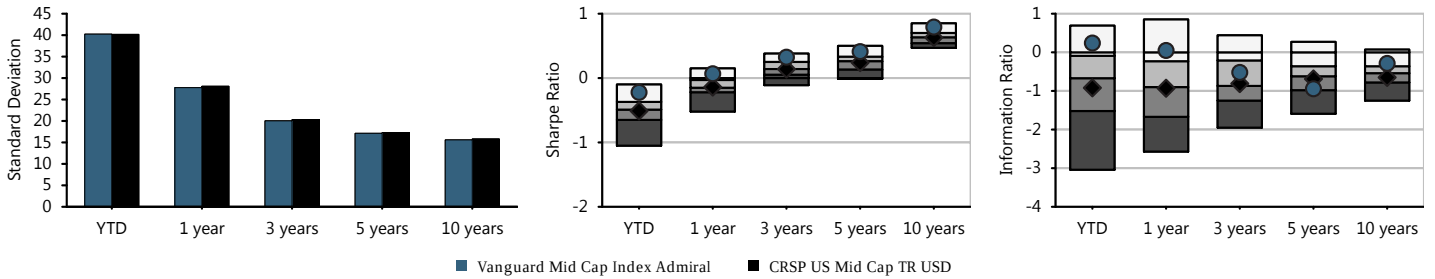
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	VIMAX
Category	Mid-Cap Blend
Net Assets(This Class $mn)	106,539 m
Net Assets(All Classes $mn)	0 m
Manager	Donald Butler
Manager Tenure	22.08
Fund Inception	May 21,1998

Fee And Expenses

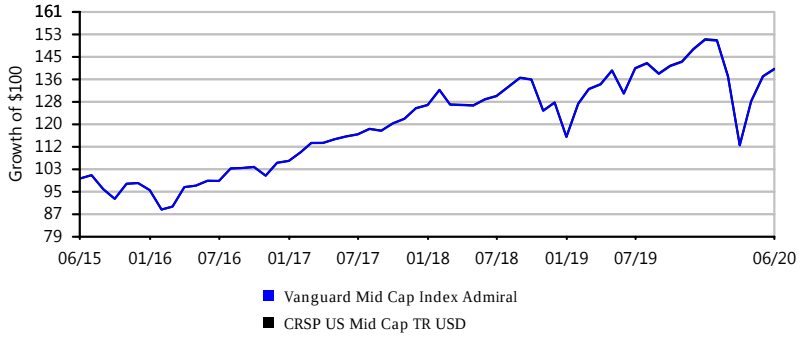
Expense Ratio	0.05
Gross Expense Ratio	0.05
Prospectus Net Expense Ratio	0.05
Prospectus Gross Expense Ratio	0.05
Actual 12b1	0.00
Management Fee	0.04

Top 10 Holdings (%)

Newmont Corp	1.19
Centene Corp	0.96
SBA Communications Corp	0.88
Lululemon Athletica Inc	0.87
DexCom Inc	0.86
Advanced Micro Devices Inc	0.75
Digital Realty Trust Inc	0.75
WEC Energy Group Inc	0.72
Veeva Systems Inc Class A	0.72
Splunk Inc	0.71

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

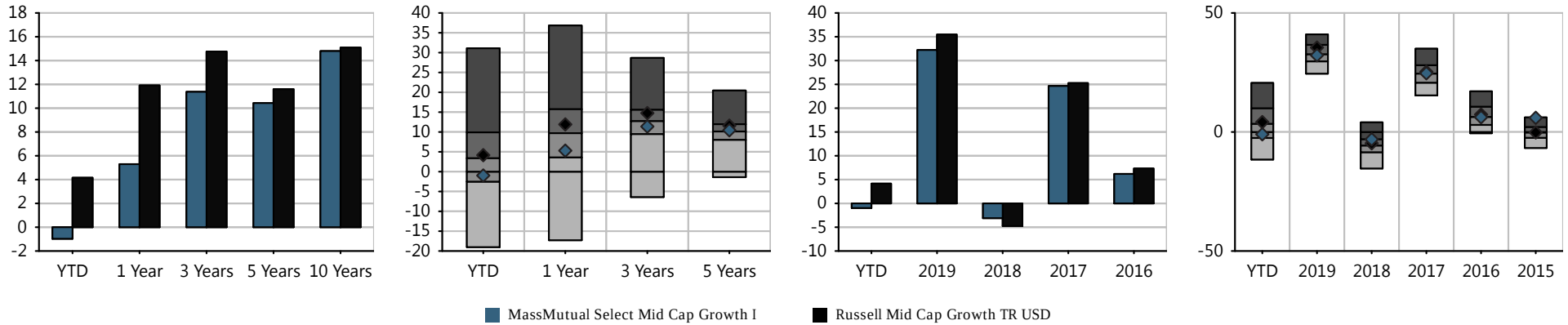
MassMutual Select Mid Cap Growth I | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
74 Passing	Criteria Scoring	5.30%	11.37%	10.43%	0.56	0.60	-1.09	-0.43	20.08	0.71%	11.65	0.97
	Peer Group Scoring	*9.71%*	*12.64%*	*9.96%*	*0.59*	*0.55*	*-0.58*	*-0.48*	*11.17*	*1.13%*	*14.96*	*0.94*
	Criteria Peer Ranking	68	63	45	61	41	74	53	11	13	40	39

Investment Strategy

The investment seeks growth of capital over the long-term. The fund invests primarily in equity securities of mid-capitalization companies that the fund's subadvisers believe offer the potential for long-term growth. It invests at least 80% of its net assets (plus the amount of any borrowings for investment purposes) in a broadly diversified portfolio of common stocks of mid-cap companies whose earnings the subadvisers expect to grow at a faster rate than the average company.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
MassMutual Select Mid Cap Growth I	28.62%	(0.97%)	5.30%	11.37%	10.43%	14.80%	9.71%	05/31/2000	32.22%	(3.10%)	24.66%	6.19%	5.95%
Russell Mid Cap Growth TR USD	*30.26%*	*4.16%*	*11.91%*	*14.76%*	*11.60%*	*15.09%*	-	-	*35.47%*	*(4.75%)*	*25.27%*	*7.33%*	*(0.20%)*
Morningstar Mid-Cap Growth	*30.29%*	*3.66%*	*9.71%*	*12.64%*	*9.96%*	*13.57%*	-	-	*32.67%*	*(5.91%)*	*24.47%*	*6.79%*	*(0.36%)*

Morningstar Rating: ***

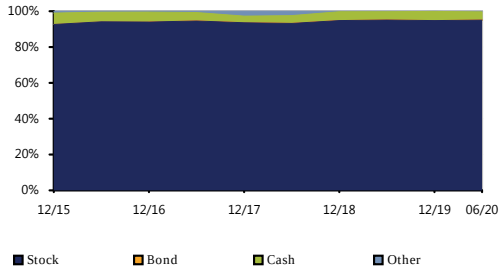
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

MassMutual Select Mid Cap Growth I | Fund Fact Sheet

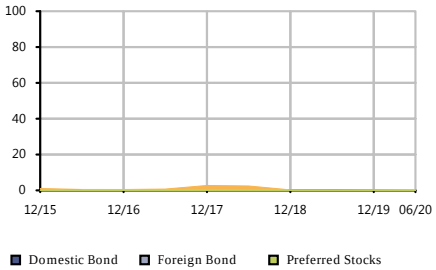
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



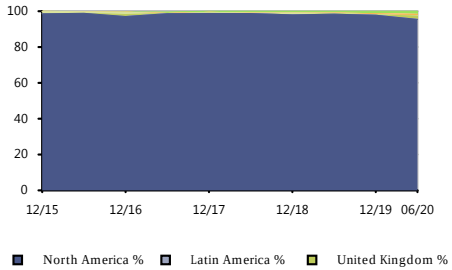
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



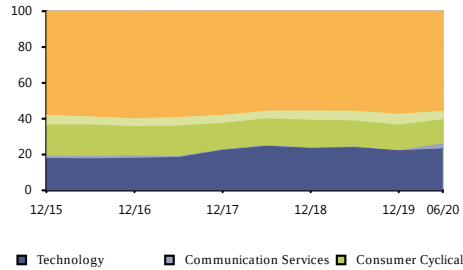
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

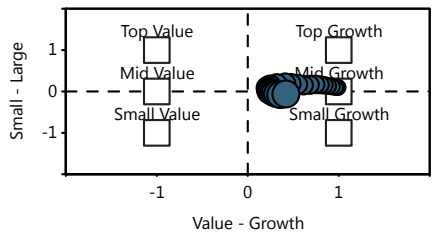


Sector Distribution

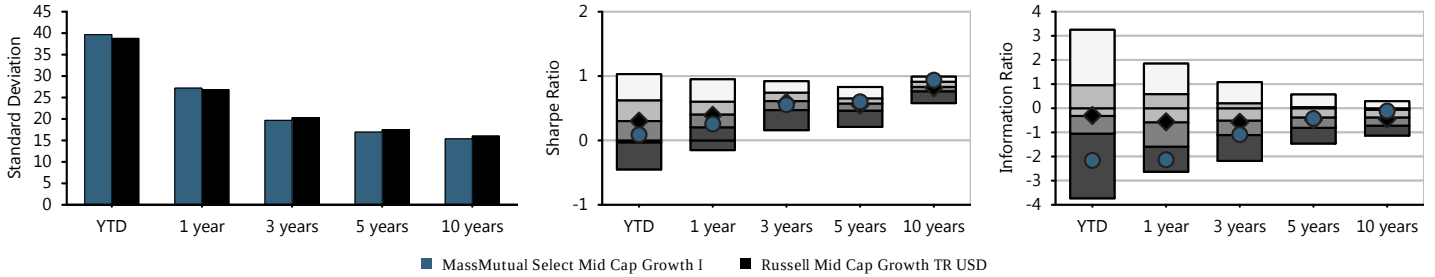
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	MEFZX
Category	Mid-Cap Growth
Net Assets(This Class $mn)	8,353 m
Net Assets(All Classes $mn)	0 m
Manager	Brian Berghuis
Manager Tenure	20.08
Fund Inception	May 31,2000

Fee And Expenses

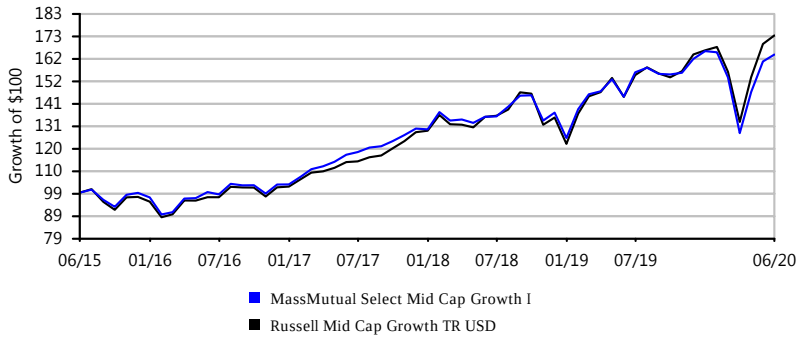
Expense Ratio	0.71
Gross Expense Ratio	0.71
Prospectus Net Expense Ratio	0.71
Prospectus Gross Expense Ratio	0.71
Actual 12b1	0.00
Management Fee	0.68

Top 10 Holdings (%)

Teleflex Inc	2.40
Ball Corp	2.25
Dollar General Corp	2.20
Global Payments Inc	1.86
The Cooper Companies Inc	1.83
Microchip Technology Inc	1.58
Agilent Technologies Inc	1.45
L3Harris Technologies Inc	1.45
Hologic Inc	1.33
Burlington Stores Inc	1.22

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

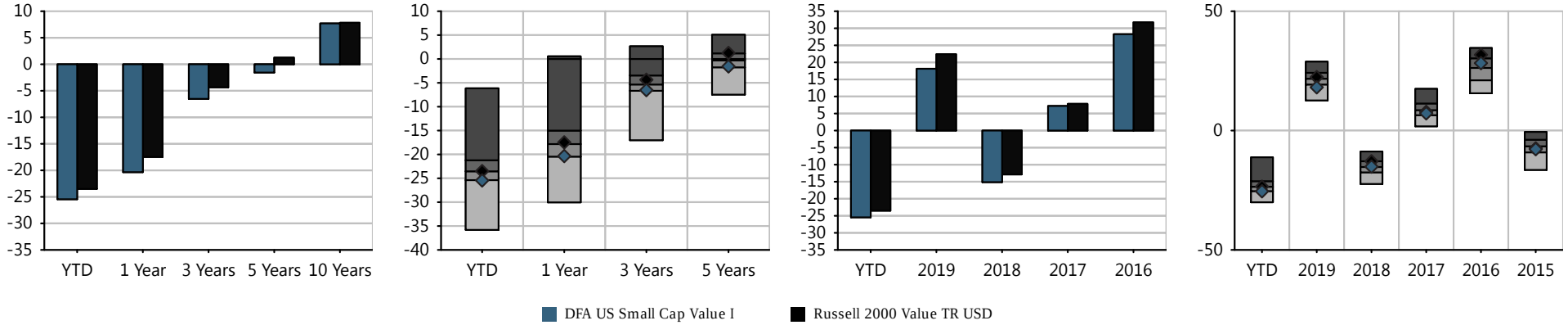
DFA US Small Cap Value I | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
68 Review	Criteria Scoring	-20.34%	-6.52%	-1.56%	-0.18	0.00	-0.54	-0.80	8.33	0.51%	0.63	0.90
	Peer Group Scoring	*-17.27%*	*-5.13%*	*-0.32%*	*-0.15*	*0.05*	*-0.17*	*-0.33*	*10.08*	*1.19%*	*9.96*	*0.95*
	Criteria Peer Ranking	74	72	73	63	70	78	89	54	7	12	71

Investment Strategy

The investment seeks to achieve long-term capital appreciation. The fund normally will invest at least 80% of its net assets in securities of small cap U.S. companies. It may purchase or sell futures contracts and options on futures contracts for U.S. equity securities and indices, to adjust market exposure based on actual or expected cash inflows to or outflows from the Portfolio.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
DFA US Small Cap Value I	22.26%	(25.45%)	(20.34%)	(6.52%)	(1.56%)	7.70%	9.67%	03/02/1993	18.12%	(15.13%)	7.21%	28.26%	(7.81%)
Russell 2000 Value TR USD	*18.91%*	*(23.50%)*	*(17.48%)*	*(4.35%)*	*1.26%*	*7.82%*	*-*	*-*	*22.39%*	*(12.86%)*	*7.84%*	*31.74%*	*(7.47%)*
Morningstar Small Value	*22.34%*	*(22.90%)*	*(17.27%)*	*(5.13%)*	*(0.32%)*	*7.05%*	*-*	*-*	*21.39%*	*(15.55%)*	*8.75%*	*26.32%*	*(7.22%)*

Morningstar Rating: ***

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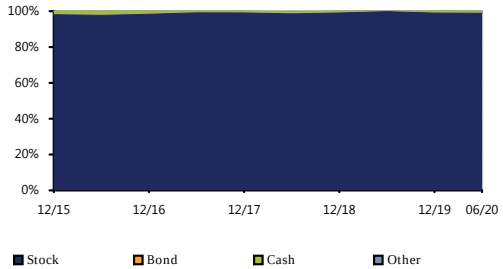
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

DFA US Small Cap Value I | Fund Fact Sheet

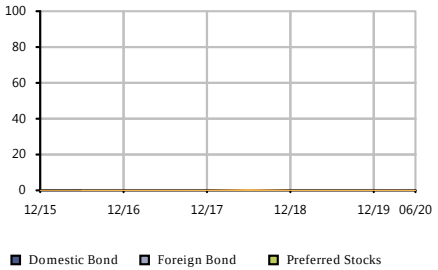
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



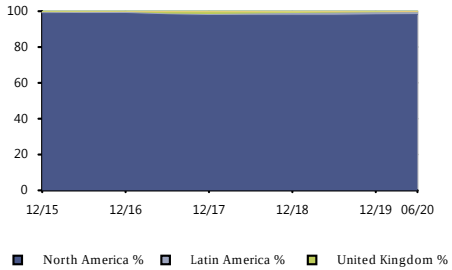
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



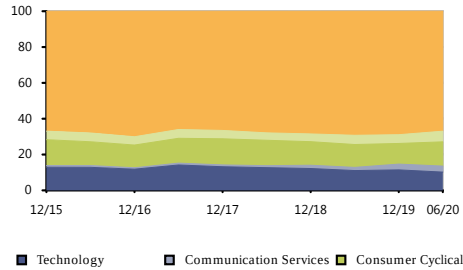
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

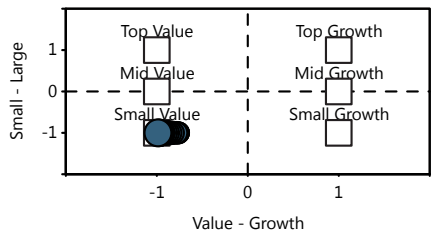


Sector Distribution

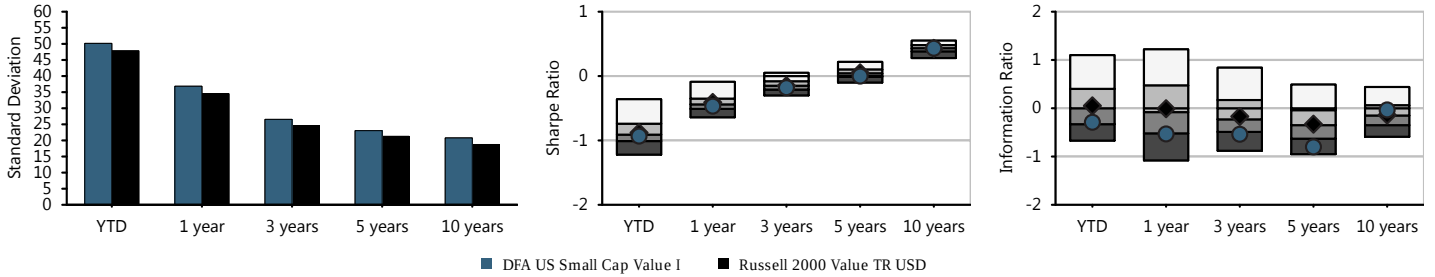
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	DFSVX
Category	Small Value
Net Assets(This Class $mn)	10,696 m
Net Assets(All Classes $mn)	0 m
Manager	Jed Fogdall
Manager Tenure	8.33
Fund Inception	Mar 02,1993

Fee And Expenses

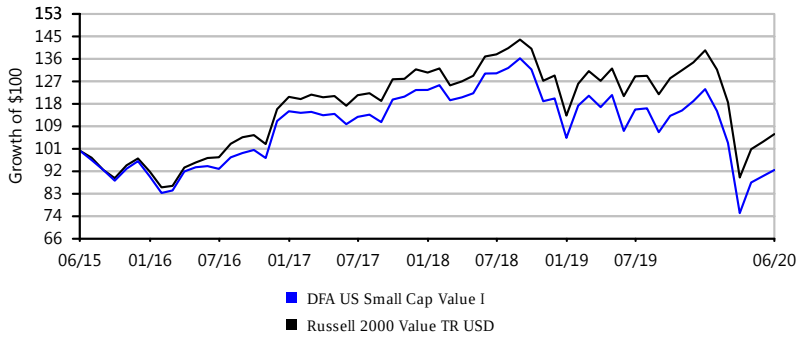
Expense Ratio	0.53
Gross Expense Ratio	0.53
Prospectus Net Expense Ratio	0.51
Prospectus Gross Expense Ratio	0.51
Actual 12b1	0.00
Management Fee	0.48

Top 10 Holdings (%)

E-mini S&P 500 Futures ...	1.40
Meritage Homes Corp	0.93
Darling Ingredients Inc	0.90
Taylor Morrison Home Co...	0.79
Regal Beloit Corp	0.79
Tech Data Corp	0.74
Element Solutions Inc	0.72
Acadia Healthcare Co Inc	0.72
FTI Consulting Inc	0.71
American Equity Investm...	0.68

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



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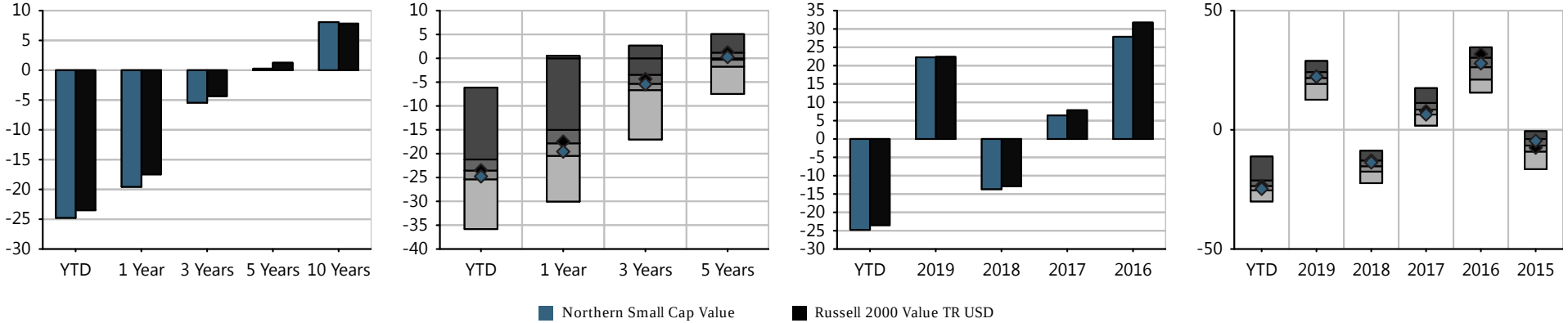
IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
72 Passing	Criteria Scoring	-19.57%	-5.45%	0.27%	-0.21	0.05	-0.43	-0.40	18.92	1.00%	5.60	0.96
	Peer Group Scoring	*-17.27%*	*-5.13%*	*-0.32%*	*-0.15*	*0.05*	*-0.17*	*-0.33*	*10.08*	*1.19%*	*9.96*	*0.95*
	Criteria Peer Ranking	69	53	36	74	44	73	55	14	38	27	37

Investment Strategy

The investment seeks long-term capital appreciation, any income received is incidental to this objective. The fund will invest at least 80% of its net assets in equity securities of small capitalization companies, which are considered to be those whose market capitalization is within the range of the market capitalization of companies in the Russell 2000® Value Index. It may emphasize particular companies or market segments, such as financial services. Many of the companies in which the fund invests retain their earnings to finance current and future growth. These companies generally pay little or no dividends.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Northern Small Cap Value	14.74%	(24.77%)	(19.57%)	(5.45%)	0.27%	8.06%	8.32%	03/31/1994	22.27%	(13.68%)	6.42%	27.87%	(4.62%)
Russell 2000 Value TR USD	*18.91%*	*(23.50%)*	*(17.48%)*	*(4.35%)*	*1.26%*	*7.82%*	-	-	*22.39%*	*(12.86%)*	*7.84%*	*31.74%*	*(7.47%)*
Morningstar Small Value	*22.34%*	*(22.90%)*	*(17.27%)*	*(5.13%)*	*(0.32%)*	*7.05%*	-	-	*21.39%*	*(15.55%)*	*8.75%*	*26.32%*	*(7.22%)*

Morningstar Rating: ****

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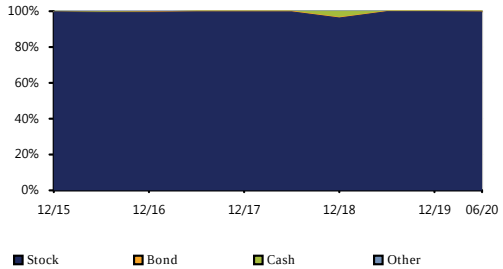
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

NORTHERN SMALL CAP VALUE | FUND FACT SHEET

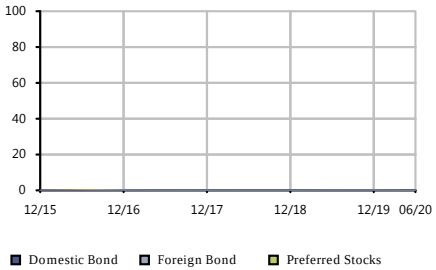
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



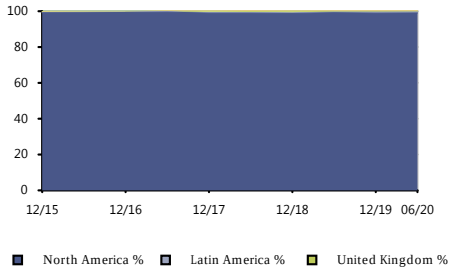
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



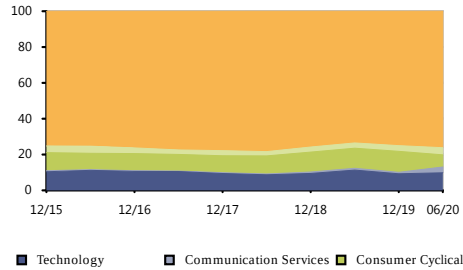
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

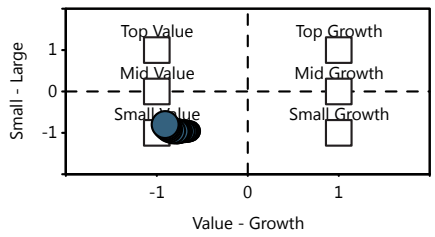


Sector Distribution

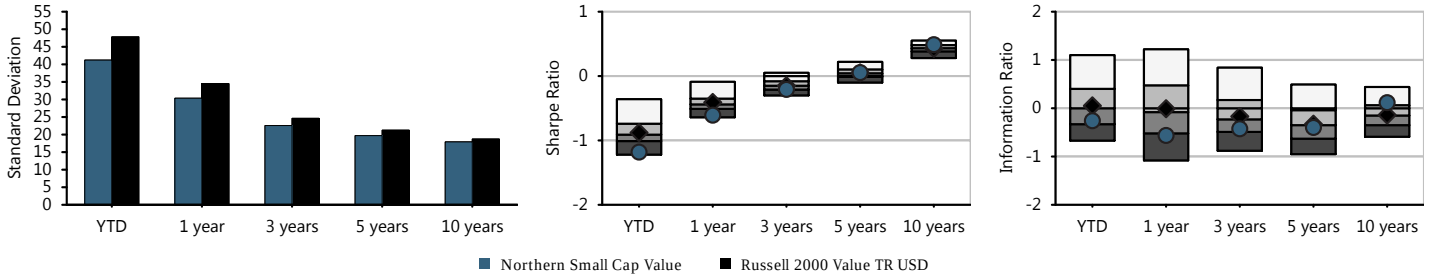
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	NOSGX
Category	Small Value
Net Assets(This Class $mn)	2,271 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Bergson
Manager Tenure	18.92
Fund Inception	Mar 31,1994

Fee And Expenses

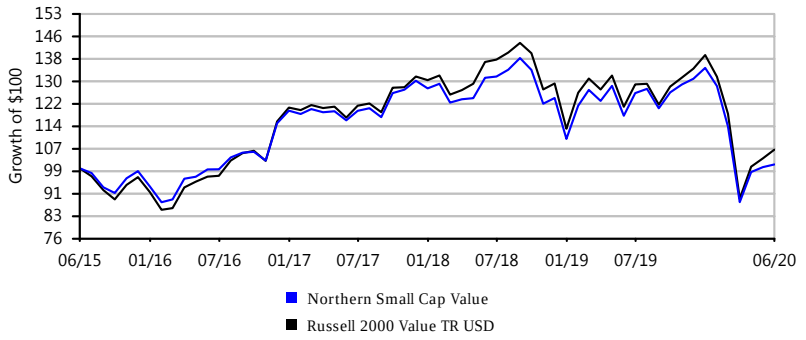
Expense Ratio	1.00
Gross Expense Ratio	1.10
Prospectus Net Expense Ratio	1.00
Prospectus Gross Expense Ratio	1.14
Actual 12b1	0.00
Management Fee	0.95

Top 10 Holdings (%)

FTI Consulting Inc	1.64
Insight Enterprises Inc	1.15
Southwest Gas Holdings Inc	1.10
NorthWestern Corp	0.98
PNM Resources Inc	0.87
Portland General Electr...	0.86
Plexus Corp	0.85
Mantech International C...	0.81
Darling Ingredients Inc	0.79
Cathay General Bancorp	0.77

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



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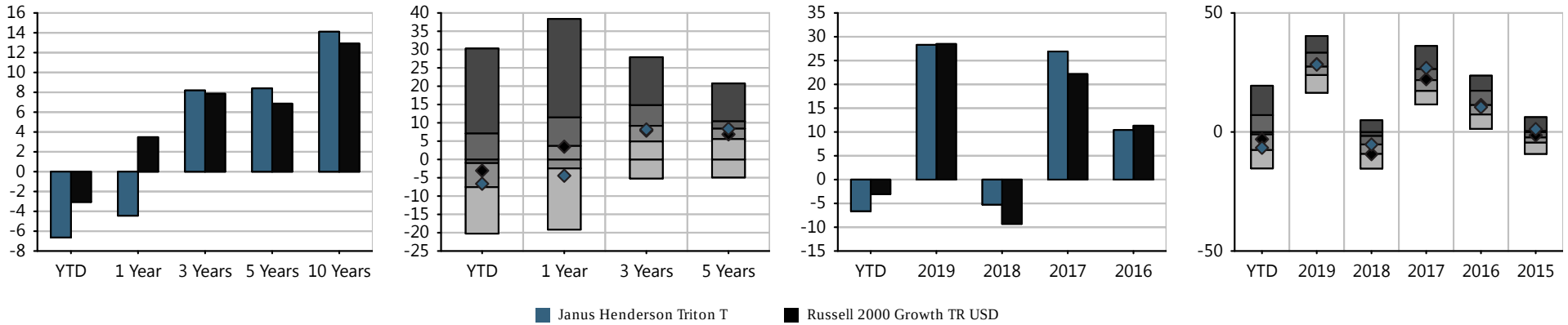
IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
75 Passing	Criteria Scoring	-4.44%	8.19%	8.39%	0.38	0.45	0.08	0.36	7.08	0.91%	9.39	1.09
	Peer Group Scoring	*4.46%*	*10.08%*	*8.28%*	*0.44*	*0.43*	*0.30*	*0.23*	*11.33*	*1.22%*	*12.98*	*1.09*
	Criteria Peer Ranking	80	57	51	57	48	57	48	63	22	32	44

Investment Strategy

The investment seeks long-term growth of capital. The fund pursues its investment objective by investing at least 50% of its equity assets in small- and medium-sized companies. It may also invest in larger companies with strong growth potential. Small- and medium-sized companies are defined by the portfolio managers as those companies whose market capitalization falls within the range of companies in the Russell 2500® Growth Index at the time of initial purchase. The fund may also invest in foreign securities, which may include investments in emerging markets.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Janus Henderson Triton T	29.43%	(6.63%)	(4.44%)	8.19%	8.39%	14.11%	11.83%	02/25/2005	28.30%	(5.26%)	26.90%	10.42%	1.21%
Russell 2000 Growth TR USD	*30.58%*	*(3.06%)*	*3.48%*	*7.86%*	*6.86%*	*12.92%*	-	-	*28.48%*	*(9.31%)*	*22.17%*	*11.32%*	*(1.38%)*
Morningstar Small Growth	*32.19%*	*(0.10%)*	*4.46%*	*10.08%*	*8.28%*	*12.93%*	-	-	*27.94%*	*(5.26%)*	*22.14%*	*11.84%*	*(2.20%)*

Morningstar Rating: ****

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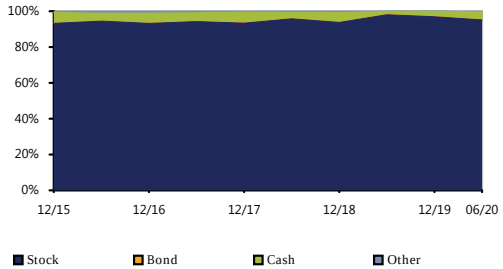
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

JANUS HENDERSON TRITON T | FUND FACT SHEET

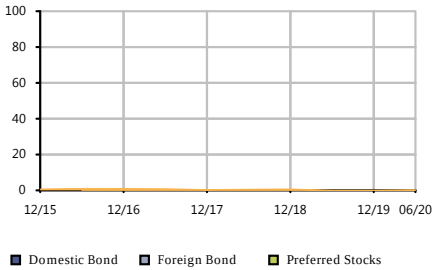
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



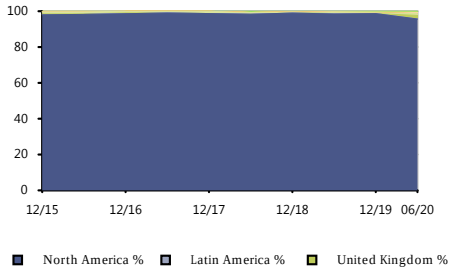
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



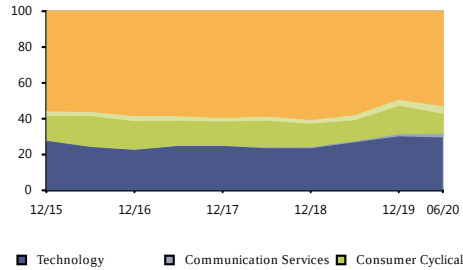
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

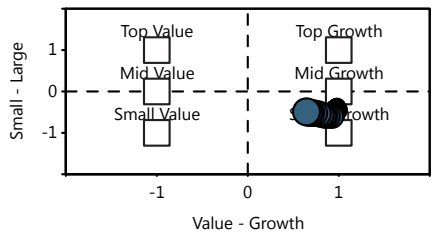


Sector Distribution

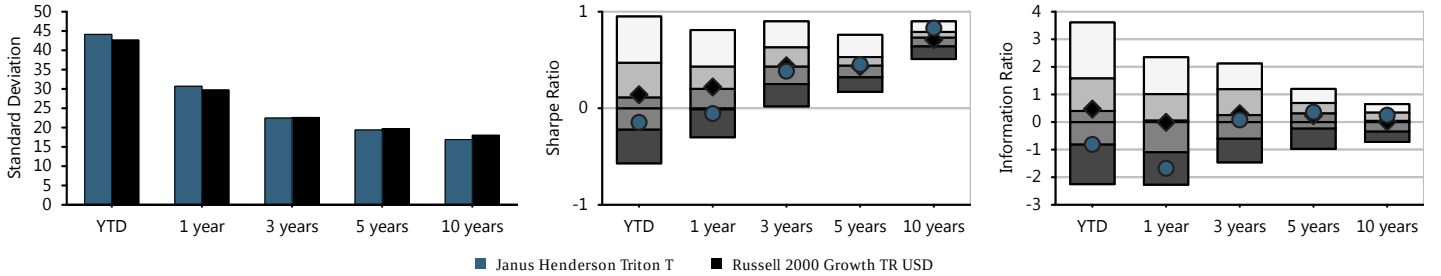
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	JATTX
Category	Small Growth
Net Assets(This Class $mn)	10,406 m
Net Assets(All Classes $mn)	0 m
Manager	Jonathan Coleman
Manager Tenure	7.08
Fund Inception	Feb 25,2005

Fee And Expenses

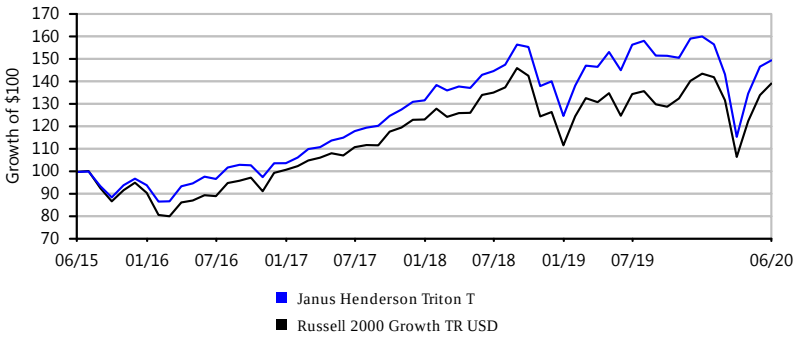
Expense Ratio	0.90
Gross Expense Ratio	0.91
Prospectus Net Expense Ratio	0.91
Prospectus Gross Expense Ratio	0.91
Actual 12b1	0.00
Management Fee	0.64

Top 10 Holdings (%)

Catalent Inc	3.32
Crown Holdings Inc	2.52
SS&C Technologies Holdi...	2.03
Integra Lifesciences Ho...	1.79
Steris PLC	1.63
Broadridge Financial So...	1.58
Carlisle Companies Inc	1.56
RealPage Inc	1.54
Blackbaud Inc	1.54
LPL Financial Holdings Inc	1.53

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



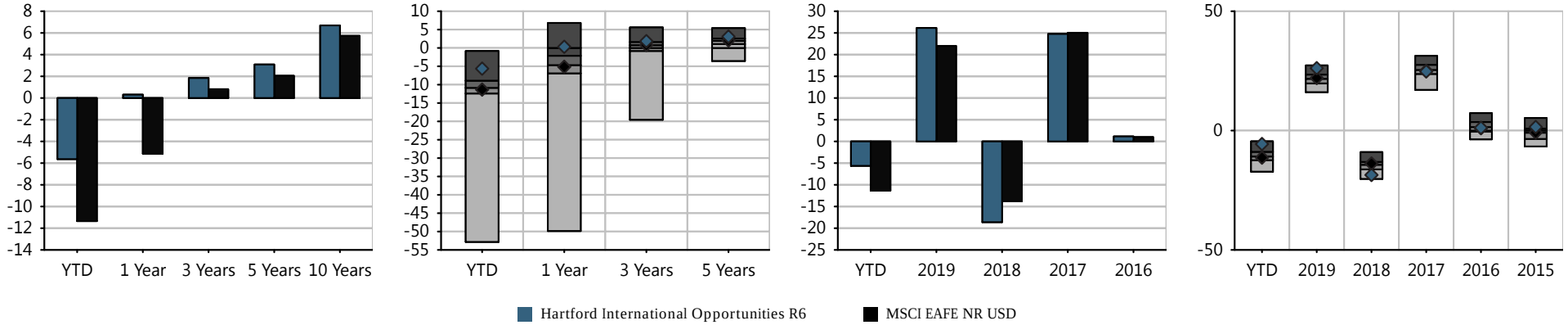
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	0.31%	1.84%	3.09%	0.09	0.20	0.20	0.23	13.50	0.71%	5.48	1.05
	Peer Group Scoring	*-4.65%*	*0.31%*	*1.80%*	*0.00*	*0.12*	*-0.10*	*-0.06*	*7.47*	*0.94%*	*8.80*	*1.00*
	Criteria Peer Ranking	11	20	17	19	17	24	20	14	31	19	17

Investment Strategy

The investment seeks long-term growth of capital. The fund normally invests at least 65% of its net assets in equity securities, including non-dollar securities, of foreign issuers. It may invest in companies domiciled in emerging markets as a percentage of its net assets up to the greater of: (a) 25% or (b) the weight of emerging markets in the MSCI All Country World (ACWI) ex USA Index plus 10%.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Hartford International Opportunities R6	20.91%	(5.63%)	0.31%	1.84%	3.09%	6.69%	5.42%	07/22/1996	26.15%	(18.61%)	24.77%	1.15%	1.49%
MSCI EAFE NR USD	*14.88%*	*(11.34%)*	*(5.13%)*	*0.81%*	*2.05%*	*5.73%*	-	-	*22.01%*	*(13.79%)*	*25.03%*	*1.00%*	*(0.81%)*
Morningstar Foreign Large Blend	*16.24%*	*(10.92%)*	*(4.65%)*	*0.31%*	*1.80%*	*5.36%*	-	-	*21.64%*	*(14.47%)*	*25.25%*	*1.70%*	*(1.21%)*

Morningstar Rating: ****

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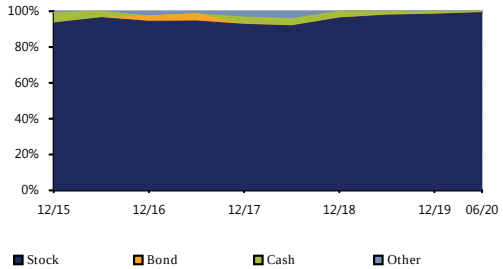
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

HARTFORD INTERNATIONAL OPPORTUNITIES R6 | FUND FACT SHEET

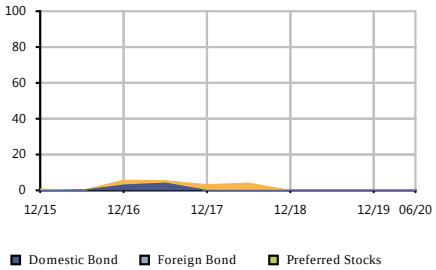
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



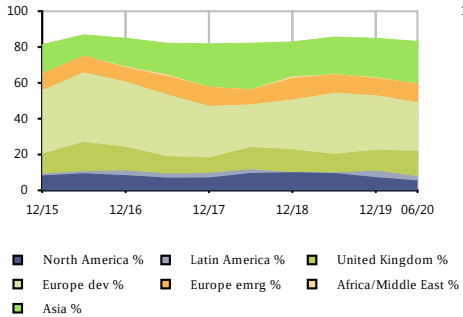
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



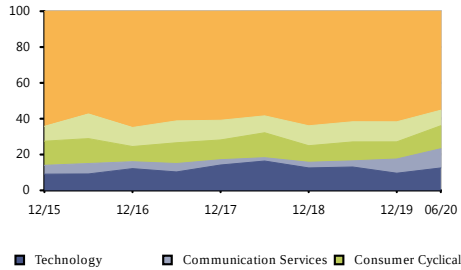
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

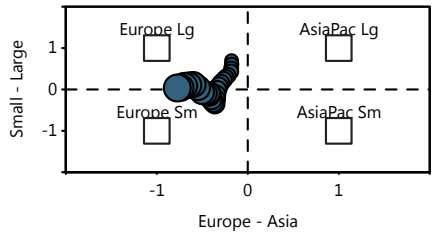


Sector Distribution

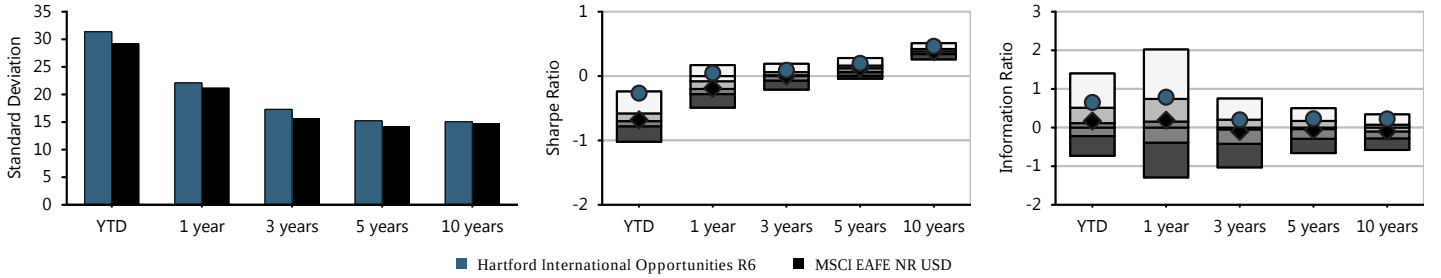
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	IHOVX
Category	Foreign Large Blend
Net Assets(This Class $mn)	3,523 m
Net Assets(All Classes $mn)	0 m
Manager	Nicolas Choumenkovitch
Manager Tenure	13.50
Fund Inception	Jul 22,1996

Fee And Expenses

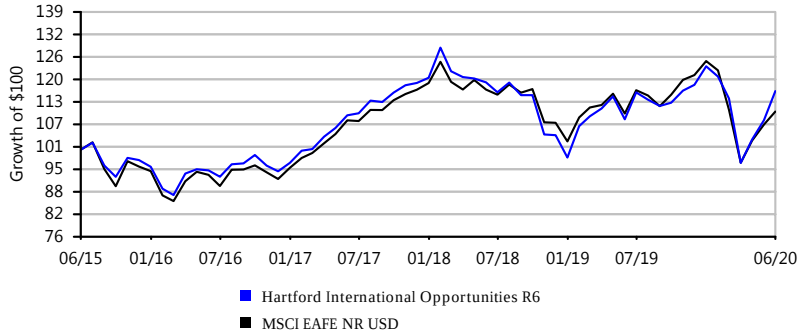
Expense Ratio	0.70
Gross Expense Ratio	0.70
Prospectus Net Expense Ratio	0.71
Prospectus Gross Expense Ratio	0.71
Actual 12b1	0.00
Management Fee	0.66

Top 10 Holdings (%)

Tencent Holdings Ltd	3.63
Alibaba Group Holding L...	3.40
Diageo PLC	2.27
Anglo American PLC	2.18
Novartis AG	2.01
Keyence Corp	1.96
ASML Holding NV	1.90
Iberdrola SA	1.87
Allianz SE	1.82
adidas AG	1.78

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



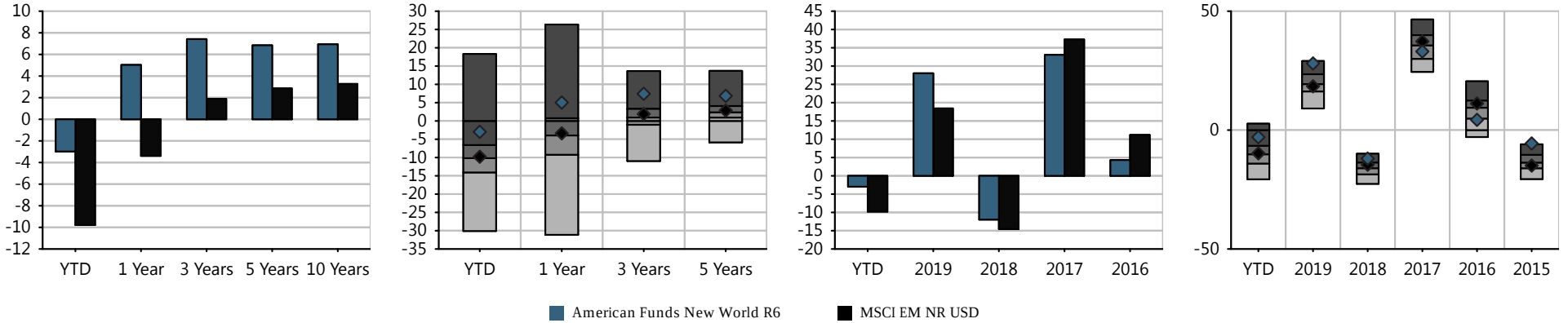
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	5.03%	7.42%	6.85%	0.41	0.44	0.90	0.60	21.00	0.60%	12.95	1.25
	Peer Group Scoring	*-3.59%*	*1.20%*	*2.48%*	*0.06*	*0.16*	*-0.15*	*-0.08*	*7.31*	*1.24%*	*12.57*	*0.99*
	Criteria Peer Ranking	14	6	6	5	4	7	10	3	11	53	4

Investment Strategy

The investment seeks long-term capital appreciation. The fund invests primarily in common stocks of companies with significant exposure to countries with developing economies and/or markets. Under normal market conditions, the fund will invest at least 35% of its assets in equity and debt securities of issuers primarily based in qualified countries that have developing economies and/or markets.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
American Funds New World R6	24.56%	(2.98%)	5.03%	7.42%	6.85%	6.94%	7.99%	06/17/1999	28.03%	(11.97%)	33.06%	4.31%	(5.62%)
MSCI EM NR USD	*18.08%*	*(9.78%)*	*(3.39%)*	*1.90%*	*2.86%*	*3.27%*	*-*	*-*	*18.42%*	*(14.57%)*	*37.28%*	*11.19%*	*(14.92%)*
Morningstar Diversified Emerging Mkts	*20.64%*	*(9.72%)*	*(3.59%)*	*1.20%*	*2.48%*	*3.27%*	*-*	*-*	*19.64%*	*(16.15%)*	*35.16%*	*9.00%*	*(13.38%)*

Morningstar Rating: *****

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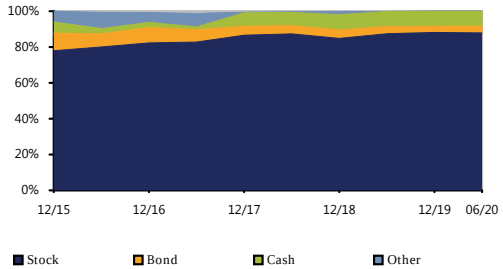
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

American Funds New World R6 | Fund Fact Sheet

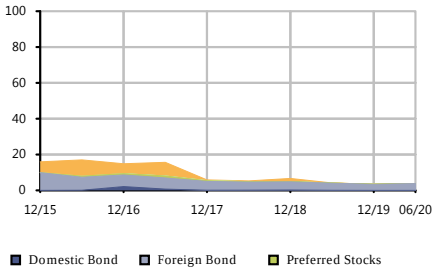
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



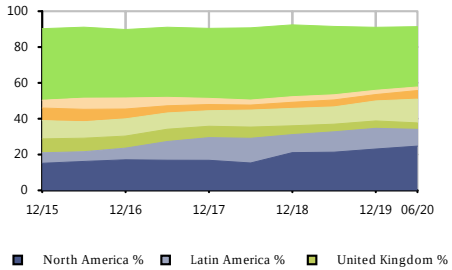
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



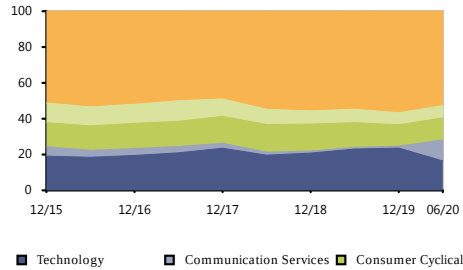
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

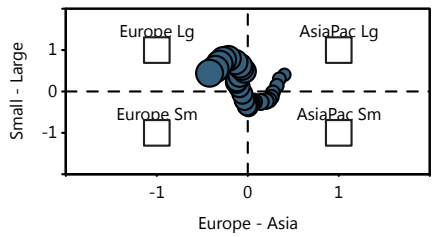


Sector Distribution

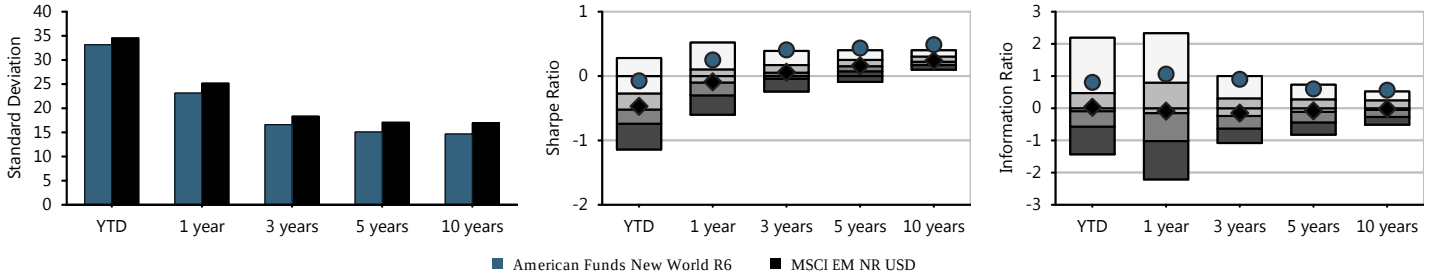
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	RNWGX
Category	Diversified Emerging Mkts
Net Assets(This Class $mn)	42,378 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Lovelace
Manager Tenure	21.00
Fund Inception	Jun 17,1999

Fee And Expenses

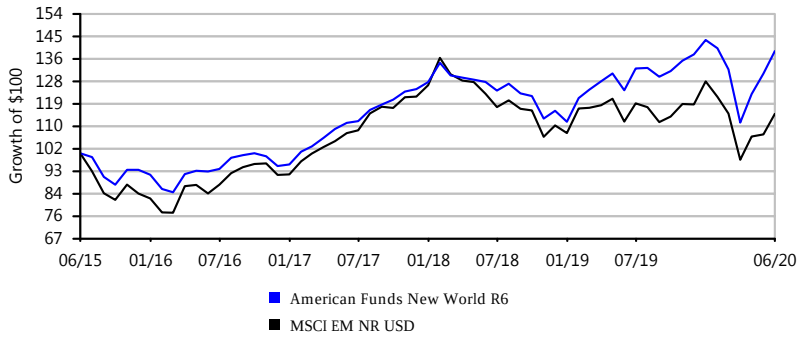
Expense Ratio	0.61
Gross Expense Ratio	0.61
Prospectus Net Expense Ratio	0.60
Prospectus Gross Expense Ratio	0.60
Actual 12b1	0.00
Management Fee	0.52

Top 10 Holdings (%)

Microsoft Corp	2.60
Tencent Holdings Ltd	1.97
Kotak Mahindra Bank Ltd	1.76
Reliance Industries Ltd	1.48
Taiwan Semiconductor Ma...	1.47
AIA Group Ltd	1.45
Mastercard Inc A	1.36
Facebook Inc A	1.34
Alphabet Inc Class C	1.27
MercadoLibre Inc	1.14

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

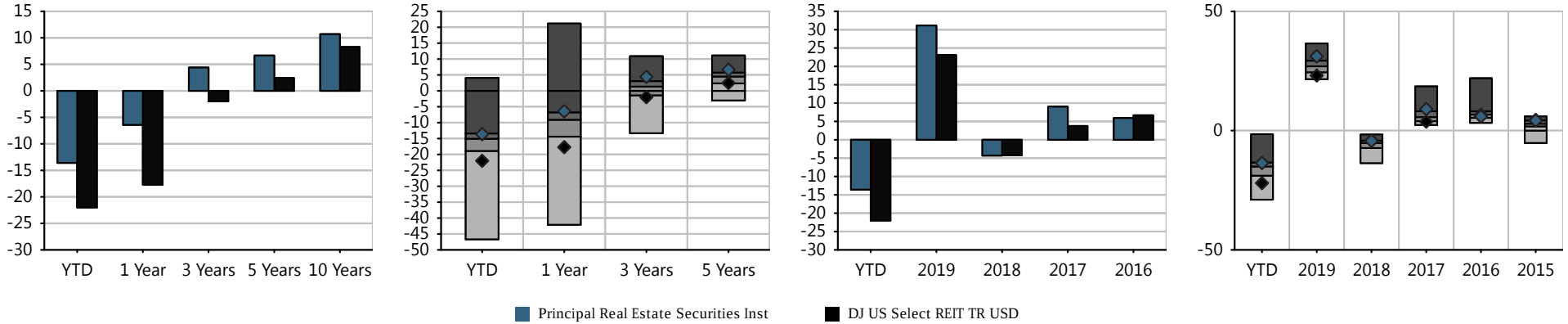
PRINCIPAL REAL ESTATE SECURITIES INST | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
94 Passing	Criteria Scoring	-6.42%	4.40%	6.67%	0.24	0.42	1.62	1.29	19.50	0.91%	14.61	1.26
	Peer Group Scoring	*-9.81%*	*0.60%*	*3.98%*	*0.06*	*0.27*	*0.68*	*0.40*	*11.68*	*1.10%*	*14.92*	*1.12*
	Criteria Peer Ranking	23	12	12	13	12	6	3	12	41	51	16

Investment Strategy

The investment seeks to generate a total return. Under normal circumstances, the fund invests at least 80% of its net assets, plus any borrowings for investment purposes, in equity securities of companies principally engaged in the real estate industry at the time of purchase. It invests in value equity securities, an investment strategy that emphasizes buying securities that appear to be undervalued. The fund concentrates its investments (invest more than 25% of its net assets) in securities in the real estate industry. It is non-diversified.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Principal Real Estate Securities Inst	11.81%	(13.59%)	(6.42%)	4.40%	6.67%	10.70%	10.52%	12/06/2000	31.13%	(4.31%)	9.03%	5.93%	4.22%
DJ US Select REIT TR USD	*9.11%*	*(22.01%)*	*(17.71%)*	*(1.99%)*	*2.45%*	*8.27%*	*-*	*-*	*23.10%*	*(4.22%)*	*3.76%*	*6.68%*	*4.48%*
Morningstar Real Estate	*13.66%*	*(16.19%)*	*(9.81%)*	*0.60%*	*3.98%*	*8.86%*	*-*	*-*	*27.38%*	*(5.94%)*	*6.91%*	*7.65%*	*2.13%*

Morningstar Rating: *****

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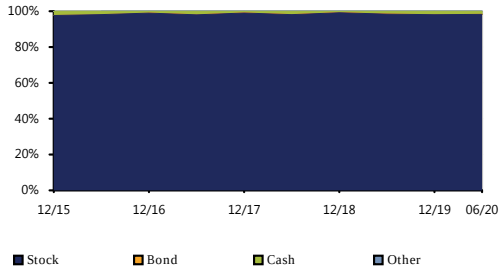
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PRINCIPAL REAL ESTATE SECURITIES INST | FUND FACT SHEET

Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



Bond Distribution

Time Period: 07/30/2015 - 06/30/2020

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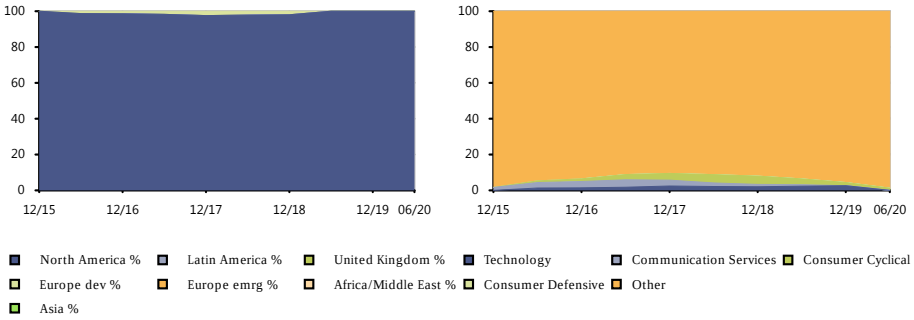
Equity Regional Distribution

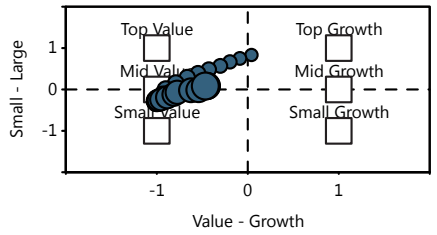
Time Period: 07/30/2015 - 06/30/2020



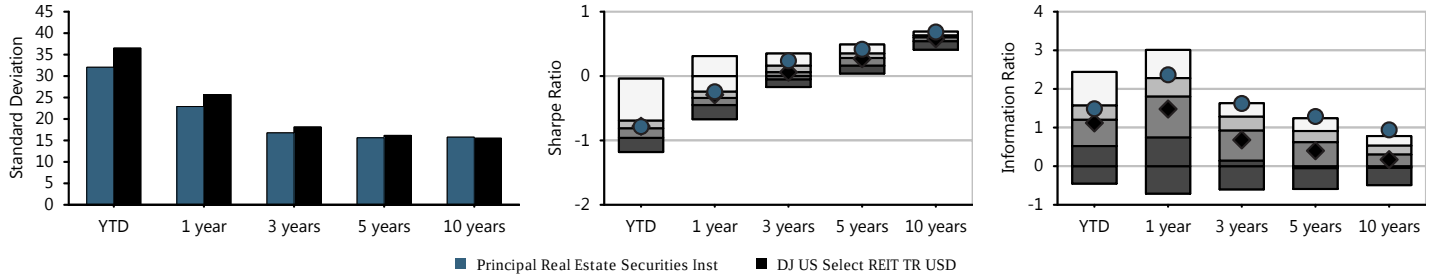
Sector Distribution

Time Period: 07/30/2015 - 06/30/2020

Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PIREX
Category	Real Estate
Net Assets(This Class $mn)	4,569 m
Net Assets(All Classes $mn)	0 m
Manager	Kelly Rush
Manager Tenure	19.50
Fund Inception	Dec 06,2000

Fee And Expenses

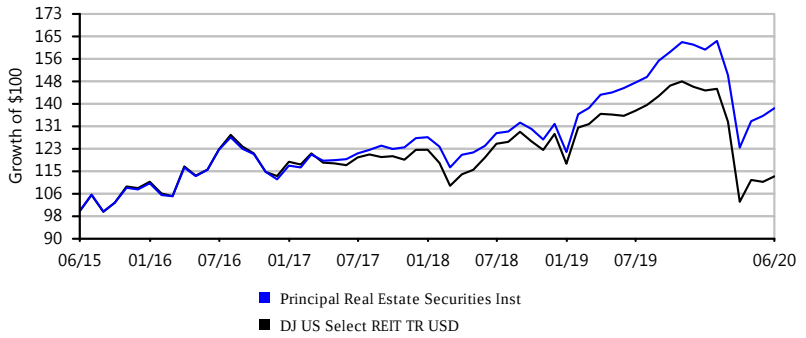
Expense Ratio	0.91
Gross Expense Ratio	0.00
Prospectus Net Expense Ratio	0.91
Prospectus Gross Expense Ratio	0.93
Actual 12b1	0.00
Management Fee	0.80

Top 10 Holdings (%)

Prologis Inc	10.62
Equinix Inc	10.22
AvalonBay Communities Inc	6.52
Invitation Homes Inc	5.50
Essex Property Trust Inc	4.27
Alexandria Real Estate ...	4.21
American Homes 4 Rent C...	3.81
Welltower Inc	3.48
American Tower Corp	3.41
Sun Communities Inc	3.33

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IMPORTANT DISCLOSURES

Community Action Partnership ERISA 403(b)

For Period Ending 06/30/2020

Important Disclosures, Source Information, & Index Definitions

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Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Pensionmark is affiliated through common ownership with Pensionmark Securities, LLC (member SIPC).

Important Disclosures & Source Information

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. To obtain current month-end performance information, please call 888-201-5488.

The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. Investing in mutual funds involves risk, including possible loss of principal. All indices are unmanaged and cannot be invested into directly. Unmanaged index returns do not reflect fees, expenses, or sales charges. Index performance is not indicative of the performance of any investment.

Investors should consider the investment objectives, risks, charges and expenses of the investment company carefully before investing. The prospectus and, if available, the summary prospectus contain this and other important information about the investment company. You can obtain a prospectus and summary prospectus from your financial representative. Read carefully before investing.

Risk Disclosures:
Bond Funds- An increase in interest rates may cause the price of bonds and bond mutual funds to decline.
Government Bond Funds- An investor can lose money when investing in government bond funds. Fund itself is not guaranteed and fund's performance will vary.
International/Emerging Markets Funds- International and emerging market investing involves special risks such as currency fluctuation and political instability and may not be suitable for all investors.
Real Estate Funds- Investing in real estate involves special risks such as potential illiquidity and may not be suitable for all investors. There is no assurance that the investment objectives of the fund will be attained.
Small and Mid Cap Funds- The prices of small and mid-cap stocks are generally more volatile than large cap stocks.
Target Date Funds- The target date is the approximate date when investors plan to start withdrawing their money. The glidepath is how the asset allocation of the fund changes over time. The principal value of a target fund is not guaranteed at any time, including at the target date.

Morningstar Ratings:
For each fund with at least a three year history, Morningstar calculates a Morningstar Rating based on a Morningstar Risk-Adjusted Return measure that accounts for variations in a fund's monthly performance (including the effects of sales charges, loads, and redemption fees), placing more emphasis on downward variations and rewarding consistent performance. The top 10% of funds in each category receive five stars, the next 22.5% receive four stars, the next 35% receive three stars, the next 22.5% receive two stars and the bottom 10% receive one star. The overall Morningstar Rating for a fund is derived from a weighted-average of the performance figures associated with its three-, five- and ten-year (if applicable) Morningstar Ratings metrics.

Source Information:

Executive Summary: Recommendations based on qualitative and/or quantitative investment methodology of Pensionmark Financial Group
Portfolio | Diversification: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Asset Allocation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Holdings & Sector Allocation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Region & Quality Allocation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Returns : Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Beta/Standard Deviation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Alpha: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Sharpe Ratio: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Information Ratio: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Cumulative Performance: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Weighted Fee Analysis: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Investment Scorecard | Current & Historical Scoring
Investment Performance vs. Risk: Morningstar/Envestnet Retirement Solutions
Investment Scorecard | Investment Performance: Morningstar andEnvestnet Retirement Solutions
Fund Fact Sheets: Morningstar, Envestnet Retirement Solutions, and Pensionmark Financial Group
Investment Scoring Methodology: Pensionmark Financial Group

Index Descriptions

Index Name	Index Description
Alerian MLP TR USD	The index measures the performance of energy segment US equity securities. It is a composite of the 50 most prominent energy Master Limited Partnerships ('MLPs'). The index is calculated using a float-adjusted, capitalization-weighted methodology.
Bloomberg Commodity TR USD	The index measures the performance of future contracts on physical commodities which traded on US echanges and London Metal Exchange. The commodity weightings are based on production and liquidity, subject to weighting restrictions applied annually.
Bloomberg Sub Brent Crude TR USD	The index is a single commodity index composed of futures contracts on Brent crude. The index is part of the Bloomberg CITR family. It reflects the return on fully collateralized futures positions and is quoted in USD.
Bloomberg Sub WTI Crude Oil TR USD	The index is a single commodity subindex of the Bloomberg CI composed of futures contracts on crude oil. It reflects the return of underlying commodity futures price movements only and is quoted in USD.
BBgBarc US Treasury Bill 1-3 Mon TR USD	The index measures the performance of public obligations of the U.S. Treasury with maturities of 1-3 month, including securities roll up to the U.S. Aggregate, U.S. Universal, and Global Aggregate Indices.
BBgBarc Credit 1-5 Yr TR USD	The index measures the performance of the investment grade, US dollar denominated, fixed-rate, taxable corporate and government related bonds with maturity of 1-5 years. It is comprised of the US Corporate Index and a non-corporate component that includes foreign agencies, sovereigns, supranationals and local authorities.
BBgBarc Global Aggregate TR USD	The index measures the performance of global investment grade fixed-rate debt markets, including the U.S. Aggregate, the Pan-European Aggregate, the Asian-Pacific Aggregate, Global Treasury, Eurodollar, Euro-Yen, Canadian, and Investment Grade 144A index-eligible securities.
BBgBarc Global High Yield TR USD	The index measures the performance of the global high-yield fixed income markets. It represents the union of the U.S. High-Yield, Pan-European High-Yield, U.S. Emerging Markets High-Yield, and Pan-European Emerging Market High-Yield Indices. The index is a component of the Multiverse Index, along with the Global Aggregate Index.
BBgBarc Municipal TR USD	This index measures the performance of the Bloomberg Barclays U.S. Municipal bond, which covers the USD-denominated Long-Term tax exempt bond market with four main sectors: state and local general obligation bonds, revenue bonds, insured bonds and prerefunded bonds.
BBgBarc US 1-5Y GovCredit FlAdj TR USD	The index measures the performance of the non-securitized component of the US Aggregate index with maturities of 1-5 years. It uses alternative weighting schemes instead of market value weights.
BBgBarc US 5-10Y GovCredit FlAdj TR USD	The index measures the performance of the non-securitized component of the US Aggregate index with maturities of 5-10 years. It uses alternative weighting schemes instead of market value weights.
BBgBarc US Agg Bond TR USD	The index measures the performance of investment grade, U.S. dollar-denominated, fixed-rate taxable bond market, including Treasuries, government-related and corporate securities, MBS (agency fixed-rate and hybrid ARM passthroughs), ABS, and CMBS. It rolls up into other Barclays flagship indices, such as the multi-currency Global Aggregate Index and the U.S. Universal Index, which includes high yield and emerging markets debt.
BBgBarc US Credit 5-10 Yr TR USD	The index measures the performance of the US Corporate and a non-corporate component with maturities of 5-10 year that includes foreign agencies, sovereigns, supranationals and local authorities. It is a subset of the US Government/Credit Index and the US Aggregate Index.
BBgBarc US Govt/Credit Long TR USD	The index measures the performance of non-securitized component of the U.S. Aggregate Index with maturities of 10 years and greater, including Treasuries, government-related issues and corporates. It is a subset of the U.S. Aggregate Index.
BBgBarc US MBS TR USD	The index measures the performance of the agency mortgage-backed pass-through securities (both fixed-rate and hybrid ARM) issued by Ginnie Mae (GNMA), Fannie Mae (FNMA), and Freddie Mac (FHLMC).
BBgBarc US Treasury US TIPS TR USD	The index measures the performance of rules-based, market value-weighted inflation-protected securities issued by the U.S. Treasury. It is a subset of the Global Inflation-Linked Index (Series-L).
CRSP US Large Cap Growth TR USD	The index measures the performance of US securities which are assigned to the large cap index and classified as growth securities by using CRSP's multifactor model. CRSP classifies growth securities using the following factors: future long-term growth in earnings per share (EPS), future short-term growth in EPS, 3-year historical growth in EPS, 3-year historical growth in sales per share, current investment-to-assets ratio, and return on assets.
CRSP US Large Cap Value TR USD	The index measures the performance of US securities which are assigned to the large cap index and classified as value securities by using CRSP's multifactor model. CRSP classifies value securities using the following factors: book to price, forward earnings to price, historical earnings to price, dividend-to-price ratio and sales-to-price ratio.
CRSP US Total Market TR USD	The index measures the performance of broad US securities that traded on NYSE, NYSE Market, NANASDADAQ or ARCA. It captures nearly 100% of the US investable equity market with around 4000 constituents across mega, large, small and micro capitalizations.

Index Descriptions

Index Name	Index Description
CRSP US Mid Cap Growth TR USD	The index measures the performance of US securities which are assigned to the mid cap index and classified as growth securities by using CRSP's multifactor model. CRSP classifies growth securities using the following factors: future long-term growth in earnings per share (EPS), future short-term growth in EPS, 3-year historical growth in EPS, 3-year historical growth in sales per share, current investment-to-assets ratio, and return on assets.
CRSP US Mid Cap TR USD	The index measures the performance of US companies that fall between the top 70%-85% of investable market capitalization. It includes securities traded on NYSE, NYSE Market, NASDAQ or ARCA.
CRSP US Mid Cap Value TR USD	The index measures the performance of US securities which are assigned to the mid cap index and classified as value securities by using CRSP's multifactor model. CRSP classifies value securities using the following factors: book to price, forward earnings to price, historical earnings to price, dividend-to-price ratio and sales-to-price ratio.
CRSP US Small Cap Growth TR USD	The index measures the performance of US securities which are assigned to the small cap index and classified as growth securities by using CRSP's multifactor model. CRSP classifies growth securities using the following factors: future long-term growth in earnings per share (EPS), future short-term growth in EPS, 3-year historical growth in EPS, 3-year historical growth in sales per share, current investment-to-assets ratio, and return on assets.
CRSP US Small Cap TR USD	The index measures the performance of US companies that fall between the bottom 2%-15% of the investable market capitalization. There is no lower limit in market capitalization, other than what is specified by investability screens. It includes securities traded on NYSE, NYSE Market, NANASDADAQ or ARCA.
CRSP US Small Cap Value TR USD	The index measures the performance of US securities which are assigned to the small cap index and classified as value securities by using CRSP's multifactor model. CRSP classifies value securities using the following factors: book to price, forward earnings to price, historical earnings to price, dividend-to-price ratio and sales-to-price ratio.
DJ US Completion Total Stock Mkt TR USD	The index measures the performance of all US equity securities with readily available prices, excluding components of the S&P 500. It is float-adjusted market capitalisation weighted.
DJ US Total Stock Market TR USD	The index measures the performance of all US equity securities with readily available prices. It represents the top 95% of the US stock market based on market capitalisation. The index is float-adjusted market capitalisation weighted.
FTSE Developed ex North America NR USD	The index measures the performance of Large and Mid cap stocks providing coverage of Developed markets, excluding the US and Canada. It is derived from the FTSE Global Equity Index Series (GEIS). The index is market-capitalization weighted.
FTSE Emerging NR USD	The index measures the performance of Large, Mid and Small cap securities listed in Advanced Emerging and Secondary Emerging countries.
FTSE EPRA Nareit Global TR USD	The index measures the performance of listed real estate companies and REITS in both developed and emerging markets. It includes a range of regional and country indices, capped indices, Dividend+ indices, Global Sectors, Investment Focused and REITs and Non-REITs series.
FTSE EPRA Nareit United States TR USD	The index measures the performance of listed real estate companies and REITS in the United States.
FTSE Treasury Bill 3 Mon USD	The index measures the performance of the last three three-month Treasury bill month-end rates.
ICE BofAML US Corporate TR USD	The index tracks the performance of US dollar denominated investment grade rated corporate debt publically issued in the US domestic market. To qualify for inclusion in the index, securities must have an investment grade rating (based on an average of Moody's, S&P, and Fitch) and an investment grade rated country of risk (based on an average of Moody's, S&P, and Fitch foreign currency long term sovereign debt ratings).
ICE BofAML US HY Master II OAS USD	The index measures the performance of short-term US dollar denominated below investment grade corporate debt publicly issued in the US domestic market. Qualifying securities must have at least 18 months to final maturity at the time of issuance, at least one year remaining term to final maturity as of the rebalancing date, a fixed coupon schedule and a minimum amount outstanding of $100 million. It is capitalization-weighted.
ICE USD Spot	The index is a measure of the value of the U.S. dollar relative to the value of a basket of currencies of the majority of the U.S.'s most significant trading partners. This index is similar to other trade-weighted indexes, which also use the exchange rates from the same major currencies.
LPX 50 TR USD	The index is designed to represent the global performance of the 50 most highly capitalised and liquid Listed Private Equity companies. The index is diversified across regions, private equity investment styles, financing styles and vintages.

Index Descriptions

Index Name	Index Description
MSCI ACWI Ex USA NR USD	The index measures the performance of the large and mid cap segments of the particular regions, excluding USA equity securities, including developed and emerging market. It is free float-adjusted market-capitalization weighted.
MSCI EAFE NR USD	The index measures the performance of the large and mid cap segments of developed markets, excluding the US & Canada equity securities. It is free float-adjusted market-capitalization weighted.
MSCI EAFE IMI NR USD	The index measures the performance of the large, mid and small cap equity representation across Developed Markets countries around the world, excluding the US and Canada. The index is free-adjusted market capitalization weighted.
MSCI EM IMI NR USD	The index measures the performance of the large, mid and small cap equity representation across Emerging Markets (EM) countries. It is free-adjusted market capitalization weighted.
MSCI EM NR USD	The index measures the performance of the large and mid cap segments of emerging market equity securities. It is free float-adjusted market-capitalization weighted.
MSCI US REIT GR USD	The index measures the performance of the large, mid and small cap segments of the US equity securities. It is comprised of Equity REITs securities and based on the MSCI USA Investable Market Index, with the exception of Mortgage REIT and selected Specialized REITs. The index represents approximately most of the US REIT universe and securities are classified in the REIT sector according to the Global Industry Classification Standard. It is a free float market capitalization weighted index.
MSCI US Small Cap Growth GR USD	The index measures the performance of the growth small cap segments of US equity securities. It is free float-adjusted market-capitalization weighted.
MSCI World ex USA NR USD	The index measures the performance of the large and mid cap segments of world, excluding US equity securities. It is free float-adjusted market-capitalization weighted.
MSCI World NR USD	The index measures the performance of the large and mid cap segments of world equity securities. It is free float-adjusted market-capitalization weighted.
Russell 1000 Growth TR USD	The index measures the performance of the large-cap growth segment of the US equity securities. It includes the Russell 1000 index companies with higher price-to-book ratios and higher forecasted growth values. It is market-capitalization weighted. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 1000 TR USD	The index measures the performance of the large-cap segment of the US equity securities. It is a subset of the Russell 3000 index and includes approximately 1000 of the largest securities based on a combination of their market cap and current index membership.
Russell 1000 Value TR USD	The index measures the performance of the large-cap value segment of the US equity securities. It includes the Russell 1000 index companies with lower price-to-book ratios and lower expected growth values. It is market-capitalization weighted.Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 2000 TR USD	The index measures the performance of the small-cap segment of the US equity universe. It is a subset of the Russell 3000 and includes approximately 2000 of the smallest securities based on a combination of their market cap and current index membership. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 2000 Value TR USD	The index measures the performance of small-cap value segment of the US equity universe. It includes those Russell 2000 companies with lower price-to-book ratios and lower forecasted growth values. It is market-capitalization weighted. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 3000 TR USD	The index measures the performance of the largest 3000 US companies representing approximately 98% of the investable US equity market. It is market-capitalization weighted.
Russell Mid Cap Growth TR USD	The index measures the performance of the mid-cap growth segment of the US equity universe. It includes Russell midcap index companies with higher price-to-book ratios and higher forecasted growth values. It is market-capitalization weighted. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell Mid Cap TR USD	The index measures the performance of the mid-cap segment of the US equity universe. It is a subset of Russell 1000 index and includes approximately 800 of the smallest securities based on a combination of their market cap and current index membership. The index represents approximately 31% of the total market capitalization of the Russell 1000 companies.
Russell Mid Cap Value TR USD	The index measures the performance of the mid-cap value segment of the US equity universe. It includes Russell midcap index companies with lower price-to-book ratios and lower forecasted growth values. It is market-capitalization weighted.

Index Descriptions

Index Name	Index Description
S&P MidCap 400 TR	The index measures the performance of mid-sized US companies, reflecting the distinctive risk and return characteristics of this market segment. It comprises stocks in the middle capitalization range, covering approximately 7% of the of US equity market.
S&P 500 TR USD	The index measures the performance of 500 widely held stocks in US equity market. Standard and Poor's chooses member companies for the index based on market size, liquidity and industry group representation. Included are the stocks of industrial, financial, utility, and transportation companies. Since mid 1989, this composition has been more flexible and the number of issues in each sector has varied. It is market capitalization-weighted.
S&P GSCI Gold Spot	The Index, a sub-index of the S&P GSCI, provides investors with a reliable and publicly available benchmark tracking the COMEX gold future. The index is designed to be tradable, readily accessible to market participants, and cost efficient to implement.
S&P SmallCap 600 TR USD	The index measures the performance of small cap segment of US equity market. It consists of 600 domestic stocks chosen for market size, liquidity, and industry group representation and covers approximately 3% of the domestic equities market.
S&P Target Date 2010 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2010, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2015 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2015, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2020 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2020, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2025 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2025, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2030 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2030, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2035 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2035, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2040 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2040, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2045 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. It has target retirement date of 2045, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2050 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2050, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2055 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2055, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2060+ TR USD	The S&P Target Date Series comprises eleven multi-asset class indices,each corresponding to a particular traget retirement date. Each index provides varying levels of exposure to equities and fixed income. Each target data allocation is created and retired according to a pre-determined schedule related to the respective target date.
S&P Target Date Retirement Income TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.

Benchmark: A standard against which the performance of a mutual fund can be measured.
Index: an imaginary portfolio of securities representing a particular market or a portion of it. Each index has its own calculation methodology and is usually expressed in terms of a change from a base value.

GLOSSARY

Community Action Partnership ERISA 403(b)

For Period Ending 06/30/2020

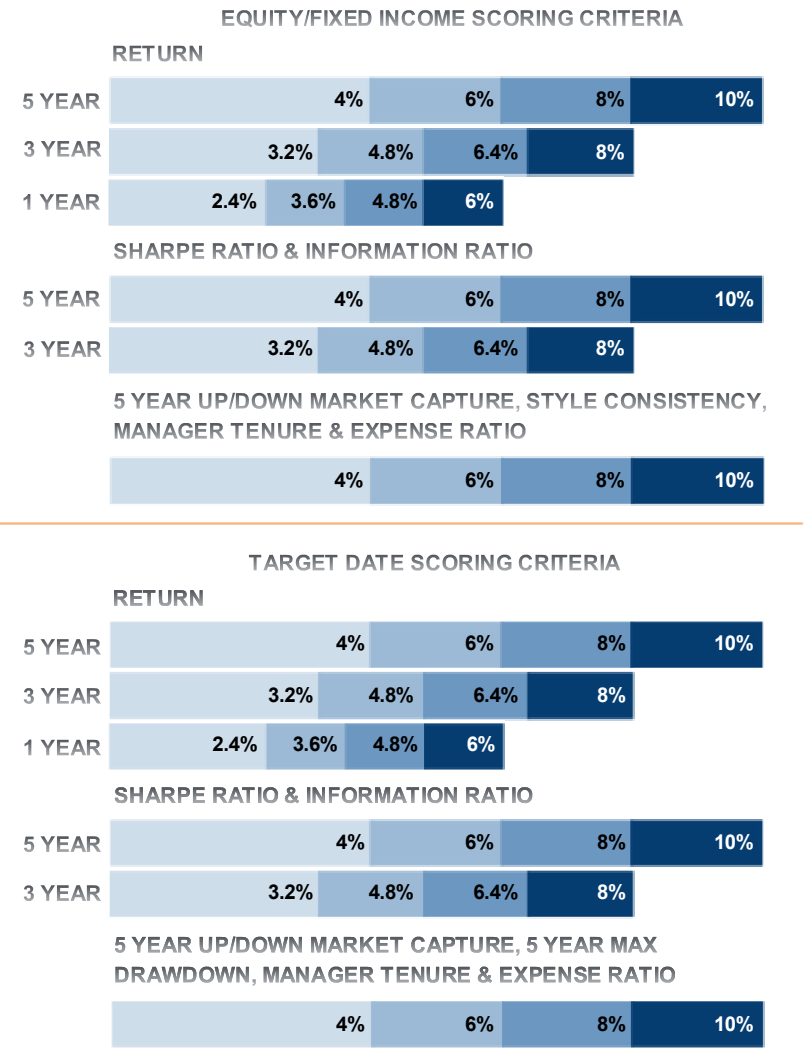
Investment Scoring Methodology

-Equity, Fixed Income, and Target Date Investments are reviewed on 11 distinct criteria. Each criteria is scale-scored; the better an investment performs in a given criteria, the higher score the investment will receive.

-Index investments are reviewed on 8 distinct criteria. Each criteria is scored on a binary pass/fail method.

-A fund that does not have at least a score of 70 will be identified as an investment on watch. Any Investment on watch for the current quarter and at least three of the previous seven quarters, or any investment with a score below 60 will be marked for review and potential replacement.

-Investments such as Stable Value and Money Market investments are not included on the quantitative IPS scoring methodology but are evaluated on a qualitative basis.



INDEX SCORING CRITERIA

TRACKING ERROR			EXPENSE RATIO	ASSETS IN PRODUCT	EXPENSE-ADJUSTED RETURN VS. BENCHMARK		
1 YEAR	3 YEAR	5 YEAR	QUARTER END	QUARTER END	1 YEAR	3 YEAR	5 YEAR
8%	10%	12%	30%	10%	8%	10%	12%

For Plan Sponsor Use Only

Active Scoring - Glossary

1, 3, & 5 Year Return	When selecting an investment, you want to know that it has demonstrated an ability to outperform relative to its peers. The higher the return an investment experiences in a given period compared to peers, the higher the value assigned to its score.
3 & 5 Year Sharpe Ratio	When selecting an investment, the Sharpe ratio is a way to compare the return of portfolios on a risk-adjusted basis rather than a less informative, pure return basis. The higher the Sharpe Ratio an investment experiences in a given period compared to peers, the higher the value assigned to its score.
3 & 5 Year Information Ratio	When selecting an investment, you want to know how its returns compare to the index and to the amount of risk it took to generate those returns. The higher the Information Ratio an investment experiences in a given period compared to peers, the higher the value assigned to its score.
5 Year Upside/ Downside Capture	When selecting an investment, you want to know that it "captures" more than 100% of market returns in up markets and helps "cushion" the loss in down markets by capturing less than 100% of the fall. A ratio of greater than 1 implies that the investment captures more when the market is up than when it is down. The higher the ratio the higher the value assigned to it's score.
Style Consistency (Equity & Fixed Income Only)	When selecting an investment, you want to know how consistency that fund's style (Value vs. Growth/Large vs. Mid vs. Small) is compared to it's category. Investments with low scores are considered more consistent, while investments with high scores are considered less consistent. The lower the Style Consistency score compared to peers, the higher the value assigned to its score.
Manager Tenure	When selecting an investment, you want to know that the track record being reviewed is primarily one from the current management team. The longer a manager has managed the specific investment being evaluated the higher the value assigned to its score.
Expense Ratio	When selecting an investment, you want to know how much it costs as total fees reduce the total return captured by the investor. The lower the Expense Ratio has compared to peers, the higher the value assigned to its score.
5 Year Max Drawdown (Target Date Only)	When selecting an investment, Max Drawdown is the maximum loss, from peak to trough, that a portfolio experiences in a given period and is a measurement of downside risk over that period. The lower the max drawdown a portfolio experiences, compared to peers, the higher the value assigned to its score.

Passive Scoring - Glossary

1, 3, & 5 Year Return – Expense Adjusted	When selecting an index investment, you want to know that it has demonstrated an ability to perform in-line with the index it is meant to track. To pass, an investment must not underperform it's stated index by more than 20 basis point (-0.20%).
Expense Ratio	When selecting an investment, you want to know how much it costs as total fees reduce the total return captured by the investor. If the Index fund is ranked in the top quartile (lowest 25% of expense ratios) of it's peer group, it passes this criteria.
1, 3, & 5 Year Tracking Error	When selecting a passive investment, the tracking error shows the investment's consistency compared to its benchmark over a given period of time. The lower the tracking error, the more consistent the passive investment is performing like its stated index. To pass, the tracking error must be in the lowest 10% of its peer group.
Assets Managed in Product	When selecting a passive investment, the assets managed in that product have an effect on trading costs. Since passive investments tend to have a far greater number of holdings and trading costs can hurt returns an investment with more assets are better able to efficiently trade securities without significantly hurting performance. To pass, a fund must have at least 500 million dollars managed within that product.

ALPHA

Measures risk-adjusted performance, factoring in the risk due to the specific manager rather than the overall market. A high value for alpha implies that the manager has performed better than would have been expected, given its beta (volatility). In contrast, a negative alpha indicates the manager has under performed, given the expectations established by beta.

WHY IT'S IMPORTANT

Alpha can be used to directly measure the value added or subtracted by a manager. Alpha depends on two factors: (1) the assumption that market risk, as measured by beta, is the only risk measure necessary, and (2) the strength of the linear relationship between the manager and the index, as it has been measured by R-Squared. In addition, a negative alpha can sometimes result from the additional expenses that are present in a manager's returns as compared to the benchmark index.

BETA

Shows the volatility of a manager as compared to the volatility of the benchmark; specifically, the performance the fund, or portfolio has experienced in a given period of time as the index moved 1% up or down. A beta above 1 is more volatile than the index, while a beta below 1 is less volatile.

WHY IT'S IMPORTANT

Beta can be used to show how sensitive a manager is to movements in the markets. It is important to note that a low beta for a manager does not necessarily imply that the manager has a low level of volatility. A low beta signifies only that the manager's market-related risk is low. (Standard deviation is a measure of a fund's absolute volatility.) R-Squared is a necessary statistic to factor into the equation because it reflects the percentage of a manager's movements that are explained by movements in its benchmark index, and thus whether it is an appropriate benchmark.

STANDARD DEVIATION

The statistical measurement of dispersion of returns spread around their historical average, or in other words, how widely a fund's or portfolio's returns varied over a certain period or time.

WHY IT'S IMPORTANT

Investors use the standard deviation of historical performance to try to predict the range of returns that are most likely for a given investment. When a fund or portfolio has a high standard deviation, the predicted range of performance is wide, implying greater volatility.

SHARPE RATIO

A risk-adjusted measure developed by William F. Sharpe, calculated using standard deviation and excess return to determine reward per unit of risk -the higher the Sharpe ratio, the better the manager's historical risk-adjusted performance.

WHY IT'S IMPORTANT

Sharpe ratio is a measure of investment efficiency expressed as the amount of return earned per unit of associated risk. It can be used to compare two managers directly on how much excess return each manager achieved for a certain level of risk.

INFORMATION RATIO

Is determined by taking the annualized excess return over a benchmark and dividing it by the standard deviation of excess return (tracking error). This measure relates the magnitude and consistency with which an investment outperformed its benchmark. The higher the information ratio, the better.

WHY IT'S IMPORTANT

The information ratio is a risk-adjusted measure, which captures excess or active returns and relates them to excess or active risk. The information ratio is used as a way to compare more-and less-aggressive managers at the same time. A convenient way to think of the information ratio is a measure of how well one was rewarded for each incremental "unit" of risk. The information ratio can be a very valuable tool in evaluating a manager's ability to add incremental value relative to incremental risk. This tool is only valuable, however, when the benchmark is carefully chosen and appropriate.

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INVESTMENT REVIEW

Community Action Partnership Profit Sharing

For Period Ending 06/30/2020

Presented By: Tom Ming
Managing Director
tom.ming@pensionmark.com
(661) 302-4950

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Market & Economic Review

For Period Ending 6/30/2020

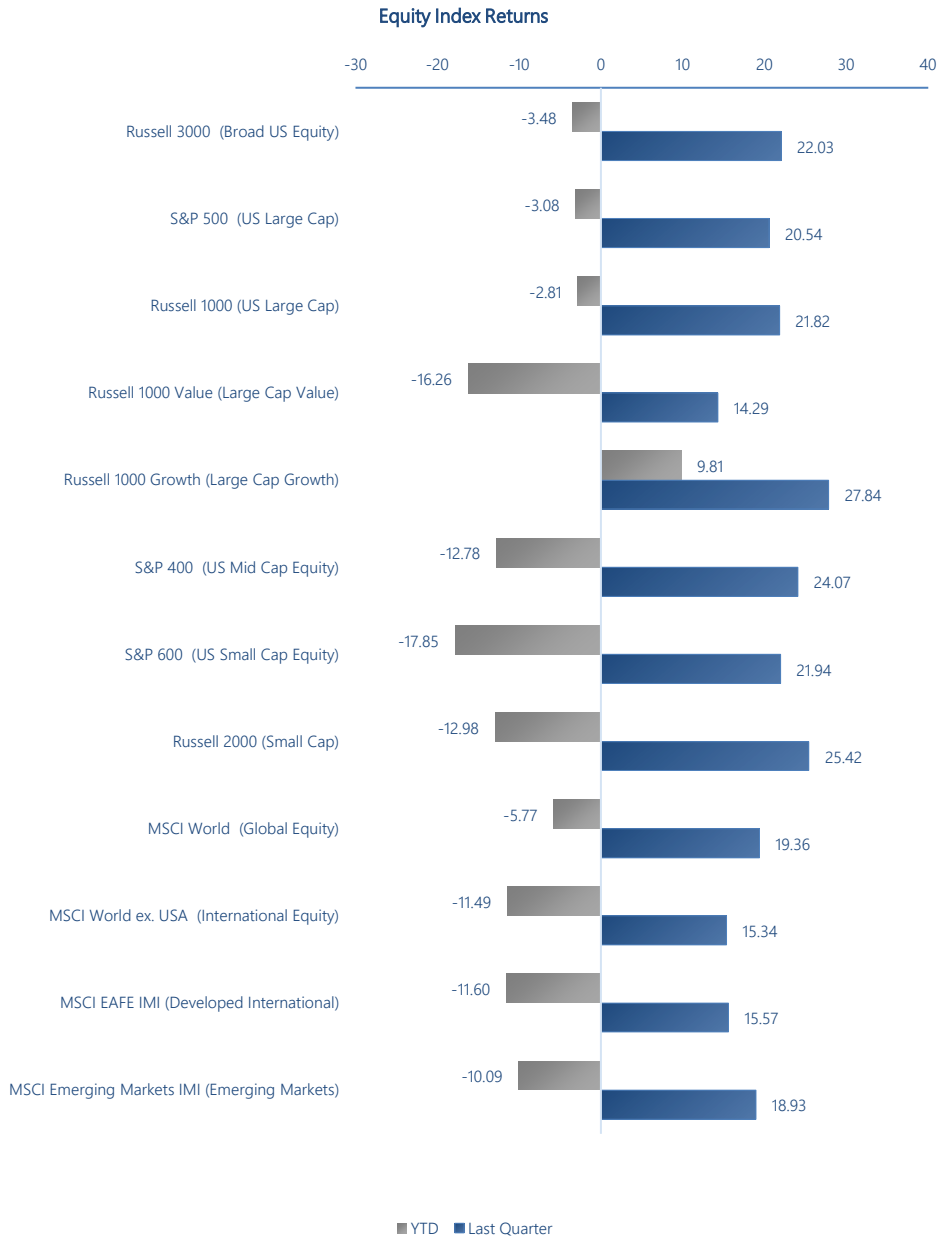
Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Pensionmark is affiliated through common ownership with Pensionmark Securities, LLC (member SIPC).

Domestic Equity

- S&P 500 gained 20.5% during the quarter and ended the shortest-lived bear market in history.
- Small Cap (Russell 2000) outperformed Large Cap (Russell 1000).
- Growth (Russell 1000 Growth) outperformed Value (Russell 1000 Value).
- Consumer Cyclical, Energy, and Technology were the best performing sectors; while Utilities, Consumer Staples, and Real Estate were the worst performers.
- Market volatility decreased from the previous quarter but remained at elevated levels throughout the quarter, with about 50% of trading days seeing the market moving more than 1%.
- Markets saw strong returns as investors turned optimistic considering local economies beginning to reopen following the lockdowns instituted due to COVID-19.

International Equity

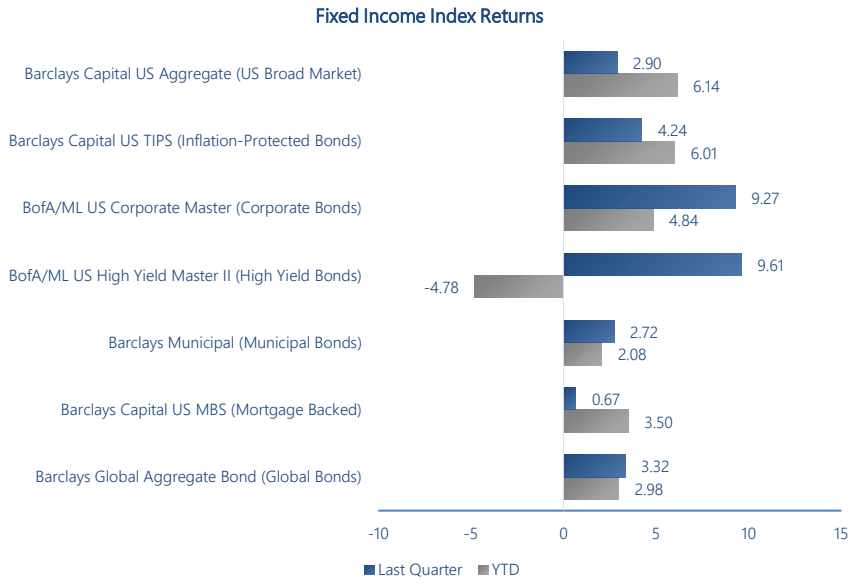
- MSCI World ex. US posted a 15.3% gain for the quarter.
- Domestic equities outperformed international equities.
- Emerging market equities outperformed developed market equities.
- Like the United States, international markets began to rebound from market lows as the spread of COVID-19 infections declined and economies began reopening.
- Technology, Consumer Cyclical, and Materials were the top-performing sectors while Utilities, Consumer Staples, and Financials lagged.
- In developed markets, Australia, Germany and the Netherlands were the top performers, while South Africa, Indonesia and Brazil were the best emerging markets.

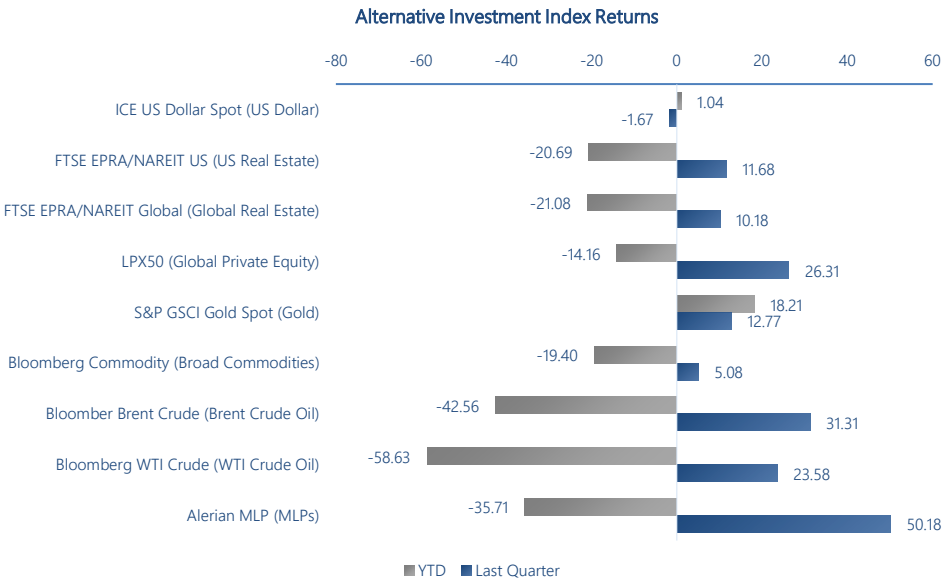


Source: Index Factsheets as of 6/30/2020 from the following index providers: MSCI Indices (www.msci.com), S&P Dow Jones Indices (www.us.spindices.com), FTSE Russell Indices (www.ftse.com).

Fixed Income

- Interest rate changes were mixed in the US Treasury fixed income market in the second quarter with the yield curve steepening slightly.
- The yield on the 10-year Treasury note fell by 4 bps to 0.66%.
- The Federal Reserve kept short-term rates at near-zero and forecast keeping rates at that level through 2022.
- Facilities that the Federal Reserve set-up to support fixed income markets helped calm concerns around liquidity in the markets that were heightened in the first quarter.
- Investment grade and high yield bonds were the strongest performing sectors during the quarter, though high yield remains down year-to-date.
- In international markets, interest rates and yield curve changes were mixed during the quarter, though longer-term bonds generally outperformed shorter-term bonds.





Alternative Investments

- Commodities posted a 5% gain during the quarter. The top performers were unleaded gas (69.5%), Brent crude oil (31.3%), and silver (29.1%). The worst performing commodities were lean hogs (-23.9%), coffee (-17.8%), and wheat (-14.5%).
- The US dollar fell against most major currencies, as the flight-to-safety trade from the first quarter generally reversed.
- Oil markets began to stabilize as OPEC+ agreed on production cuts and demand for oil began to rebound.
- Both domestic and global real estate began to rebound from their sharp decline in the previous quarter.
- Gold posted a 12.8% return as uncertainty in the markets remained elevated.

Source: Index Factsheets as of 6/30/2020 from the following index providers: Bloomberg Barclays Indices (www.bloomberg.com), BofA Merrill Lynch (www.bofaml.com), Intercontinental Exchange (www.theice.com), LPX Group (www.lpx-group.com), Credit Suisse (lab.credit-Suisse.com), FTSE Russell Indices (www.ftse.com). All other data was sourced from Morningstar.

Macroeconomic & Geopolitical Review

Macroeconomic Variable	Latest Data	Previous Quarter	Change
Real U.S. GDP *(% Q/Q Annualized)*	-5.0% *(Q1 2020)*	2.1% *(Q4 2019)*	-7.1%
Headline Inflation *(% Y/Y)*	0.6% *(June 2020)*	1.5% *(March 2020)*	0.9%
Core Inflation *(% Y/Y)*	1.2% *(June 2020)*	2.1% *(March 2020)*	0.9%
Unemployment *(%)*	11.1% *(June 2020)*	4.4% *(March 2020)*	6.7%
Hours Worked *(Average/Week)*	34.4 *(June 2020)*	34.2 *(March 2020)*	00.2
Average Hourly Wages *($)*	$27.96 *(June 2020)*	$28.62 *(March 2020)*	$0.66
Average Price of Gas *($/Gallon - Regular)*	$2.082 *(June 2020)*	$2.234 *(March 2020)*	$0.152
Dollar/Euro *($/€)*	1.1237 *(June 2020)*	1.1016 *(March 2020)*	0.0221
Yen/Dollar *(¥/$)*	107.77 *(June 2020)*	107.53 *(March 2020)*	0.24
Yuan/Dollar *(¥/$)*	7.0651 *(June 2020)*	7.0808 *(March 2020)*	0.157
Fed Funds Rate *(% Range)*	0.00 – 0.25% *(June 2020)*	0.00 – 0.25% *(March 2020)*	0.00%
S&P 500 *(Price Level)*	3,100.29 *(June 2020)*	2,584.59 *(March 2020)*	515.70
Ten Year Treasury Yield *(%)*	0.66 *(June 2020)*	0.70 *(March 2020)*	0.04%

Macroeconomic Review

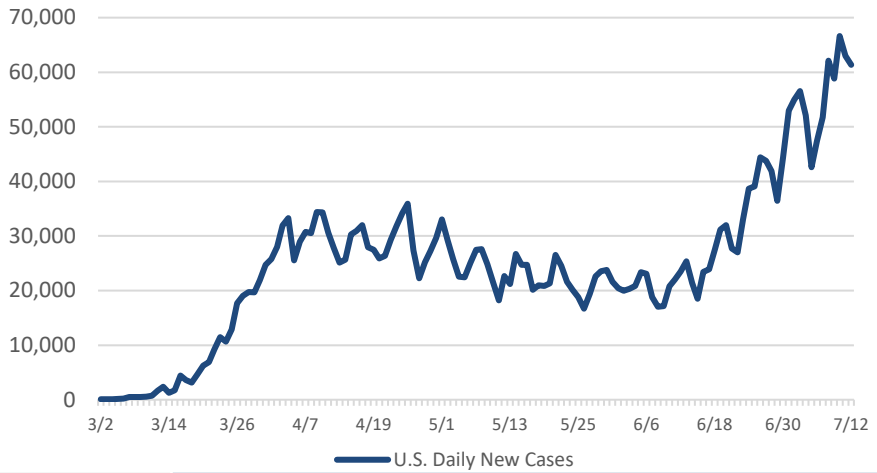
- Real GDP contracted by 5% in the first quarter due to the nationwide economic shutdown put in to place due to coronavirus. The decline is the worst quarterly decline since Q4 of 2008.
- Headline inflation fell 0.9%, as a sharp decline in gasoline prices in April and May was a major contributor to the decline. Core inflation fell 0.9% during the quarter.
- The unemployment rate in June was 11.1%, which was down from its peak of 14.4% in April, as the economy began to reopen and add back jobs in the restaurant, leisure and hospitality sectors.
- Initial jobless claims continued to remain elevated averaging over 1 million per week in the last weeks of the quarter.

Geopolitical Review

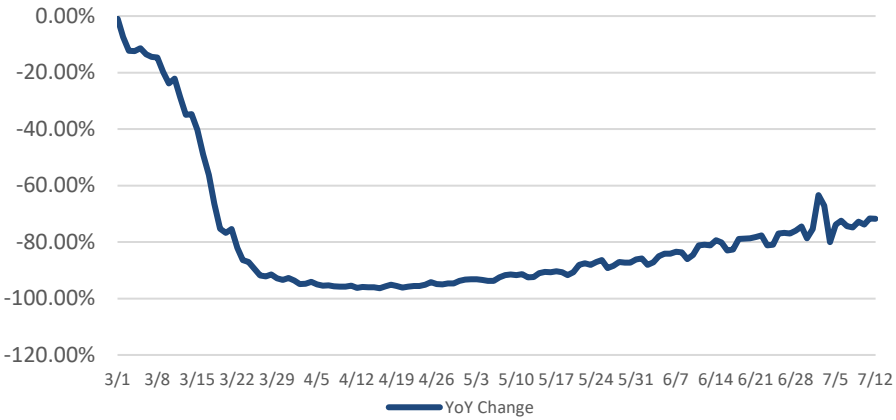
- Tensions between the U.S. and China have escalated again over disputes around China's response to the coronavirus pandemic.
- Joe Biden clinched the Democratic presidential nomination, turning some focus to the November election between Trump and Biden.
- Following the killing of George Floyd, protests broke out across the country to protest police violence and promote racial equality.
- After three national elections over the course of a year, Israel was able to establish a unity coalition government between Benjamin Netanyahu and Benny Gantz.
- Tensions between China and India escalated after a skirmish between the two countries over disputed land ended with multiple casualties.
- In a diplomatic backslide, North Korea blew up a liaison office used with South Korea that was intended to foster diplomatic ties between countries.

Source: Bureau of Economic Analysis (www.bea.gov), Bureau of Labor Statistics (www.bls.gov), U.S. Energy Information Administration (www.eia.gov), FRED Economic Data (fred.stlouisfed.gov). Arrows depict the upwards, lateral, or downward change in direction for a given macroeconomic variable. The color of the arrow denotes the positive, neutral, or negative signal Pensionmark perceives for the change in macroeconomic variable. It is educational in nature and not designed to be taken as advice or a recommendation for any specific investment product, strategy, plan feature or other purpose in any jurisdiction. This data does not contain sufficient information for any investment decision and should not be relied upon when considering an investment strategy.

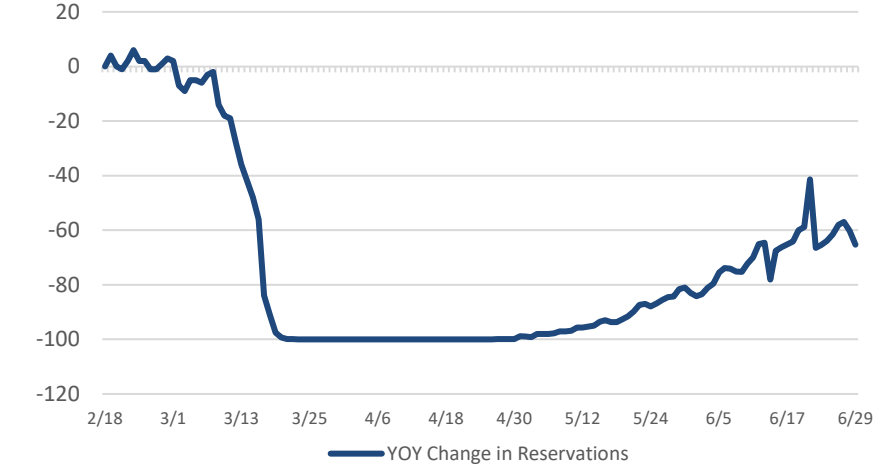
Looking Ahead



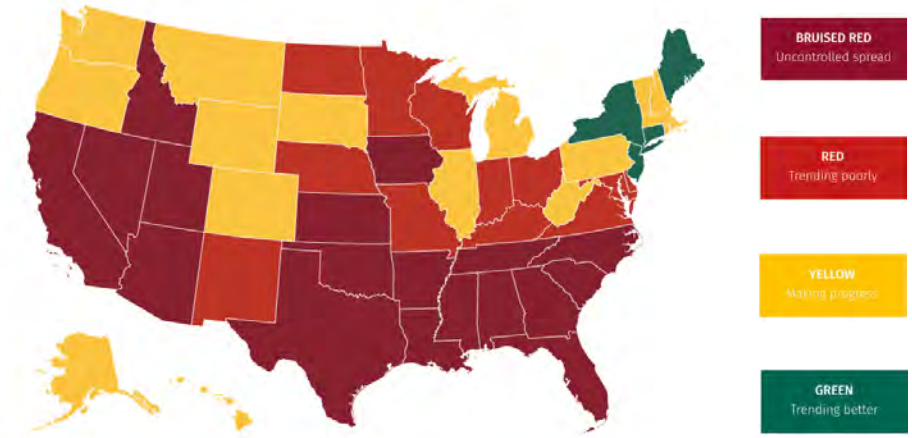
COVID-19 Curve	As parts of the economy began to open up, we saw a rebound in new cases. While the spike has continued and many localities paused or reversed re-openings, if this trend continues another severe lockdown may result and may have sharp implications for markets and the economy.



TSA Traffic Throughput	Another measure we look at to gauge the resumption of economic activity is airline travel. We will continue to look at TSA traffic which measures the number of people going through TSA security checkpoints. As travel begins to resume, so might more "normal" economic activity



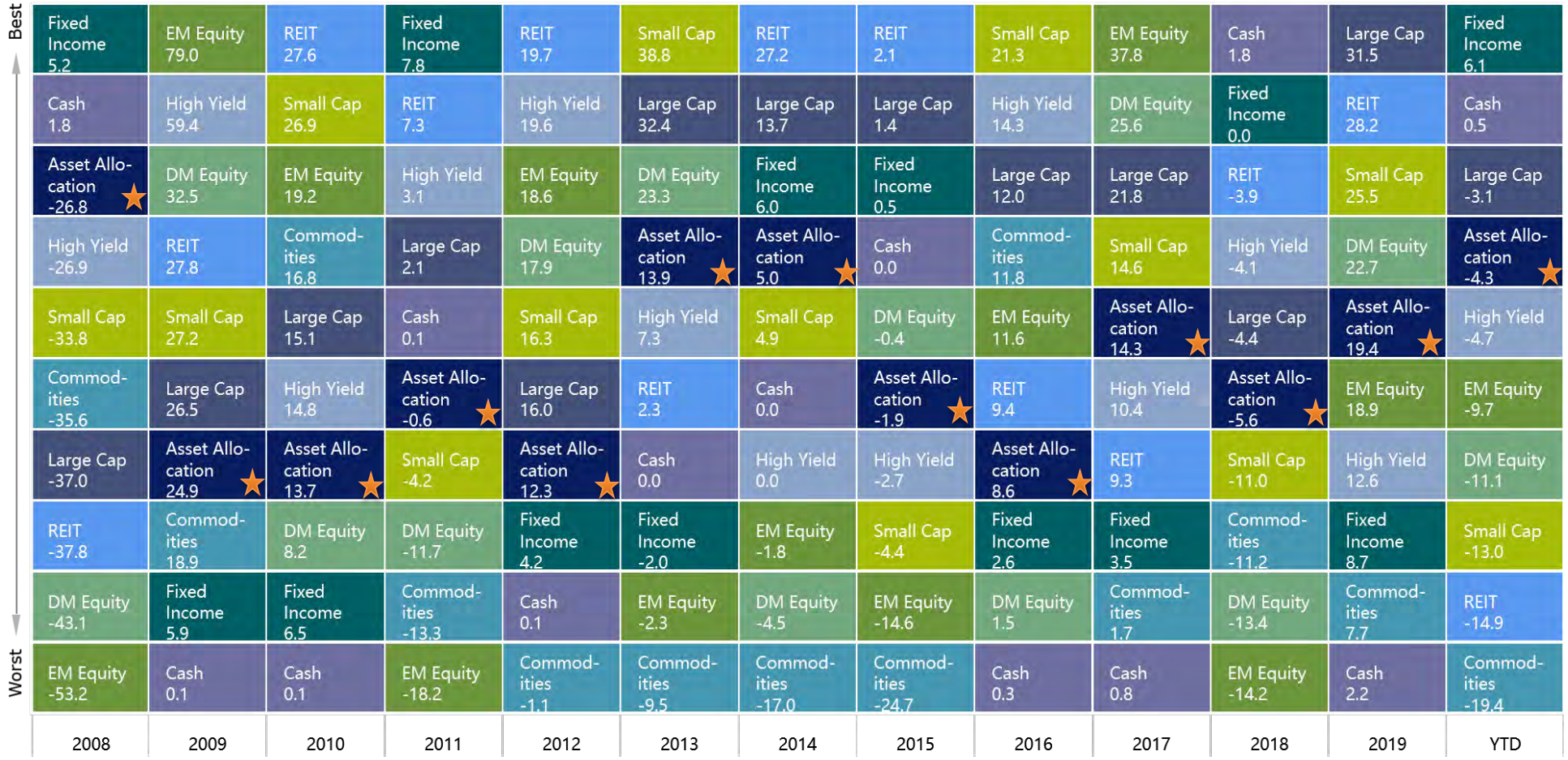
Restaurant Re-openings	As economies continue to re-open, we will watch how restaurants, one of the hardest hit areas of the economy, recover. Reservations to eat at restaurants is one signal to identify the level of comfort individuals have engaging in "normal" activities while the virus is still spreading.



COVID-19 Exit Strategy	A project created by public health and crisis experts, the Covid Exit Strategy identifies critical interventions needed to stop the spread of COVID-19 and tracks how each state is doing in those areas. A map trending red forecasts a negative outlook versus a positive outlook for a map trending green.

Source: The COVID Tracking Project (www.covidtracking.com) data as of 7/12/2020, Open Table State of the Industry (https://www.opentable.com/state-of-industry) data as of 6/30/2020, Transportation Security Administration (https://www.tsa.gov/) data as of 7/12/2020, COVID Exit Strategy (https://www.covidexitstrategy.org/) data as of 7/10/2020. This data does not contain sufficient information for any investment decision and should not be relied upon when considering an investment strategy.

The Importance of Diversification



Large Cap: S&P 500; Small Cap: Russell 2000; EM: MSCI EM; Commodities: Bloomberg Commodity; High Yield: Barclays Global High Yield; Fixed Income: Barclays US Agg Bond; DM: MSCI EAFE; Cash: Barclays US Treasury Bill 1-3 Month; REIT: FTSE NAREIT; "Asset Allocation" portfolio assumes 25% S&P 500, 10% Russell 2000, 15% MSCI EAFE, 5% MSCI EM, 25% Barclays US Agg Bond, 5% Barclays Global High Yield, 5% US Treasury Bill 1-3 Month, 5% Bloomberg Commodity, and 5% FTSE NAREIT.

Source: Morningstar Direct. Please see the Important Disclosures section of this report for Index Definitions. This information is not intended as a solicitation or an offer to buy or sell any security or investment product. Past performance is not indicative of future returns. Information is solely intended for recipients in jurisdictions where the named advisor(s) are licensed to engage the investing public. Investments and strategies mentioned may not be suitable for all investors. The S&P 500 and other such indices are unmanaged, do not incur fees or expense, cannot be invested into directly and individual investor's results will vary. As with all investments, various risks may exist and Pensionmark Financial Group, LLC recommends you consult with your financial advisor prior to making any investment decisions.

EXECUTIVE SUMMARY

Community Action Partnership Profit Sharing

For Period Ending 06/30/2020

Investment Scoring Summary

Passing	Watch	Review	Not Scored	Total
23	0	1	1	25

Investment Additions

Investment Name	Status	Morningstar Rating
Small Value		
Northern Small Cap Value	Passing	****

Investments on Watch

Investment Name	Status	Quarters Failing Criteria	Morningstar Rating
No investments are currently on the watch list			

Investments Targeted for Review

Investment Name	# of Participants	Plan Assets	% of total plan	Status	Morningstar Rating
Small Value					
DFA US Small Cap Value I	69	$139,741.89	0.72%	Review	***
Northern Small Cap Value	0			Passing	****

Review : Watch : Addition :

For source information, please see the "Important Disclosures" section of this report.

PORTFOLIO REVIEW

Community Action Partnership Profit Sharing

For Period Ending 06/30/2020

	Value	Blend	Growth
Large	MFS Value R6	iShares S&P 500 Index K	TIAA-CREF Large-Cap Growth Inst
Medium	Wells Fargo Special Mid Cap Value Inst	Vanguard Mid Cap Index Admiral	MassMutual Select Mid Cap Growth I
Small	DFA US Small Cap Value I Northern Small Cap Value		Janus Henderson Triton T

International	
Equities	Fixed Income
Hartford International Opportunities R6 American Funds New World R6	

Asset Allocation
Putnam Dynamic Asset Allocation Cnsrv Y
Putnam Dynamic Asset Allocation Bal Y
Putnam Dynamic Asset Allocation Gr Y
BlackRock LifePath® Index Retire K
BlackRock LifePath® Index 2025 K
BlackRock LifePath® Index 2030 K
BlackRock LifePath® Index 2035 K
BlackRock LifePath® Index 2040 K
BlackRock LifePath® Index 2045 K
BlackRock LifePath® Index 2050 K
BlackRock LifePath® Index 2055 K
BlackRock LifePath® Index 2060 K

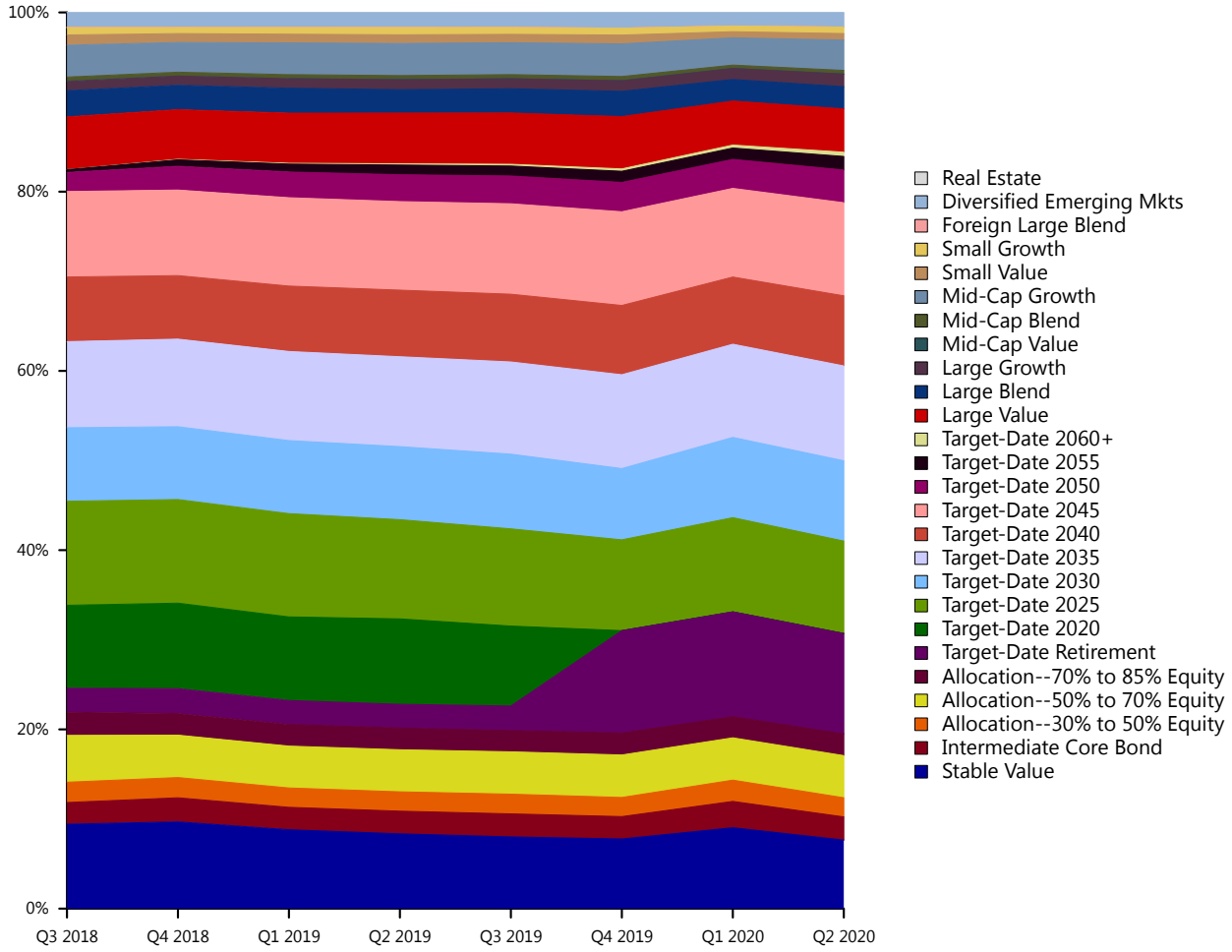
Fixed Income	Cash/Stable Value
Vanguard Total Bond Market Index Adm	The Standard Stable Asset

Other
Principal Real Estate Securities Inst

Review : Watch : Addition :

Asset classes are defined as broad, distinct types of investments that behave similarly and are subject to most of the same market forces. When evaluating the diversification of assets in the investment portfolio, it is an important factor in assessing risk and return. For source information, please see the "Important Disclosures" section of this report.

Historical Allocation



Investment Name	# of Participants	06/30/2020 Balance	% of Plan	03/31/2020 Balance	% Change
Stable Value					
The Standard Stable Asset	86	$1,482,046.63	7.65%	$1,510,590.19	(1.89%)
Intermediate Core Bond					
Vanguard Total Bond Market Index Adm	71	$500,142.17	2.58%	$491,129.42	1.84%
Allocation--30% to 50% Equity					
Putnam Dynamic Asset Allocation Cnsrv Y	18	$413,381.27	2.13%	$396,859.86	4.16%
Allocation--50% to 70% Equity					
Putnam Dynamic Asset Allocation Bal Y	41	$911,084.73	4.71%	$790,476.57	15.26%
Allocation--70% to 85% Equity					
Putnam Dynamic Asset Allocation Gr Y	14	$470,555.85	2.43%	$395,323.11	19.03%
Target-Date Retirement					
BlackRock LifePath® Index Retire K	80	$2,167,598.06	11.19%	$1,955,722.21	10.83%
Target-Date 2025					
BlackRock LifePath® Index 2025 K	85	$1,996,807.14	10.31%	$1,759,084.13	13.51%
Target-Date 2030					
BlackRock LifePath® Index 2030 K	91	$1,735,075.30	8.96%	$1,497,909.62	15.83%
Target-Date 2035					
BlackRock LifePath® Index 2035 K	107	$2,049,260.80	10.58%	$1,739,933.58	17.78%
Target-Date 2040					
BlackRock LifePath® Index 2040 K	117	$1,514,925.31	7.82%	$1,254,423.52	20.77%
Target-Date 2045					
BlackRock LifePath® Index 2045 K	172	$2,011,326.54	10.39%	$1,654,711.80	21.55%

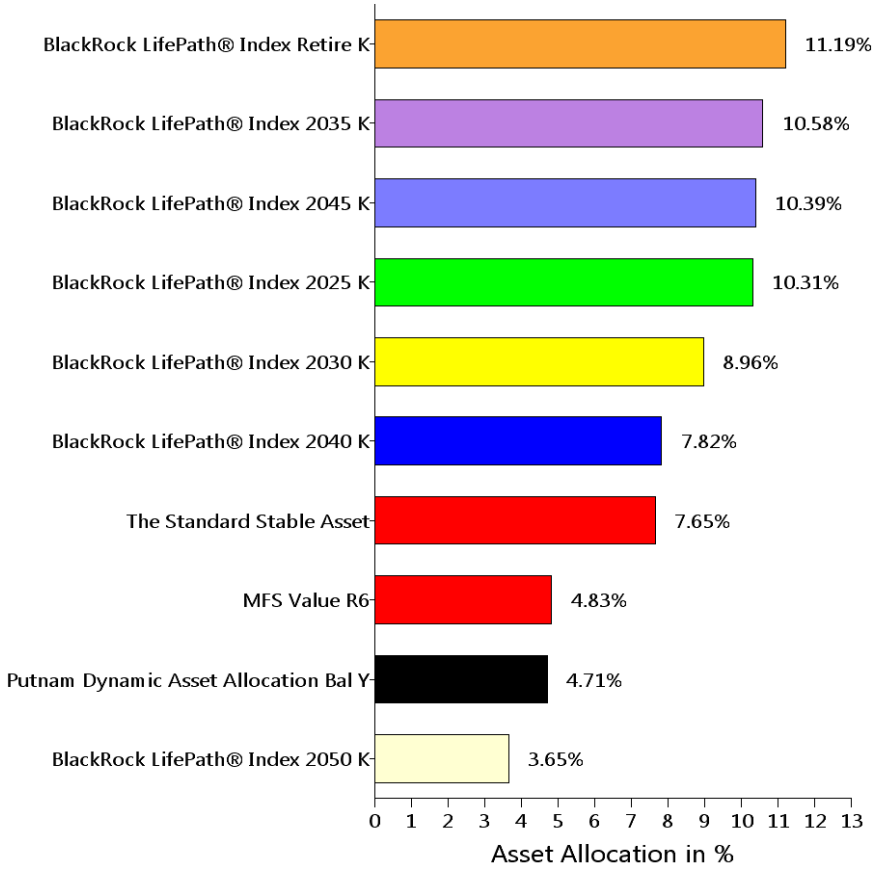
Investment Name	# of Participants	06/30/2020 Balance	% of Plan	03/31/2020 Balance	% Change
Target-Date 2050					
BlackRock LifePath® Index 2050 K	156	$707,546.81	3.65%	$541,866.24	30.58%
Target-Date 2055					
BlackRock LifePath® Index 2055 K	117	$291,858.37	1.51%	$211,660.38	37.89%
Target-Date 2060+					
BlackRock LifePath® Index 2060 K	68	$92,143.94	0.48%	$55,282.13	66.68%
Large Value					
MFS Value R6	80	$935,875.38	4.83%	$823,130.52	13.70%
Large Blend					
iShares S&P 500 Index K	48	$479,543.38	2.48%	$401,499.28	19.44%
Large Growth					
TIAA-CREF Large-Cap Growth Inst	72	$269,870.10	1.39%	$203,561.15	32.57%
Mid-Cap Value					
Wells Fargo Special Mid Cap Value Inst	1	$3,753.36	0.02%	$3,142.80	19.43%
Mid-Cap Blend					
Vanguard Mid Cap Index Admiral	10	$78,072.12	0.40%	$61,621.27	26.70%
Mid-Cap Growth					
MassMutual Select Mid Cap Growth I	75	$656,303.00	3.39%	$510,183.06	28.64%
Small Value					
DFA US Small Cap Value I	69	$139,741.89	0.72%	$113,448.94	23.18%
Northern Small Cap Value					

Investment Name	# of Participants	06/30/2020 Balance	% of Plan	03/31/2020 Balance	% Change
Small Growth					
Janus Henderson Triton T	46	$139,426.69	0.72%	$106,121.21	31.38%
Foreign Large Blend					
Hartford International Opportunities R6	0	$0.00	0.00%	$0.00	0.00%
Diversified Emerging Mkts					
American Funds New World R6	76	$312,202.83	1.61%	$249,241.61	25.26%
Real Estate					
Principal Real Estate Securities Inst	4	$4,771.53	0.02%	$4,141.62	15.21%
Total:		$19,363,313.20		$16,731,064.22	15.73%

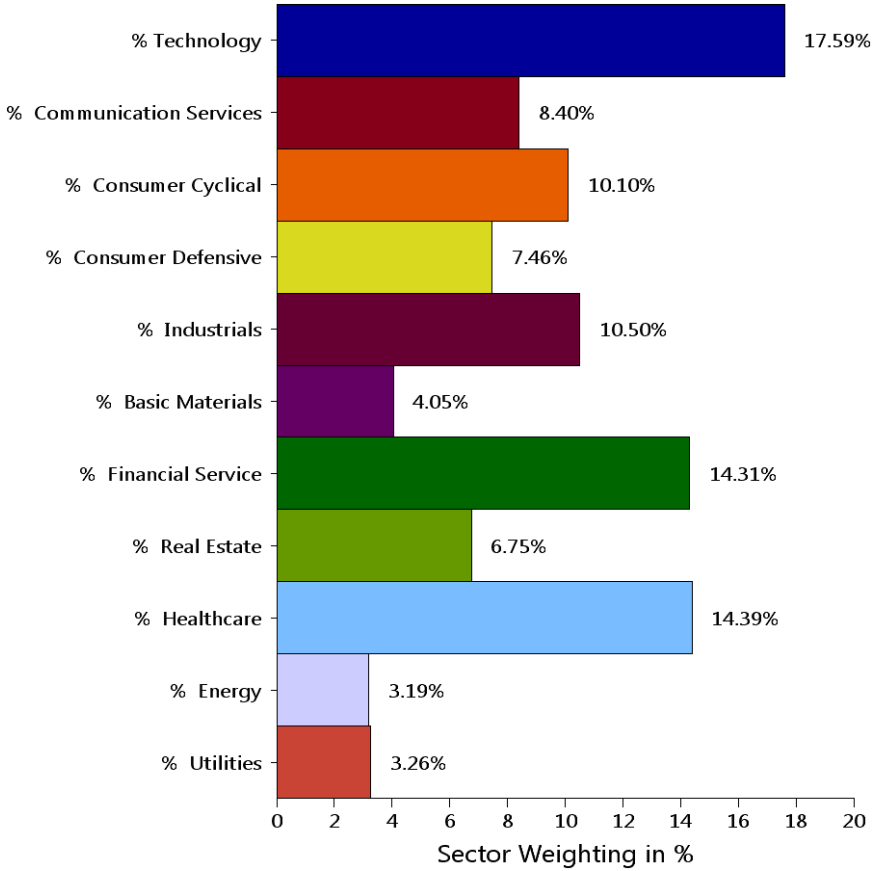
Review : Watch : Addition :

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.
For source information, please see the "Important Disclosures" section of this report.

Top 10 Holdings

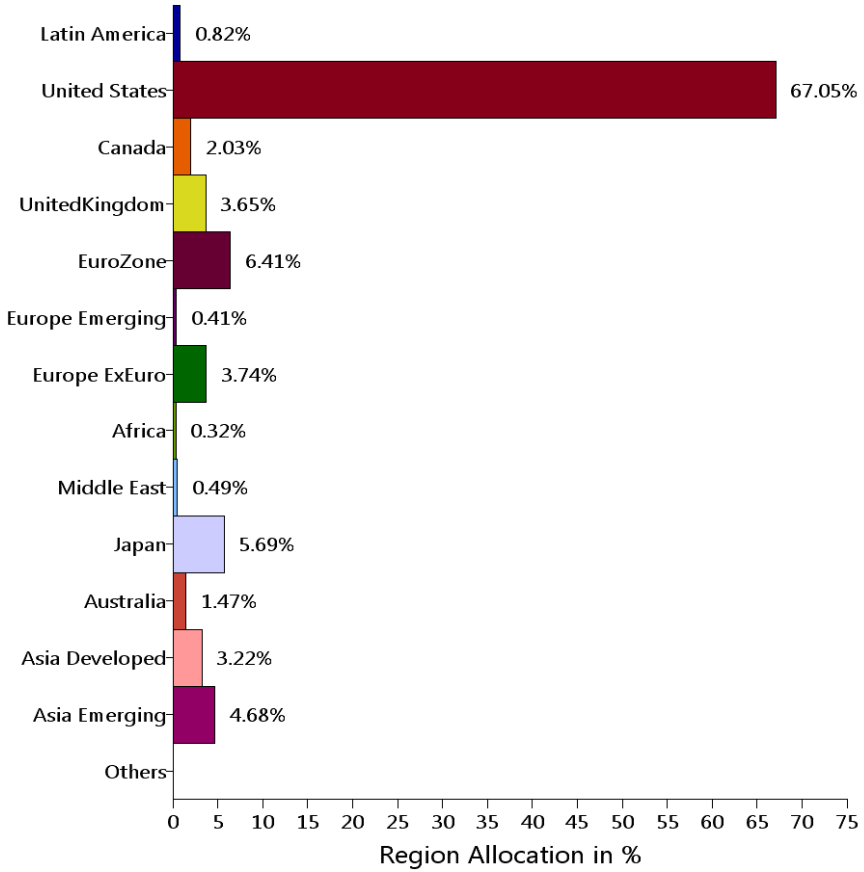


Sector Allocation

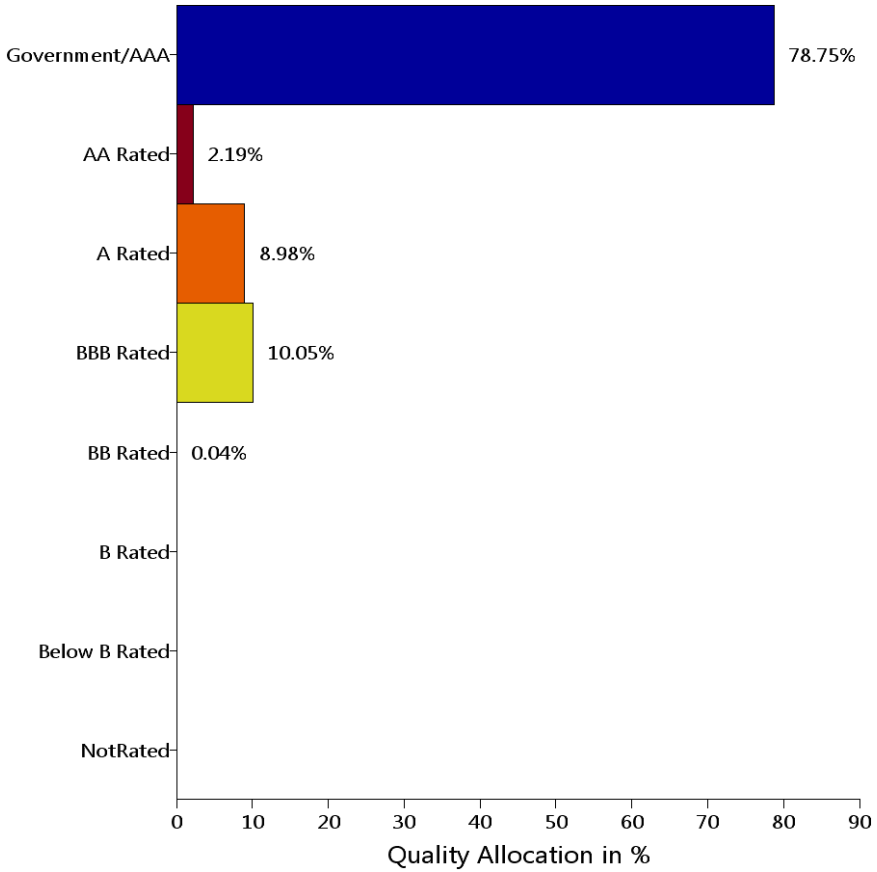


For source information, please see the "Important Disclosures" section of this report.

Region Allocation

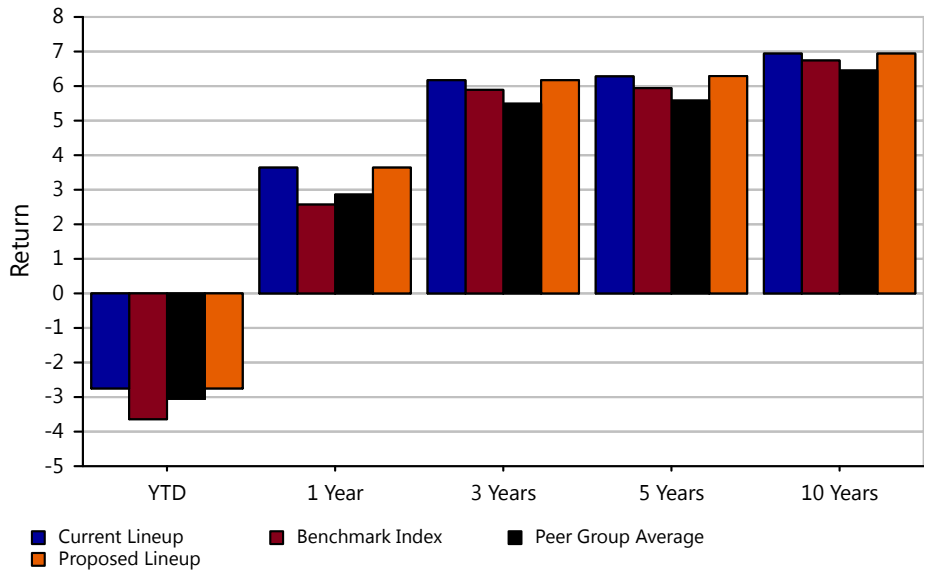


Quality Allocation

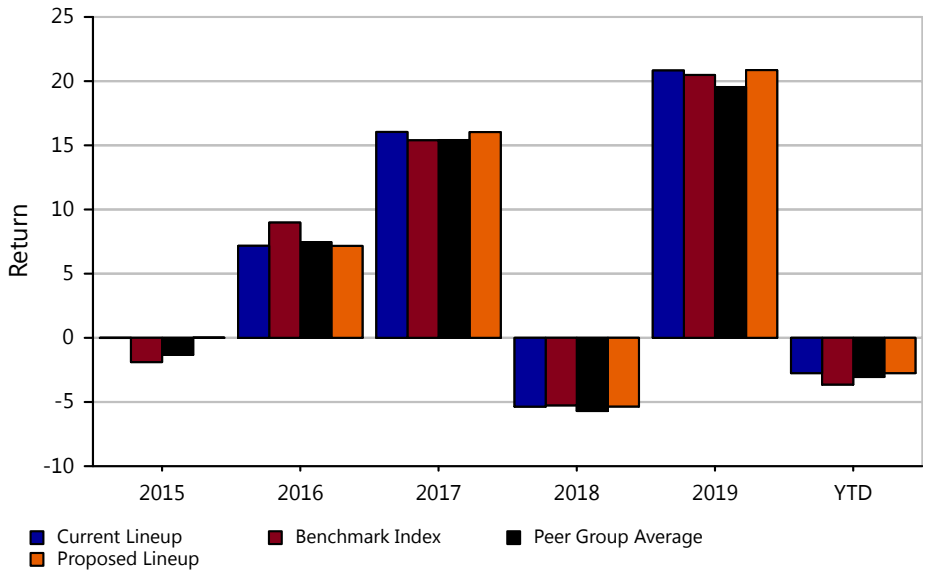


For source information, please see the "Important Disclosures" section of this report.

Annualized Returns



Calendar Year Returns



Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	-2.75	3.64	6.17	6.28	6.94	0.21
Benchmark Index	-3.64	2.57	5.89	5.94	6.74	NA
Peer Group Average	-3.05	2.86	5.49	5.58	6.45	0.81
Proposed Lineup	-2.75	3.64	6.17	6.29	6.94	0.22

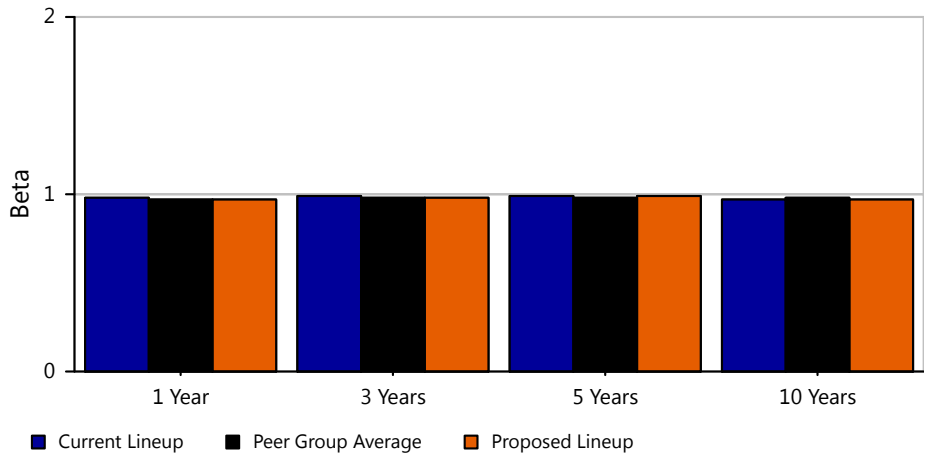
Calendar Year Returns

	2015	2016	2017	2018	2019	YTD	Net Exp.Ratio
Current Lineup	-0.01	7.17	16.04	-5.36	20.83	-2.75	0.21
Benchmark Index	-1.89	8.98	15.39	-5.26	20.48	-3.64	NA
Peer Group Average	-1.33	7.46	15.41	-5.70	19.54	-3.05	0.81
Proposed Lineup	0.01	7.16	16.03	-5.35	20.86	-2.75	0.22

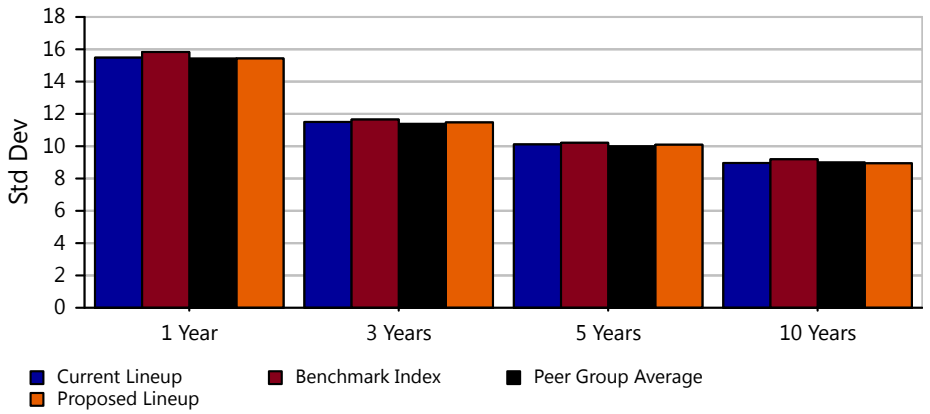
The Benchmark Index is constructed utilizing the underlying indexes of the Plan's investment options weighted in proportion to the asset allocation of the Plan. The underlying indexes are illustrated on the standardized performance pages of the report. For source information, please see the "Important Disclosures" section of this report.

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report.

Annualized Beta



Annualized Standard Deviation



Trailing Beta

	1 Year	3 Years	5 Years	10 Years
Current Lineup	0.98	0.99	0.99	0.97
Peer Group Average	0.97	0.98	0.98	0.98
Proposed Lineup	0.97	0.98	0.99	0.97

Trailing Standard Deviation

	1 Year	3 Years	5 Years	10 Years
Current Lineup	15.48	11.50	10.11	8.96
Benchmark Index	15.83	11.65	10.21	9.19
Peer Group Average	15.42	11.38	9.99	8.99
Proposed Lineup	15.43	11.47	10.09	8.94

Calendar Year Beta

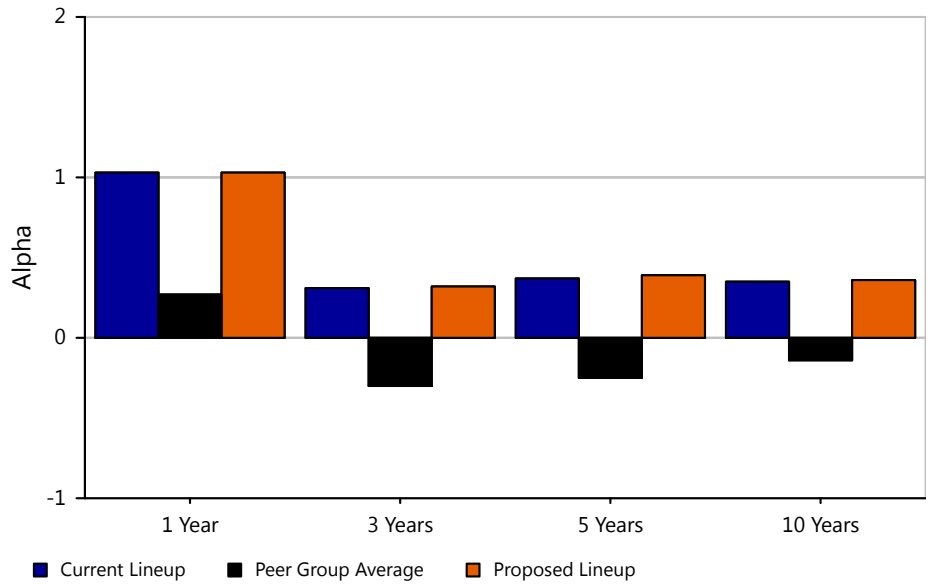
	2015	2016	2017	2018	2019
Current Lineup	1.02	0.97	0.91	1.02	0.97
Peer Group Average	1.00	0.95	0.91	1.00	0.96
Proposed Lineup	1.02	0.97	0.91	1.02	0.97

Calendar Year Standard Deviation

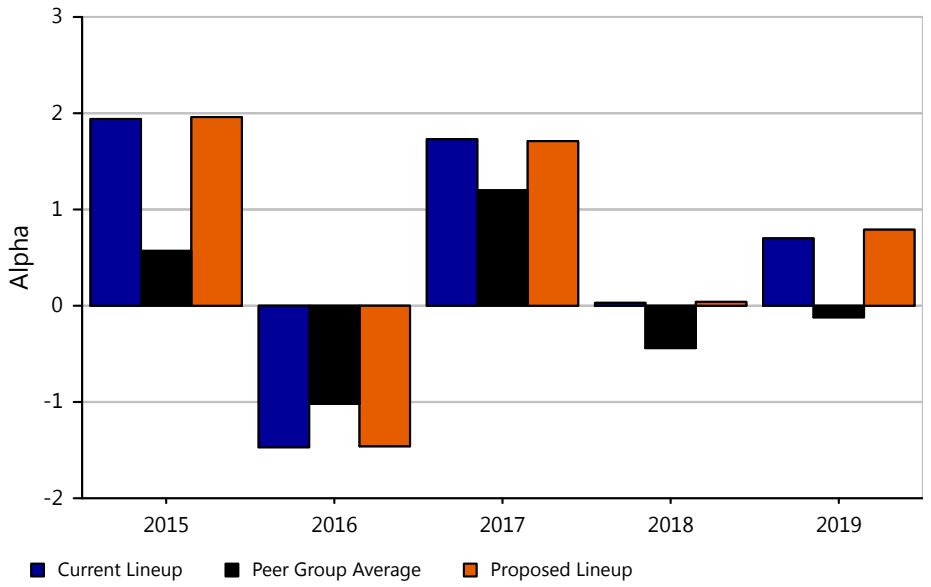
	2015	2016	2017	2018	2019
Current Lineup	8.74	7.76	1.90	9.32	8.40
Benchmark Index	8.51	7.93	2.04	9.15	8.60
Peer Group Average	8.53	7.58	1.89	9.17	8.24
Proposed Lineup	8.73	7.74	1.91	9.31	8.36

For source information, please see the "Important Disclosures" section of this report.

Annualized Alpha



Calendar Year Alpha



Trailing Alpha

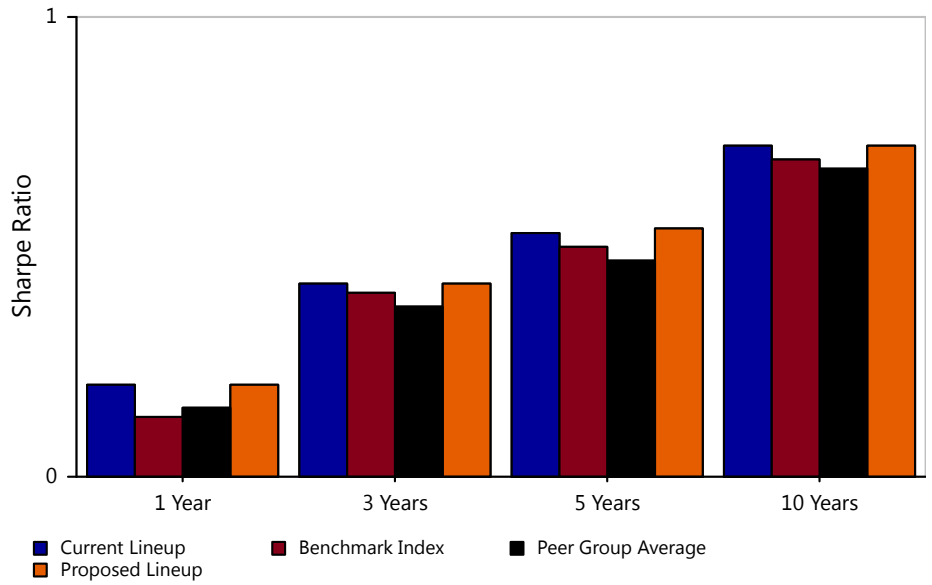
	1 Year	3 Years	5 Years	10 Years
Current Lineup	1.03	0.31	0.37	0.35
Peer Group Average	0.27	-0.30	-0.25	-0.14
Proposed Lineup	1.03	0.32	0.39	0.36

Calendar Year Alpha

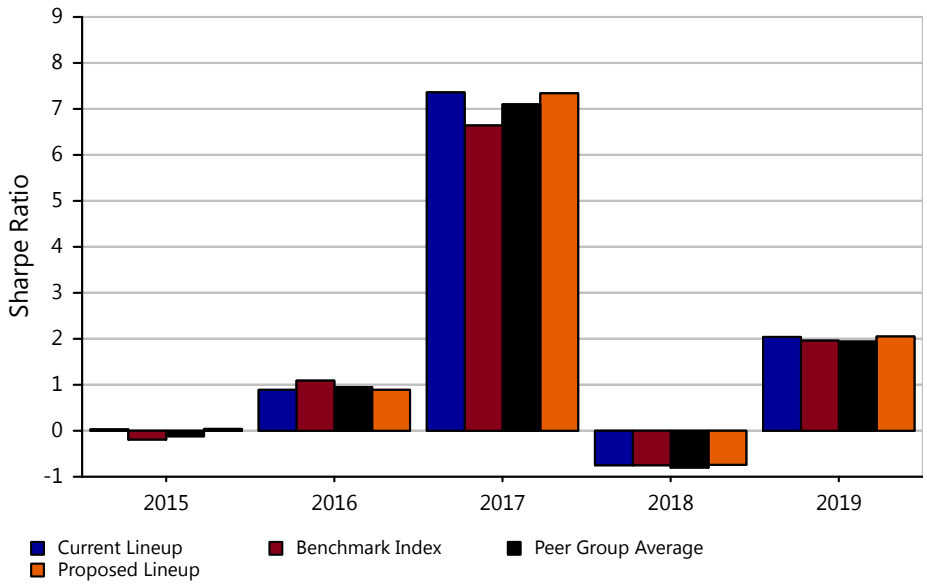
	2015	2016	2017	2018	2019
Current Lineup	1.94	-1.47	1.73	0.03	0.70
Peer Group Average	0.57	-1.02	1.20	-0.44	-0.12
Proposed Lineup	1.96	-1.46	1.71	0.04	0.79

For source information, please see the "Important Disclosures" section of this report.

Annualized Sharpe Ratio



Calendar Year Sharpe Ratio



Trailing Sharpe Ratio

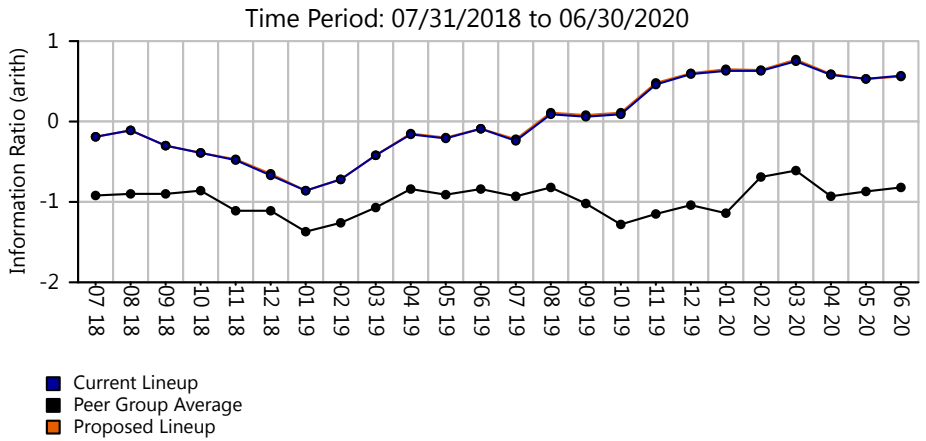
	1 Year	3 Years	5 Years	10 Years
Current Lineup	0.20	0.42	0.53	0.72
Benchmark Index	0.13	0.40	0.50	0.69
Peer Group Average	0.15	0.37	0.47	0.67
Proposed Lineup	0.20	0.42	0.54	0.72

Calendar Year Sharpe Ratio

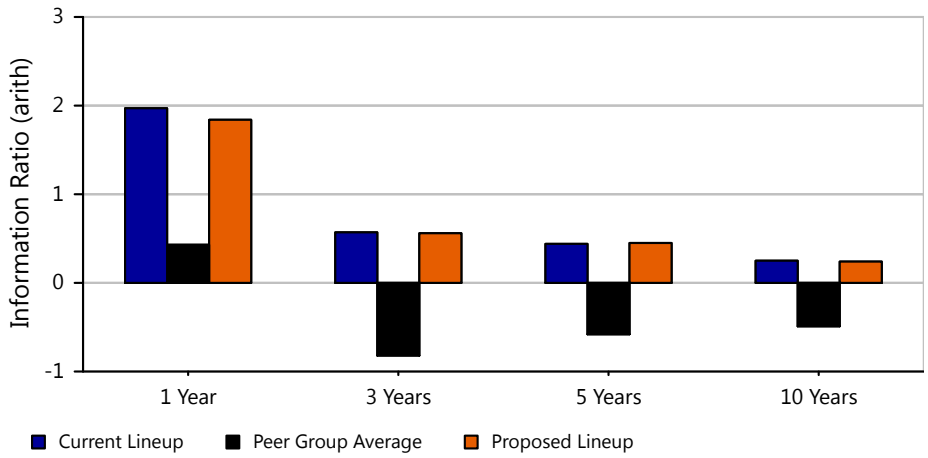
	2015	2016	2017	2018	2019
Current Lineup	0.03	0.89	7.36	-0.75	2.04
Benchmark Index	-0.19	1.09	6.64	-0.75	1.96
Peer Group Average	-0.12	0.95	7.10	-0.80	1.94
Proposed Lineup	0.04	0.89	7.34	-0.74	2.05

For source information, please see the "Important Disclosures" section of this report.

Rolling Information Ratio(Trailing 3 Year)



Annualized Information Ratios



Rolling Information Ratio (Rolling - 3 Year)

	YTD	1 Year	3 Years	5 Years	10 Years
Current Lineup	0.62	0.39	0.10	0.26	0.13
Peer Group Average	-0.84	-0.94	-0.77	-0.59	-0.41
Proposed Lineup	0.62	0.41	0.11	0.26	0.12

Calendar Year Information Ratio

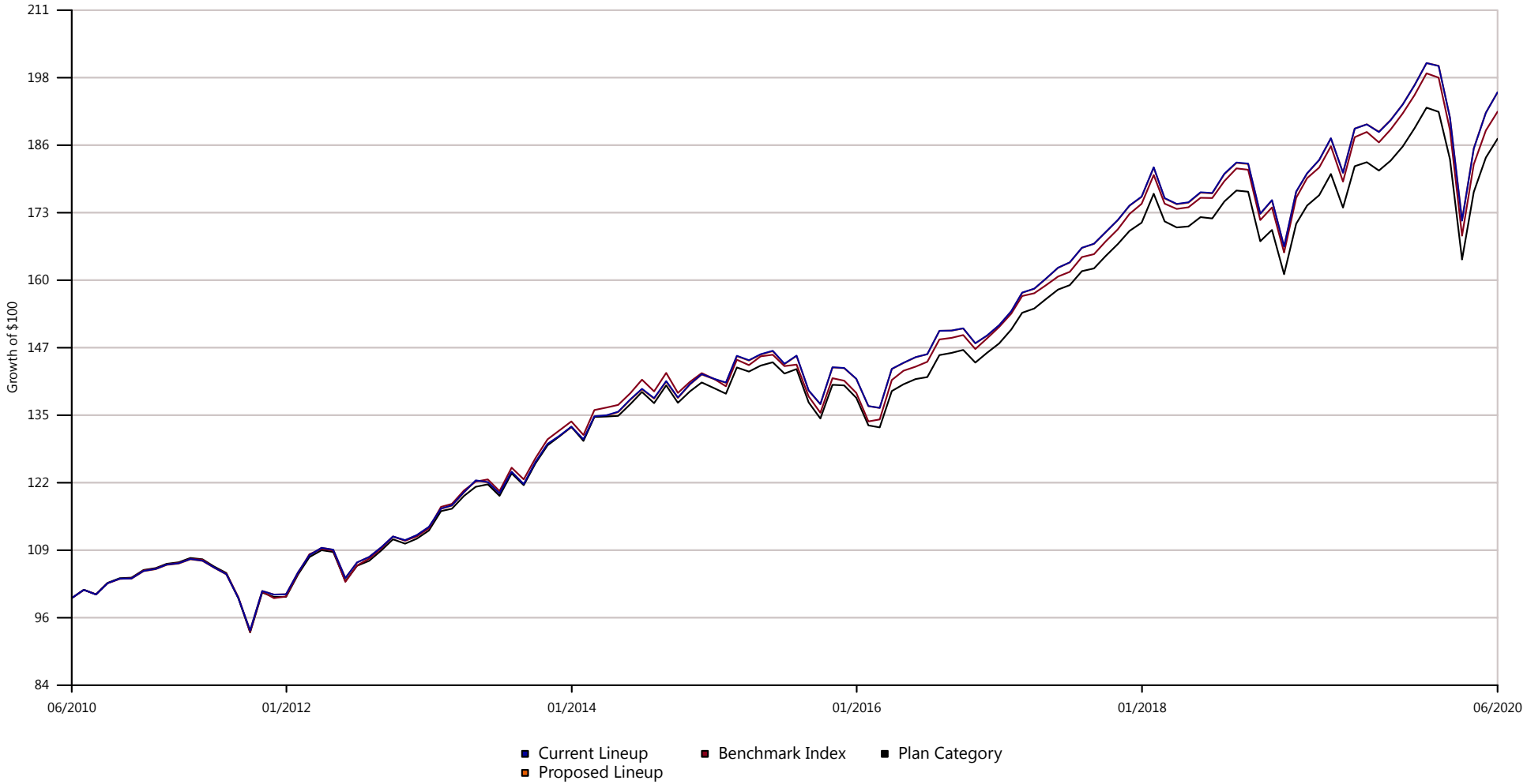
	2015	2016	2017	2018	2019
Current Lineup	1.55	-2.18	1.34	-0.22	0.69
Peer Group Average	0.75	-1.79	0.03	-1.64	-1.79
Proposed Lineup	1.54	-2.15	1.29	-0.20	0.72

Trailing Information Ratio

	1 Year	3 Years	5 Years	10 Years
Current Lineup	1.97	0.57	0.44	0.25
Peer Group Average	0.43	-0.82	-0.58	-0.49
Proposed Lineup	1.84	0.56	0.45	0.24

For source information, please see the "Important Disclosures" section of this report.

Time period : June 2010 - June 2020



	1 YR	3 YR	5 YR	10 YR
Current Lineup	3.64%	19.68%	35.59%	95.67%
Proposed Lineup	3.64%	19.69%	35.65%	95.67%
Benchmark Index	2.57%	18.73%	33.44%	92.00%
Plan Category	2.86%	17.39%	31.17%	86.88%

Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance. For source information, please see the "Important Disclosures" section of this report.

Total Plan Assets	Weighted Investment Cost	Weighted Investment Expense	Proposed Weighted Expense
$19,363,313.20	$40,955.43	0.21%	0.22%

Investment	#of Participants	2020-06-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Stable Value					
The Standard Stable Asset	86	$1,482,046.63	7.65%	0.10%	$1,482.05
Intermediate Core Bond					
Vanguard Total Bond Market Index Adm - VBTLX	71	$500,142.17	2.58%	0.05%	$250.07
Allocation--30% to 50% Equity					
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	18	$413,381.27	2.13%	0.75%	$3,100.36
Allocation--50% to 70% Equity					
Putnam Dynamic Asset Allocation Bal Y - PABYX	41	$911,084.73	4.71%	0.73%	$6,650.92
Allocation--70% to 85% Equity					
Putnam Dynamic Asset Allocation Gr Y - PAGYX	14	$470,555.85	2.43%	0.82%	$3,858.56
Target-Date Retirement					
BlackRock LifePath® Index Retire K - LIRKX	80	$2,167,598.06	11.19%	0.09%	$1,950.84
Target-Date 2025					
BlackRock LifePath® Index 2025 K - LIBKX	85	$1,996,807.14	10.31%	0.09%	$1,797.13
Target-Date 2030					
BlackRock LifePath® Index 2030 K - LINKX	91	$1,735,075.30	8.96%	0.09%	$1,561.57

Investment	#of Participants	2020-06-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Target-Date 2035					
BlackRock LifePath® Index 2035 K - LIJKX	107	$2,049,260.80	10.58%	0.09%	$1,844.33
Target-Date 2040					
BlackRock LifePath® Index 2040 K - LIKKX	117	$1,514,925.31	7.82%	0.09%	$1,363.43
Target-Date 2045					
BlackRock LifePath® Index 2045 K - LIHKX	172	$2,011,326.54	10.39%	0.09%	$1,810.19
Target-Date 2050					
BlackRock LifePath® Index 2050 K - LIPKX	156	$707,546.81	3.65%	0.09%	$636.79
Target-Date 2055					
BlackRock LifePath® Index 2055 K - LIVKX	117	$291,858.37	1.51%	0.09%	$262.67
Target-Date 2060+					
BlackRock LifePath® Index 2060 K - LIZKX	68	$92,143.94	0.48%	0.09%	$82.93
Large Value					
MFS Value R6 - MEIKX	80	$935,875.38	4.83%	0.47%	$4,398.61
Large Blend					
iShares S&P 500 Index K - WFSPX	48	$479,543.38	2.48%	0.03%	$143.86
Large Growth					
TIAA-CREF Large-Cap Growth Inst - TILGX	72	$269,870.10	1.39%	0.42%	$1,133.45
Mid-Cap Value					
Wells Fargo Special Mid Cap Value Inst - WFMIX	1	$3,753.36	0.02%	0.82%	$30.78

Investment	#of Participants	2020-06-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Mid-Cap Blend					
Vanguard Mid Cap Index Admiral - VIMAX	10	$78,072.12	0.40%	0.05%	$39.04
Mid-Cap Growth					
MassMutual Select Mid Cap Growth I - MEFZX	75	$656,303.00	3.39%	0.71%	$4,659.75
Small Value					
DFA US Small Cap Value I - DFSVX	69	$139,741.89	0.72%	0.51%	$712.68
Northern Small Cap Value - NOSGX		$139,741.89	0.72%	1.00%	$1,397.42
Small Growth					
Janus Henderson Triton T - JATTX	46	$139,426.69	0.72%	0.91%	$1,268.78
Foreign Large Blend					
Hartford International Opportunities R6 - IHOVX	0	$0.00	0.00%	0.71%	-
Diversified Emerging Mkts					
American Funds New World R6 - RNWGX	76	$312,202.83	1.61%	0.60%	$1,873.22
Real Estate					
Principal Real Estate Securities Inst - PIREX	4	$4,771.53	0.02%	0.91%	$43.42

Review : Watch : Addition :

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.
For source information, please see the "Important Disclosures" section of this report.

INVESTMENT REVIEW - 100 POINT

Community Action Partnership Profit Sharing

For Period Ending 06/30/2020

Investment Scorecard | Current & Historical Scoring

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q1/20	Q4/19	Q3/19	Q2/19	Q1/19	Q4/18	Q3/18
Intermediate Core Bond											
Vanguard Total Bond Market Index Adm - VBTLX	100	71	$500,142.17	2.58%	100	88	78	70	100	100	100
Allocation--30% to 50% Equity											
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	87	18	$413,381.27	2.13%	96	64	76	82	82	82	85
Allocation--50% to 70% Equity											
Putnam Dynamic Asset Allocation Bal Y - PABYX	76	41	$911,084.73	4.71%	77	69	72	79	82	80	90
Allocation--70% to 85% Equity											
Putnam Dynamic Asset Allocation Gr Y - PAGYX	82	14	$470,555.85	2.43%	82	72	82	88	92	86	98
Target-Date Retirement											
BlackRock LifePath® Index Retire K - LIRKX	92	80	$2,167,598.06	11.19%	93	92	92	92	92	90	96
Target-Date 2025											
BlackRock LifePath® Index 2025 K - LIBKX	96	85	$1,996,807.14	10.31%	98	94	86	90	88	90	84
Target-Date 2030											
BlackRock LifePath® Index 2030 K - LINKX	90	91	$1,735,075.30	8.96%	95	90	88	88	90	90	86
Target-Date 2035											
BlackRock LifePath® Index 2035 K - LIJKX	88	107	$2,049,260.80	10.58%	95	95	88	90	92	92	86
Target-Date 2040											
BlackRock LifePath® Index 2040 K - LIKKX	86	117	$1,514,925.31	7.82%	88	98	93	93	93	92	88
Target-Date 2045											
BlackRock LifePath® Index 2045 K - LIHKX	84	172	$2,011,326.54	10.39%	84	98	96	93	93	92	88
Target-Date 2050											
BlackRock LifePath® Index 2050 K - LIPKX	84	156	$707,546.81	3.65%	81	98	96	93	95	92	94

Investment Scorecard | Current & Historical Scoring

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q1/20	Q4/19	Q3/19	Q2/19	Q1/19	Q4/18	Q3/18
Target-Date 2055											
BlackRock LifePath® Index 2055 K - LIVKX	84	117	$291,858.37	1.51%	81	98	95	93	93	92	94
Target-Date 2060+											
BlackRock LifePath® Index 2060 K - LIZKX	81	68	$92,143.94	0.48%	81	92	86	76	82	72	72
Large Value											
MFS Value R6 - MEIKX	93	80	$935,875.38	4.83%	100	94	93	91	86	78	75
Large Blend											
iShares S&P 500 Index K - WFSPX	100	48	$479,543.38	2.48%	100	100	100	100	100	100	100
Large Growth											
TIAA-CREF Large-Cap Growth Inst - TILGX	87	72	$269,870.10	1.39%	93	84	85	92	96	90	96
Mid-Cap Value											
Wells Fargo Special Mid Cap Value Inst - WFMIX	90	1	$3,753.36	0.02%	94	96	96	92	91	79	78
Mid-Cap Blend											
Vanguard Mid Cap Index Admiral - VIMAX	100	10	$78,072.12	0.40%	100	100	100	100	100	100	100
Mid-Cap Growth											
MassMutual Select Mid Cap Growth I - MEFZX	74	75	$656,303.00	3.39%	76	90	95	91	92	95	89
Small Value											
DFA US Small Cap Value I - DFSVX	68	69	$139,741.89	0.72%	66	67	65	69	72	74	77
Northern Small Cap Value - NOSGX	72	0			85	78	88	86	88	88	80
Small Growth											
Janus Henderson Triton T - JATTX	75	46	$139,426.69	0.72%	78	94	96	92	91	91	93

INVESTMENT SCORECARD | CURRENT & HISTORICAL SCORING

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q1/20	Q4/19	Q3/19	Q2/19	Q1/19	Q4/18	Q3/18
Foreign Large Blend											
Hartford International Opportunities R6 - IHOVX	96	0	$0.00	0.00%	80	77	74	80	75	58	72
Diversified Emerging Mkts											
American Funds New World R6 - RNWGX	96	76	$312,202.83	1.61%	98	96	96	96	96	88	95
Real Estate											
Principal Real Estate Securities Inst - PIREX	94	4	$4,771.53	0.02%	94	94	96	96	95	93	96

Review : Watch : Addition :

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.
For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

INVESTMENT SCORECARD | CRITERIA DATA

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Allocation--30% to 50% Equity												
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	87	5.24% (23)	4.76% (37)	4.54% (38)	0.50 (19)	0.62 (15)	-0.41 (33)	-0.49 (39)	18.08 (5)	0.75% (33)	2.55 (9)	1.00 (13)
DJ US Moderately Conservative TR USD		4.84%	5.88%	5.64%	0.53	0.66	-	-	-	-	-	-
Morningstar Allocation--30% to 50% Equity		1.77%	3.74%	3.96%	0.29	0.41	-0.69	-0.60	8.85	1.05%	6.81	0.83
Allocation--50% to 70% Equity												
Putnam Dynamic Asset Allocation Bal Y - PABYX	76	3.15% (50)	5.26% (50)	5.47% (46)	0.36 (50)	0.47 (49)	-0.57 (55)	-0.52 (54)	18.08 (12)	0.73% (29)	4.38 (35)	0.94 (53)
DJ US Moderate TR USD		3.67%	6.51%	6.52%	0.44	0.55	-	-	-	-	-	-
Morningstar Allocation--50% to 70% Equity		2.30%	5.04%	5.22%	0.34	0.45	-0.39	-0.40	10.16	1.09%	5.65	0.94
Allocation--70% to 85% Equity												
Putnam Dynamic Asset Allocation Gr Y - PAGYX	82	1.79% (40)	5.22% (43)	5.77% (36)	0.30 (44)	0.41 (40)	-0.09 (43)	-0.06 (38)	18.08 (9)	0.82% (31)	5.70 (19)	0.99 (43)
DJ Moderately Aggressive TR USD		0.81%	5.39%	5.89%	0.31	0.42	-	-	-	-	-	-
Morningstar Allocation--70% to 85% Equity		-0.53%	4.13%	4.88%	0.24	0.36	-0.31	-0.26	10.07	1.11%	8.17	0.96
Large Value												
MFS Value R6 - MEIKX	93	-4.28% (25)	3.40% (35)	6.27% (20)	0.18 (35)	0.40 (21)	0.59 (27)	0.63 (16)	18.41 (12)	0.47% (14)	5.96 (13)	1.10 (22)
Russell 1000 Value TR USD		-8.84%	1.82%	4.64%	0.09	0.29	-	-	-	-	-	-
Morningstar Large Value		-7.59%	2.21%	4.45%	0.12	0.29	0.13	-0.05	10.13	0.94%	13.16	1.02
Large Growth												
TIAA-CREF Large-Cap Growth Inst - TILGX	87	21.70% (30)	19.20% (25)	15.14% (27)	0.99 (22)	0.89 (27)	0.08 (25)	-0.23 (27)	14.25 (32)	0.42% (8)	11.84 (47)	0.94 (33)
Russell 1000 Growth TR USD		23.28%	18.99%	15.89%	0.97	0.95	-	-	-	-	-	-
Morningstar Large Growth		17.36%	15.94%	12.79%	0.80	0.75	-0.82	-0.81	11.18	1.03%	13.39	0.88

INVESTMENT SCORECARD | CRITERIA DATA

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Mid-Cap Value												
Wells Fargo Special Mid Cap Value Inst - WFMIX	90	-9.53% (20)	0.96% (13)	4.18% (14)	0.07 (10)	0.26 (14)	0.50 (10)	0.28 (11)	11.41 (38)	0.82% (31)	17.19 (78)	1.05 (15)
Russell Mid Cap Value TR USD		-11.81%	-0.54%	3.32%	0.00	0.21	-	-	-	-	-	-
Morningstar Mid-Cap Value		-13.56%	-1.59%	2.10%	-0.03	0.15	-0.20	-0.26	10.08	1.03%	13.69	0.96
Mid-Cap Growth												
MassMutual Select Mid Cap Growth I - MEFZX	74	5.30% (68)	11.37% (63)	10.43% (45)	0.56 (61)	0.60 (41)	-1.09 (74)	-0.43 (53)	20.08 (11)	0.71% (13)	11.65 (40)	0.97 (39)
Russell Mid Cap Growth TR USD		11.91%	14.76%	11.60%	0.70	0.65	-	-	-	-	-	-
Morningstar Mid-Cap Growth		9.71%	12.64%	9.96%	0.59	0.55	-0.58	-0.48	11.17	1.13%	14.96	0.94
Small Value												
DFA US Small Cap Value I - DFSVX	68	-20.34% (74)	-6.52% (72)	-1.56% (73)	-0.18 (63)	0.00 (70)	-0.54 (78)	-0.80 (89)	8.33 (54)	0.51% (7)	0.63 (12)	0.90 (71)
Russell 2000 Value TR USD		-17.48%	-4.35%	1.26%	-0.14	0.11	-	-	-	-	-	-
Morningstar Small Value		-17.27%	-5.13%	-0.32%	-0.15	0.05	-0.17	-0.33	10.08	1.19%	9.96	0.95
Northern Small Cap Value - NOSGX	72	-19.57% (69)	-5.45% (53)	0.27% (36)	-0.21 (74)	0.05 (44)	-0.43 (73)	-0.40 (55)	18.92 (14)	1.00% (38)	5.60 (27)	0.96 (37)
Russell 2000 Value TR USD		-17.48%	-4.35%	1.26%	-0.14	0.11	-	-	-	-	-	-
Morningstar Small Value		-17.27%	-5.13%	-0.32%	-0.15	0.05	-0.17	-0.33	10.08	1.19%	9.96	0.95
Small Growth												
Janus Henderson Triton T - JATTX	75	-4.44% (80)	8.19% (57)	8.39% (51)	0.38 (57)	0.45 (48)	0.08 (57)	0.36 (48)	7.08 (63)	0.91% (22)	9.39 (32)	1.09 (44)
Russell 2000 Growth TR USD		3.48%	7.86%	6.86%	0.37	0.37	-	-	-	-	-	-
Morningstar Small Growth		4.46%	10.08%	8.28%	0.44	0.43	0.30	0.23	11.33	1.22%	12.98	1.09

Investment Scorecard | Criteria Data

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Foreign Large Blend												
Hartford International Opportunities R6 - IHOVX	96	0.31% (11)	1.84% (20)	3.09% (17)	0.09 (19)	0.20 (17)	0.20 (24)	0.23 (20)	13.50 (14)	0.71% (31)	5.48 (19)	1.05 (17)
MSCI EAFE NR USD		-5.13%	0.81%	2.05%	0.01	0.13	-	-	-	-	-	-
Morningstar Foreign Large Blend		-4.65%	0.31%	1.80%	0.00	0.12	-0.10	-0.06	7.47	0.94%	8.80	1.00
Diversified Emerging Mkts												
American Funds New World R6 - RNWGX	96	5.03% (14)	7.42% (6)	6.85% (6)	0.41 (5)	0.44 (4)	0.90 (7)	0.60 (10)	21.00 (3)	0.60% (11)	12.95 (53)	1.25 (4)
MSCI EM NR USD		-3.39%	1.90%	2.86%	0.10	0.18	-	-	-	-	-	-
Morningstar Diversified Emerging Mkts		-3.59%	1.20%	2.48%	0.06	0.16	-0.15	-0.08	7.31	1.24%	12.57	0.99
Real Estate												
Principal Real Estate Securities Inst - PIREX	94	-6.42% (23)	4.40% (12)	6.67% (12)	0.24 (13)	0.42 (12)	1.62 (6)	1.29 (3)	19.50 (12)	0.91% (41)	14.61 (51)	1.26 (16)
DJ US Select REIT TR USD		-17.71%	-1.99%	2.45%	-0.10	0.16	-	-	-	-	-	-
Morningstar Real Estate		-9.81%	0.60%	3.98%	0.06	0.27	0.68	0.40	11.68	1.10%	14.92	1.12

Review : Watch : Addition :

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Index Funds

Investment Name	IPS Score	Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
Intermediate Core Bond									
Vanguard Total Bond Market Index Adm - VBTLX	100	0.30% (4)	0.26% (8)	0.26% (8)	0.05% (7)	$277,045,752,065	9.01% (19)	5.39% (17)	4.36% (18)
BBgBarc US Agg Float Adj TR USD		-	-	-	-	-	8.92%	5.40%	4.37%
Morningstar Intermediate Core Bond		1.95%	1.26%	1.11%	0.64%	-	-	-	-
Large Blend									
iShares S&P 500 Index K - WFSPX	100	0.08% (6)	0.05% (5)	0.04% (3)	0.03% (2)	$21,867,018,274	7.58% (21)	10.76% (16)	10.74% (10)
S&P 500 TR USD		-	-	-	-	-	7.51%	10.73%	10.73%
Morningstar Large Blend		4.15%	3.32%	3.19%	0.86%	-	-	-	-
Mid-Cap Blend									
Vanguard Mid Cap Index Admiral - VIMAX	100	0.04% (2)	0.03% (2)	0.03% (2)	0.05% (4)	$106,539,281,907	-0.15% (12)	6.50% (8)	7.04% (10)
CRSP US Mid Cap TR USD		-	-	-	-	-	-0.20%	6.47%	7.01%
Morningstar Mid-Cap Blend		5.84%	4.92%	5.06%	0.96%	-	-	-	-

Review : Watch : Addition :

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Target Date Funds

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date Retirement												
BlackRock LifePath® Index Retire K - LIRKX	92	6.50% (4)	6.00% (3)	5.53% (4)	8.30 (62)	0.60 (27)	0.70 (22)	0.80 (1)	0.88 (1)	9.08 (48)	0.09% (2)	1.06 (38)
Morningstar Lifetime Mod Incm TR USD		4.35%	5.09%	4.54%	-	0.53	0.61	-	-	-	-	-
Morningstar Target-Date Retirement		4.08%	4.52%	4.20%	7.92	0.49	0.57	-0.21	-0.11	8.81	0.74%	1.03
Target-Date 2025												
BlackRock LifePath® Index 2025 K - LIBKX	96	5.29% (15)	6.29% (25)	6.15% (20)	11.45 (18)	0.50 (16)	0.60 (10)	-0.31 (34)	-0.02 (21)	9.08 (34)	0.09% (2)	1.02 (11)
Morningstar Lifetime Mod 2025 TR USD		4.87%	6.49%	6.17%	-	0.51	0.59	-	-	-	-	-
Morningstar Target-Date 2025		3.95%	5.59%	5.46%	12.55	0.42	0.51	-0.58	-0.40	7.89	0.72%	0.95
Target-Date 2030												
BlackRock LifePath® Index 2030 K - LINKX	90	4.23% (36)	6.31% (29)	6.36% (30)	14.27 (34)	0.44 (22)	0.55 (18)	-0.14 (34)	0.04 (25)	9.08 (38)	0.09% (2)	1.01 (19)
Morningstar Lifetime Mod 2030 TR USD		3.66%	6.40%	6.32%	-	0.44	0.53	-	-	-	-	-
Morningstar Target-Date 2030		3.59%	5.78%	5.79%	14.56	0.39	0.48	-0.42	-0.29	8.01	0.76%	0.97
Target-Date 2035												
BlackRock LifePath® Index 2035 K - LIJKX	88	3.23% (52)	6.31% (32)	6.57% (27)	17.01 (45)	0.40 (29)	0.51 (22)	0.39 (20)	0.27 (18)	9.08 (33)	0.09% (2)	1.03 (26)
Morningstar Lifetime Mod 2035 TR USD		1.91%	6.03%	6.28%	-	0.37	0.47	-	-	-	-	-
Morningstar Target-Date 2035		3.18%	5.93%	6.03%	16.84	0.37	0.46	-0.10	-0.14	7.84	0.74%	1.00
Target-Date 2040												
BlackRock LifePath® Index 2040 K - LIKKX	86	2.20% (61)	6.24% (32)	6.71% (25)	19.56 (69)	0.37 (32)	0.48 (27)	0.80 (12)	0.49 (18)	9.08 (39)	0.09% (2)	1.04 (29)
Morningstar Lifetime Mod 2040 TR USD		0.32%	5.59%	6.12%	-	0.32	0.43	-	-	-	-	-

Investment Scorecard | Criteria Data

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Morningstar Target-Date 2040		2.41%	5.78%	6.06%	18.50	0.34	0.44	0.11	0.00	8.19	0.78%	1.02
Target-Date 2045												
BlackRock LifePath® Index 2045 K - LIHKX	84	1.52% (63)	6.22% (34)	6.81% (18)	21.27 (80)	0.35 (38)	0.46 (26)	1.15 (7)	0.68 (14)	9.08 (33)	0.09% (2)	1.06 (27)
Morningstar Lifetime Mod 2045 TR USD		-0.69%	5.23%	5.94%	-	0.29	0.40	-	-	-	-	-
Morningstar Target-Date 2045		2.10%	5.82%	6.16%	19.83	0.34	0.43	0.31	0.13	7.79	0.75%	1.03
Target-Date 2050												
BlackRock LifePath® Index 2050 K - LIPKX	84	1.23% (59)	6.15% (36)	6.80% (19)	22.00 (90)	0.34 (41)	0.45 (28)	1.17 (8)	0.75 (14)	9.08 (39)	0.09% (2)	1.06 (33)
Morningstar Lifetime Mod 2050 TR USD		-1.13%	5.03%	5.81%	-	0.28	0.39	-	-	-	-	-
Morningstar Target-Date 2050		1.78%	5.70%	6.13%	20.22	0.32	0.42	0.37	0.20	7.88	0.79%	1.04
Target-Date 2055												
BlackRock LifePath® Index 2055 K - LIVKX	84	1.22% (61)	6.16% (38)	6.82% (19)	22.08 (84)	0.34 (40)	0.45 (28)	1.32 (6)	0.82 (12)	9.08 (23)	0.09% (2)	1.07 (29)
Morningstar Lifetime Mod 2055 TR USD		-1.32%	4.92%	5.72%	-	0.27	0.38	-	-	-	-	-
Morningstar Target-Date 2055		1.80%	5.77%	6.19%	20.55	0.33	0.42	0.46	0.26	6.64	0.75%	1.04
Target-Date 2060+												
BlackRock LifePath® Index 2060 K - LIZKX	81	1.27% (59)	6.20% (37)	-	-	0.34 (41)	-	1.41 (2)	-	4.33 (34)	0.09% (3)	-
Morningstar Lifetime Mod 2060 TR USD		-1.46%	4.82%	5.63%	-	0.26	0.38	-	-	-	-	-

INVESTMENT SCORECARD | CRITERIA DATA

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Morningstar Target-Date 2060+		1.61%	5.83%	6.41%	20.56	0.33	0.44	0.56	0.46	3.28	0.74%	1.06

Review : Watch : Addition :

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Investment Scorecard | Criteria Scoring

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Allocation--30% to 50% Equity												
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	87	6	6.4	8	8	10	6.4	8	10	8	10	6
Allocation--50% to 70% Equity												
Putnam Dynamic Asset Allocation Bal Y - PABYX	76	4.8	6.4	8	6.4	8	4.8	6	10	8	8	6
Allocation--70% to 85% Equity												
Putnam Dynamic Asset Allocation Gr Y - PAGYX	82	4.8	6.4	8	6.4	8	6.4	8	10	8	10	6
Large Value												
MFS Value R6 - MEIKX	93	6	6.4	10	6.4	10	6.4	10	10	10	10	8
Large Growth												
TIAA-CREF Large-Cap Growth Inst - TILGX	87	4.8	8	8	8	8	8	8	10	10	8	6
Mid-Cap Value												
Wells Fargo Special Mid Cap Value Inst - WFMIX	90	6	8	10	8	10	8	10	10	8	4	8
Mid-Cap Growth												
MassMutual Select Mid Cap Growth I - MEFZX	74	3.6	4.8	8	4.8	8	4.8	6	10	10	8	6
Small Value												
DFA US Small Cap Value I - DFSVX	68	3.6	4.8	6	4.8	6	3.2	4	10	10	10	6
Northern Small Cap Value - NOSGX	72	3.6	4.8	8	4.8	8	4.8	6	10	8	8	6
Small Growth												
Janus Henderson Triton T - JATTX	75	2.4	4.8	6	4.8	8	4.8	8	10	10	8	8

INVESTMENT SCORECARD | CRITERIA SCORING

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Foreign Large Blend												
Hartford International Opportunities R6 - IHOVX	96	6	8	10	8	10	8	10	10	8	10	8
Diversified Emerging Mkts												
American Funds New World R6 - RNWGX	96	6	8	10	8	10	8	10	10	10	6	10
Real Estate												
Principal Real Estate Securities Inst - PIREX	94	6	8	10	8	10	8	10	10	8	6	10

Review : Watch : Addition :

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Index Funds

Investment Name	IPS Score	Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
Intermediate Core Bond									
Vanguard Total Bond Market Index Adm - VBTLX	100	8	10	12	30	10	8	10	12
Large Blend									
iShares S&P 500 Index K - WFSPX	100	8	10	12	30	10	8	10	12
Mid-Cap Blend									
Vanguard Mid Cap Index Admiral - VIMAX	100	8	10	12	30	10	8	10	12

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Target Date Funds

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date Retirement												
BlackRock LifePath® Index Retire K - LIRKX	92	6	8	10	6	6.4	10	8	10	10	10	8
Target-Date 2025												
BlackRock LifePath® Index 2025 K - LIBKX	96	6	8	10	10	8	10	6.4	10	10	10	8
Target-Date 2030												
BlackRock LifePath® Index 2030 K - LINKX	90	4.8	6.4	8	8	8	10	6.4	10	10	10	8
Target-Date 2035												
BlackRock LifePath® Index 2035 K - LIJKX	88	3.6	6.4	8	8	6.4	10	8	10	10	10	8
Target-Date 2040												
BlackRock LifePath® Index 2040 K - LIKKX	86	3.6	6.4	10	6	6.4	8	8	10	10	10	8
Target-Date 2045												
BlackRock LifePath® Index 2045 K - LIHKX	84	3.6	6.4	10	4	6.4	8	8	10	10	10	8
Target-Date 2050												
BlackRock LifePath® Index 2050 K - LIPKX	84	3.6	6.4	10	4	6.4	8	8	10	10	10	8
Target-Date 2055												
BlackRock LifePath® Index 2055 K - LIVKX	84	3.6	6.4	10	4	6.4	8	8	10	10	10	8

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date 2060+												
BlackRock LifePath® Index 2060 K - LIZKX	81	3.6	6.4	-	-	6.4	-	8	-	6	10	-

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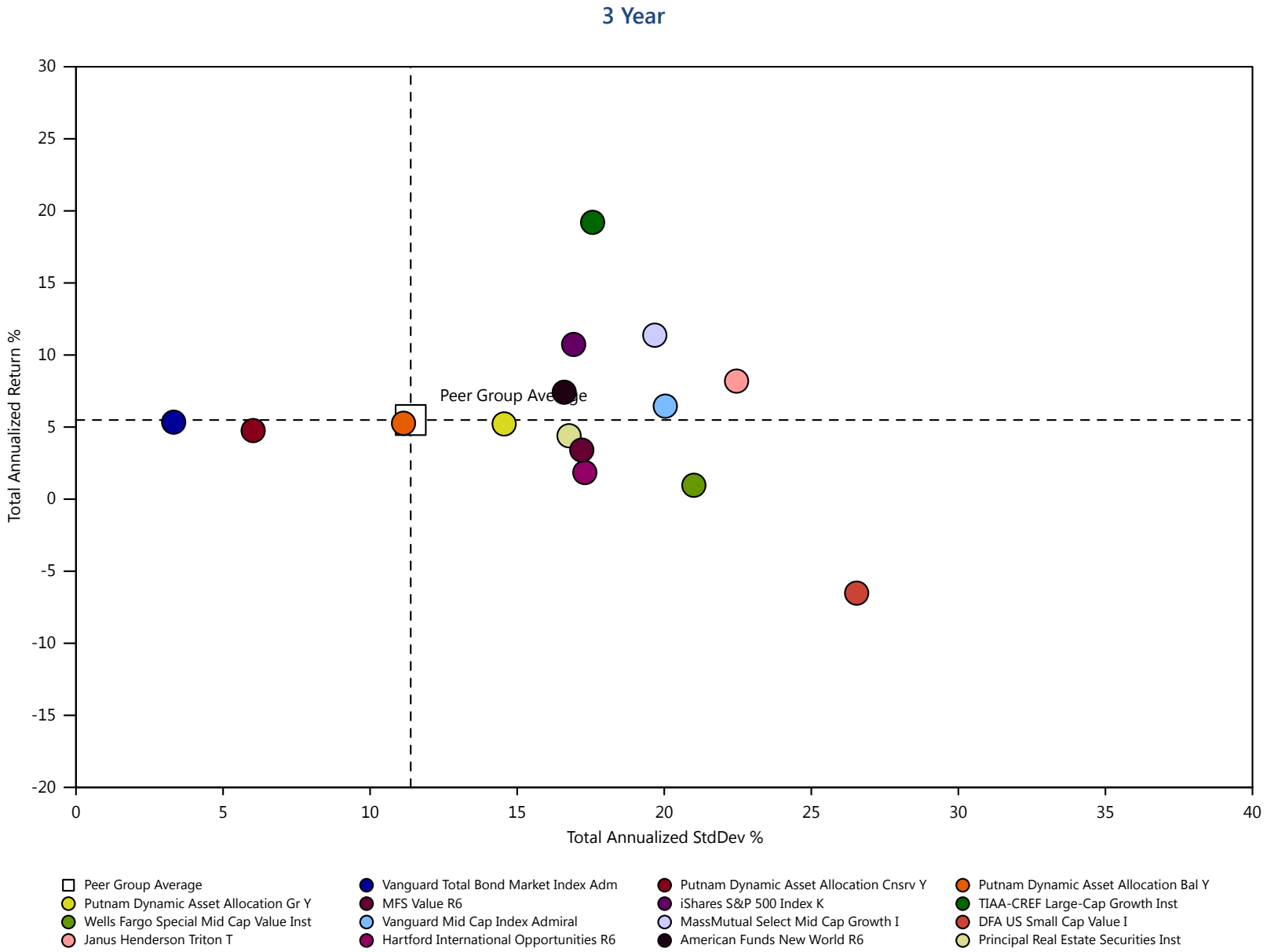

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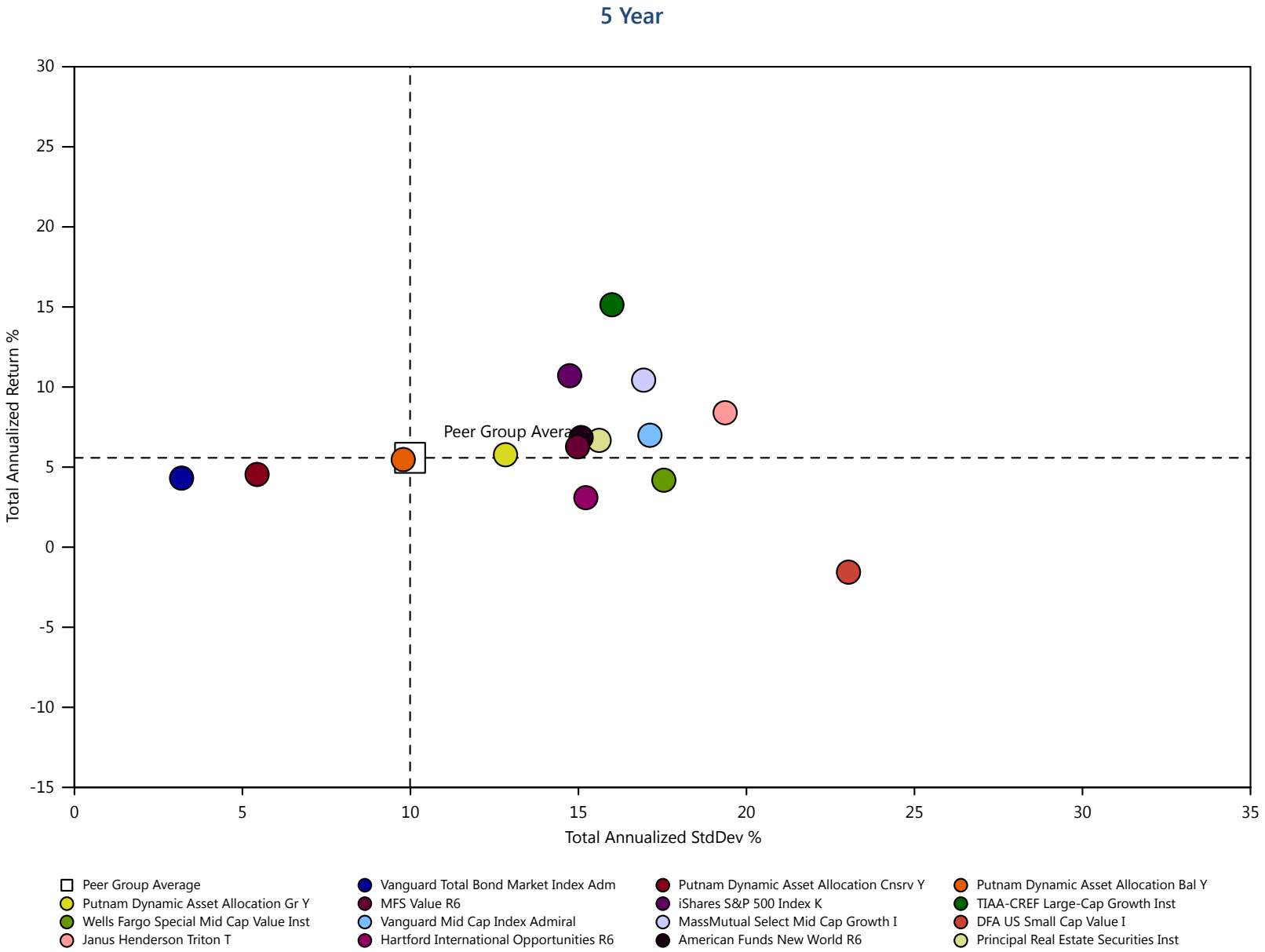

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Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Stable Value													
The Standard Stable Asset	-	-	-	-	-	-	-	-	-	-	-	-	-
USTREAS T-Bill Sec Mkt 3 Mon	*0.02%*	*0.66%*	*1.70%*	*1.71%*	*1.12%*	-	-	-	*2.30%*	*1.69%*	*0.71%*	*0.25%*	*0.03%*
Morningstar US SA Stable Value	*0.45%*	*0.95%*	*2.06%*	*1.94%*	*1.75%*	*1.77%*	-	-	*2.14%*	*1.89%*	*1.60%*	*1.49%*	*1.42%*
Intermediate Core Bond													
Vanguard Total Bond Market Index Adm	2.98%	6.35%	8.96%	5.34%	4.31%	3.77%	6.02%	12/11/1986	8.71%	(0.03%)	3.56%	2.60%	0.40%
BBgBarc US Agg Float Adj TR USD	*3.03%*	*6.30%*	*8.92%*	*5.40%*	*4.37%*	*3.87%*	-	-	*8.87%*	*(0.08%)*	*3.63%*	*2.75%*	*0.44%*
Morningstar Intermediate Core Bond	*3.87%*	*5.54%*	*7.88%*	*4.83%*	*3.90%*	*3.65%*	-	-	*8.21%*	*(0.27%)*	*3.28%*	*2.60%*	*0.36%*
Allocation--30% to 50% Equity													
Putnam Dynamic Asset Allocation Cnsrv Y	7.83%	2.30%	5.24%	4.76%	4.54%	6.41%	6.03%	02/07/1994	12.02%	(4.55%)	10.04%	4.84%	0.51%
DJ US Moderately Conservative TR USD	*10.53%*	*(0.19%)*	*4.84%*	*5.88%*	*5.64%*	*7.38%*	-	-	*16.07%*	*(2.26%)*	*9.55%*	*6.96%*	*0.24%*
Morningstar Allocation--30% to 50% Equity	*10.57%*	*(2.66%)*	*1.77%*	*3.74%*	*3.96%*	*6.00%*	-	-	*14.97%*	*(4.92%)*	*10.20%*	*6.80%*	*(2.12%)*
Allocation--50% to 70% Equity													
Putnam Dynamic Asset Allocation Bal Y	13.41%	(1.51%)	3.15%	5.26%	5.47%	8.84%	7.14%	02/07/1994	17.63%	(6.95%)	15.44%	6.99%	0.55%
DJ US Moderate TR USD	*14.73%*	*(2.56%)*	*3.67%*	*6.51%*	*6.52%*	*9.27%*	-	-	*20.80%*	*(3.92%)*	*13.12%*	*9.26%*	*(0.13%)*
Morningstar Allocation--50% to 70% Equity	*13.05%*	*(3.58%)*	*2.30%*	*5.04%*	*5.22%*	*7.88%*	-	-	*19.25%*	*(5.55%)*	*13.71%*	*7.69%*	*(1.69%)*
Allocation--70% to 85% Equity													
Putnam Dynamic Asset Allocation Gr Y	17.24%	(3.93%)	1.79%	5.22%	5.77%	9.81%	7.74%	02/08/1994	21.05%	(9.41%)	20.08%	8.14%	(0.06%)
DJ Moderately Aggressive TR USD	*17.22%*	*(5.95%)*	*0.81%*	*5.39%*	*5.89%*	*8.89%*	-	-	*22.84%*	*(7.33%)*	*19.08%*	*9.31%*	*(1.89%)*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Morningstar Allocation--70% to 85% Equity	*16.12%*	*(6.66%)*	*(0.53%)*	*4.13%*	*4.88%*	*8.41%*	*-*	*-*	*21.49%*	*(7.71%)*	*16.46%*	*8.42%*	*(2.52%)*
Target-Date Retirement													
BlackRock LifePath® Index Retire K	9.72%	1.39%	6.50%	6.00%	5.53%	-	5.58%	05/31/2011	15.90%	(3.50%)	10.75%	5.82%	(0.31%)
Morningstar Lifetime Mod Incm TR USD	*8.55%*	*0.21%*	*4.35%*	*5.09%*	*4.54%*	*-*	*-*	*-*	*13.27%*	*(2.20%)*	*8.55%*	*5.98%*	*(1.30%)*
Morningstar Target-Date Retirement	*8.01%*	*0.23%*	*4.08%*	*4.52%*	*4.20%*	*5.06%*	*-*	*-*	*12.86%*	*(3.05%)*	*8.54%*	*5.17%*	*(1.07%)*
Target-Date 2025													
BlackRock LifePath® Index 2025 K	11.83%	(0.76%)	5.29%	6.29%	6.15%	-	6.44%	05/31/2011	18.98%	(4.78%)	14.43%	6.87%	(0.45%)
Morningstar Lifetime Mod 2025 TR USD	*12.32%*	*(1.00%)*	*4.87%*	*6.49%*	*6.17%*	*-*	*-*	*-*	*19.36%*	*(4.90%)*	*14.54%*	*8.39%*	*(2.06%)*
Morningstar Target-Date 2025	*12.01%*	*(1.63%)*	*3.95%*	*5.59%*	*5.46%*	*7.98%*	*-*	*-*	*18.31%*	*(5.26%)*	*14.60%*	*6.91%*	*(1.23%)*
Target-Date 2030													
BlackRock LifePath® Index 2030 K	13.73%	(2.50%)	4.23%	6.31%	6.36%	-	6.75%	05/31/2011	21.08%	(5.56%)	16.36%	7.29%	(0.50%)
Morningstar Lifetime Mod 2030 TR USD	*13.84%*	*(2.76%)*	*3.66%*	*6.40%*	*6.32%*	*-*	*-*	*-*	*21.24%*	*(5.82%)*	*16.59%*	*9.26%*	*(2.30%)*
Morningstar Target-Date 2030	*13.72%*	*(2.51%)*	*3.59%*	*5.78%*	*5.79%*	*8.35%*	*-*	*-*	*20.15%*	*(6.16%)*	*16.53%*	*7.47%*	*(1.38%)*
Target-Date 2035													
BlackRock LifePath® Index 2035 K	15.55%	(4.10%)	3.23%	6.31%	6.57%	-	7.01%	05/31/2011	23.08%	(6.36%)	18.29%	7.74%	(0.56%)
Morningstar Lifetime Mod 2035 TR USD	*15.45%*	*(5.00%)*	*1.91%*	*6.03%*	*6.28%*	*-*	*-*	*-*	*23.04%*	*(6.82%)*	*18.52%*	*10.07%*	*(2.58%)*
Morningstar Target-Date 2035	*15.58%*	*(3.58%)*	*3.18%*	*5.93%*	*6.03%*	*8.98%*	*-*	*-*	*22.11%*	*(7.00%)*	*18.41%*	*7.75%*	*(1.51%)*
Target-Date 2040													
BlackRock LifePath® Index 2040 K	17.25%	(5.69%)	2.20%	6.24%	6.71%	-	7.24%	05/31/2011	25.01%	(7.08%)	19.95%	8.10%	(0.56%)

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Morningstar Lifetime Mod 2040 TR USD	*16.74%*	*(6.94%)*	*0.32%*	*5.59%*	*6.12%*	*-*	*-*	*-*	*24.35%*	*(7.65%)*	*19.87%*	*10.61%*	*(2.83%)*
Morningstar Target-Date 2040	*16.73%*	*(4.63%)*	*2.41%*	*5.78%*	*6.06%*	*9.04%*	*-*	*-*	*23.24%*	*(7.67%)*	*19.47%*	*8.11%*	*(1.57%)*
Target-Date 2045													
BlackRock LifePath® Index 2045 K	18.53%	(6.68%)	1.52%	6.22%	6.81%	-	7.41%	05/31/2011	26.25%	(7.50%)	21.07%	8.28%	(0.64%)
Morningstar Lifetime Mod 2045 TR USD	*17.46%*	*(8.10%)*	*(0.69%)*	*5.23%*	*5.94%*	*-*	*-*	*-*	*24.97%*	*(8.17%)*	*20.53%*	*10.84%*	*(3.03%)*
Morningstar Target-Date 2045	*17.83%*	*(5.30%)*	*2.10%*	*5.82%*	*6.16%*	*9.32%*	*-*	*-*	*24.40%*	*(8.13%)*	*20.46%*	*8.16%*	*(1.59%)*
Target-Date 2050													
BlackRock LifePath® Index 2050 K	19.10%	(7.10%)	1.23%	6.15%	6.80%	-	7.52%	05/31/2011	26.77%	(7.82%)	21.43%	8.41%	(0.67%)
Morningstar Lifetime Mod 2050 TR USD	*17.69%*	*(8.56%)*	*(1.13%)*	*5.03%*	*5.81%*	*-*	*-*	*-*	*25.09%*	*(8.41%)*	*20.78%*	*10.89%*	*(3.19%)*
Morningstar Target-Date 2050	*18.08%*	*(5.62%)*	*1.78%*	*5.70%*	*6.13%*	*9.21%*	*-*	*-*	*24.59%*	*(8.37%)*	*20.61%*	*8.37%*	*(1.60%)*
Target-Date 2055													
BlackRock LifePath® Index 2055 K	19.14%	(7.16%)	1.22%	6.16%	6.82%	-	7.65%	05/31/2011	26.89%	(7.85%)	21.51%	8.38%	(0.60%)
Morningstar Lifetime Mod 2055 TR USD	*17.75%*	*(8.72%)*	*(1.32%)*	*4.92%*	*5.72%*	*-*	*-*	*-*	*25.05%*	*(8.57%)*	*20.95%*	*10.90%*	*(3.34%)*
Morningstar Target-Date 2055	*18.42%*	*(5.76%)*	*1.80%*	*5.77%*	*6.19%*	*9.37%*	*-*	*-*	*24.95%*	*(8.43%)*	*21.03%*	*8.14%*	*(1.61%)*
Target-Date 2060+													
BlackRock LifePath® Index 2060 K	19.21%	(7.10%)	1.27%	6.20%	-	-	10.24%	02/29/2016	26.92%	(7.84%)	21.51%	-	-
Morningstar Lifetime Mod 2060 TR USD	*17.76%*	*(8.83%)*	*(1.46%)*	*4.82%*	*5.63%*	*-*	*-*	*-*	*24.96%*	*(8.69%)*	*21.06%*	*10.88%*	*(3.48%)*
Morningstar Target-Date 2060+	*18.53%*	*(6.11%)*	*1.61%*	*5.83%*	*6.41%*	*-*	*-*	*-*	*25.19%*	*(8.48%)*	*21.22%*	*8.06%*	*(1.00%)*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Large Value													
MFS Value R6	14.33%	(12.81%)	(4.28%)	3.40%	6.27%	11.21%	9.52%	01/02/1996	30.18%	(9.78%)	17.86%	14.25%	(0.42%)
Russell 1000 Value TR USD	*14.29%*	*(16.26%)*	*(8.84%)*	*1.82%*	*4.64%*	*10.41%*	-	-	*26.54%*	*(8.27%)*	*13.66%*	*17.34%*	*(3.83%)*
Morningstar Large Value	*15.67%*	*(15.18%)*	*(7.59%)*	*2.21%*	*4.45%*	*9.75%*	-	-	*25.05%*	*(8.45%)*	*16.32%*	*14.98%*	*(3.42%)*
Large Blend													
iShares S&P 500 Index K	20.51%	(3.03%)	7.55%	10.73%	10.71%	13.91%	9.42%	07/30/1993	31.43%	(4.38%)	21.77%	11.92%	1.35%
S&P 500 TR USD	*20.54%*	*(3.08%)*	*7.51%*	*10.73%*	*10.73%*	*13.99%*	-	-	*31.49%*	*(4.38%)*	*21.83%*	*11.96%*	*1.38%*
Morningstar Large Blend	*19.61%*	*(5.45%)*	*3.76%*	*8.15%*	*8.34%*	*12.22%*	-	-	*29.09%*	*(6.05%)*	*20.61%*	*10.87%*	*(0.55%)*
Large Growth													
TIAA-CREF Large-Cap Growth Inst	27.99%	12.81%	21.70%	19.20%	15.14%	17.33%	11.03%	03/31/2006	30.71%	0.04%	34.51%	(0.85%)	9.20%
Russell 1000 Growth TR USD	*27.84%*	*9.81%*	*23.28%*	*18.99%*	*15.89%*	*17.23%*	-	-	*36.39%*	*(1.51%)*	*30.21%*	*7.08%*	*5.67%*
Morningstar Large Growth	*27.43%*	*7.85%*	*17.36%*	*15.94%*	*12.79%*	*15.08%*	-	-	*32.06%*	*(2.20%)*	*27.73%*	*3.76%*	*3.64%*
Mid-Cap Value													
Wells Fargo Special Mid Cap Value Inst	19.56%	(18.40%)	(9.53%)	0.96%	4.18%	11.31%	10.77%	04/08/2005	35.53%	(13.10%)	11.16%	21.59%	(2.73%)
Russell Mid Cap Value TR USD	*19.95%*	*(18.09%)*	*(11.81%)*	*(0.54%)*	*3.32%*	*10.29%*	-	-	*27.06%*	*(12.29%)*	*13.34%*	*20.00%*	*(4.78%)*
Morningstar Mid-Cap Value	*19.39%*	*(19.78%)*	*(13.56%)*	*(1.59%)*	*2.10%*	*8.86%*	-	-	*25.34%*	*(12.93%)*	*13.87%*	*18.91%*	*(4.94%)*
Mid-Cap Blend													
Vanguard Mid Cap Index Admiral	24.96%	(7.18%)	(0.20%)	6.45%	6.99%	12.47%	9.53%	05/21/1998	31.03%	(9.23%)	19.25%	11.22%	(1.34%)
CRSP US Mid Cap TR USD	*24.97%*	*(7.20%)*	*(0.20%)*	*6.47%*	*7.01%*	*12.62%*	-	-	*31.09%*	*(9.22%)*	*19.30%*	*11.25%*	*(1.28%)*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Morningstar Mid-Cap Blend	*22.12%*	*(12.55%)*	*(6.20%)*	*2.41%*	*3.86%*	*10.02%*	-	-	*26.55%*	*(10.81%)*	*16.13%*	*15.03%*	*(4.24%)*
Mid-Cap Growth													
MassMutual Select Mid Cap Growth I	28.62%	(0.97%)	5.30%	11.37%	10.43%	14.80%	9.71%	05/31/2000	32.22%	(3.10%)	24.66%	6.19%	5.95%
Russell Mid Cap Growth TR USD	*30.26%*	*4.16%*	*11.91%*	*14.76%*	*11.60%*	*15.09%*	-	-	*35.47%*	*(4.75%)*	*25.27%*	*7.33%*	*(0.20%)*
Morningstar Mid-Cap Growth	*30.29%*	*3.66%*	*9.71%*	*12.64%*	*9.96%*	*13.57%*	-	-	*32.67%*	*(5.91%)*	*24.47%*	*6.79%*	*(0.36%)*
Small Value													
DFA US Small Cap Value I	22.26%	(25.45%)	(20.34%)	(6.52%)	(1.56%)	7.70%	9.67%	03/02/1993	18.12%	(15.13%)	7.21%	28.26%	(7.81%)
Northern Small Cap Value	14.74%	(24.77%)	(19.57%)	(5.45%)	0.27%	8.06%	8.32%	03/31/1994	22.27%	(13.68%)	6.42%	27.87%	(4.62%)
Russell 2000 Value TR USD	*18.91%*	*(23.50%)*	*(17.48%)*	*(4.35%)*	*1.26%*	*7.82%*	-	-	*22.39%*	*(12.86%)*	*7.84%*	*31.74%*	*(7.47%)*
Morningstar Small Value	*22.34%*	*(22.90%)*	*(17.27%)*	*(5.13%)*	*(0.32%)*	*7.05%*	-	-	*21.39%*	*(15.55%)*	*8.75%*	*26.32%*	*(7.22%)*
Small Growth													
Janus Henderson Triton T	29.43%	(6.63%)	(4.44%)	8.19%	8.39%	14.11%	11.83%	02/25/2005	28.30%	(5.26%)	26.90%	10.42%	1.21%
Russell 2000 Growth TR USD	*30.58%*	*(3.06%)*	*3.48%*	*7.86%*	*6.86%*	*12.92%*	-	-	*28.48%*	*(9.31%)*	*22.17%*	*11.32%*	*(1.38%)*
Morningstar Small Growth	*32.19%*	*(0.10%)*	*4.46%*	*10.08%*	*8.28%*	*12.93%*	-	-	*27.94%*	*(5.26%)*	*22.14%*	*11.84%*	*(2.20%)*
Foreign Large Blend													
Hartford International Opportunities R6	20.91%	(5.63%)	0.31%	1.84%	3.09%	6.69%	5.42%	07/22/1996	26.15%	(18.61%)	24.77%	1.15%	1.49%
MSCI EAFE NR USD	*14.88%*	*(11.34%)*	*(5.13%)*	*0.81%*	*2.05%*	*5.73%*	-	-	*22.01%*	*(13.79%)*	*25.03%*	*1.00%*	*(0.81%)*
Morningstar Foreign Large Blend	*16.24%*	*(10.92%)*	*(4.65%)*	*0.31%*	*1.80%*	*5.36%*	-	-	*21.64%*	*(14.47%)*	*25.25%*	*1.70%*	*(1.21%)*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Diversified Emerging Mkts													
American Funds New World R6	24.56%	(2.98%)	5.03%	7.42%	6.85%	6.94%	7.99%	06/17/1999	28.03%	(11.97%)	33.06%	4.31%	(5.62%)
MSCI EM NR USD	*18.08%*	*(9.78%)*	*(3.39%)*	*1.90%*	*2.86%*	*3.27%*	*-*	*-*	*18.42%*	*(14.57%)*	*37.28%*	*11.19%*	*(14.92%)*
Morningstar Diversified Emerging Mkts	*20.64%*	*(9.72%)*	*(3.59%)*	*1.20%*	*2.48%*	*3.27%*	*-*	*-*	*19.64%*	*(16.15%)*	*35.16%*	*9.00%*	*(13.38%)*
Real Estate													
Principal Real Estate Securities Inst	11.81%	(13.59%)	(6.42%)	4.40%	6.67%	10.70%	10.52%	12/06/2000	31.13%	(4.31%)	9.03%	5.93%	4.22%
DJ US Select REIT TR USD	*9.11%*	*(22.01%)*	*(17.71%)*	*(1.99%)*	*2.45%*	*8.27%*	*-*	*-*	*23.10%*	*(4.22%)*	*3.76%*	*6.68%*	*4.48%*
Morningstar Real Estate	*13.66%*	*(16.19%)*	*(9.81%)*	*0.60%*	*3.98%*	*8.86%*	*-*	*-*	*27.38%*	*(5.94%)*	*6.91%*	*7.65%*	*2.13%*

Review : Watch : Addition :

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the “Important Disclosures” section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.

INVESTMENT FACT SHEETS - 100 POINT

Community Action Partnership Profit Sharing

For Period Ending 06/30/2020

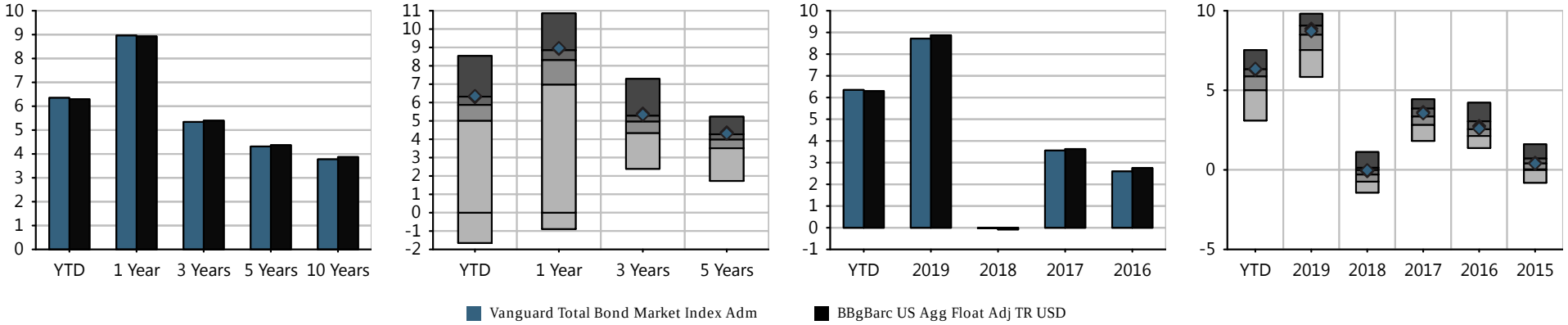
VANGUARD TOTAL BOND MARKET INDEX ADM | FUND FACT SHEET

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.30%	0.26%	0.26%	0.05%	$277,045,752,065	9.01%	5.39%	4.36%
	Peer Group Scoring	*1.95%*	*1.26%*	*1.11%*	*0.64%*	-	-	-	-
	Criteria Peer Ranking	4	8	8	7	-	19	17	18

Investment Strategy

The investment seeks the performance of Bloomberg Barclays U.S. Aggregate Float Adjusted Index. Bloomberg Barclays U.S. Aggregate Float Adjusted Index measures the performance of a wide spectrum of public, investment-grade, taxable, fixed income securities in the United States-including government, corporate, and international dollar-denominated bonds, as well as mortgage-backed and asset-backed securities-all with maturities of more than 1 year. All of its investments will be selected through the sampling process, and at least 80% of its assets will be invested in bonds held in the index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Vanguard Total Bond Market Index Adm	2.98%	6.35%	8.96%	5.34%	4.31%	3.77%	6.02%	12/11/1986	8.71%	(0.03%)	3.56%	2.60%	0.40%
BBgBarc US Agg Float Adj TR USD	*3.03%*	*6.30%*	*8.92%*	*5.40%*	*4.37%*	*3.87%*	-	-	*8.87%*	*(0.08%)*	*3.63%*	*2.75%*	*0.44%*
Morningstar Intermediate Core Bond	*3.87%*	*5.54%*	*7.88%*	*4.83%*	*3.90%*	*3.65%*	-	-	*8.21%*	*(0.27%)*	*3.28%*	*2.60%*	*0.36%*

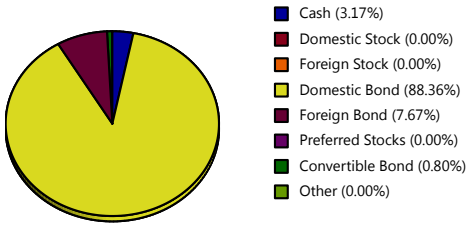
Morningstar Rating: ****

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

VANGUARD TOTAL BOND MARKET INDEX ADM | FUND FACT SHEET

Asset Allocation



Maturity Distribution

	Fund
Less than 1 Yr	0.77
1 to 3 Yrs	19.28
3 to 5 Yrs	15.44
5 to 7 Yrs	10.57
7 to 10 Yrs	9.77
10 Yrs or more	44.16

Regional Distribution

United States	92.03
Supranational	1.41
Canada	1.08
United Kingdom	1.06
Japan	0.64
Germany	0.49
Netherlands	0.43
Mexico	0.36
Belgium	0.34
Australia	0.20

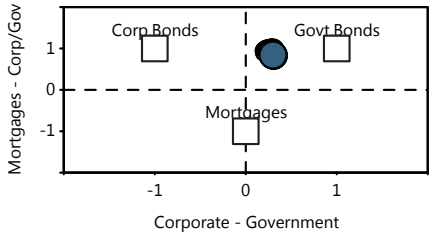
Sector Distribution

	Fund	Index
Government	43.99	-
Corporate	27.82	-
Securitized	24.36	-
Municipal	-	-
Cash & Equivalents	3.17	-
Other	0.66	-

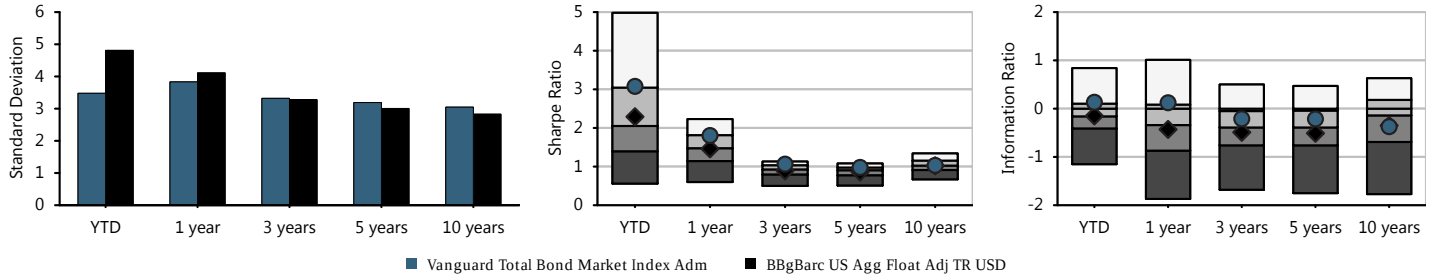
Credit Quality

	Fund	Index
AAA	67.55	-
AA	3.43	-
A	11.37	-
BBB	17.65	-
BB	0.00	-
B	0.00	-
Below B	0.00	-
Not Rated	0.00	-

Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	VBTLX
Category	Intermediate Core Bond
Net Assets(This Class $mn)	277,046 m
Net Assets(All Classes $mn)	-
Manager	Joshua Barrickman
Manager Tenure	7.33
Fund Inception	Dec 11,1986
Avg Maturity	8.10
Avg Duration	6.21

Fee And Expenses

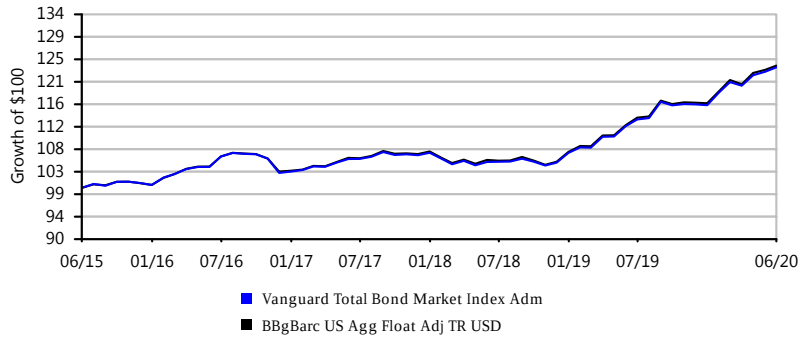
Expense Ratio	0.05
Gross Expense Ratio	0.05
Prospectus Net Expense Ratio	0.05
Prospectus Gross Expense Ratio	0.05
Actual 12b1	0.00
Management Fee	0.04

Top 10 Holdings (%)

Federal National Mortga...	0.61
Federal National Mortga...	0.59
United States Treasury ...	0.45
United States Treasury ...	0.43
United States Treasury ...	0.42
United States Treasury ...	0.42
United States Treasury ...	0.41
United States Treasury ...	0.38
United States Treasury ...	0.38
United States Treasury ...	0.38

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



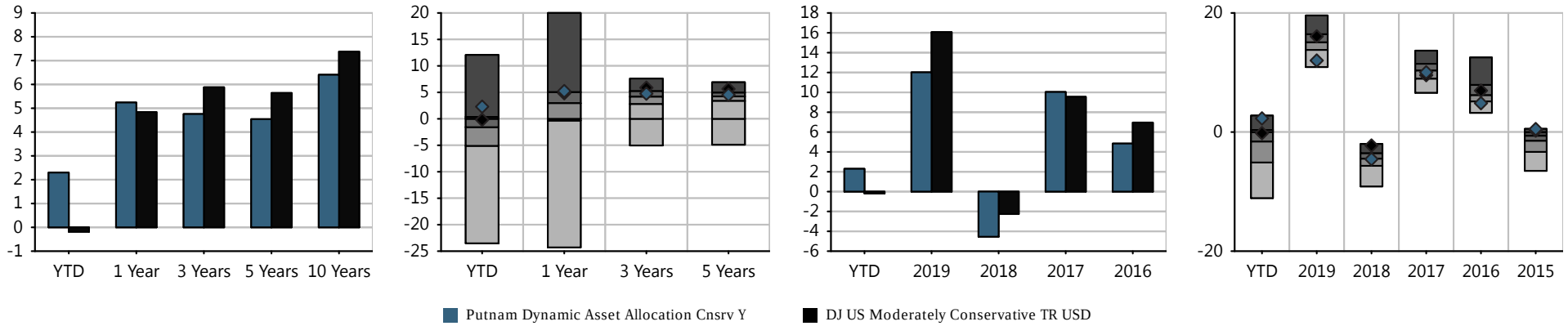
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
87 Passing	Criteria Scoring	5.24%	4.76%	4.54%	0.50	0.62	-0.41	-0.49	18.08	0.75%	2.55	1.00
	Peer Group Scoring	*1.77%*	*3.74%*	*3.96%*	*0.29*	*0.41*	*-0.69*	*-0.60*	*8.85*	*1.05%*	*6.81*	*0.83*
	Criteria Peer Ranking	23	37	38	19	15	33	39	5	33	9	13

Investment Strategy

The investment seeks total return consistent with preservation of capital. The fund allocates 15% to 45% of its assets in equities and 55% to 85% in fixed income securities. It invests mainly in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments. The fund also invests, to a lesser extent, in equity securities (growth or value stocks or both) of U.S. and foreign companies of any size.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Putnam Dynamic Asset Allocation Cnsrv Y	7.83%	2.30%	5.24%	4.76%	4.54%	6.41%	6.03%	02/07/1994	12.02%	(4.55%)	10.04%	4.84%	0.51%
DJ US Moderately Conservative TR USD	*10.53%*	*(0.19%)*	*4.84%*	*5.88%*	*5.64%*	*7.38%*	-	-	*16.07%*	*(2.26%)*	*9.55%*	*6.96%*	*0.24%*
Morningstar Allocation--30% to 50% Equity	*10.57%*	*(2.66%)*	*1.77%*	*3.74%*	*3.96%*	*6.00%*	-	-	*14.97%*	*(4.92%)*	*10.20%*	*6.80%*	*(2.12%)*

Morningstar Rating: ****

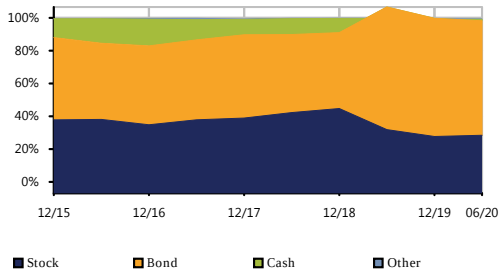
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PUTNAM DYNAMIC ASSET ALLOCATION CNSRV Y | FUND FACT SHEET

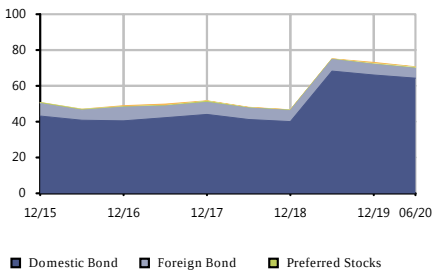
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



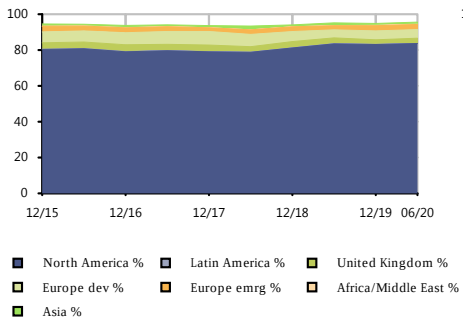
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



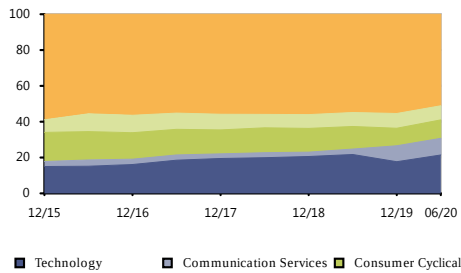
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

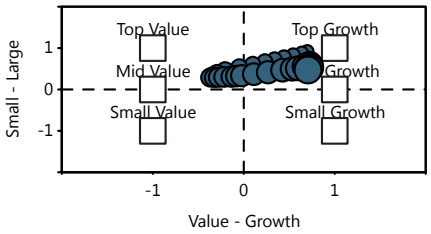


Sector Distribution

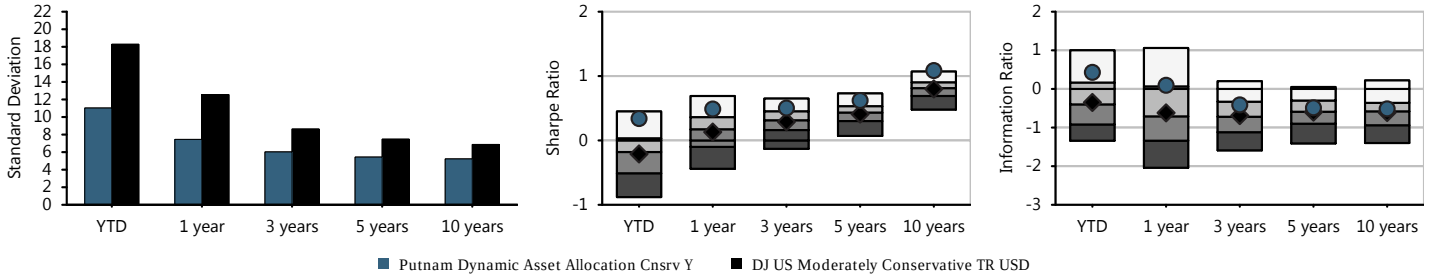
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PACYX
Category	Allocation--30% to 50% Equity
Net Assets(This Class $mn)	1,062 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Schoen
Manager Tenure	18.08
Fund Inception	Feb 07,1994

Fee And Expenses

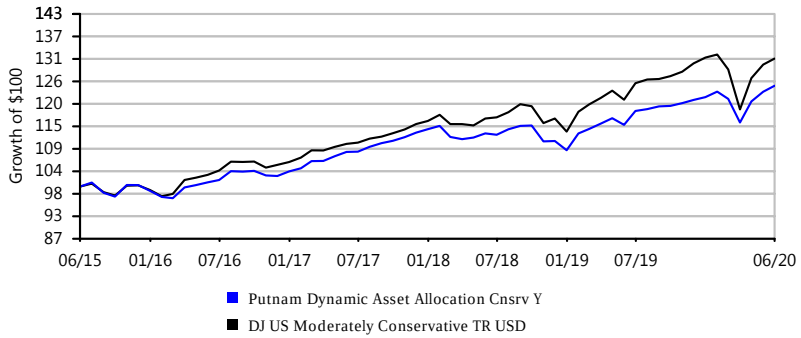
Expense Ratio	0.75
Gross Expense Ratio	0.75
Prospectus Net Expense Ratio	0.75
Prospectus Gross Expense Ratio	0.75
Actual 12b1	0.00
Management Fee	0.52

Top 10 Holdings (%)

E-mini S&P 500 Future J...	-11.43
5 Year Treasury Note Fu...	8.04
Government National Mor...	5.69
Ultra US Treasury Bond ...	4.50
10 Year Treasury Note F...	3.27
Ultra 10 Year US Treasu...	-3.27
Gsglpwdl R Us0001m P 12...	3.09
Gsglpwds P Us0001m R 12...	-2.92
Federal National Mortga...	2.91
MSCI EAFE Index Future ...	-2.79

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



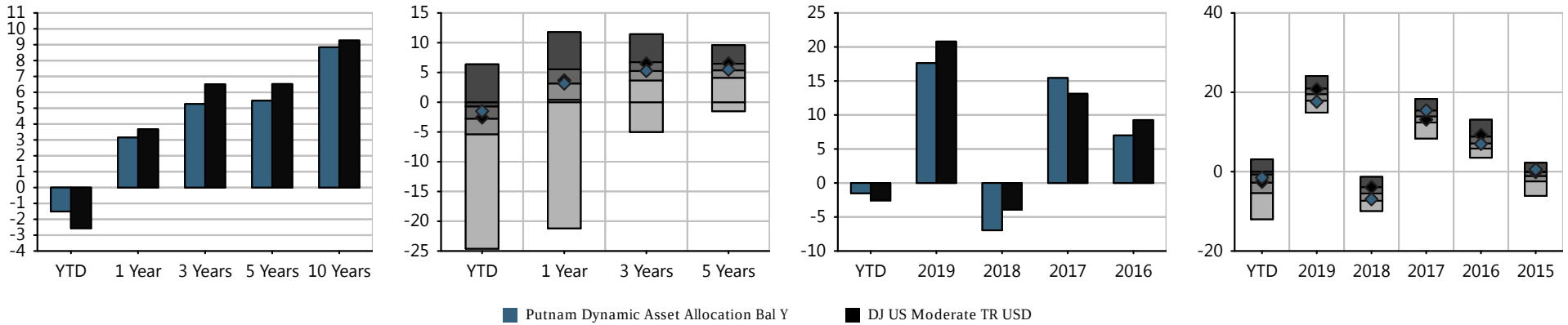
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
76 Passing	Criteria Scoring	3.15%	5.26%	5.47%	0.36	0.47	-0.57	-0.52	18.08	0.73%	4.38	0.94
	Peer Group Scoring	*2.30%*	*5.04%*	*5.22%*	*0.34*	*0.45*	*-0.39*	*-0.40*	*10.16*	*1.09%*	*5.65*	*0.94*
	Criteria Peer Ranking	50	50	46	50	49	55	54	12	29	35	53

Investment Strategy

The investment seeks total return. The fund allocates 45% to 75% of its assets in equities and 25% to 55% in fixed income securities. It invests mainly in equity securities (growth or value stocks or both) of both U.S. and foreign companies of any size. The fund also invests in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments (such as mortgage-backed investments).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Putnam Dynamic Asset Allocation Bal Y	13.41%	(1.51%)	3.15%	5.26%	5.47%	8.84%	7.14%	02/07/1994	17.63%	(6.95%)	15.44%	6.99%	0.55%
DJ US Moderate TR USD	*14.73%*	*(2.56%)*	*3.67%*	*6.51%*	*6.52%*	*9.27%*	*-*	*-*	*20.80%*	*(3.92%)*	*13.12%*	*9.26%*	*(0.13%)*
Morningstar Allocation--50% to 70% Equity	*13.05%*	*(3.58%)*	*2.30%*	*5.04%*	*5.22%*	*7.88%*	*-*	*-*	*19.25%*	*(5.55%)*	*13.71%*	*7.69%*	*(1.69%)*

Morningstar Rating: ****

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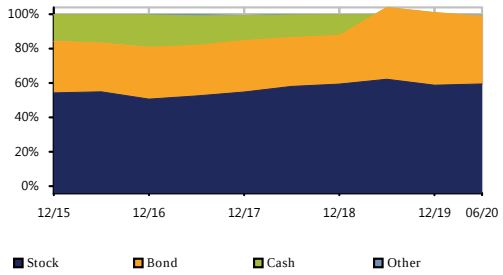
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PUTNAM DYNAMIC ASSET ALLOCATION BAL Y | FUND FACT SHEET

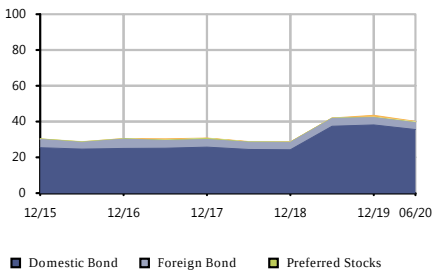
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



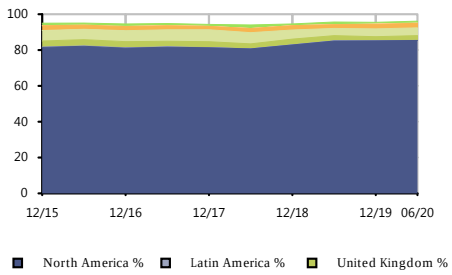
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



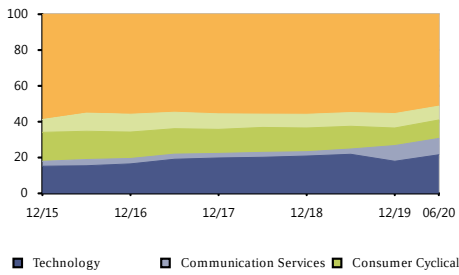
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

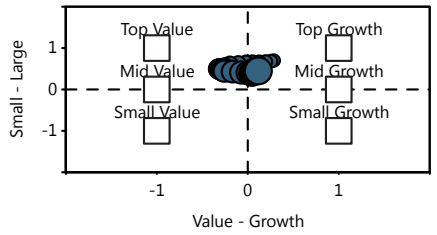


Sector Distribution

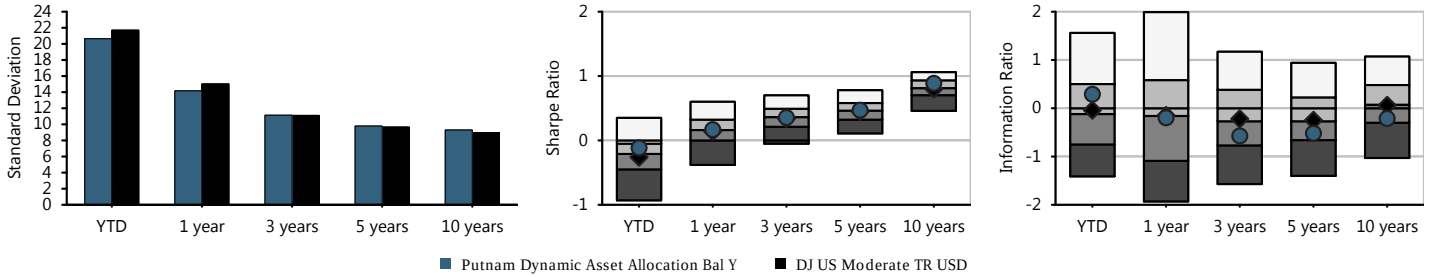
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PABYX
Category	Allocation--50% to 70% Equity
Net Assets(This Class $mn)	2,577 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Schoen
Manager Tenure	18.08
Fund Inception	Feb 07,1994

Fee And Expenses

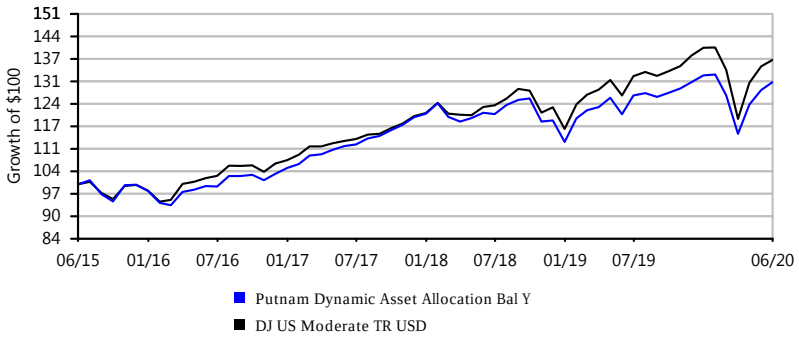
Expense Ratio	0.72
Gross Expense Ratio	0.72
Prospectus Net Expense Ratio	0.73
Prospectus Gross Expense Ratio	0.73
Actual 12b1	0.00
Management Fee	0.52

Top 10 Holdings (%)

Gsglpwdl R Us0001m P 12...	5.74
Gsglpwds P Us0001m R 12...	-5.43
5 Year Treasury Note Fu...	4.30
E-mini Russell 2000 Ind...	3.62
Ru10intr P Us0003m R 11...	-3.15
Cgputql2 R Us0003m P 11...	3.05
Government National Mor...	2.96
Ultra 10 Year US Treasu...	-2.83
Apple Inc	2.50
Ultra US Treasury Bond ...	2.38

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

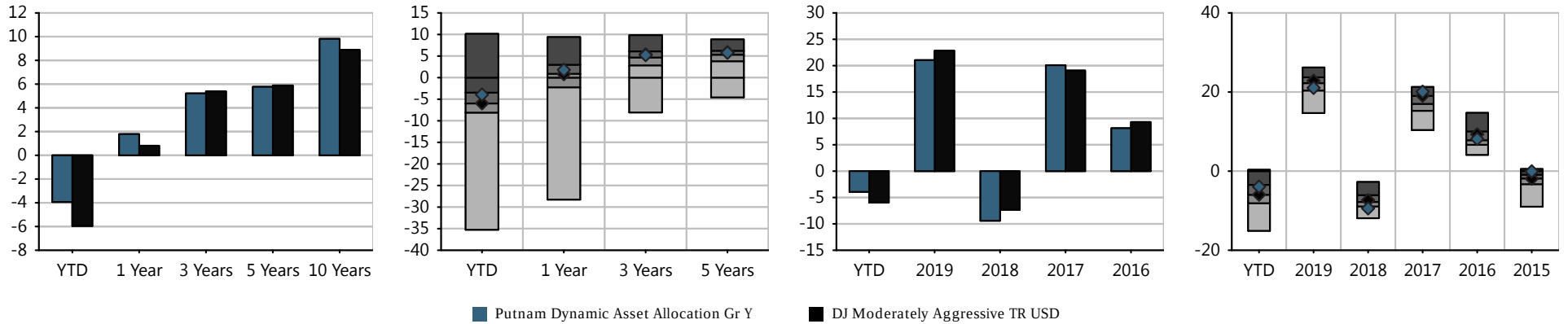
PUTNAM DYNAMIC ASSET ALLOCATION GR Y | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
82 Passing	Criteria Scoring	1.79%	5.22%	5.77%	0.30	0.41	-0.09	-0.06	18.08	0.82%	5.70	0.99
	Peer Group Scoring	*-0.53%*	*4.13%*	*4.88%*	*0.24*	*0.36*	*-0.31*	*-0.26*	*10.07*	*1.11%*	*8.17*	*0.96*
	Criteria Peer Ranking	40	43	36	44	40	43	38	9	31	19	43

Investment Strategy

The investment seeks capital appreciation. The fund allocates 65% to 95% of its assets in equities and 5% to 35% in fixed income securities. It invests mainly in equity securities (growth or value stocks or both) of both U.S. and foreign companies of any size. The fund also invests, to a lesser extent, in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments (such as mortgage-backed investments).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Putnam Dynamic Asset Allocation Gr Y	17.24%	(3.93%)	1.79%	5.22%	5.77%	9.81%	7.74%	02/08/1994	21.05%	(9.41%)	20.08%	8.14%	(0.06%)
DJ Moderately Aggressive TR USD	*17.22%*	*(5.95%)*	*0.81%*	*5.39%*	*5.89%*	*8.89%*	*-*	*-*	*22.84%*	*(7.33%)*	*19.08%*	*9.31%*	*(1.89%)*
Morningstar Allocation--70% to 85% Equity	*16.12%*	*(6.66%)*	*(0.53%)*	*4.13%*	*4.88%*	*8.41%*	*-*	*-*	*21.49%*	*(7.71%)*	*16.46%*	*8.42%*	*(2.52%)*

Morningstar Rating: ****

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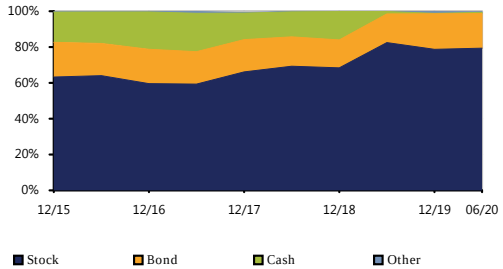
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PUTNAM DYNAMIC ASSET ALLOCATION GR Y | FUND FACT SHEET

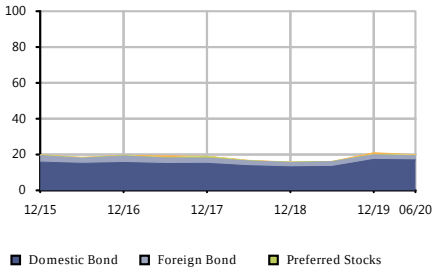
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



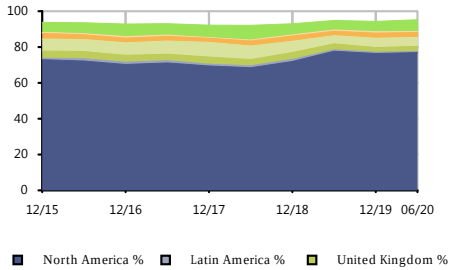
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



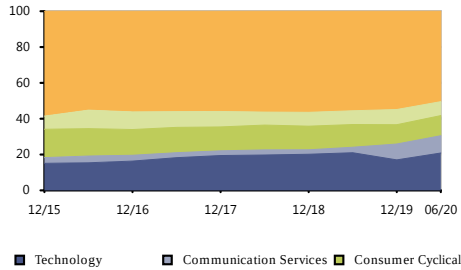
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

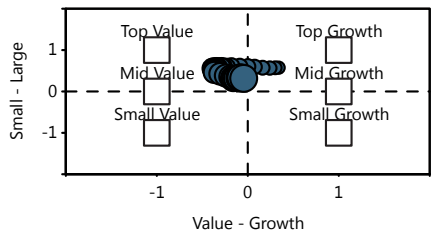


Sector Distribution

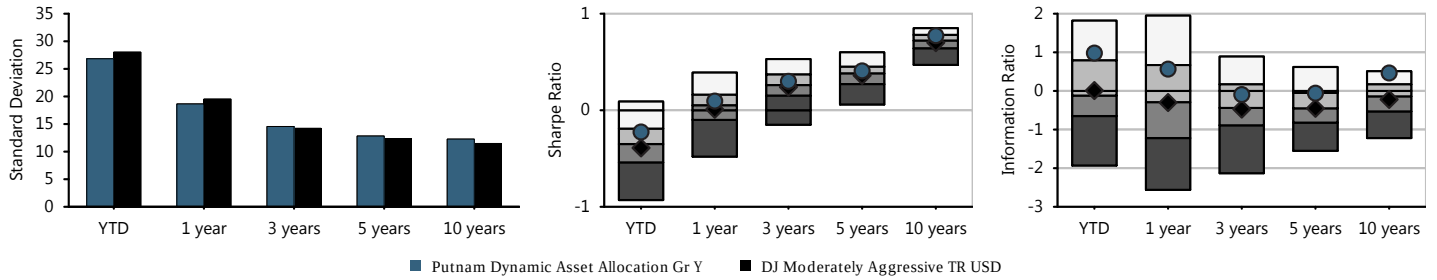
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PAGYX
Category	Allocation--70% to 85% Equity
Net Assets(This Class $mn)	2,596 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Schoen
Manager Tenure	18.08
Fund Inception	Feb 08,1994

Fee And Expenses

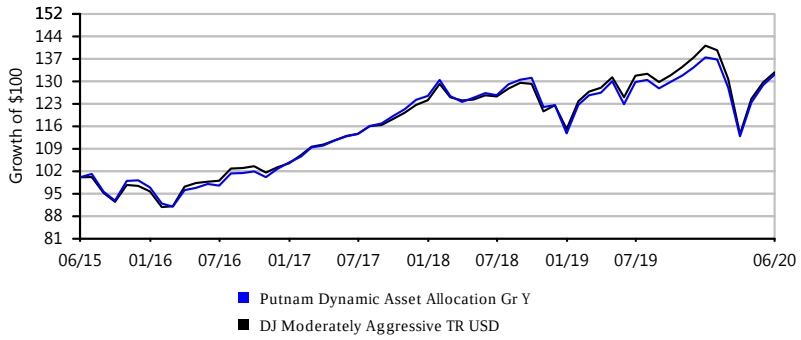
Expense Ratio	0.81
Gross Expense Ratio	0.81
Prospectus Net Expense Ratio	0.82
Prospectus Gross Expense Ratio	0.82
Actual 12b1	0.00
Management Fee	0.59

Top 10 Holdings (%)

Gsglpwdl R Us0001m P 12...	5.86
Gsglpwds P Us0001m R 12...	-5.55
E-mini Russell 2000 Ind...	4.45
E-mini S&P 500 Future J...	3.54
Ru10intr P Us0003m R 11...	-3.17
Cgputql2 R Us0003m P 11...	3.07
Ultra 10 Year US Treasu...	-2.68
Apple Inc	2.62
Microsoft Corp	2.44
Amazon.com Inc	2.31

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

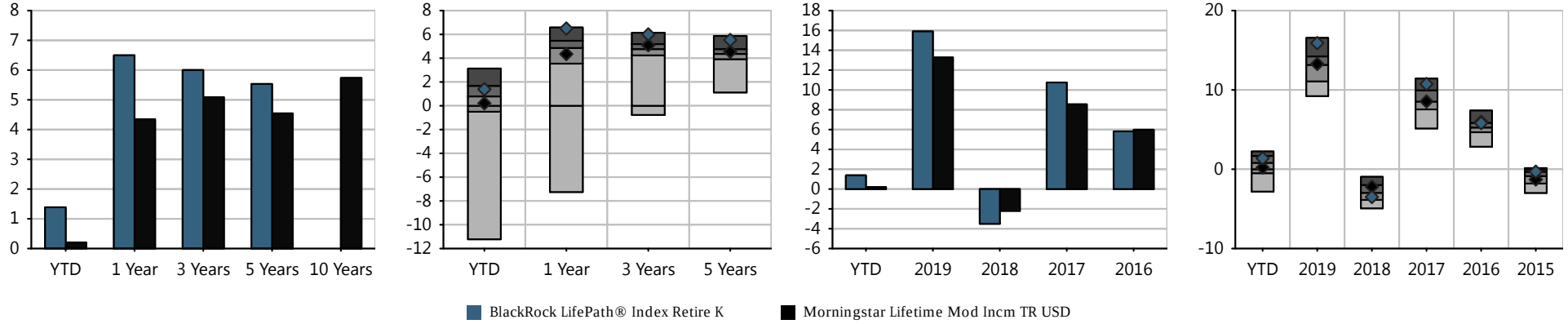
BLACKROCK LIFEPATH® INDEX RETIRE K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
92 Passing	Criteria Scoring	6.50%	6.00%	5.53%	8.30	0.60	0.70	0.80	0.88	9.08	0.09%	1.06
	Peer Group Scoring	*4.08%*	*4.52%*	*4.20%*	*7.92*	*0.49*	*0.57*	*-0.21*	*-0.11*	*8.81*	*0.74%*	*1.03*
	Criteria Peer Ranking	4	3	4	62	27	22	1	1	48	2	38

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index Retirement Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index Retire K	9.72%	1.39%	6.50%	6.00%	5.53%	-	5.58%	05/31/2011	15.90%	(3.50%)	10.75%	5.82%	(0.31%)
Morningstar Lifetime Mod Incm TR USD	*8.55%*	*0.21%*	*4.35%*	*5.09%*	*4.54%*	*-*	*-*	*-*	*13.27%*	*(2.20%)*	*8.55%*	*5.98%*	*(1.30%)*
Morningstar Target-Date Retirement	*8.01%*	*0.23%*	*4.08%*	*4.52%*	*4.20%*	*5.06%*	*-*	*-*	*12.86%*	*(3.05%)*	*8.54%*	*5.17%*	*(1.07%)*

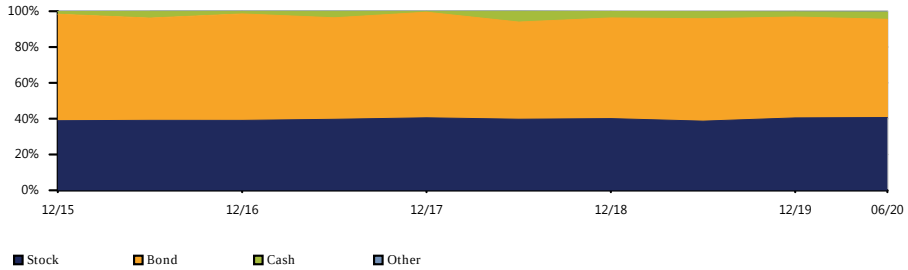
Morningstar Rating: *****

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

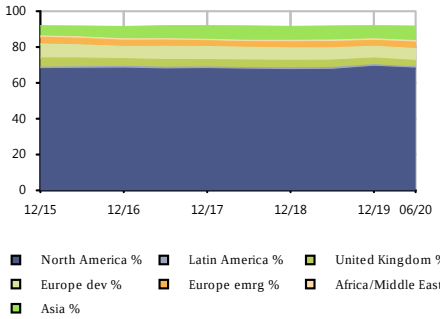
Historical Glidepath

Time Period: 07/30/2015 - 06/30/2020



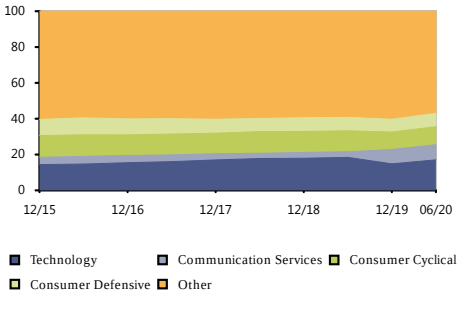
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020



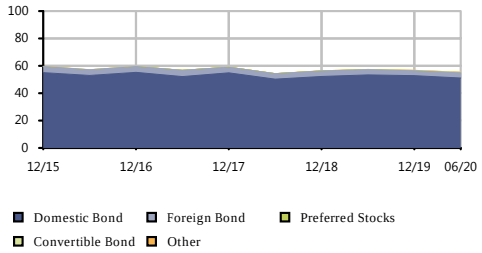
Sector Distribution

Time Period: 07/30/2015 - 06/30/2020

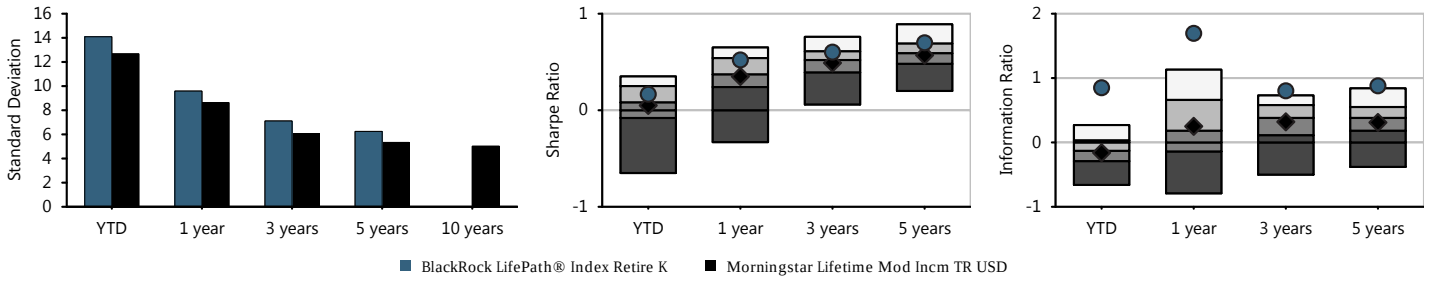


Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



Risk/Return vs Peer Group



Fund Basics

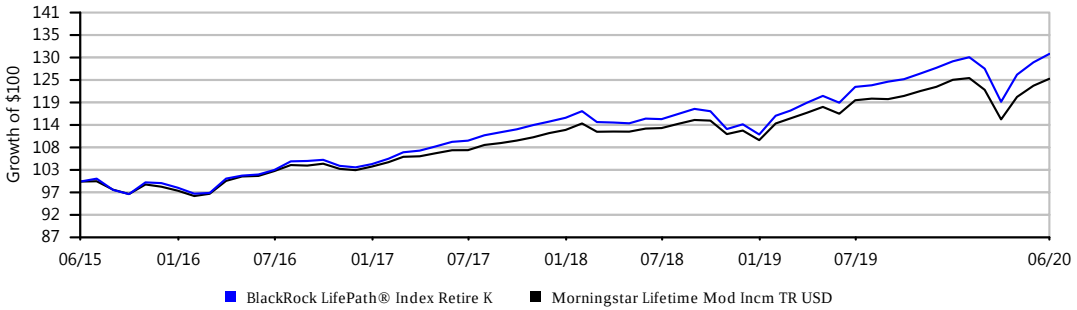
Ticker	LIRKX
Category	Target-Date Retirement
Net Assets(This Class $mn)	7,820 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.07
Gross Expense Ratio	0.11
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.14
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



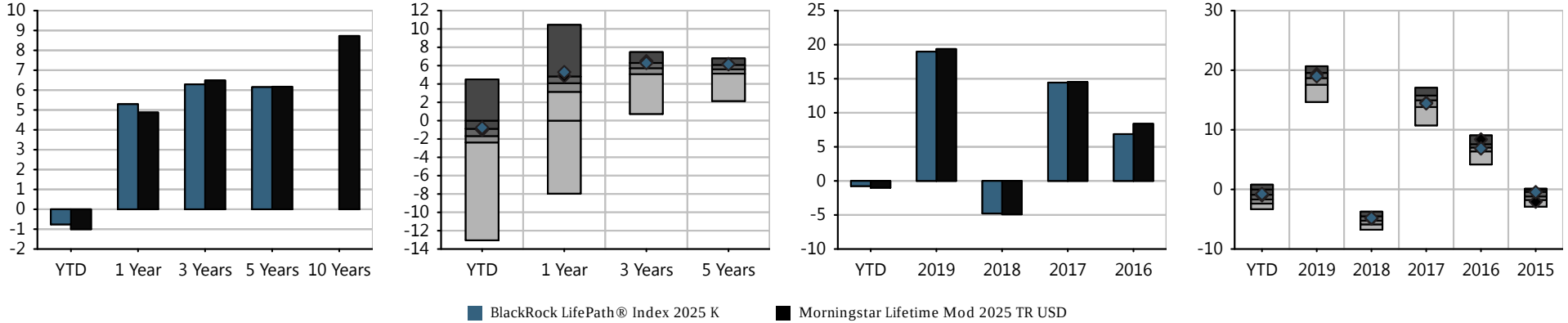
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	5.29%	6.29%	6.15%	11.45	0.50	0.60	-0.31	-0.02	9.08	0.09%	1.02
	Peer Group Scoring	*3.95%*	*5.59%*	*5.46%*	*12.55*	*0.42*	*0.51*	*-0.58*	*-0.40*	*7.89*	*0.72%*	*0.95*
	Criteria Peer Ranking	15	25	20	18	16	10	34	21	34	2	11

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2025 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index 2025 K	11.83%	(0.76%)	5.29%	6.29%	6.15%	-	6.44%	05/31/2011	18.98%	(4.78%)	14.43%	6.87%	(0.45%)
Morningstar Lifetime Mod 2025 TR USD	*12.32%*	*(1.00%)*	*4.87%*	*6.49%*	*6.17%*	*-*	*-*	*-*	*19.36%*	*(4.90%)*	*14.54%*	*8.39%*	*(2.06%)*
Morningstar Target-Date 2025	*12.01%*	*(1.63%)*	*3.95%*	*5.59%*	*5.46%*	*7.98%*	*-*	*-*	*18.31%*	*(5.26%)*	*14.60%*	*6.91%*	*(1.23%)*

Morningstar Rating: ****

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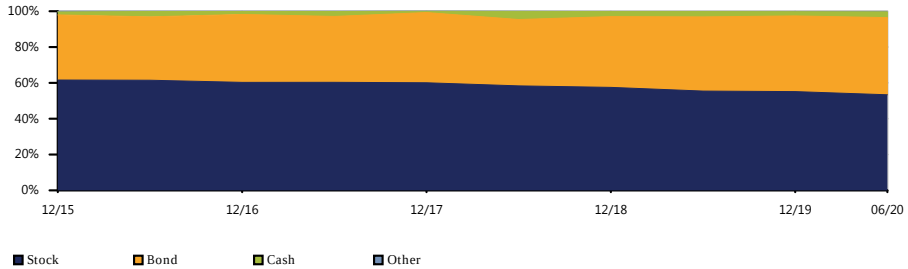
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

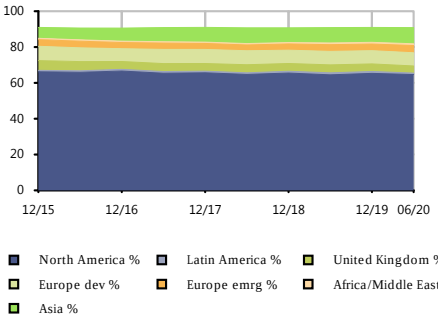
Historical Glidepath

Time Period: 07/30/2015 - 06/30/2020



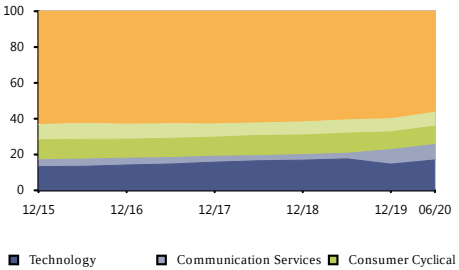
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020



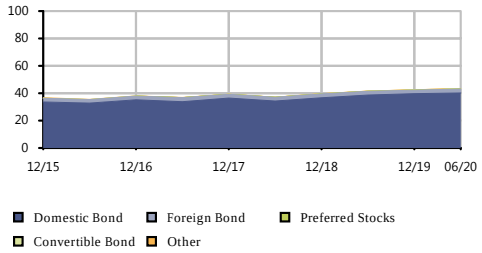
Sector Distribution

Time Period: 07/30/2015 - 06/30/2020

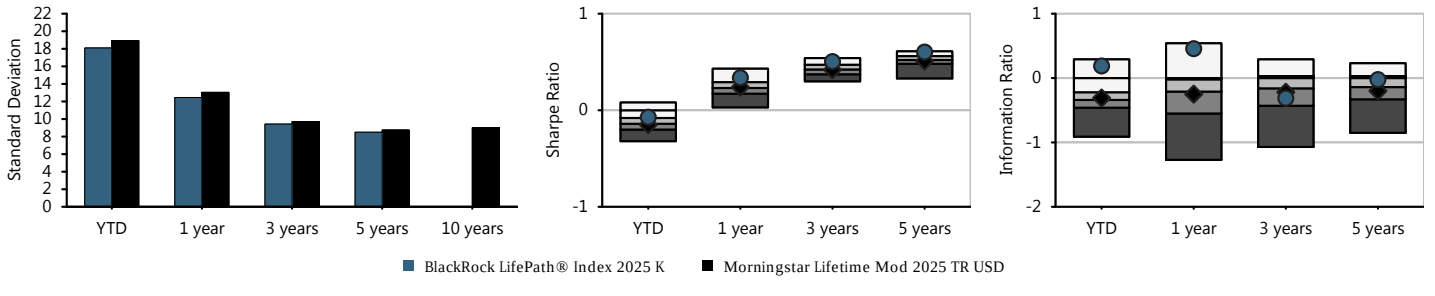


Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



Risk/Return vs Peer Group



Fund Basics

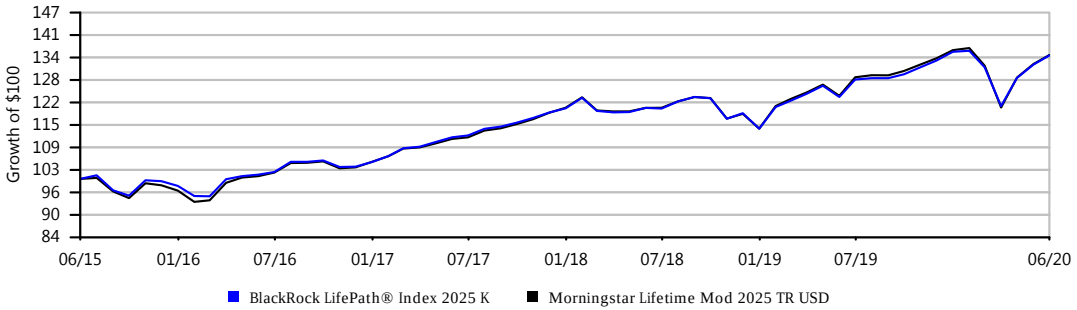
Ticker	LIBKX
Category	Target-Date 2025
Net Assets(This Class $mn)	4,883 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.06
Gross Expense Ratio	0.10
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.15
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

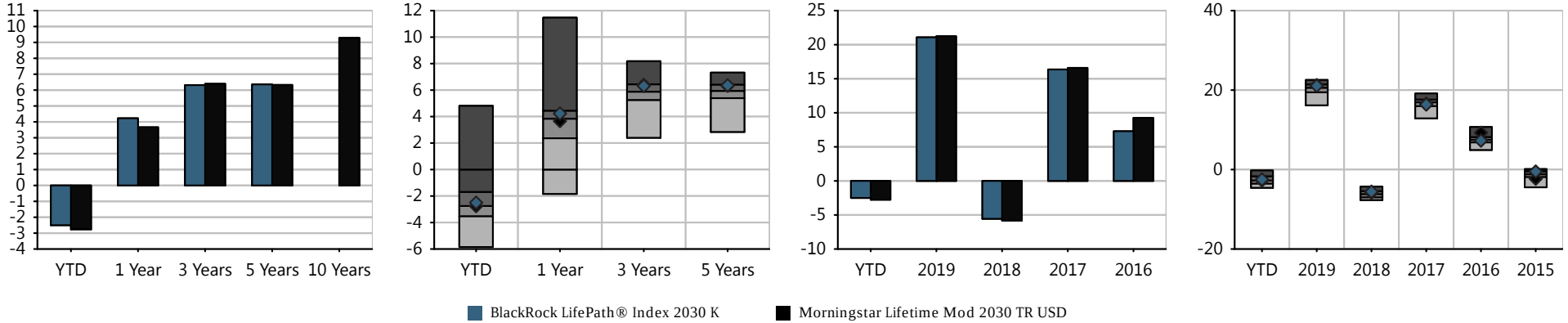
BLACKROCK LIFEPATH® INDEX 2030 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
90 Passing	Criteria Scoring	4.23%	6.31%	6.36%	14.27	0.44	0.55	-0.14	0.04	9.08	0.09%	1.01
	Peer Group Scoring	*3.59%*	*5.78%*	*5.79%*	*14.56*	*0.39*	*0.48*	*-0.42*	*-0.29*	*8.01*	*0.76%*	*0.97*
	Criteria Peer Ranking	36	29	30	34	22	18	34	25	38	2	19

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2030 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index 2030 K	13.73%	(2.50%)	4.23%	6.31%	6.36%	-	6.75%	05/31/2011	21.08%	(5.56%)	16.36%	7.29%	(0.50%)
Morningstar Lifetime Mod 2030 TR USD	*13.84%*	*(2.76%)*	*3.66%*	*6.40%*	*6.32%*	*-*	*-*	*-*	*21.24%*	*(5.82%)*	*16.59%*	*9.26%*	*(2.30%)*
Morningstar Target-Date 2030	*13.72%*	*(2.51%)*	*3.59%*	*5.78%*	*5.79%*	*8.35%*	*-*	*-*	*20.15%*	*(6.16%)*	*16.53%*	*7.47%*	*(1.38%)*

Morningstar Rating: ****

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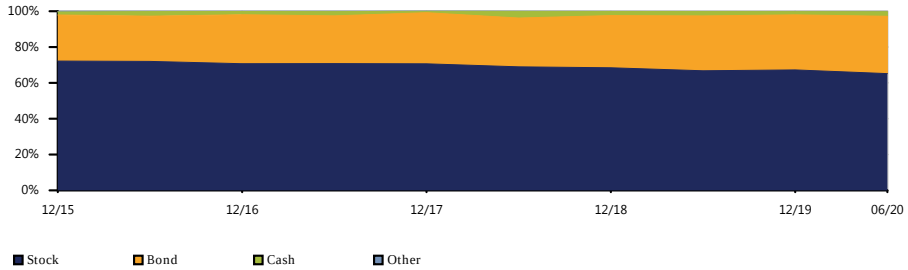
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

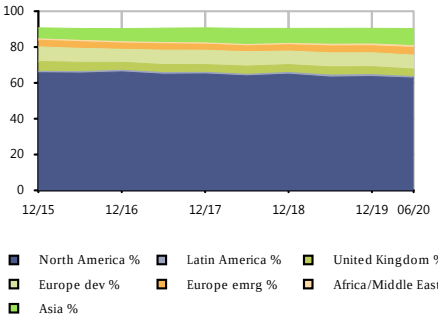
Historical Glidepath

Time Period: 07/30/2015 - 06/30/2020



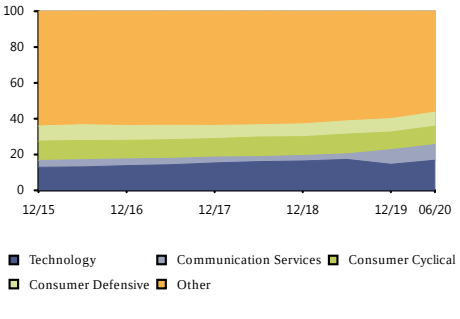
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020



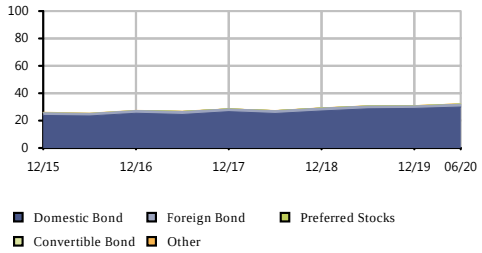
Sector Distribution

Time Period: 07/30/2015 - 06/30/2020

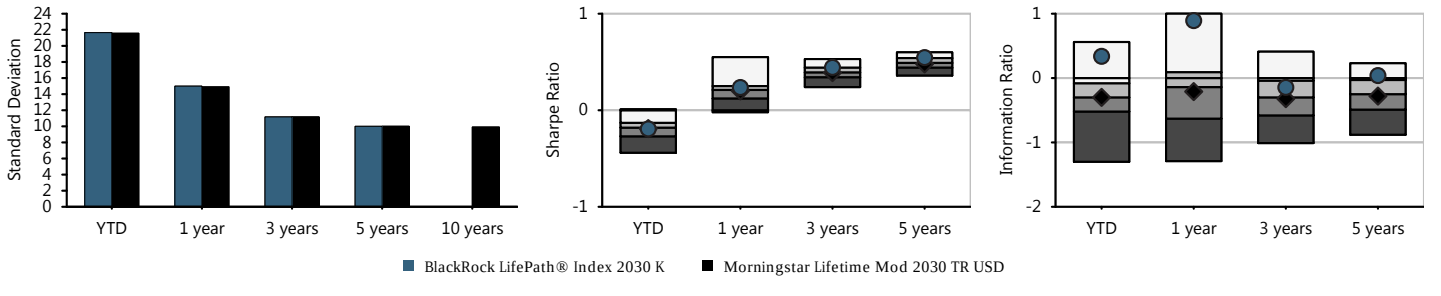


Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



Risk/Return vs Peer Group



Fund Basics

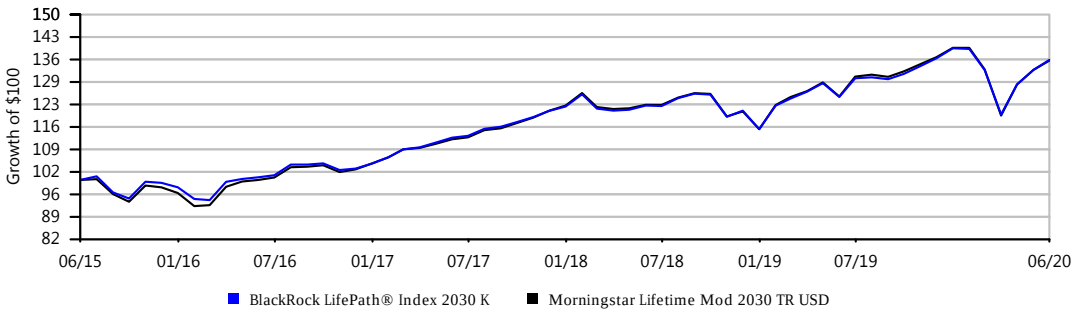
Ticker	LINKX
Category	Target-Date 2030
Net Assets(This Class $mn)	7,868 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.06
Gross Expense Ratio	0.10
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.15
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

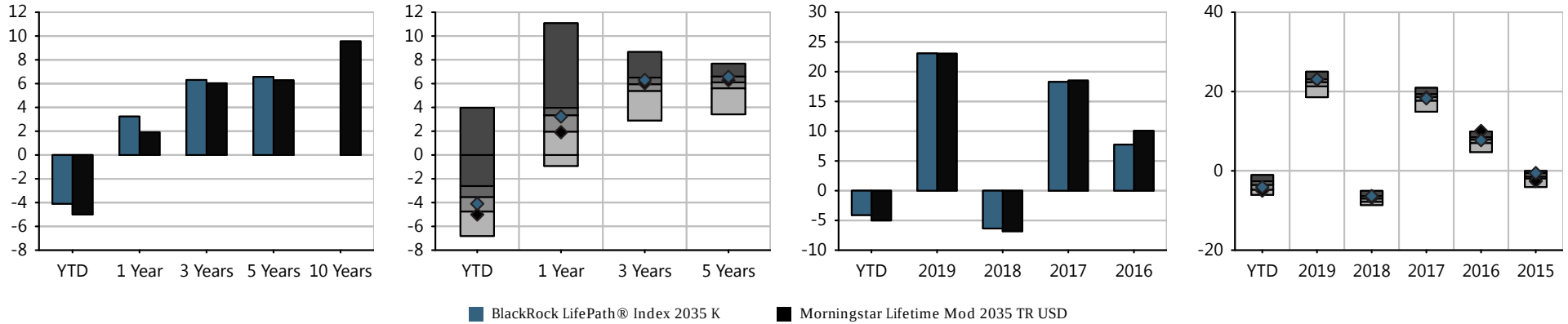
BLACKROCK LIFEPATH® INDEX 2035 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
88 Passing	Criteria Scoring	3.23%	6.31%	6.57%	17.01	0.40	0.51	0.39	0.27	9.08	0.09%	1.03
	Peer Group Scoring	*3.18%*	*5.93%*	*6.03%*	*16.84*	*0.37*	*0.46*	*-0.10*	*-0.14*	*7.84*	*0.74%*	*1.00*
	Criteria Peer Ranking	52	32	27	45	29	22	20	18	33	2	26

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2035 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index 2035 K	15.55%	(4.10%)	3.23%	6.31%	6.57%	-	7.01%	05/31/2011	23.08%	(6.36%)	18.29%	7.74%	(0.56%)
Morningstar Lifetime Mod 2035 TR USD	*15.45%*	*(5.00%)*	*1.91%*	*6.03%*	*6.28%*	*-*	*-*	*-*	*23.04%*	*(6.82%)*	*18.52%*	*10.07%*	*(2.58%)*
Morningstar Target-Date 2035	*15.58%*	*(3.58%)*	*3.18%*	*5.93%*	*6.03%*	*8.98%*	*-*	*-*	*22.11%*	*(7.00%)*	*18.41%*	*7.75%*	*(1.51%)*

Morningstar Rating: ****

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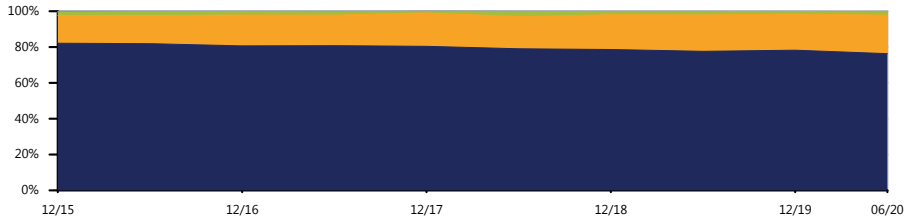
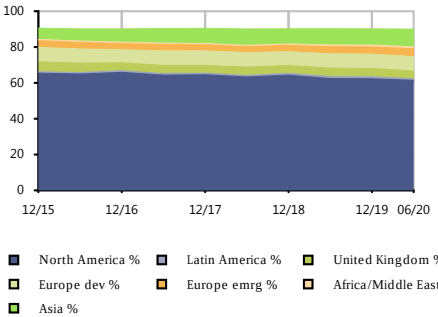
Historical Glidepath

Time Period: 07/30/2015 - 06/30/2020



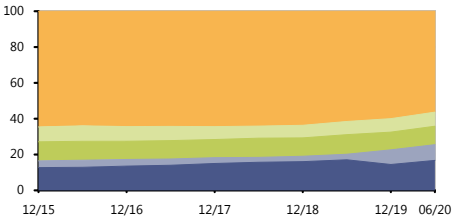
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020



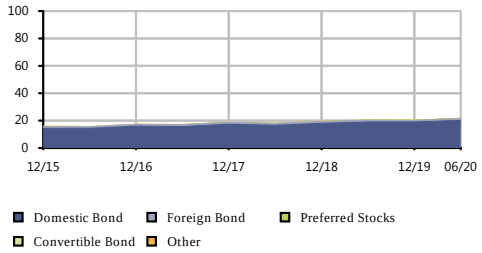
Sector Distribution

Time Period: 07/30/2015 - 06/30/2020

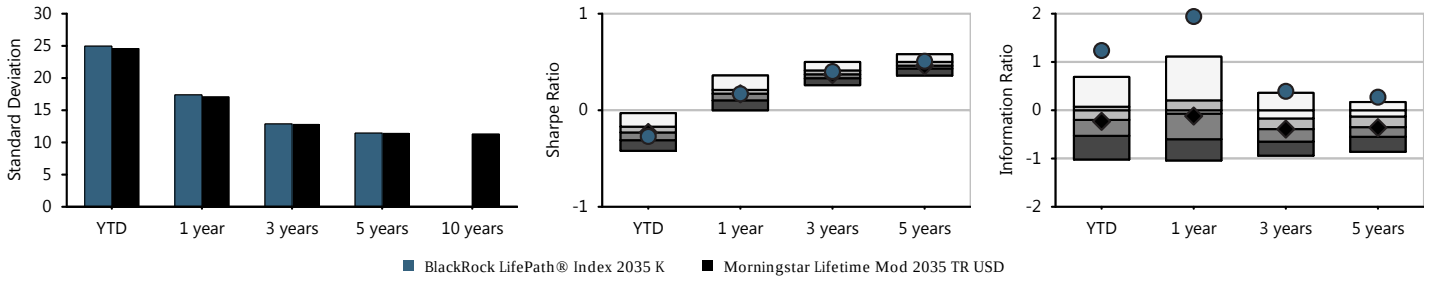


Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



Risk/Return vs Peer Group



Fund Basics

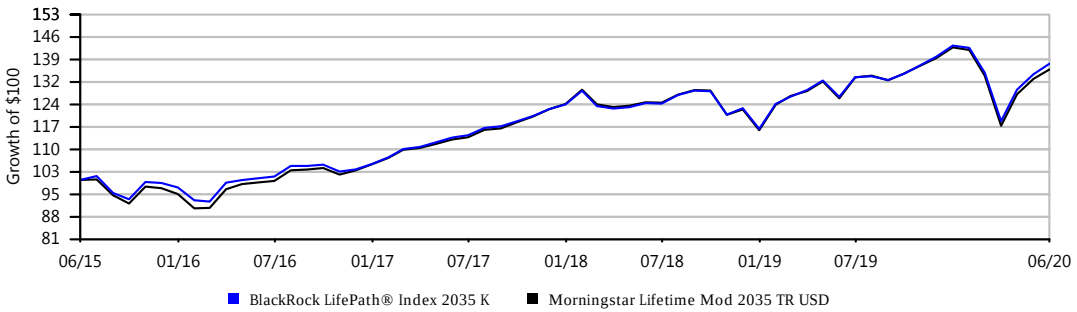
Ticker	LIJKX
Category	Target-Date 2035
Net Assets(This Class $mn)	4,340 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.05
Gross Expense Ratio	0.09
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



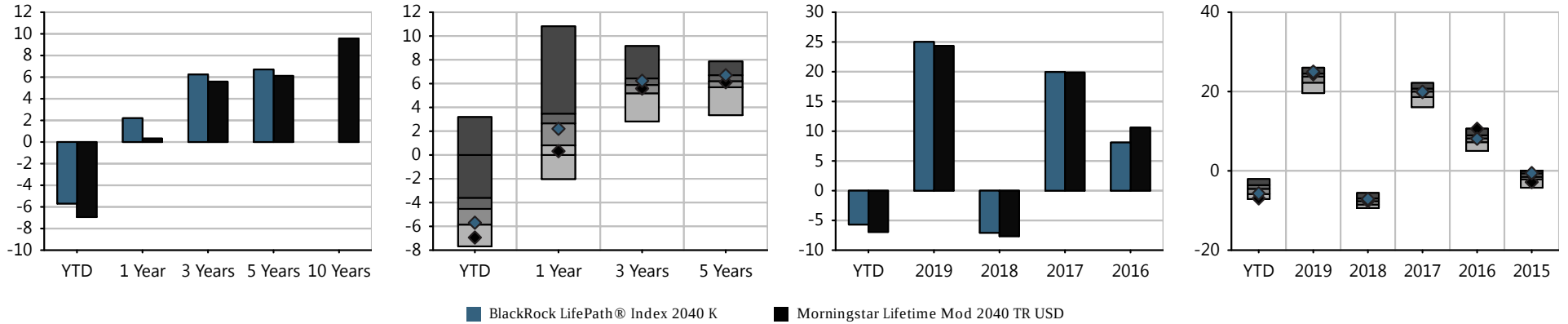
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
86 Passing	Criteria Scoring	2.20%	6.24%	6.71%	19.56	0.37	0.48	0.80	0.49	9.08	0.09%	1.04
	Peer Group Scoring	*2.41%*	*5.78%*	*6.06%*	*18.50*	*0.34*	*0.44*	*0.11*	*0.00*	*8.19*	*0.78%*	*1.02*
	Criteria Peer Ranking	61	32	25	69	32	27	12	18	39	2	29

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2040 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index 2040 K	17.25%	(5.69%)	2.20%	6.24%	6.71%	-	7.24%	05/31/2011	25.01%	(7.08%)	19.95%	8.10%	(0.56%)
Morningstar Lifetime Mod 2040 TR USD	*16.74%*	*(6.94%)*	*0.32%*	*5.59%*	*6.12%*	*-*	*-*	*-*	*24.35%*	*(7.65%)*	*19.87%*	*10.61%*	*(2.83%)*
Morningstar Target-Date 2040	*16.73%*	*(4.63%)*	*2.41%*	*5.78%*	*6.06%*	*9.04%*	*-*	*-*	*23.24%*	*(7.67%)*	*19.47%*	*8.11%*	*(1.57%)*

Morningstar Rating: ****

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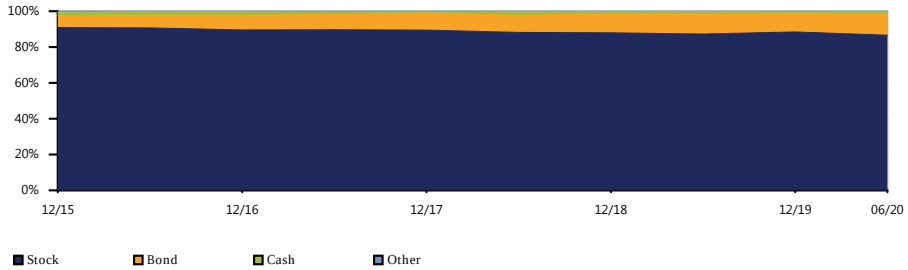
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

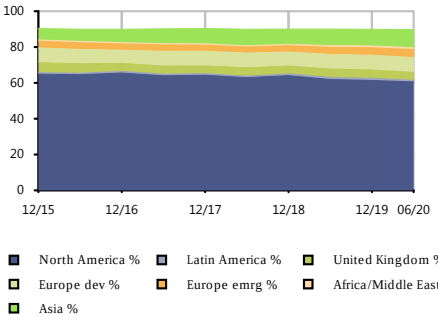
Historical Glidepath

Time Period: 07/30/2015 - 06/30/2020



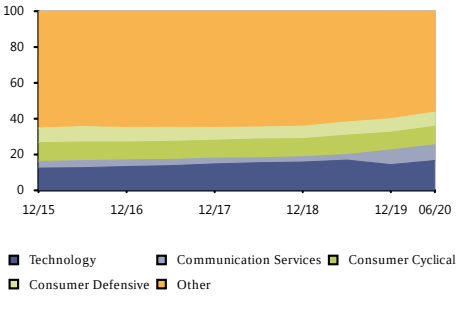
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020



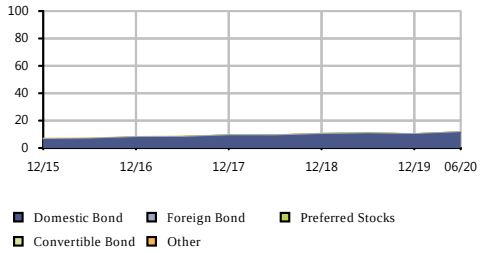
Sector Distribution

Time Period: 07/30/2015 - 06/30/2020

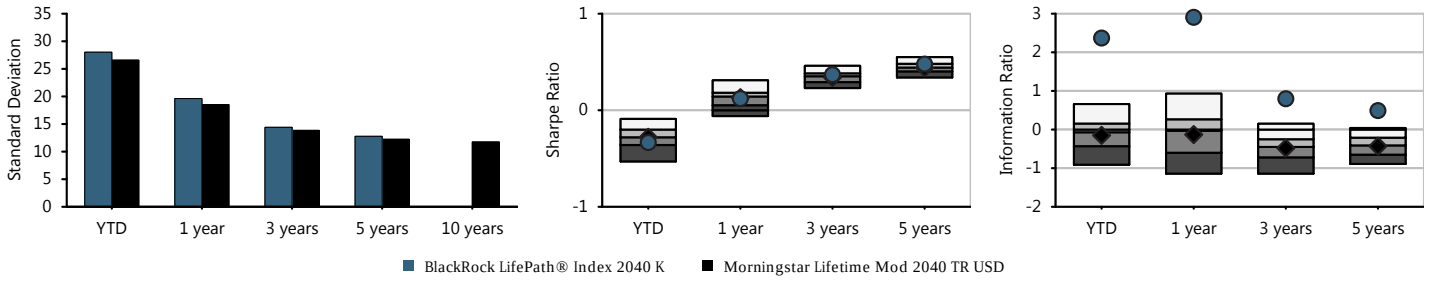


Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



Risk/Return vs Peer Group



Fund Basics

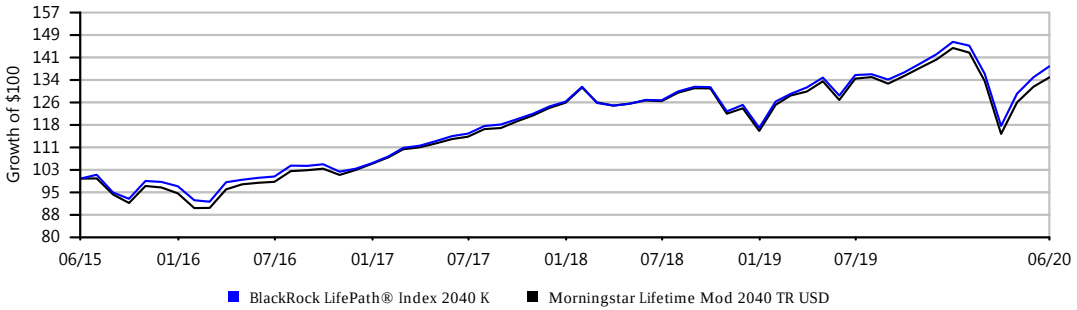
Ticker	LIKKX
Category	Target-Date 2040
Net Assets(This Class $mn)	6,153 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.05
Gross Expense Ratio	0.09
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



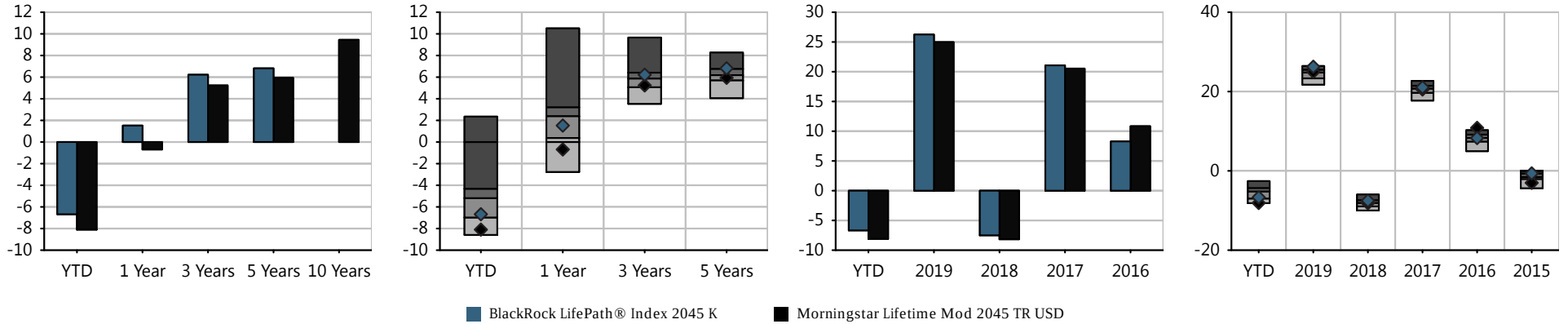
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
84 Passing	Criteria Scoring	1.52%	6.22%	6.81%	21.27	0.35	0.46	1.15	0.68	9.08	0.09%	1.06
	Peer Group Scoring	*2.10%*	*5.82%*	*6.16%*	*19.83*	*0.34*	*0.43*	*0.31*	*0.13*	*7.79*	*0.75%*	*1.03*
	Criteria Peer Ranking	63	34	18	80	38	26	7	14	33	2	27

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2045 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
BlackRock LifePath® Index 2045 K	18.53%	(6.68%)	1.52%	6.22%	6.81%	-	7.41%	05/31/2011	26.25%	(7.50%)	21.07%	8.28%	(0.64%)
Morningstar Lifetime Mod 2045 TR USD	*17.46%*	*(8.10%)*	*(0.69%)*	*5.23%*	*5.94%*	*-*	*-*	*-*	*24.97%*	*(8.17%)*	*20.53%*	*10.84%*	*(3.03%)*
Morningstar Target-Date 2045	*17.83%*	*(5.30%)*	*2.10%*	*5.82%*	*6.16%*	*9.32%*	*-*	*-*	*24.40%*	*(8.13%)*	*20.46%*	*8.16%*	*(1.59%)*

Morningstar Rating: ****

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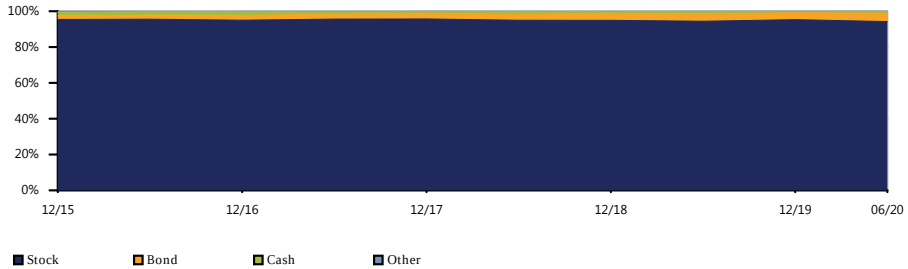
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

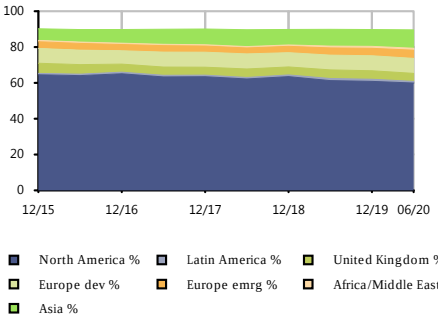
Historical Glidepath

Time Period: 07/30/2015 - 06/30/2020



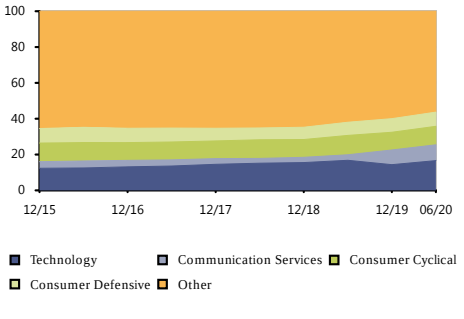
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020



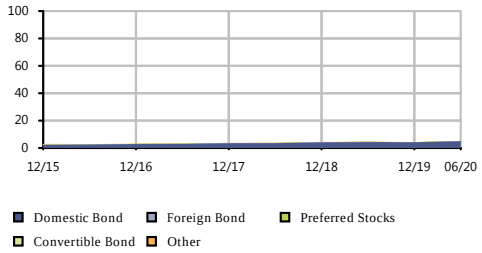
Sector Distribution

Time Period: 07/30/2015 - 06/30/2020

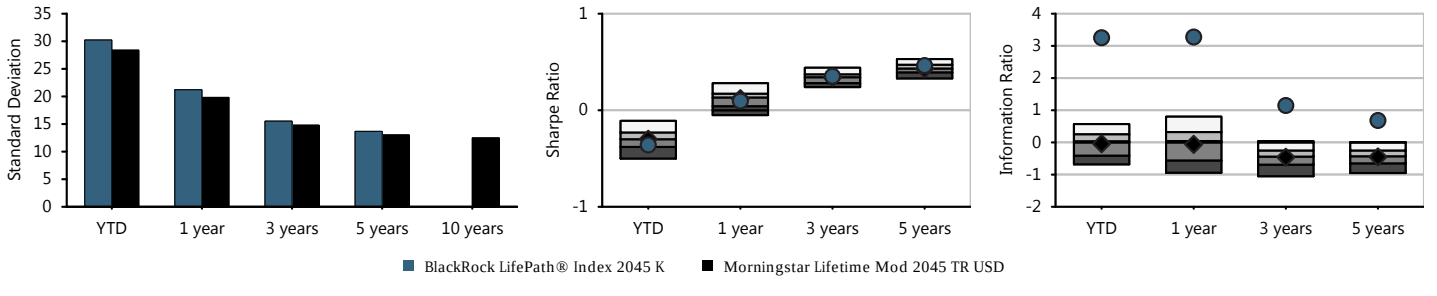


Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



Risk/Return vs Peer Group



Fund Basics

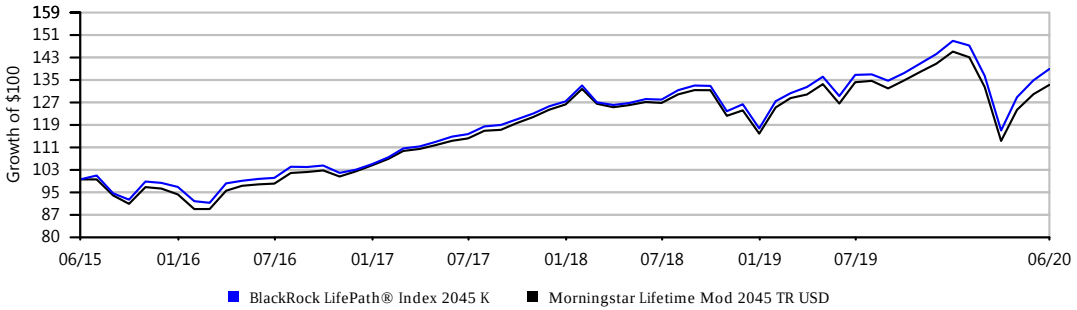
Ticker	LIHKX
Category	Target-Date 2045
Net Assets(This Class $mn)	3,136 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.05
Gross Expense Ratio	0.09
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



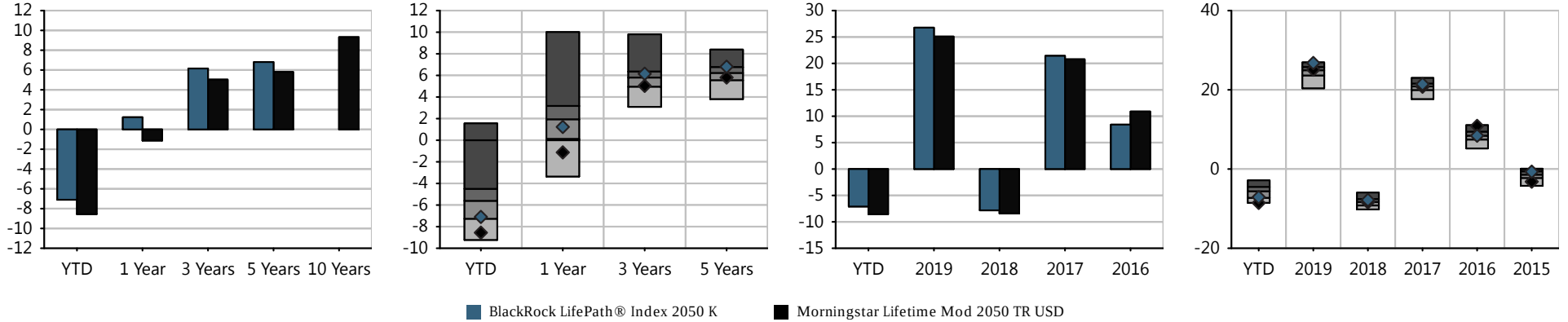
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
84 Passing	Criteria Scoring	1.23%	6.15%	6.80%	22.00	0.34	0.45	1.17	0.75	9.08	0.09%	1.06
	Peer Group Scoring	*1.78%*	*5.70%*	*6.13%*	*20.22*	*0.32*	*0.42*	*0.37*	*0.20*	*7.88*	*0.79%*	*1.04*
	Criteria Peer Ranking	59	36	19	90	41	28	8	14	39	2	33

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2050 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index 2050 K	19.10%	(7.10%)	1.23%	6.15%	6.80%	-	7.52%	05/31/2011	26.77%	(7.82%)	21.43%	8.41%	(0.67%)
Morningstar Lifetime Mod 2050 TR USD	*17.69%*	*(8.56%)*	*(1.13%)*	*5.03%*	*5.81%*	*-*	*-*	*-*	*25.09%*	*(8.41%)*	*20.78%*	*10.89%*	*(3.19%)*
Morningstar Target-Date 2050	*18.08%*	*(5.62%)*	*1.78%*	*5.70%*	*6.13%*	*9.21%*	*-*	*-*	*24.59%*	*(8.37%)*	*20.61%*	*8.37%*	*(1.60%)*

Morningstar Rating: ****

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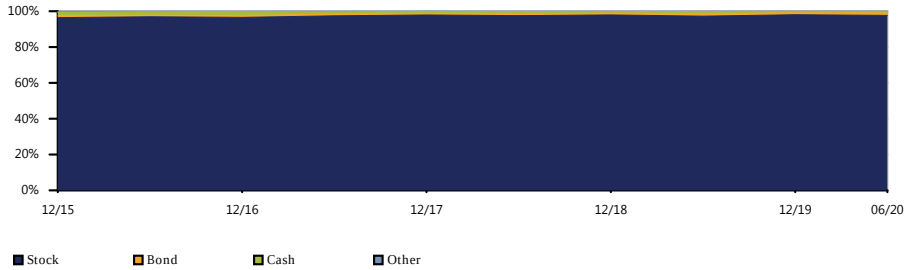
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

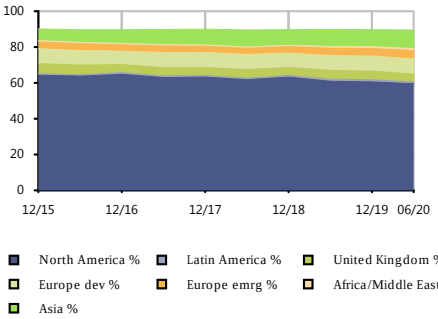
Historical Glidepath

Time Period: 07/30/2015 - 06/30/2020



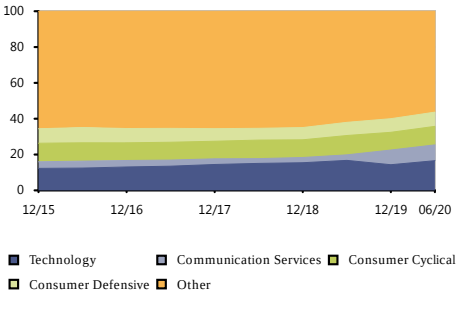
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020



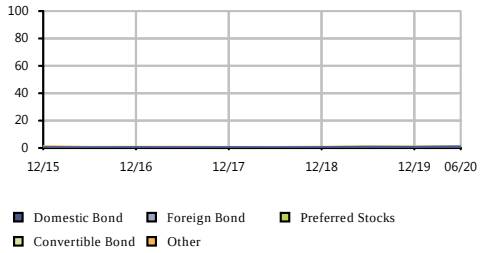
Sector Distribution

Time Period: 07/30/2015 - 06/30/2020

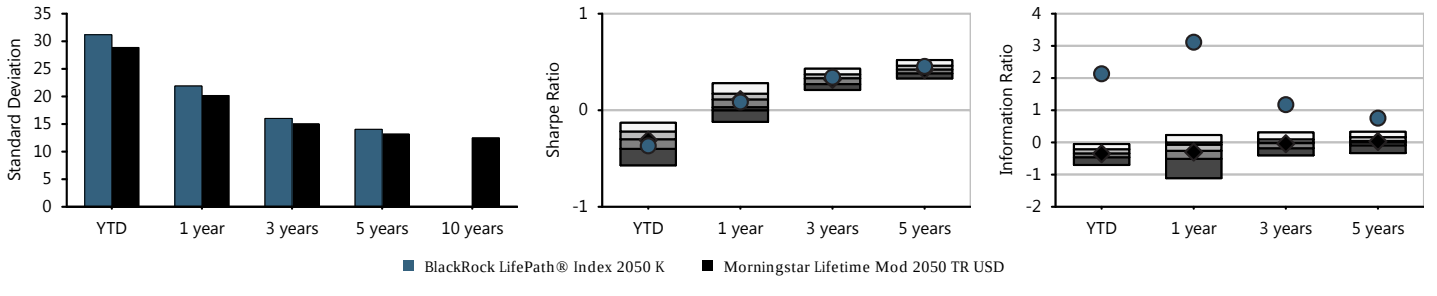


Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



Risk/Return vs Peer Group



Fund Basics

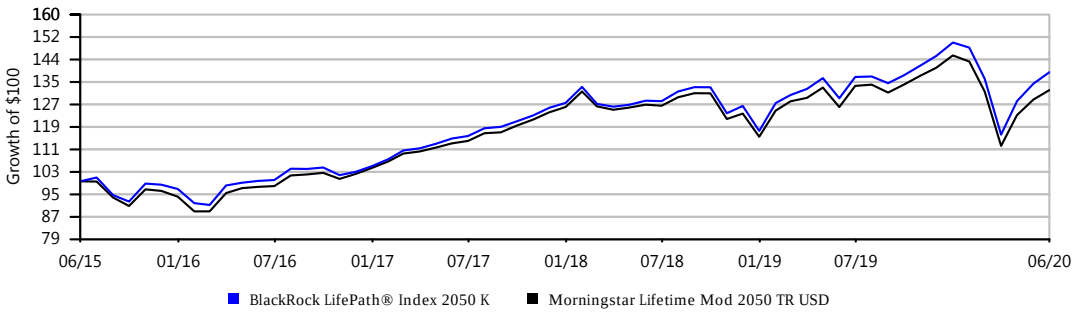
Ticker	LIPKX
Category	Target-Date 2050
Net Assets(This Class $mn)	3,241 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.05
Gross Expense Ratio	0.09
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



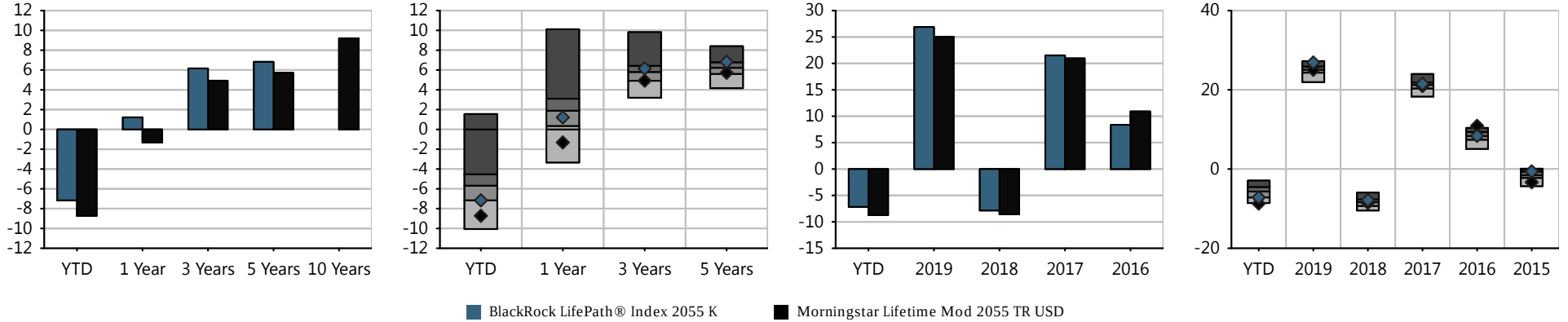
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
84 Passing	Criteria Scoring	1.22%	6.16%	6.82%	22.08	0.34	0.45	1.32	0.82	9.08	0.09%	1.07
	Peer Group Scoring	*1.80%*	*5.77%*	*6.19%*	*20.55*	*0.33*	*0.42*	*0.46*	*0.26*	*6.64*	*0.75%*	*1.04*
	Criteria Peer Ranking	61	38	19	84	40	28	6	12	23	2	29

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2055 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
BlackRock LifePath® Index 2055 K	19.14%	(7.16%)	1.22%	6.16%	6.82%	-	7.65%	05/31/2011	26.89%	(7.85%)	21.51%	8.38%	(0.60%)
Morningstar Lifetime Mod 2055 TR USD	*17.75%*	*(8.72%)*	*(1.32%)*	*4.92%*	*5.72%*	*-*	*-*	*-*	*25.05%*	*(8.57%)*	*20.95%*	*10.90%*	*(3.34%)*
Morningstar Target-Date 2055	*18.42%*	*(5.76%)*	*1.80%*	*5.77%*	*6.19%*	*9.37%*	*-*	*-*	*24.95%*	*(8.43%)*	*21.03%*	*8.14%*	*(1.61%)*

Morningstar Rating: ****

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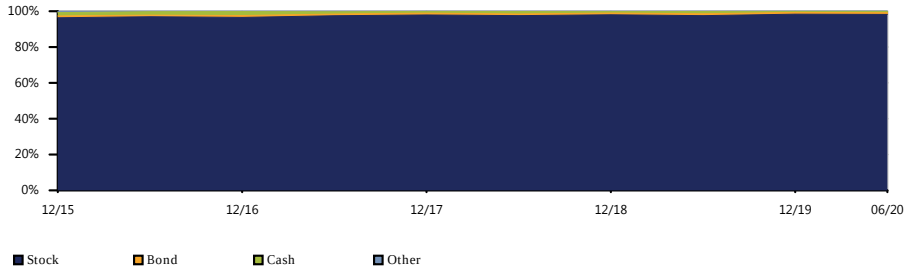
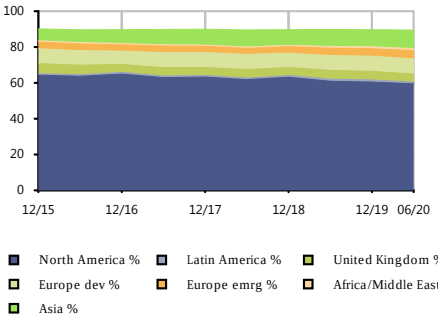
Historical Glidepath

Time Period: 07/30/2015 - 06/30/2020



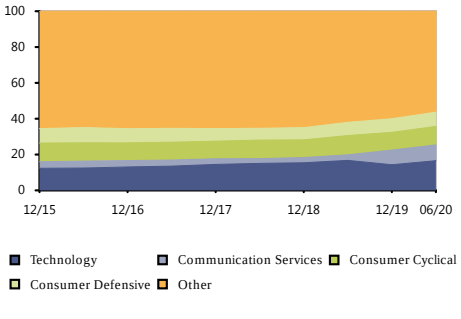
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020



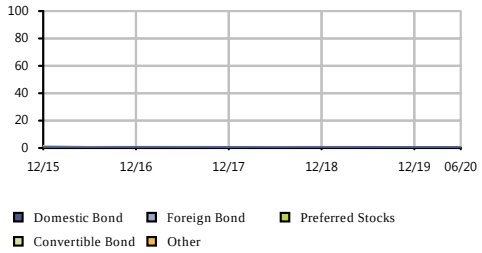
Sector Distribution

Time Period: 07/30/2015 - 06/30/2020

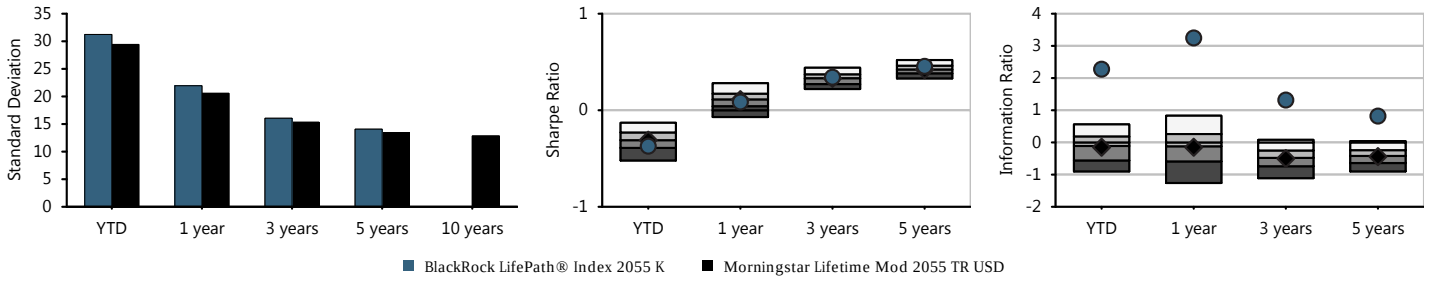


Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



Risk/Return vs Peer Group



Fund Basics

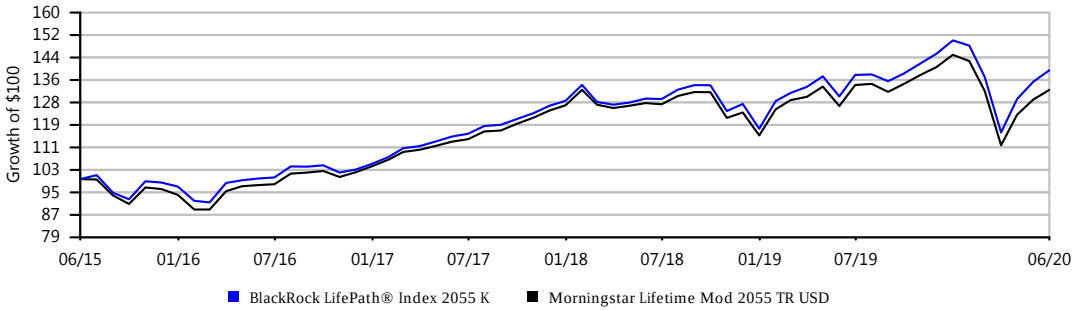
Ticker	LIVKX
Category	Target-Date 2055
Net Assets(This Class $mn)	1,663 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.08
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.04
Gross Expense Ratio	0.09
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



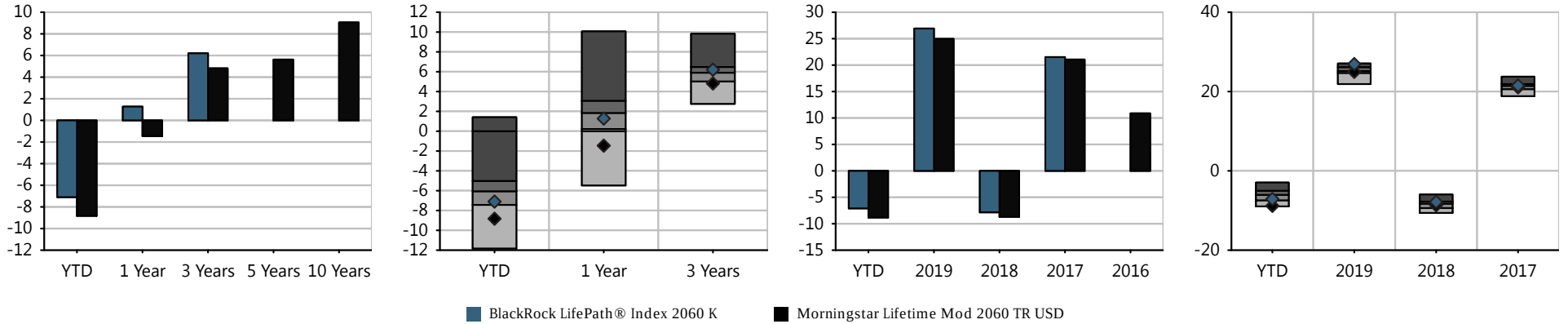
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
81 Passing	Criteria Scoring	1.27%	6.20%	-	-	0.34	-	1.41	-	4.33	0.09%	-
	Peer Group Scoring	*1.61%*	*5.83%*	*6.41%*	*20.56*	*0.33*	*0.44*	*0.56*	*0.46*	*3.28*	*0.74%*	*1.06*
	Criteria Peer Ranking	59	37	-	-	41	-	2	-	34	3	-

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2060 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index 2060 K	19.21%	(7.10%)	1.27%	6.20%	-	-	10.24%	02/29/2016	26.92%	(7.84%)	21.51%	-	-
Morningstar Lifetime Mod 2060 TR USD	*17.76%*	*(8.83%)*	*(1.46%)*	*4.82%*	*5.63%*	-	-	-	*24.96%*	*(8.69%)*	*21.06%*	*10.88%*	*(3.48%)*
Morningstar Target-Date 2060+	*18.53%*	*(6.11%)*	*1.61%*	*5.83%*	*6.41%*	-	-	-	*25.19%*	*(8.48%)*	*21.22%*	*8.06%*	*(1.00%)*

Morningstar Rating: ***

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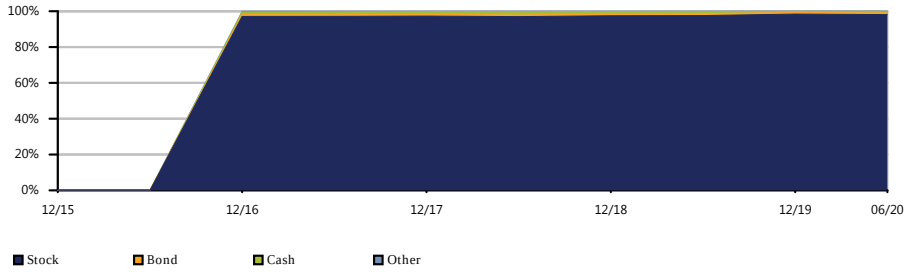
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPATH® INDEX 2060 K | FUND FACT SHEET

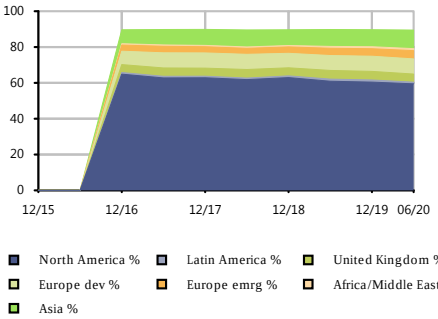
Historical Glidepath

Time Period: 03/31/2016 - 06/30/2020



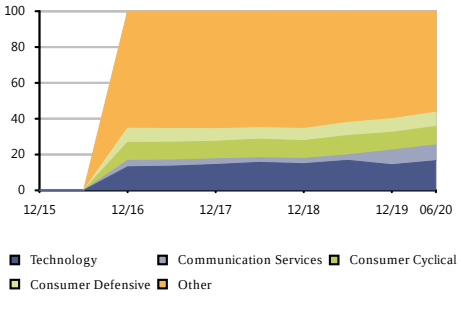
Equity Regional Distribution

Time Period: 03/31/2016 - 06/30/2020



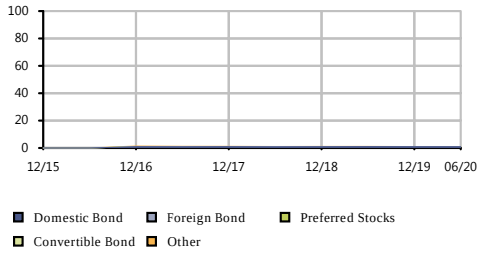
Sector Distribution

Time Period: 03/31/2016 - 06/30/2020

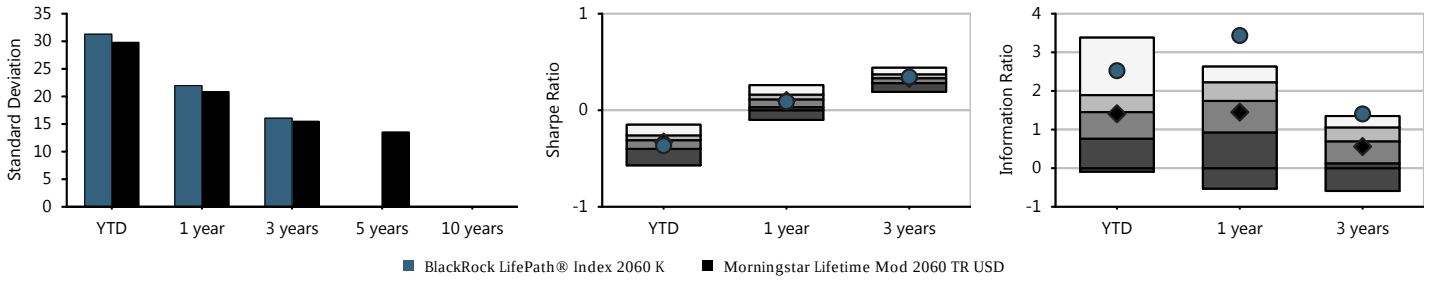


Bond Distribution

Time Period: 03/31/2016 - 06/30/2020



Risk/Return vs Peer Group



Fund Basics

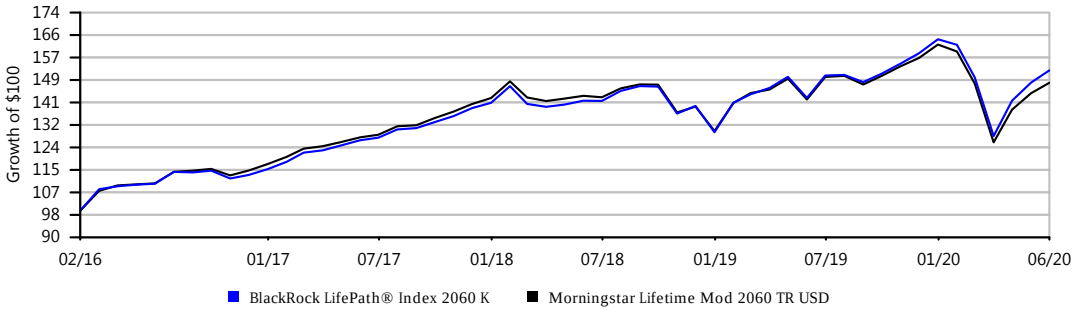
Ticker	LIZKX
Category	Target-Date 2060+
Net Assets(This Class $mn)	529 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	4.33
Fund Inception	Feb 29,2016

Fee And Expenses

Expense Ratio	0.04
Gross Expense Ratio	0.15
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.17
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 03/31/2016 - 06/30/2020



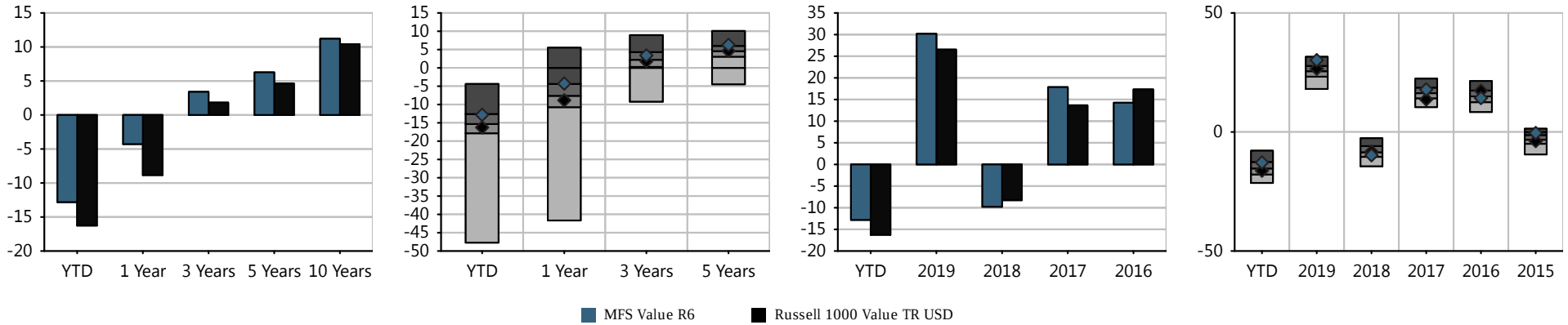
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
93 Passing	Criteria Scoring	-4.28%	3.40%	6.27%	0.18	0.40	0.59	0.63	18.41	0.47%	5.96	1.10
	Peer Group Scoring	*-7.59%*	*2.21%*	*4.45%*	*0.12*	*0.29*	*0.13*	*-0.05*	*10.13*	*0.94%*	*13.16*	*1.02*
	Criteria Peer Ranking	25	35	20	35	21	27	16	12	14	13	22

Investment Strategy

The investment seeks capital appreciation. The fund normally invests the fund's assets primarily in equity securities. Equity securities include common stocks and other securities that represent an ownership interest (or right to acquire an ownership interest) in a company or other issuer. MFS focuses on investing the fund's assets in the stocks of companies the advisor believes are undervalued compared to their perceived worth (value companies).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
MFS Value R6	14.33%	(12.81%)	(4.28%)	3.40%	6.27%	11.21%	9.52%	01/02/1996	30.18%	(9.78%)	17.86%	14.25%	(0.42%)
Russell 1000 Value TR USD	*14.29%*	*(16.26%)*	*(8.84%)*	*1.82%*	*4.64%*	*10.41%*	-	-	*26.54%*	*(8.27%)*	*13.66%*	*17.34%*	*(3.83%)*
Morningstar Large Value	*15.67%*	*(15.18%)*	*(7.59%)*	*2.21%*	*4.45%*	*9.75%*	-	-	*25.05%*	*(8.45%)*	*16.32%*	*14.98%*	*(3.42%)*

Morningstar Rating: ****

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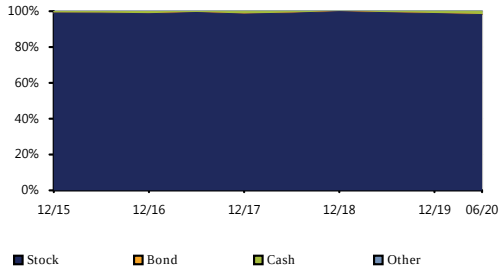
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

MFS Value R6 | Fund Fact Sheet

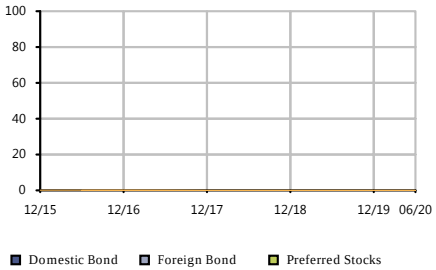
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



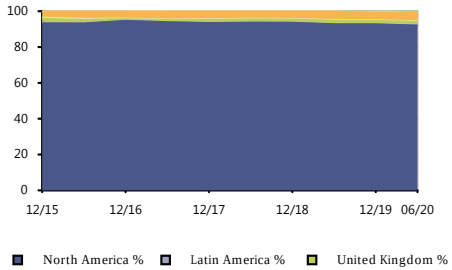
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



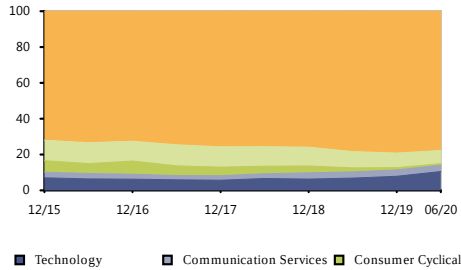
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

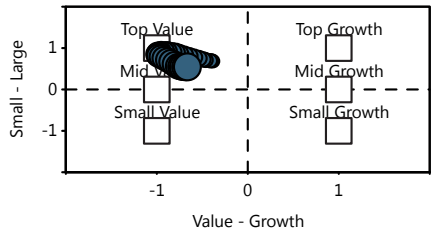


Sector Distribution

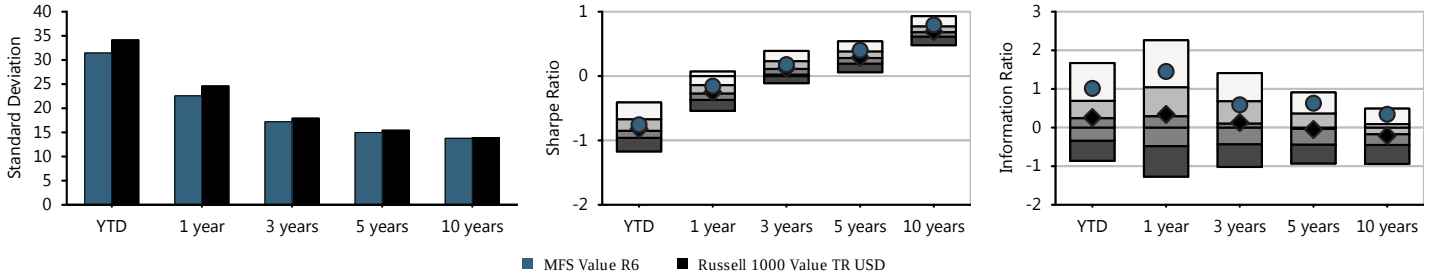
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	MEIKX
Category	Large Value
Net Assets(This Class $mn)	45,884 m
Net Assets(All Classes $mn)	0 m
Manager	Steven Gorham
Manager Tenure	18.41
Fund Inception	Jan 02,1996

Fee And Expenses

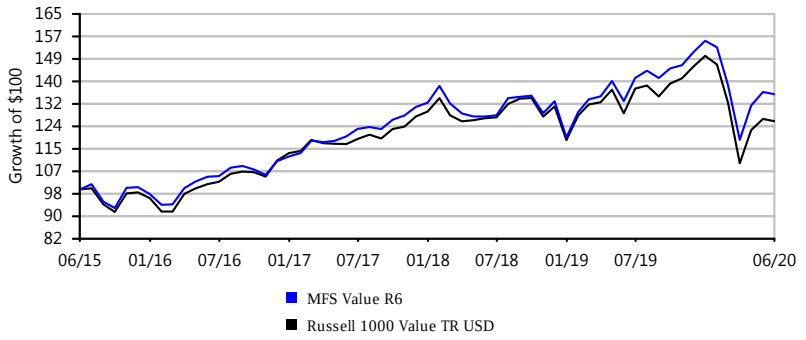
Expense Ratio	0.47
Gross Expense Ratio	0.48
Prospectus Net Expense Ratio	0.47
Prospectus Gross Expense Ratio	0.47
Actual 12b1	0.00
Management Fee	0.46

Top 10 Holdings (%)

Johnson & Johnson	4.28
JPMorgan Chase & Co	3.95
Comcast Corp Class A	2.98
Medtronic PLC	2.88
Accenture PLC Class A	2.63
Northrop Grumman Corp	2.52
Aon PLC	2.52
Cigna Corp	2.44
Duke Energy Corp	2.41
Honeywell International...	2.37

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



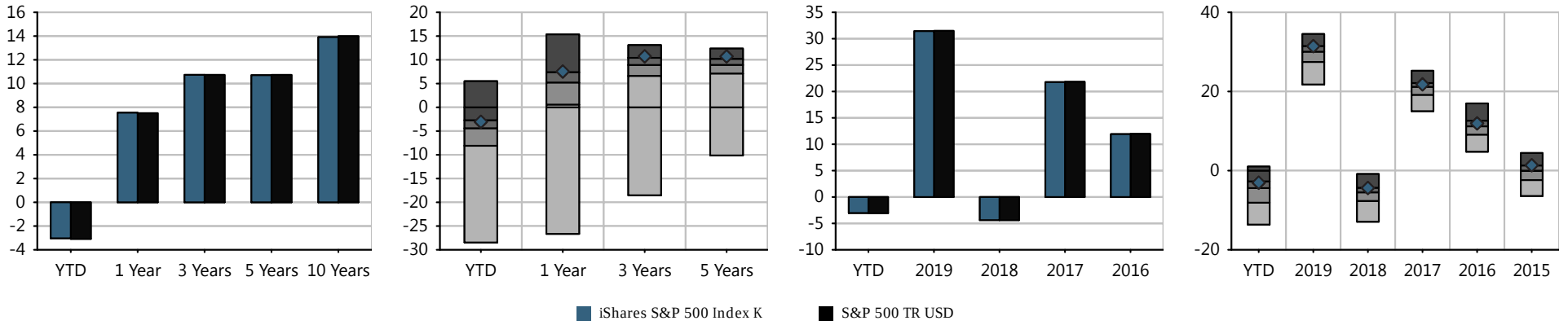
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.08%	0.05%	0.04%	0.03%	$21,867,018,274	7.58%	10.76%	10.74%
	Peer Group Scoring	*4.15%*	*3.32%*	*3.19%*	*0.86%*	-	-	-	-
	Criteria Peer Ranking	6	5	3	2	-	21	16	10

Investment Strategy

The investment seeks to provide investment results that correspond to the total return performance of publicly-traded common stocks in the aggregate, as represented by the Standard & Poor's 500® Index. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio of MIP, which has the same investment objective and strategies as the fund. At least 90% of the value of the fund's assets is invested in securities comprising the S&P 500 Index. The percentage of the fund's assets invested in a given stock is approximately the same as the percentage such stock represents in the S&P 500 Index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
iShares S&P 500 Index K	20.51%	(3.03%)	7.55%	10.73%	10.71%	13.91%	9.42%	07/30/1993	31.43%	(4.38%)	21.77%	11.92%	1.35%
S&P 500 TR USD	*20.54%*	*(3.08%)*	*7.51%*	*10.73%*	*10.73%*	*13.99%*	-	-	*31.49%*	*(4.38%)*	*21.83%*	*11.96%*	*1.38%*
Morningstar Large Blend	*19.61%*	*(5.45%)*	*3.76%*	*8.15%*	*8.34%*	*12.22%*	-	-	*29.09%*	*(6.05%)*	*20.61%*	*10.87%*	*(0.55%)*

Morningstar Rating: *****

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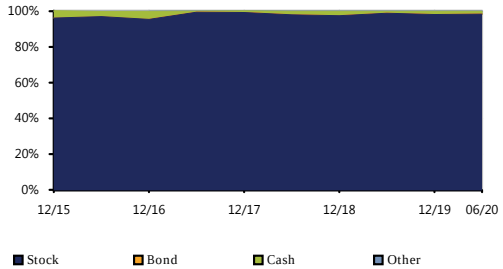
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

iSHARES S & P 500 INDEX K | FUND FACT SHEET

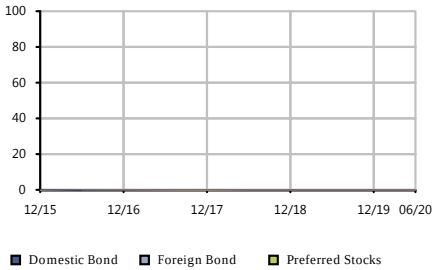
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



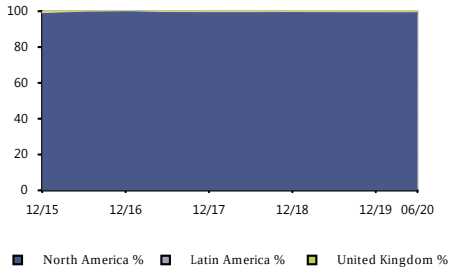
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



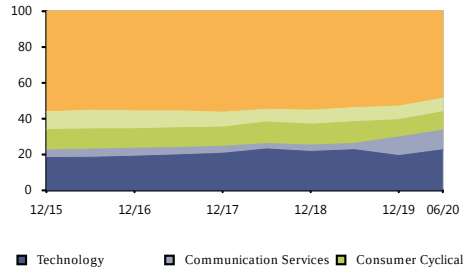
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

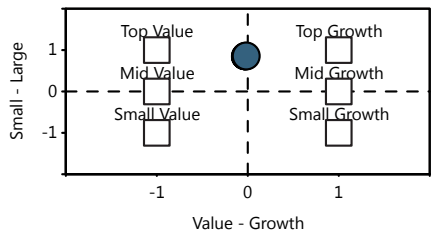


Sector Distribution

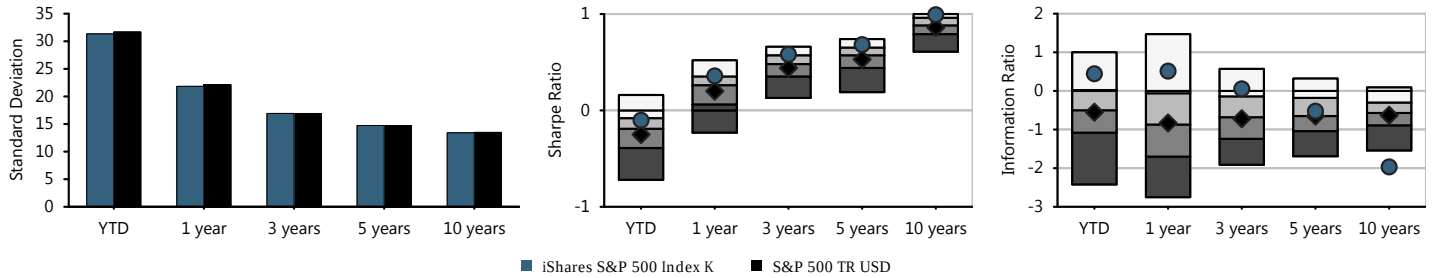
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	WFSPX
Category	Large Blend
Net Assets(This Class $mn)	21,867 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	6.34
Fund Inception	Jul 30,1993

Fee And Expenses

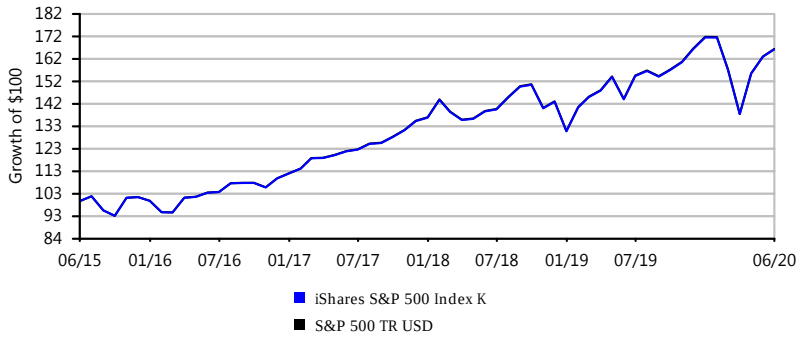
Expense Ratio	0.03
Gross Expense Ratio	0.03
Prospectus Net Expense Ratio	0.03
Prospectus Gross Expense Ratio	0.03
Actual 12b1	0.00
Management Fee	0.01

Top 10 Holdings (%)

Microsoft Corp	5.42
Apple Inc	5.15
Amazon.com Inc	3.94
Facebook Inc A	2.10
Alphabet Inc Class C	1.66
Alphabet Inc A	1.66
Johnson & Johnson	1.52
Berkshire Hathaway Inc ...	1.41
Visa Inc Class A	1.30
JPMorgan Chase & Co	1.18

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



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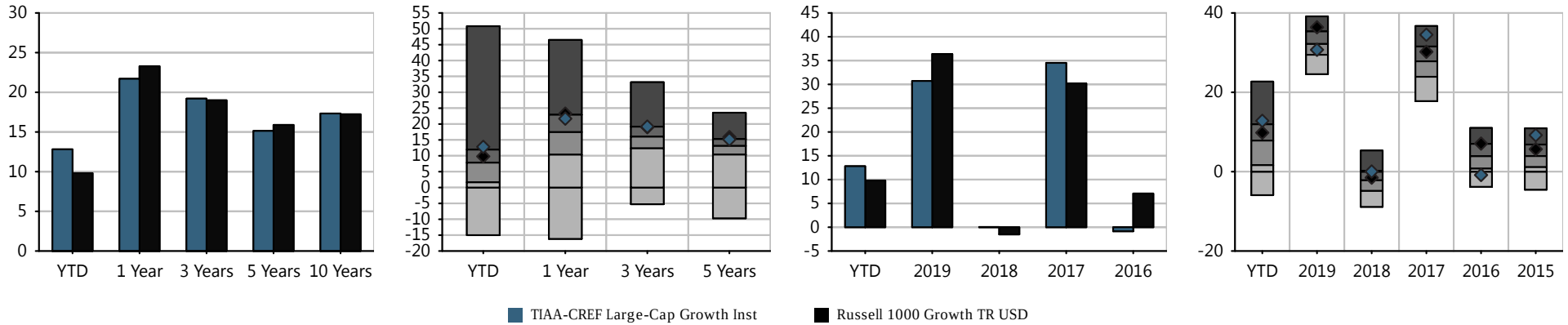
TIAA-CREF Large-Cap Growth Inst | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
87 Passing	Criteria Scoring	21.70%	19.20%	15.14%	0.99	0.89	0.08	-0.23	14.25	0.42%	11.84	0.94
	Peer Group Scoring	*17.36%*	*15.94%*	*12.79%*	*0.80*	*0.75*	*-0.82*	*-0.81*	*11.18*	*1.03%*	*13.39*	*0.88*
	Criteria Peer Ranking	30	25	27	22	27	25	27	32	8	47	33

Investment Strategy

The investment seeks a favorable long-term return, mainly through capital appreciation, primarily from equity securities. Under normal circumstances, the fund invests at least 80% of its assets in large-cap equity securities. It will invest primarily in large-cap equity securities that the fund's investment adviser believes present the opportunity for growth. The fund also seeks to invest in companies expected to benefit from prospective acquisitions, reorganizations, corporate restructurings or other special situations. It may invest up to 20% of its assets in foreign investments.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
TIAA-CREF Large-Cap Growth Inst	27.99%	12.81%	21.70%	19.20%	15.14%	17.33%	11.03%	03/31/2006	30.71%	0.04%	34.51%	(0.85%)	9.20%
Russell 1000 Growth TR USD	*27.84%*	*9.81%*	*23.28%*	*18.99%*	*15.89%*	*17.23%*	-	-	*36.39%*	*(1.51%)*	*30.21%*	*7.08%*	*5.67%*
Morningstar Large Growth	*27.43%*	*7.85%*	*17.36%*	*15.94%*	*12.79%*	*15.08%*	-	-	*32.06%*	*(2.20%)*	*27.73%*	*3.76%*	*3.64%*

Morningstar Rating: ****

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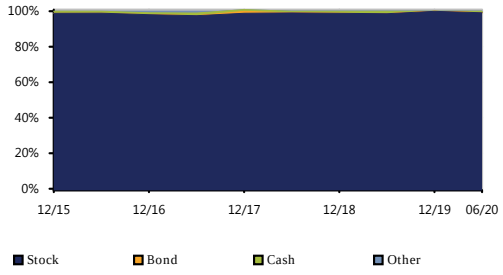
TIAA-CREF Large-Cap Growth Inst | Fund Fact Sheet

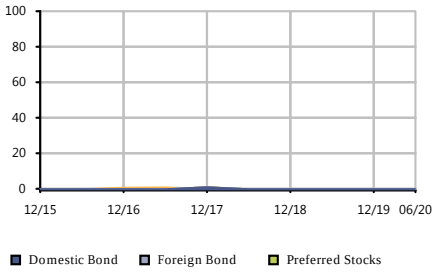
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



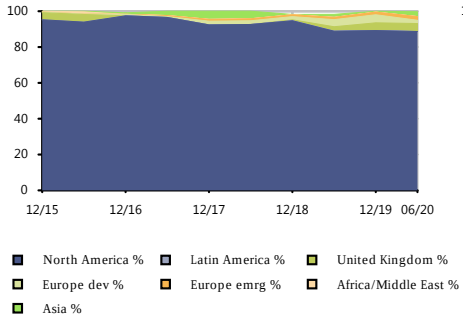
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



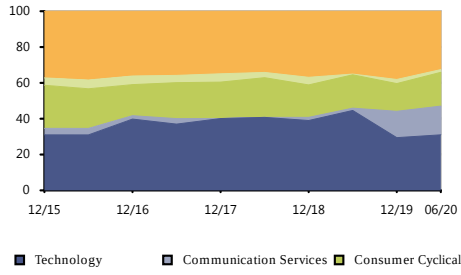
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

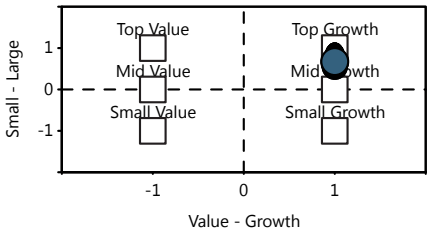


Sector Distribution

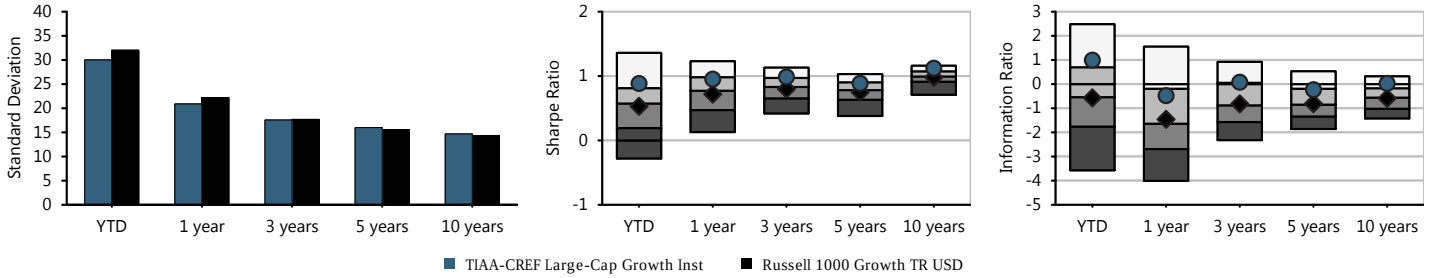
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	TILGX
Category	Large Growth
Net Assets(This Class $mn)	6,333 m
Net Assets(All Classes $mn)	0 m
Manager	Susan Hirsch
Manager Tenure	14.25
Fund Inception	Mar 31,2006

Fee And Expenses

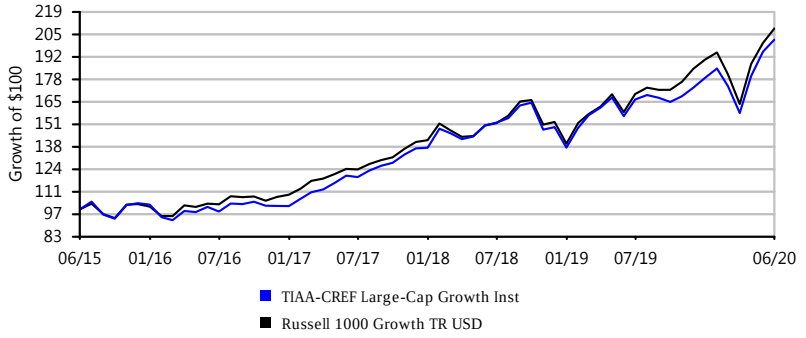
Expense Ratio	0.39
Gross Expense Ratio	0.41
Prospectus Net Expense Ratio	0.42
Prospectus Gross Expense Ratio	0.42
Actual 12b1	0.00
Management Fee	0.40

Top 10 Holdings (%)

Amazon.com Inc	8.06
Microsoft Corp	6.63
Facebook Inc A	5.12
Apple Inc	3.17
Salesforce.com Inc	3.00
AstraZeneca PLC	2.86
Alphabet Inc A	2.55
Alphabet Inc Class C	2.17
NVIDIA Corp	2.15
Visa Inc Class A	2.15

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



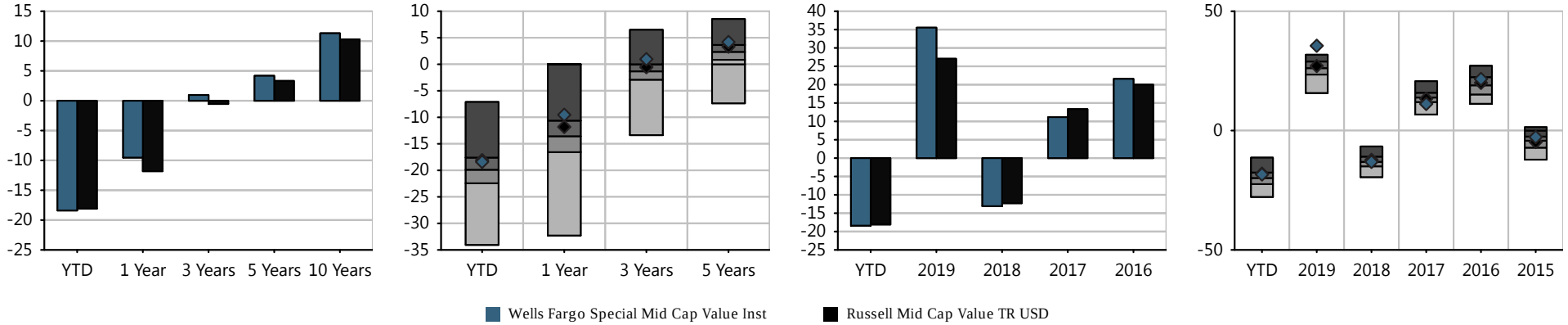
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
90 Passing	Criteria Scoring	-9.53%	0.96%	4.18%	0.07	0.26	0.50	0.28	11.41	0.82%	17.19	1.05
	Peer Group Scoring	*-13.56%*	*-1.59%*	*2.10%*	*-0.03*	*0.15*	*-0.20*	*-0.26*	*10.08*	*1.03%*	*13.69*	*0.96*
	Criteria Peer Ranking	20	13	14	10	14	10	11	38	31	78	15

Investment Strategy

The investment seeks long-term capital appreciation. The fund normally invests at least 80% of its net assets in equity securities of medium-capitalization companies. It invests principally in equity securities of medium-capitalization companies, which the manager defines as securities of companies with market capitalizations within the range of the Russell Midcap® Index at the time of purchase.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Wells Fargo Special Mid Cap Value Inst	19.56%	(18.40%)	(9.53%)	0.96%	4.18%	11.31%	10.77%	04/08/2005	35.53%	(13.10%)	11.16%	21.59%	(2.73%)
Russell Mid Cap Value TR USD	*19.95%*	*(18.09%)*	*(11.81%)*	*(0.54%)*	*3.32%*	*10.29%*	*-*	*-*	*27.06%*	*(12.29%)*	*13.34%*	*20.00%*	*(4.78%)*
Morningstar Mid-Cap Value	*19.39%*	*(19.78%)*	*(13.56%)*	*(1.59%)*	*2.10%*	*8.86%*	*-*	*-*	*25.34%*	*(12.93%)*	*13.87%*	*18.91%*	*(4.94%)*

Morningstar Rating: *****

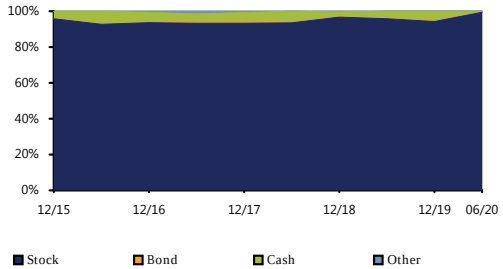
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

WELLS FARGO SPECIAL MID CAP VALUE INST | FUND FACT SHEET

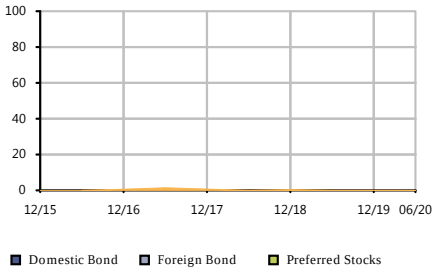
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



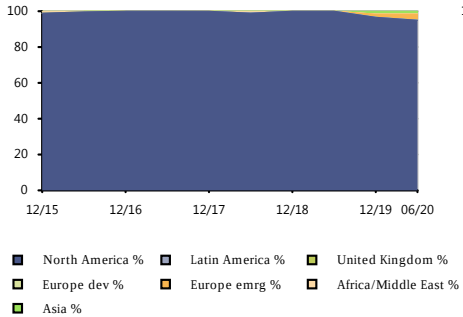
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



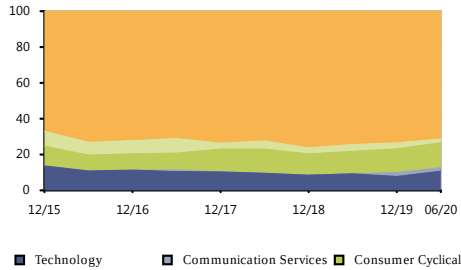
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

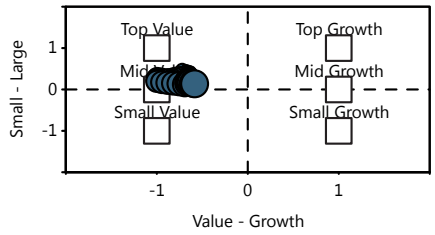


Sector Distribution

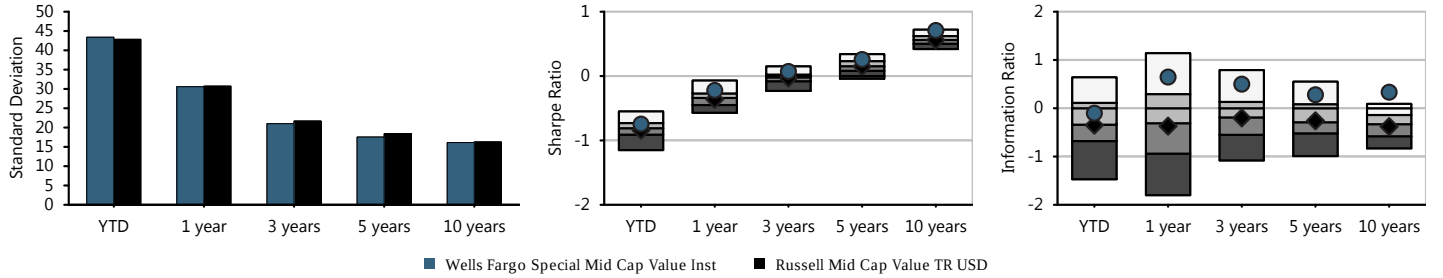
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	WFMIX
Category	Mid-Cap Value
Net Assets(This Class $mn)	8,776 m
Net Assets(All Classes $mn)	0 m
Manager	Bryant VanCronkhite
Manager Tenure	11.41
Fund Inception	Apr 08,2005

Fee And Expenses

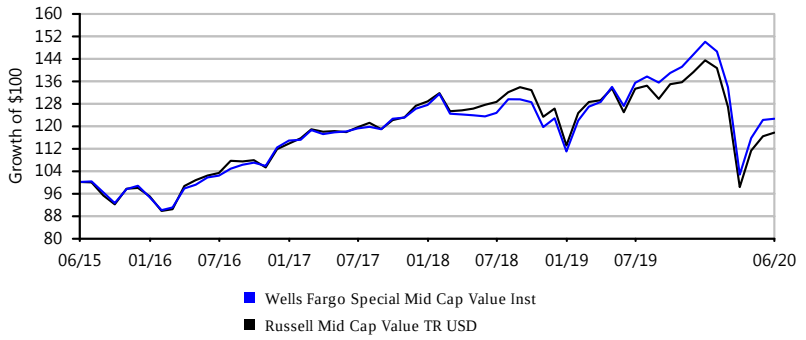
Expense Ratio	0.82
Gross Expense Ratio	0.82
Prospectus Net Expense Ratio	0.82
Prospectus Gross Expense Ratio	0.82
Actual 12b1	0.00
Management Fee	0.67

Top 10 Holdings (%)

Alcon Inc	3.42
Amdocs Ltd	2.95
Reynolds Consumer Produ...	2.87
Brown & Brown Inc	2.81
Varian Medical Systems Inc	2.69
CBRE Group Inc Class A	2.64
Kansas City Southern	2.62
Republic Services Inc C...	2.50
Stanley Black & Decker Inc	2.44
Arch Capital Group Ltd	2.39

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

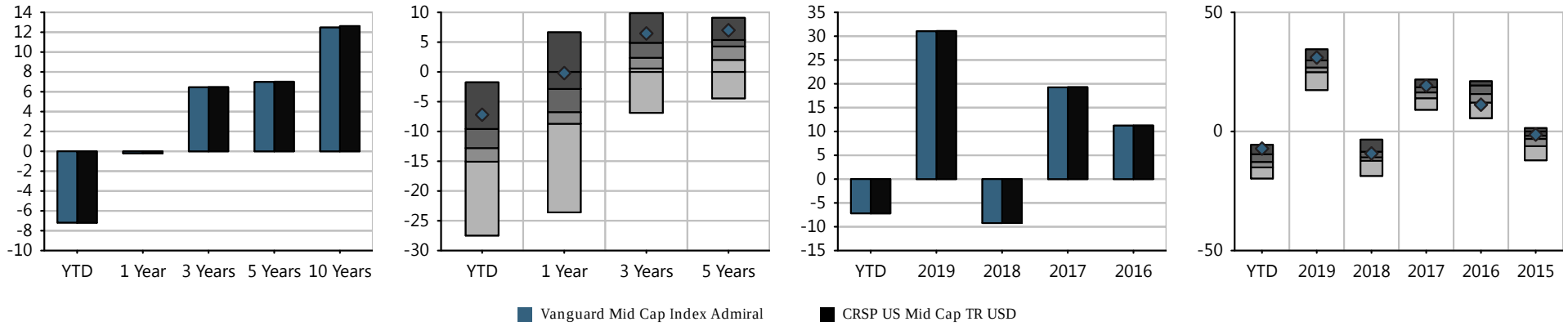
VANGUARD MID CAP INDEX ADMIRAL | FUND FACT SHEET

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.04%	0.03%	0.03%	0.05%	$106,539,281,907	-0.15%	6.50%	7.04%
	Peer Group Scoring	*5.84%*	*4.92%*	*5.06%*	*0.96%*	-	-	-	-
	Criteria Peer Ranking	2	2	2	4	-	12	8	10

Investment Strategy

The investment seeks to track the performance of a benchmark index that measures the investment return of mid-capitalization stocks. The fund employs an indexing investment approach designed to track the performance of the CRSP US Mid Cap Index, a broadly diversified index of stocks of mid-size U.S. companies. The advisor attempts to replicate the target index by investing all, or substantially all, of its assets in the stocks that make up the index, holding each stock in approximately the same proportion as its weighting in the index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Vanguard Mid Cap Index Admiral	24.96%	(7.18%)	(0.20%)	6.45%	6.99%	12.47%	9.53%	05/21/1998	31.03%	(9.23%)	19.25%	11.22%	(1.34%)
CRSP US Mid Cap TR USD	*24.97%*	*(7.20%)*	*(0.20%)*	*6.47%*	*7.01%*	*12.62%*	-	-	*31.09%*	*(9.22%)*	*19.30%*	*11.25%*	*(1.28%)*
Morningstar Mid-Cap Blend	*22.12%*	*(12.55%)*	*(6.20%)*	*2.41%*	*3.86%*	*10.02%*	-	-	*26.55%*	*(10.81%)*	*16.13%*	*15.03%*	*(4.24%)*

Morningstar Rating: *****

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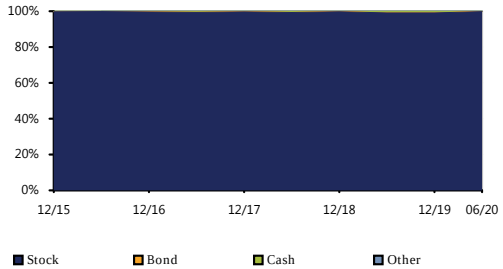
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

VANGUARD MID CAP INDEX ADMIRAL | FUND FACT SHEET

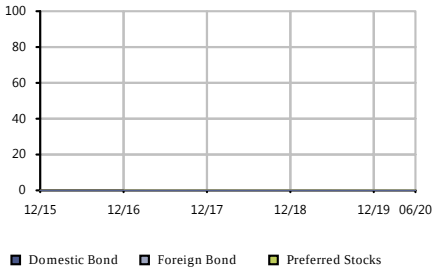
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



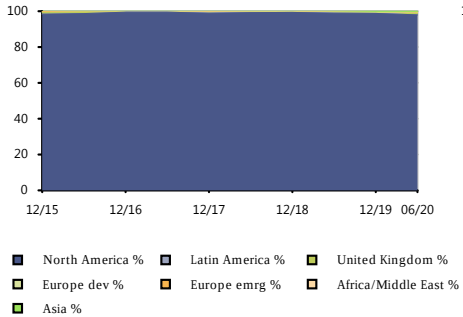
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



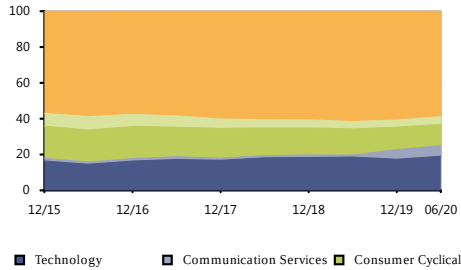
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

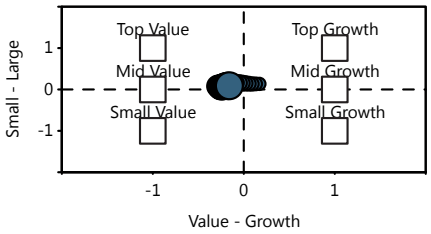


Sector Distribution

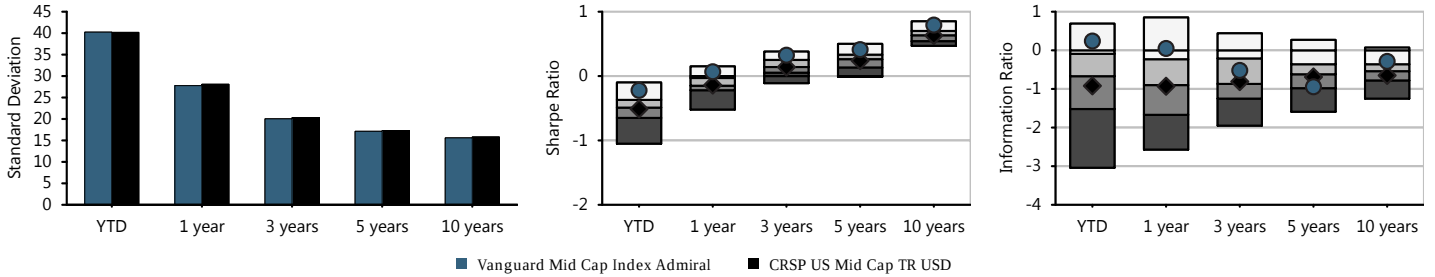
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	VIMAX
Category	Mid-Cap Blend
Net Assets(This Class $mn)	106,539 m
Net Assets(All Classes $mn)	0 m
Manager	Donald Butler
Manager Tenure	22.08
Fund Inception	May 21,1998

Fee And Expenses

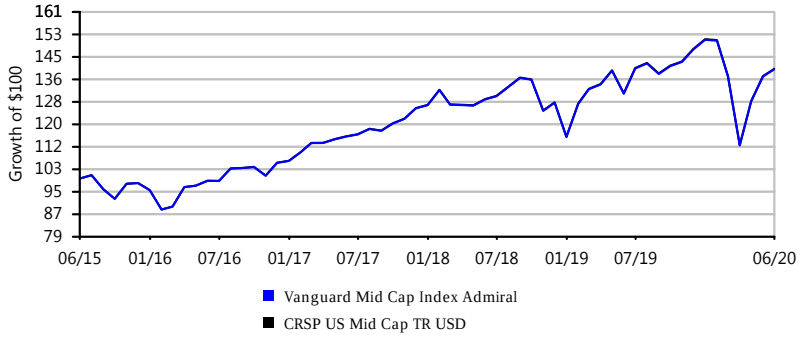
Expense Ratio	0.05
Gross Expense Ratio	0.05
Prospectus Net Expense Ratio	0.05
Prospectus Gross Expense Ratio	0.05
Actual 12b1	0.00
Management Fee	0.04

Top 10 Holdings (%)

Newmont Corp	1.19
Centene Corp	0.96
SBA Communications Corp	0.88
Lululemon Athletica Inc	0.87
DexCom Inc	0.86
Advanced Micro Devices Inc	0.75
Digital Realty Trust Inc	0.75
WEC Energy Group Inc	0.72
Veeva Systems Inc Class A	0.72
Splunk Inc	0.71

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

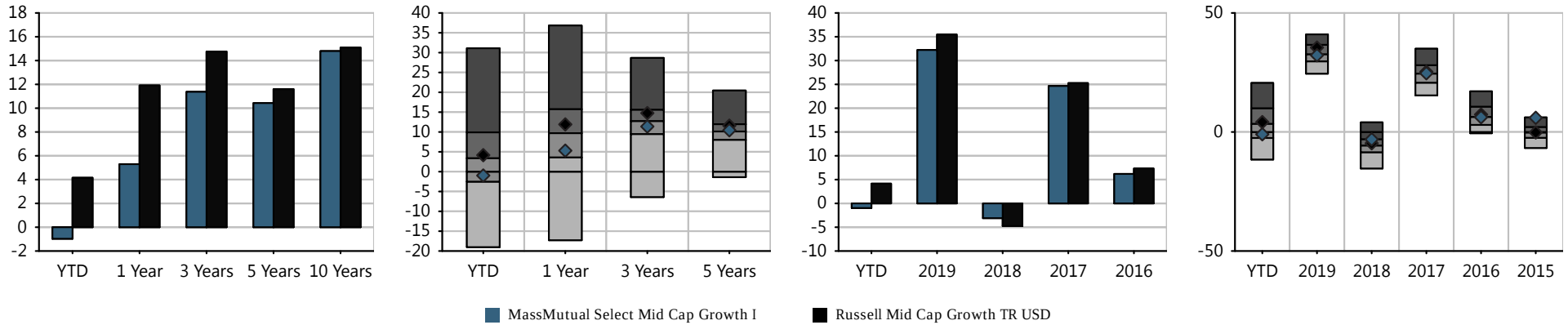
MassMutual Select Mid Cap Growth I | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
74 Passing	Criteria Scoring	5.30%	11.37%	10.43%	0.56	0.60	-1.09	-0.43	20.08	0.71%	11.65	0.97
	Peer Group Scoring	*9.71%*	*12.64%*	*9.96%*	*0.59*	*0.55*	*-0.58*	*-0.48*	*11.17*	*1.13%*	*14.96*	*0.94*
	Criteria Peer Ranking	68	63	45	61	41	74	53	11	13	40	39

Investment Strategy

The investment seeks growth of capital over the long-term. The fund invests primarily in equity securities of mid-capitalization companies that the fund's subadvisers believe offer the potential for long-term growth. It invests at least 80% of its net assets (plus the amount of any borrowings for investment purposes) in a broadly diversified portfolio of common stocks of mid-cap companies whose earnings the subadvisers expect to grow at a faster rate than the average company.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
MassMutual Select Mid Cap Growth I	28.62%	(0.97%)	5.30%	11.37%	10.43%	14.80%	9.71%	05/31/2000	32.22%	(3.10%)	24.66%	6.19%	5.95%
Russell Mid Cap Growth TR USD	*30.26%*	*4.16%*	*11.91%*	*14.76%*	*11.60%*	*15.09%*	-	-	*35.47%*	*(4.75%)*	*25.27%*	*7.33%*	*(0.20%)*
Morningstar Mid-Cap Growth	*30.29%*	*3.66%*	*9.71%*	*12.64%*	*9.96%*	*13.57%*	-	-	*32.67%*	*(5.91%)*	*24.47%*	*6.79%*	*(0.36%)*

Morningstar Rating: ***

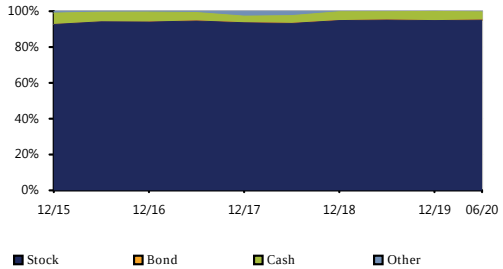
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

MassMutual Select Mid Cap Growth I | Fund Fact Sheet

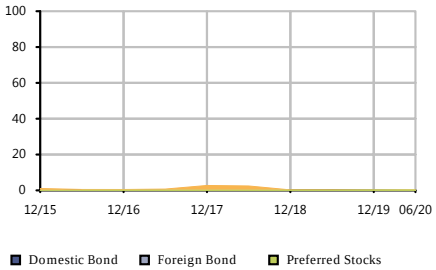
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



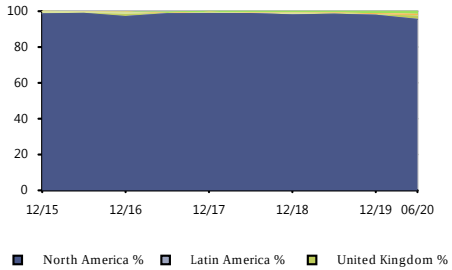
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



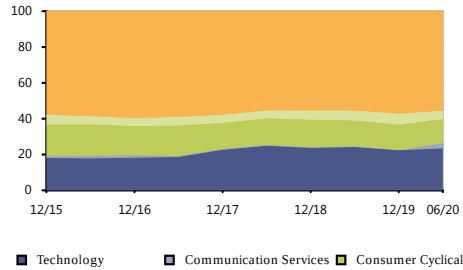
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

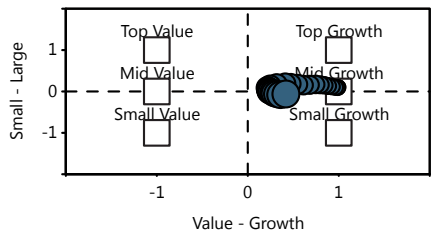


Sector Distribution

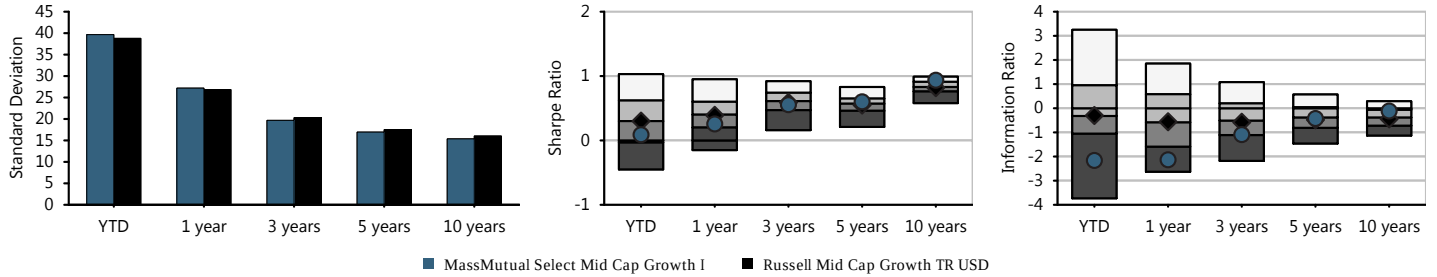
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	MEFZX
Category	Mid-Cap Growth
Net Assets(This Class $mn)	8,353 m
Net Assets(All Classes $mn)	0 m
Manager	Brian Berghuis
Manager Tenure	20.08
Fund Inception	May 31,2000

Fee And Expenses

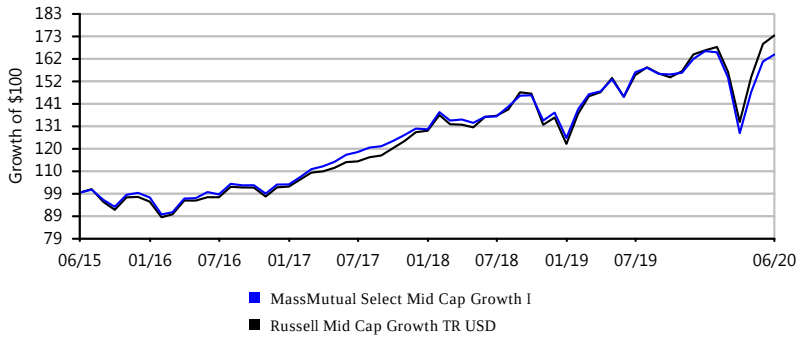
Expense Ratio	0.71
Gross Expense Ratio	0.71
Prospectus Net Expense Ratio	0.71
Prospectus Gross Expense Ratio	0.71
Actual 12b1	0.00
Management Fee	0.68

Top 10 Holdings (%)

Teleflex Inc	2.40
Ball Corp	2.25
Dollar General Corp	2.20
Global Payments Inc	1.86
The Cooper Companies Inc	1.83
Microchip Technology Inc	1.58
Agilent Technologies Inc	1.45
L3Harris Technologies Inc	1.45
Hologic Inc	1.33
Burlington Stores Inc	1.22

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

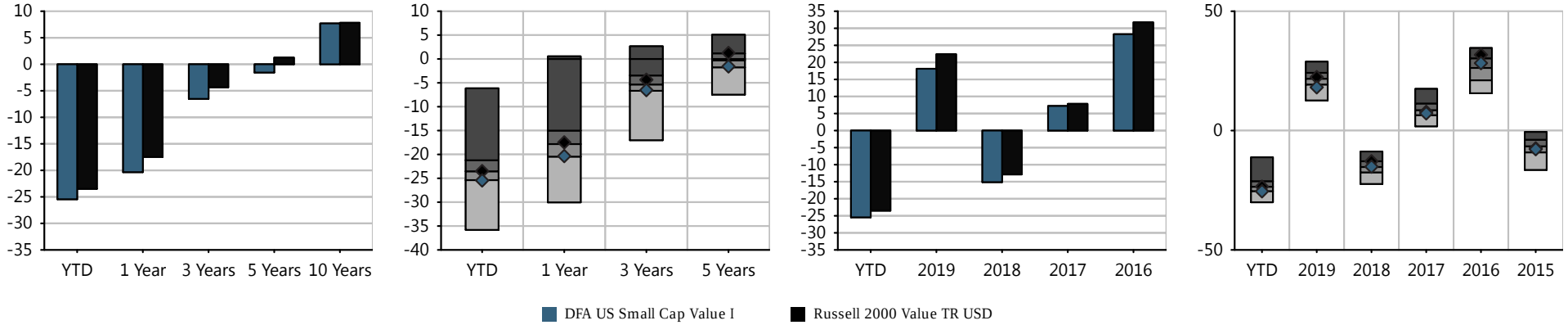
DFA US Small Cap Value I | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
68 Review	Criteria Scoring	-20.34%	-6.52%	-1.56%	-0.18	0.00	-0.54	-0.80	8.33	0.51%	0.63	0.90
	Peer Group Scoring	*-17.27%*	*-5.13%*	*-0.32%*	*-0.15*	*0.05*	*-0.17*	*-0.33*	*10.08*	*1.19%*	*9.96*	*0.95*
	Criteria Peer Ranking	74	72	73	63	70	78	89	54	7	12	71

Investment Strategy

The investment seeks to achieve long-term capital appreciation. The fund normally will invest at least 80% of its net assets in securities of small cap U.S. companies. It may purchase or sell futures contracts and options on futures contracts for U.S. equity securities and indices, to adjust market exposure based on actual or expected cash inflows to or outflows from the Portfolio.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
DFA US Small Cap Value I	22.26%	(25.45%)	(20.34%)	(6.52%)	(1.56%)	7.70%	9.67%	03/02/1993	18.12%	(15.13%)	7.21%	28.26%	(7.81%)
Russell 2000 Value TR USD	*18.91%*	*(23.50%)*	*(17.48%)*	*(4.35%)*	*1.26%*	*7.82%*	*-*	*-*	*22.39%*	*(12.86%)*	*7.84%*	*31.74%*	*(7.47%)*
Morningstar Small Value	*22.34%*	*(22.90%)*	*(17.27%)*	*(5.13%)*	*(0.32%)*	*7.05%*	*-*	*-*	*21.39%*	*(15.55%)*	*8.75%*	*26.32%*	*(7.22%)*

Morningstar Rating: ***

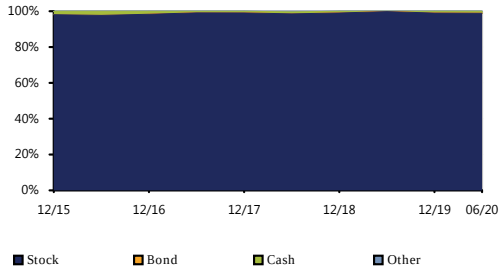
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

DFA US Small Cap Value I | Fund Fact Sheet

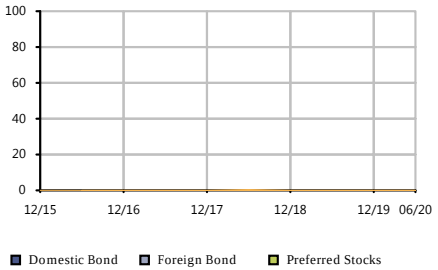
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



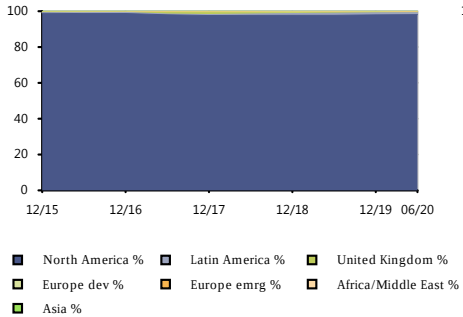
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



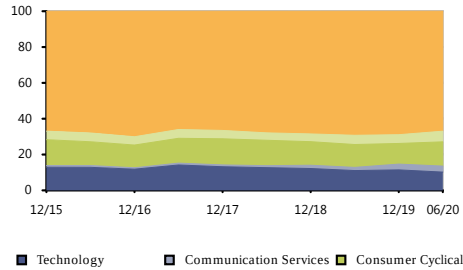
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

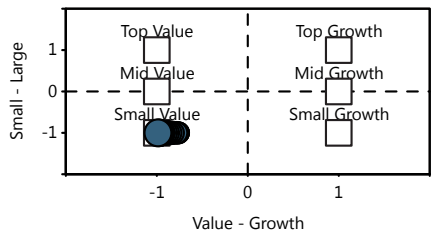


Sector Distribution

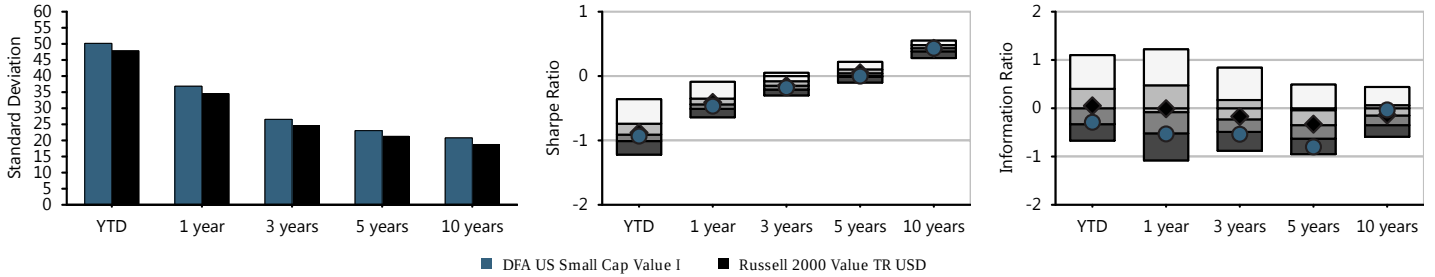
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	DFSVX
Category	Small Value
Net Assets(This Class $mn)	10,696 m
Net Assets(All Classes $mn)	0 m
Manager	Jed Fogdall
Manager Tenure	8.33
Fund Inception	Mar 02,1993

Fee And Expenses

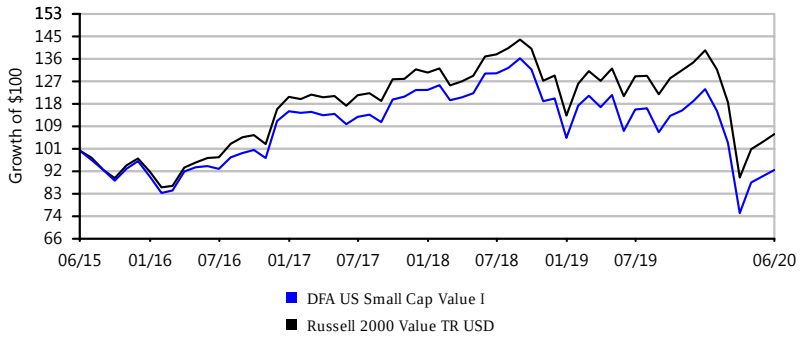
Expense Ratio	0.53
Gross Expense Ratio	0.53
Prospectus Net Expense Ratio	0.51
Prospectus Gross Expense Ratio	0.51
Actual 12b1	0.00
Management Fee	0.48

Top 10 Holdings (%)

E-mini S&P 500 Futures ...	1.40
Meritage Homes Corp	0.93
Darling Ingredients Inc	0.90
Taylor Morrison Home Co...	0.79
Regal Beloit Corp	0.79
Tech Data Corp	0.74
Element Solutions Inc	0.72
Acadia Healthcare Co Inc	0.72
FTI Consulting Inc	0.71
American Equity Investm...	0.68

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

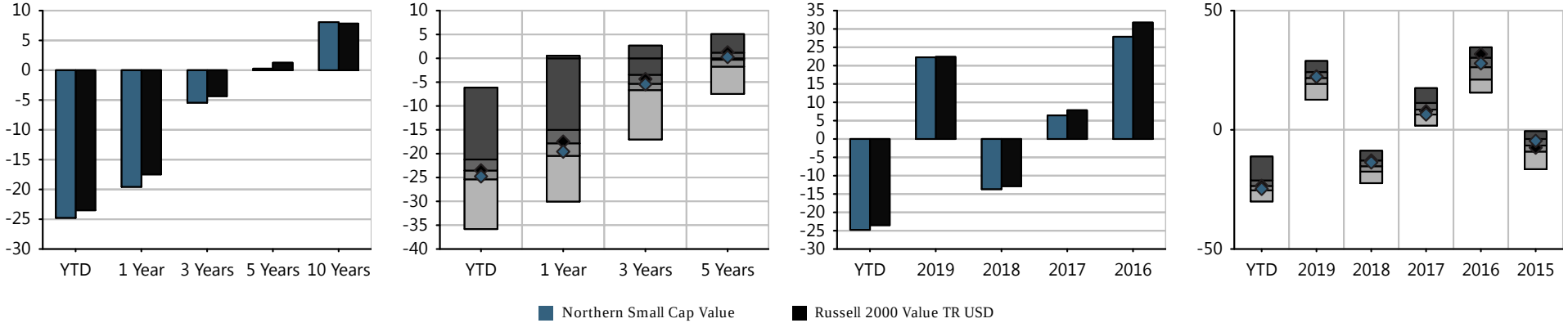
NORTHERN SMALL CAP VALUE | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
72 Passing	Criteria Scoring	-19.57%	-5.45%	0.27%	-0.21	0.05	-0.43	-0.40	18.92	1.00%	5.60	0.96
	Peer Group Scoring	*-17.27%*	*-5.13%*	*-0.32%*	*-0.15*	*0.05*	*-0.17*	*-0.33*	*10.08*	*1.19%*	*9.96*	*0.95*
	Criteria Peer Ranking	69	53	36	74	44	73	55	14	38	27	37

Investment Strategy

The investment seeks long-term capital appreciation, any income received is incidental to this objective. The fund will invest at least 80% of its net assets in equity securities of small capitalization companies, which are considered to be those whose market capitalization is within the range of the market capitalization of companies in the Russell 2000® Value Index. It may emphasize particular companies or market segments, such as financial services. Many of the companies in which the fund invests retain their earnings to finance current and future growth. These companies generally pay little or no dividends.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Northern Small Cap Value	14.74%	(24.77%)	(19.57%)	(5.45%)	0.27%	8.06%	8.32%	03/31/1994	22.27%	(13.68%)	6.42%	27.87%	(4.62%)
Russell 2000 Value TR USD	*18.91%*	*(23.50%)*	*(17.48%)*	*(4.35%)*	*1.26%*	*7.82%*	-	-	*22.39%*	*(12.86%)*	*7.84%*	*31.74%*	*(7.47%)*
Morningstar Small Value	*22.34%*	*(22.90%)*	*(17.27%)*	*(5.13%)*	*(0.32%)*	*7.05%*	-	-	*21.39%*	*(15.55%)*	*8.75%*	*26.32%*	*(7.22%)*

Morningstar Rating: ****

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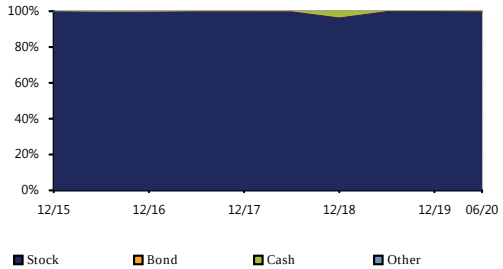
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

NORTHERN SMALL CAP VALUE | FUND FACT SHEET

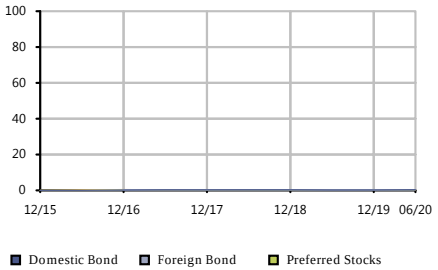
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



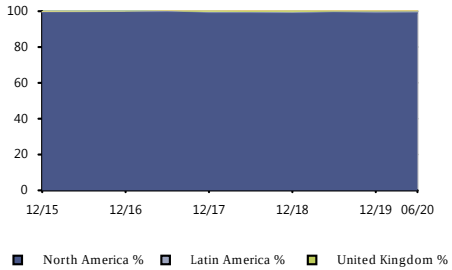
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



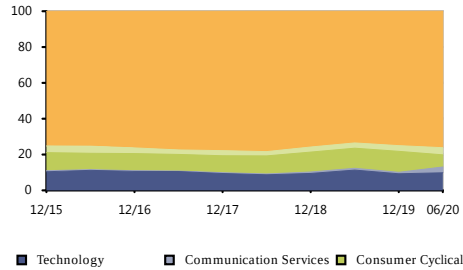
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

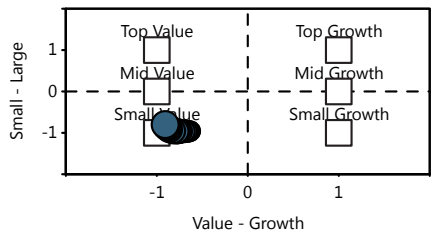


Sector Distribution

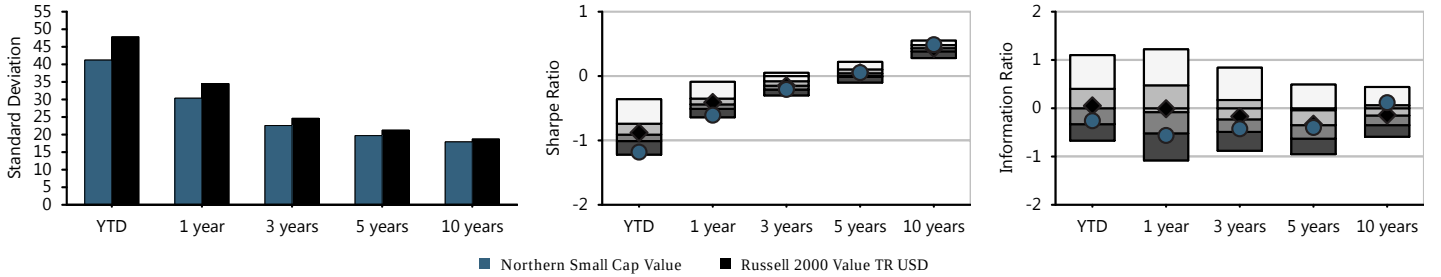
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	NOSGX
Category	Small Value
Net Assets(This Class $mn)	2,271 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Bergson
Manager Tenure	18.92
Fund Inception	Mar 31,1994

Fee And Expenses

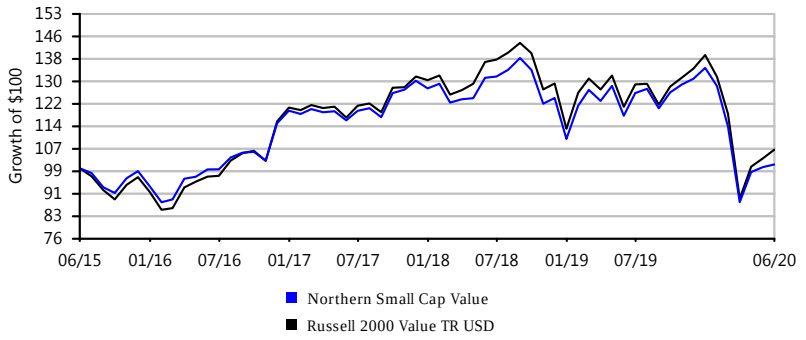
Expense Ratio	1.00
Gross Expense Ratio	1.10
Prospectus Net Expense Ratio	1.00
Prospectus Gross Expense Ratio	1.14
Actual 12b1	0.00
Management Fee	0.95

Top 10 Holdings (%)

FTI Consulting Inc	1.64
Insight Enterprises Inc	1.15
Southwest Gas Holdings Inc	1.10
NorthWestern Corp	0.98
PNM Resources Inc	0.87
Portland General Electr...	0.86
Plexus Corp	0.85
Mantech International C...	0.81
Darling Ingredients Inc	0.79
Cathay General Bancorp	0.77

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



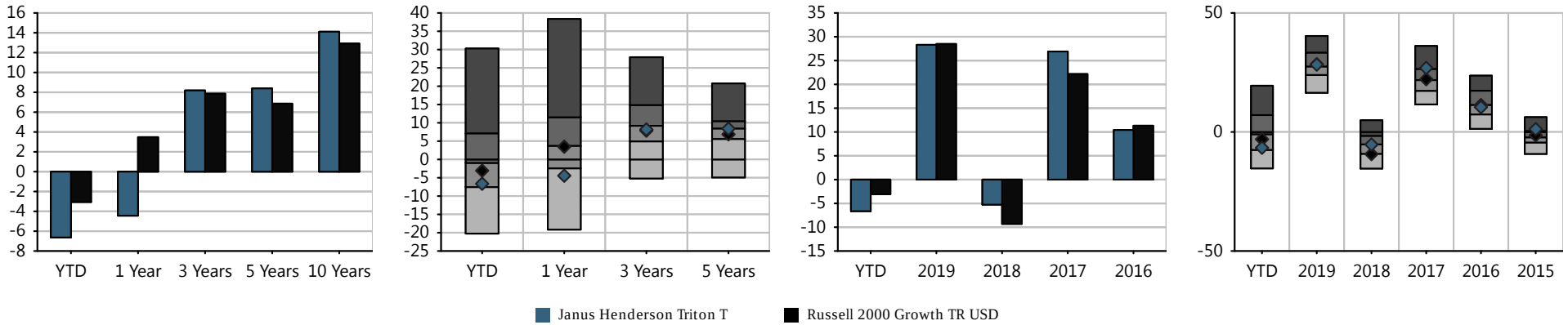
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
75 Passing	Criteria Scoring	-4.44%	8.19%	8.39%	0.38	0.45	0.08	0.36	7.08	0.91%	9.39	1.09
	Peer Group Scoring	*4.46%*	*10.08%*	*8.28%*	*0.44*	*0.43*	*0.30*	*0.23*	*11.33*	*1.22%*	*12.98*	*1.09*
	Criteria Peer Ranking	80	57	51	57	48	57	48	63	22	32	44

Investment Strategy

The investment seeks long-term growth of capital. The fund pursues its investment objective by investing at least 50% of its equity assets in small- and medium-sized companies. It may also invest in larger companies with strong growth potential. Small- and medium-sized companies are defined by the portfolio managers as those companies whose market capitalization falls within the range of companies in the Russell 2500® Growth Index at the time of initial purchase. The fund may also invest in foreign securities, which may include investments in emerging markets.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Janus Henderson Triton T	29.43%	(6.63%)	(4.44%)	8.19%	8.39%	14.11%	11.83%	02/25/2005	28.30%	(5.26%)	26.90%	10.42%	1.21%
Russell 2000 Growth TR USD	*30.58%*	*(3.06%)*	*3.48%*	*7.86%*	*6.86%*	*12.92%*	-	-	*28.48%*	*(9.31%)*	*22.17%*	*11.32%*	*(1.38%)*
Morningstar Small Growth	*32.19%*	*(0.10%)*	*4.46%*	*10.08%*	*8.28%*	*12.93%*	-	-	*27.94%*	*(5.26%)*	*22.14%*	*11.84%*	*(2.20%)*

Morningstar Rating: ****

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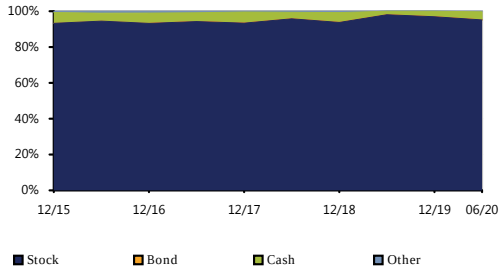
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

JANUS HENDERSON TRITON T | FUND FACT SHEET

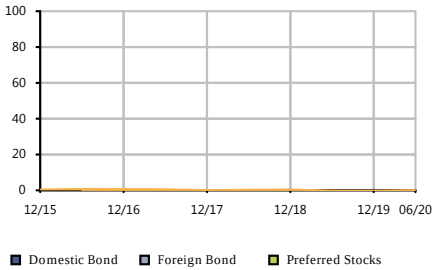
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



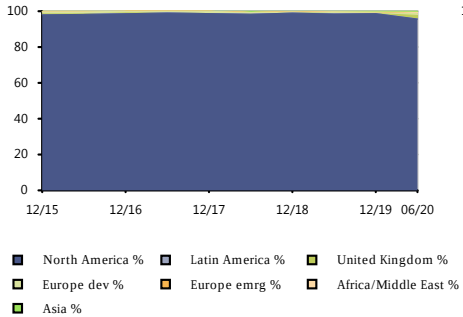
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



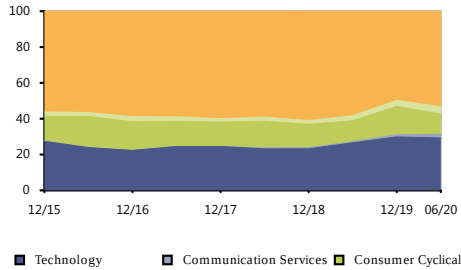
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

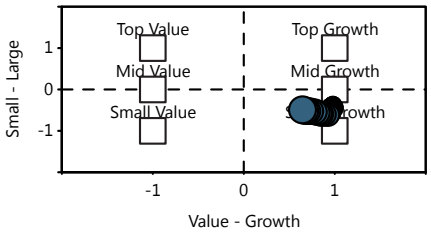


Sector Distribution

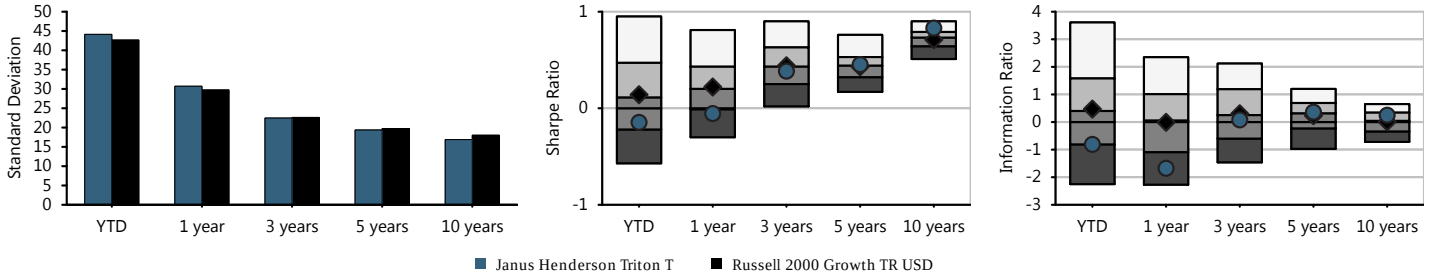
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	JATTX
Category	Small Growth
Net Assets(This Class $mn)	10,406 m
Net Assets(All Classes $mn)	0 m
Manager	Jonathan Coleman
Manager Tenure	7.08
Fund Inception	Feb 25,2005

Fee And Expenses

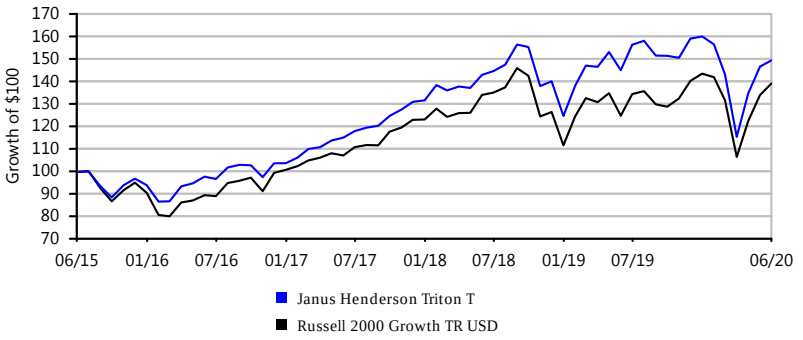
Expense Ratio	0.90
Gross Expense Ratio	0.91
Prospectus Net Expense Ratio	0.91
Prospectus Gross Expense Ratio	0.91
Actual 12b1	0.00
Management Fee	0.64

Top 10 Holdings (%)

Catalent Inc	3.32
Crown Holdings Inc	2.52
SS&C Technologies Holdi...	2.03
Integra Lifesciences Ho...	1.79
Steris PLC	1.63
Broadridge Financial So...	1.58
Carlisle Companies Inc	1.56
RealPage Inc	1.54
Blackbaud Inc	1.54
LPL Financial Holdings Inc	1.53

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



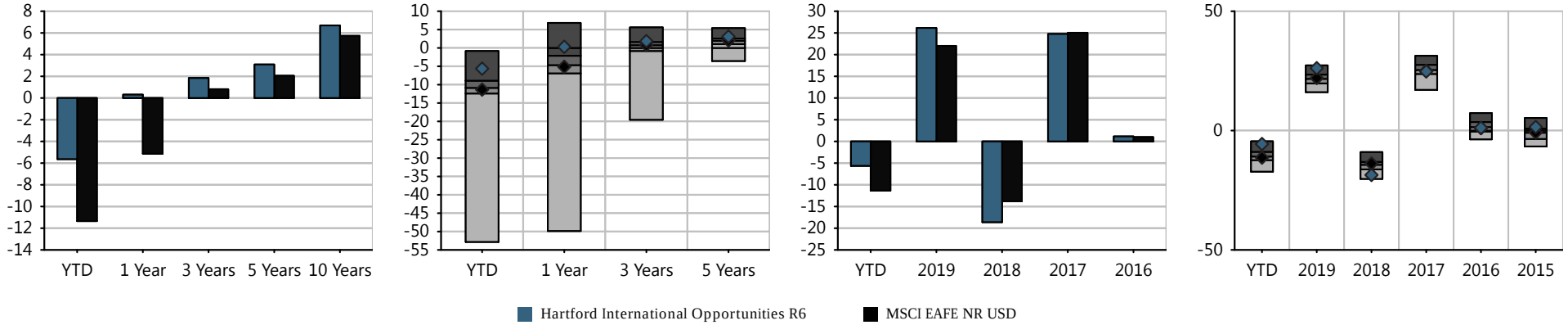
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	0.31%	1.84%	3.09%	0.09	0.20	0.20	0.23	13.50	0.71%	5.48	1.05
	Peer Group Scoring	*-4.65%*	*0.31%*	*1.80%*	*0.00*	*0.12*	*-0.10*	*-0.06*	*7.47*	*0.94%*	*8.80*	*1.00*
	Criteria Peer Ranking	11	20	17	19	17	24	20	14	31	19	17

Investment Strategy

The investment seeks long-term growth of capital. The fund normally invests at least 65% of its net assets in equity securities, including non-dollar securities, of foreign issuers. It may invest in companies domiciled in emerging markets as a percentage of its net assets up to the greater of: (a) 25% or (b) the weight of emerging markets in the MSCI All Country World (ACWI) ex USA Index plus 10%.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Hartford International Opportunities R6	20.91%	(5.63%)	0.31%	1.84%	3.09%	6.69%	5.42%	07/22/1996	26.15%	(18.61%)	24.77%	1.15%	1.49%
MSCI EAFE NR USD	*14.88%*	*(11.34%)*	*(5.13%)*	*0.81%*	*2.05%*	*5.73%*	-	-	*22.01%*	*(13.79%)*	*25.03%*	*1.00%*	*(0.81%)*
Morningstar Foreign Large Blend	*16.24%*	*(10.92%)*	*(4.65%)*	*0.31%*	*1.80%*	*5.36%*	-	-	*21.64%*	*(14.47%)*	*25.25%*	*1.70%*	*(1.21%)*

Morningstar Rating: ****

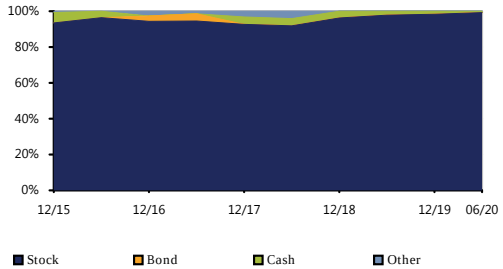
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

HARTFORD INTERNATIONAL OPPORTUNITIES R6 | FUND FACT SHEET

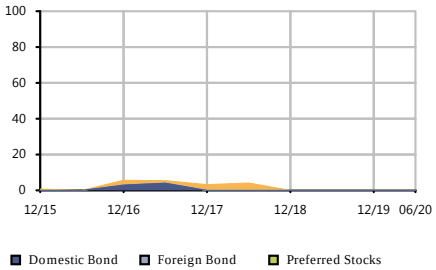
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



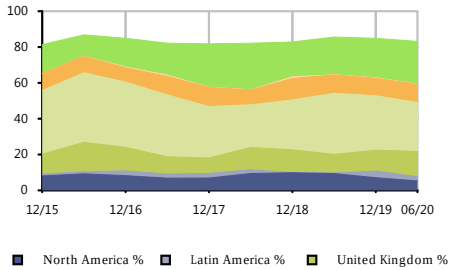
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



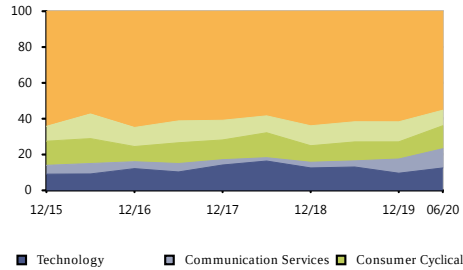
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

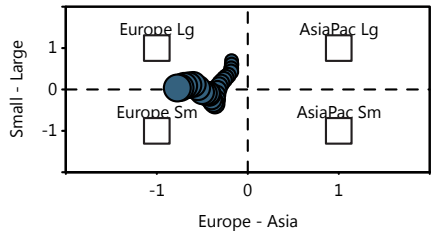


Sector Distribution

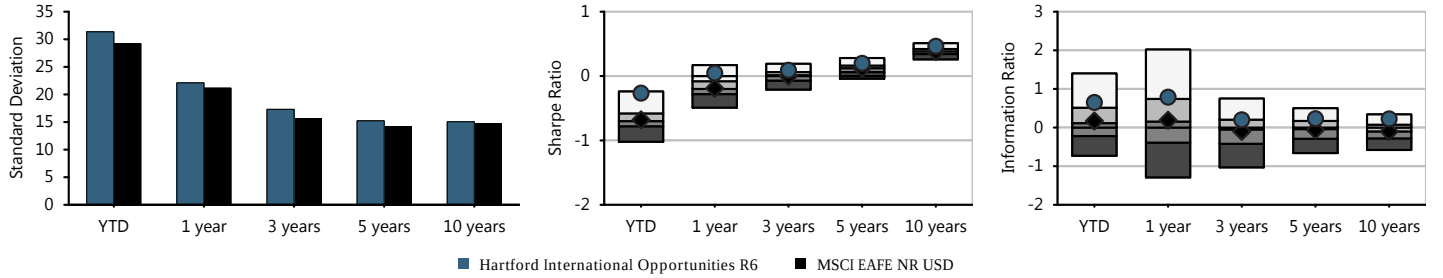
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	IHOVX
Category	Foreign Large Blend
Net Assets(This Class $mn)	3,523 m
Net Assets(All Classes $mn)	0 m
Manager	Nicolas Choumenkovitch
Manager Tenure	13.50
Fund Inception	Jul 22,1996

Fee And Expenses

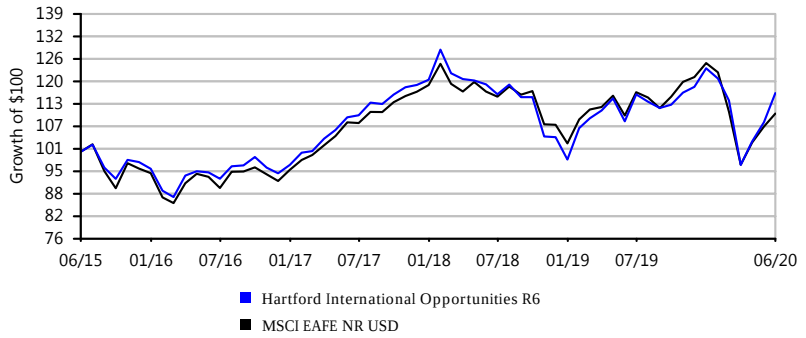
Expense Ratio	0.70
Gross Expense Ratio	0.70
Prospectus Net Expense Ratio	0.71
Prospectus Gross Expense Ratio	0.71
Actual 12b1	0.00
Management Fee	0.66

Top 10 Holdings (%)

Tencent Holdings Ltd	3.63
Alibaba Group Holding L...	3.40
Diageo PLC	2.27
Anglo American PLC	2.18
Novartis AG	2.01
Keyence Corp	1.96
ASML Holding NV	1.90
Iberdrola SA	1.87
Allianz SE	1.82
adidas AG	1.78

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



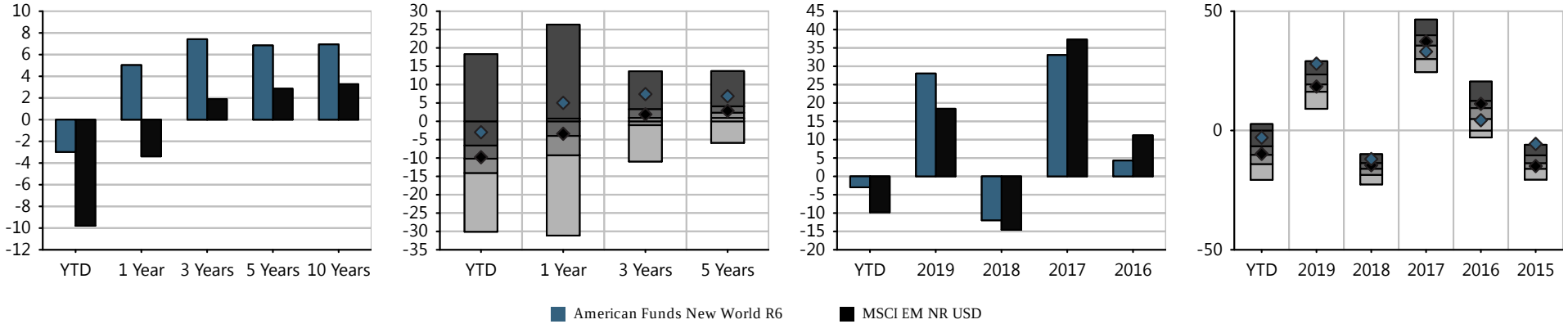
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	5.03%	7.42%	6.85%	0.41	0.44	0.90	0.60	21.00	0.60%	12.95	1.25
	Peer Group Scoring	*-3.59%*	*1.20%*	*2.48%*	*0.06*	*0.16*	*-0.15*	*-0.08*	*7.31*	*1.24%*	*12.57*	*0.99*
	Criteria Peer Ranking	14	6	6	5	4	7	10	3	11	53	4

Investment Strategy

The investment seeks long-term capital appreciation. The fund invests primarily in common stocks of companies with significant exposure to countries with developing economies and/or markets. Under normal market conditions, the fund will invest at least 35% of its assets in equity and debt securities of issuers primarily based in qualified countries that have developing economies and/or markets.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
American Funds New World R6	24.56%	(2.98%)	5.03%	7.42%	6.85%	6.94%	7.99%	06/17/1999	28.03%	(11.97%)	33.06%	4.31%	(5.62%)
MSCI EM NR USD	*18.08%*	*(9.78%)*	*(3.39%)*	*1.90%*	*2.86%*	*3.27%*	*-*	*-*	*18.42%*	*(14.57%)*	*37.28%*	*11.19%*	*(14.92%)*
Morningstar Diversified Emerging Mkts	*20.64%*	*(9.72%)*	*(3.59%)*	*1.20%*	*2.48%*	*3.27%*	*-*	*-*	*19.64%*	*(16.15%)*	*35.16%*	*9.00%*	*(13.38%)*

Morningstar Rating: *****

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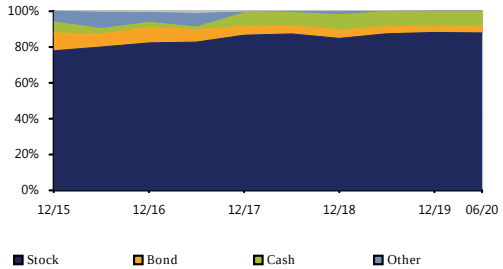
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

American Funds New World R6 | Fund Fact Sheet

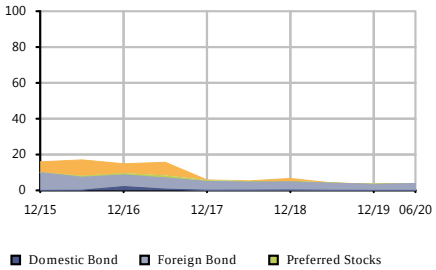
Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



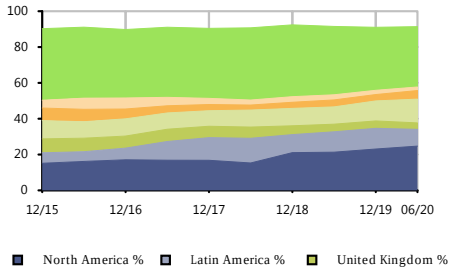
Bond Distribution

Time Period: 07/30/2015 - 06/30/2020



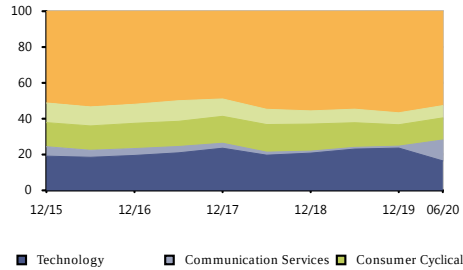
Equity Regional Distribution

Time Period: 07/30/2015 - 06/30/2020

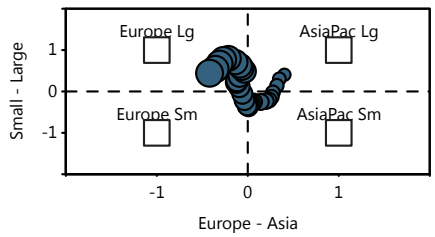


Sector Distribution

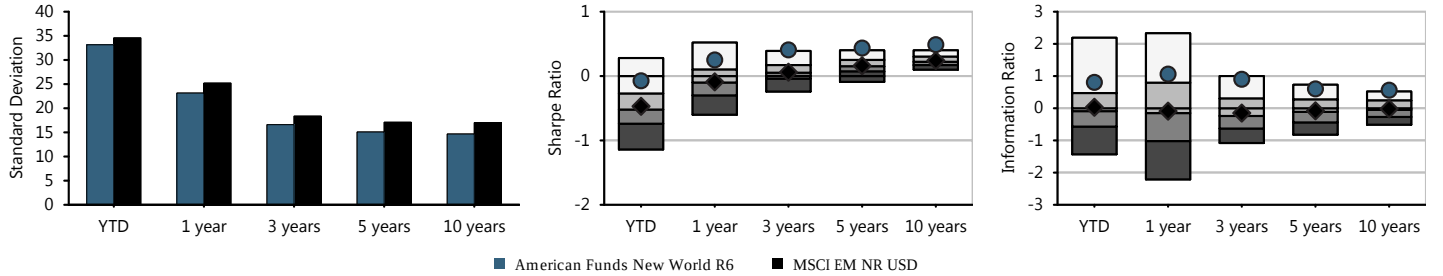
Time Period: 07/30/2015 - 06/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	RNWGX
Category	Diversified Emerging Mkts
Net Assets(This Class $mn)	42,378 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Lovelace
Manager Tenure	21.00
Fund Inception	Jun 17,1999

Fee And Expenses

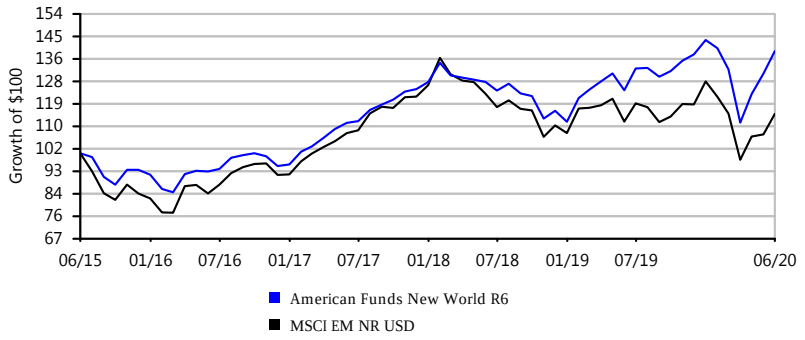
Expense Ratio	0.61
Gross Expense Ratio	0.61
Prospectus Net Expense Ratio	0.60
Prospectus Gross Expense Ratio	0.60
Actual 12b1	0.00
Management Fee	0.52

Top 10 Holdings (%)

Microsoft Corp	2.60
Tencent Holdings Ltd	1.97
Kotak Mahindra Bank Ltd	1.76
Reliance Industries Ltd	1.48
Taiwan Semiconductor Ma...	1.47
AIA Group Ltd	1.45
Mastercard Inc A	1.36
Facebook Inc A	1.34
Alphabet Inc Class C	1.27
MercadoLibre Inc	1.14

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

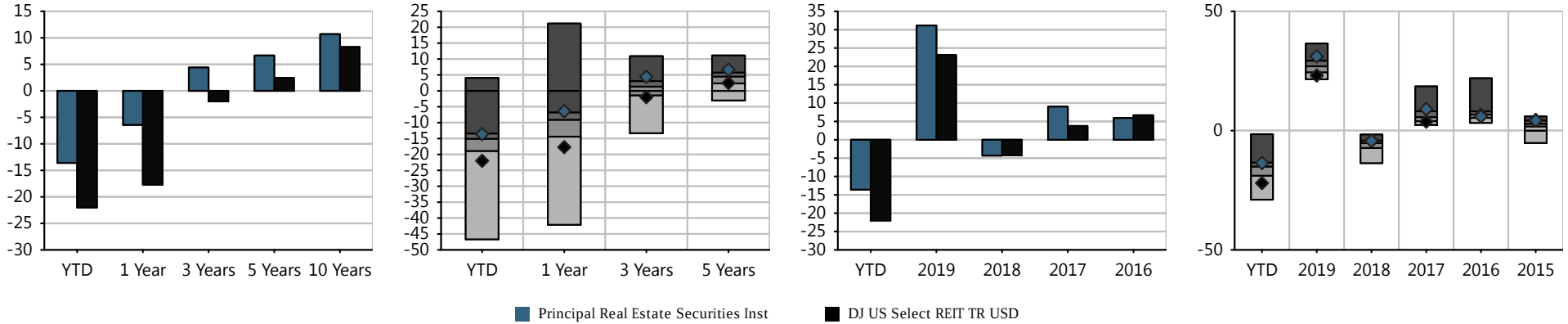
PRINCIPAL REAL ESTATE SECURITIES INST | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
94 Passing	Criteria Scoring	-6.42%	4.40%	6.67%	0.24	0.42	1.62	1.29	19.50	0.91%	14.61	1.26
	Peer Group Scoring	*-9.81%*	*0.60%*	*3.98%*	*0.06*	*0.27*	*0.68*	*0.40*	*11.68*	*1.10%*	*14.92*	*1.12*
	Criteria Peer Ranking	23	12	12	13	12	6	3	12	41	51	16

Investment Strategy

The investment seeks to generate a total return. Under normal circumstances, the fund invests at least 80% of its net assets, plus any borrowings for investment purposes, in equity securities of companies principally engaged in the real estate industry at the time of purchase. It invests in value equity securities, an investment strategy that emphasizes buying securities that appear to be undervalued. The fund concentrates its investments (invest more than 25% of its net assets) in securities in the real estate industry. It is non-diversified.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Principal Real Estate Securities Inst	11.81%	(13.59%)	(6.42%)	4.40%	6.67%	10.70%	10.52%	12/06/2000	31.13%	(4.31%)	9.03%	5.93%	4.22%
DJ US Select REIT TR USD	*9.11%*	*(22.01%)*	*(17.71%)*	*(1.99%)*	*2.45%*	*8.27%*	*-*	*-*	*23.10%*	*(4.22%)*	*3.76%*	*6.68%*	*4.48%*
Morningstar Real Estate	*13.66%*	*(16.19%)*	*(9.81%)*	*0.60%*	*3.98%*	*8.86%*	*-*	*-*	*27.38%*	*(5.94%)*	*6.91%*	*7.65%*	*2.13%*

Morningstar Rating: *****

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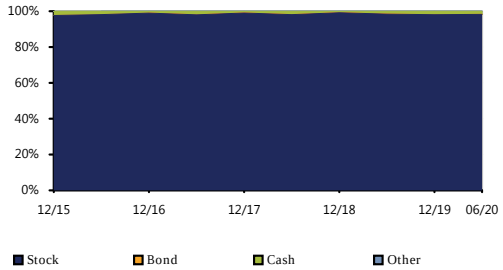
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PRINCIPAL REAL ESTATE SECURITIES INST | FUND FACT SHEET

Portfolio Composition

Time Period: 07/30/2015 - 06/30/2020



Bond Distribution

Time Period: 07/30/2015 - 06/30/2020

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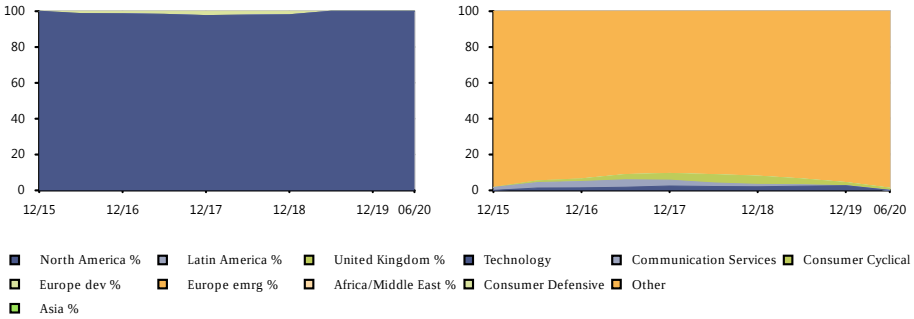
Equity Regional Distribution

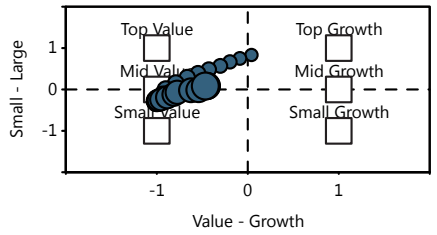
Time Period: 07/30/2015 - 06/30/2020



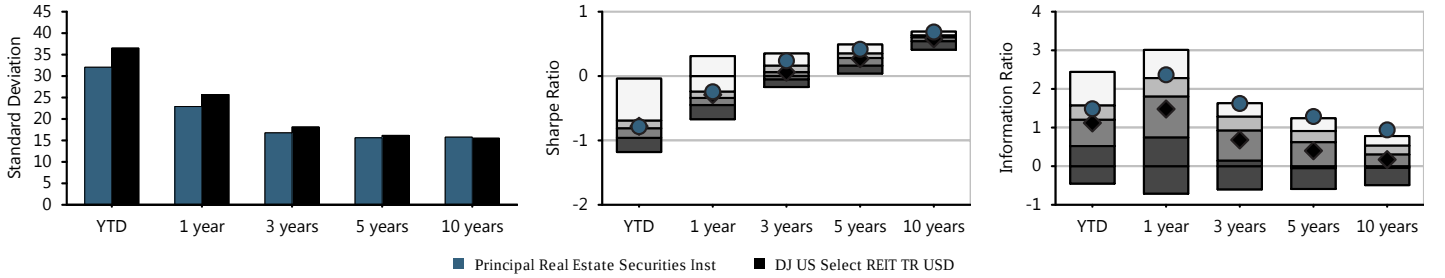
Sector Distribution

Time Period: 07/30/2015 - 06/30/2020

Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PIREX
Category	Real Estate
Net Assets(This Class $mn)	4,569 m
Net Assets(All Classes $mn)	0 m
Manager	Kelly Rush
Manager Tenure	19.50
Fund Inception	Dec 06,2000

Fee And Expenses

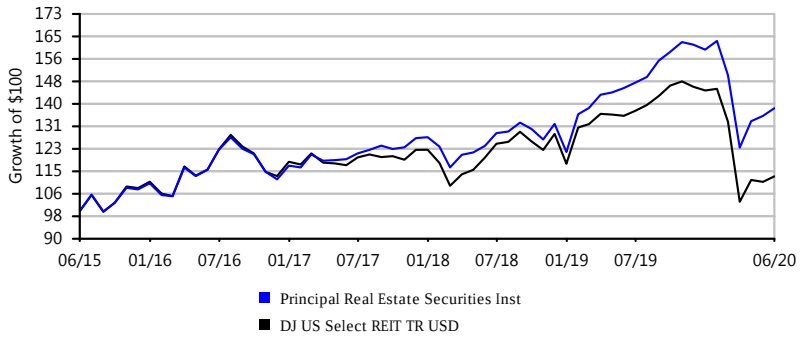
Expense Ratio	0.91
Gross Expense Ratio	0.00
Prospectus Net Expense Ratio	0.91
Prospectus Gross Expense Ratio	0.93
Actual 12b1	0.00
Management Fee	0.80

Top 10 Holdings (%)

Prologis Inc	10.62
Equinix Inc	10.22
AvalonBay Communities Inc	6.52
Invitation Homes Inc	5.50
Essex Property Trust Inc	4.27
Alexandria Real Estate ...	4.21
American Homes 4 Rent C...	3.81
Welltower Inc	3.48
American Tower Corp	3.41
Sun Communities Inc	3.33

Cumulative Performance

Time Period: 01/30/2015 - 06/30/2020



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IMPORTANT DISCLOSURES

Community Action Partnership Profit Sharing

For Period Ending 06/30/2020

Important Disclosures, Source Information, & Index Definitions

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Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Pensionmark is affiliated through common ownership with Pensionmark Securities, LLC (member SIPC).

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The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. Investing in mutual funds involves risk, including possible loss of principal. All indices are unmanaged and cannot be invested into directly. Unmanaged index returns do not reflect fees, expenses, or sales charges. Index performance is not indicative of the performance of any investment.

Investors should consider the investment objectives, risks, charges and expenses of the investment company carefully before investing. The prospectus and, if available, the summary prospectus contain this and other important information about the investment company. You can obtain a prospectus and summary prospectus from your financial representative. Read carefully before investing.

Risk Disclosures:
Bond Funds- An increase in interest rates may cause the price of bonds and bond mutual funds to decline.
Government Bond Funds- An investor can lose money when investing in government bond funds. Fund itself is not guaranteed and fund's performance will vary.
International/Emerging Markets Funds- International and emerging market investing involves special risks such as currency fluctuation and political instability and may not be suitable for all investors.
Real Estate Funds- Investing in real estate involves special risks such as potential illiquidity and may not be suitable for all investors. There is no assurance that the investment objectives of the fund will be attained.
Small and Mid Cap Funds- The prices of small and mid-cap stocks are generally more volatile than large cap stocks.
Target Date Funds- The target date is the approximate date when investors plan to start withdrawing their money. The glidepath is how the asset allocation of the fund changes over time. The principal value of a target fund is not guaranteed at any time, including at the target date.

Morningstar Ratings:
For each fund with at least a three year history, Morningstar calculates a Morningstar Rating based on a Morningstar Risk-Adjusted Return measure that accounts for variations in a fund's monthly performance (including the effects of sales charges, loads, and redemption fees), placing more emphasis on downward variations and rewarding consistent performance. The top 10% of funds in each category receive five stars, the next 22.5% receive four stars, the next 35% receive three stars, the next 22.5% receive two stars and the bottom 10% receive one star. The overall Morningstar Rating for a fund is derived from a weighted-average of the performance figures associated with its three-, five- and ten-year (if applicable) Morningstar Ratings metrics.

Source Information:

Executive Summary: Recommendations based on qualitative and/or quantitative investment methodology of Pensionmark Financial Group
Portfolio | Diversification: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Asset Allocation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Holdings & Sector Allocation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Region & Quality Allocation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Returns : Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Beta/Standard Deviation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Alpha: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Sharpe Ratio: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Information Ratio: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Cumulative Performance: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Weighted Fee Analysis: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Investment Scorecard | Current & Historical Scoring
Investment Performance vs. Risk: Morningstar/Envestnet Retirement Solutions
Investment Scorecard | Investment Performance: Morningstar andEnvestnet Retirement Solutions
Fund Fact Sheets: Morningstar, Envestnet Retirement Solutions, and Pensionmark Financial Group
Investment Scoring Methodology: Pensionmark Financial Group

Index Descriptions

Index Name	Index Description
Alerian MLP TR USD	The index measures the performance of energy segment US equity securities. It is a composite of the 50 most prominent energy Master Limited Partnerships ('MLPs'). The index is calculated using a float-adjusted, capitalization-weighted methodology.
Bloomberg Commodity TR USD	The index measures the performance of future contracts on physical commodities which traded on US echanges and London Metal Exchange. The commodity weightings are based on production and liquidity, subject to weighting restrictions applied annually.
Bloomberg Sub Brent Crude TR USD	The index is a single commodity index composed of futures contracts on Brent crude. The index is part of the Bloomberg CITR family. It reflects the return on fully collateralized futures positions and is quoted in USD.
Bloomberg Sub WTI Crude Oil TR USD	The index is a single commodity subindex of the Bloomberg CI composed of futures contracts on crude oil. It reflects the return of underlying commodity futures price movements only and is quoted in USD.
BBgBarc US Treasury Bill 1-3 Mon TR USD	The index measures the performance of public obligations of the U.S. Treasury with maturities of 1-3 month, including securities roll up to the U.S. Aggregate, U.S. Universal, and Global Aggregate Indices.
BBgBarc Credit 1-5 Yr TR USD	The index measures the performance of the investment grade, US dollar denominated, fixed-rate, taxable corporate and government related bonds with maturity of 1-5 years. It is comprised of the US Corporate Index and a non-corporate component that includes foreign agencies, sovereigns, supranationals and local authorities.
BBgBarc Global Aggregate TR USD	The index measures the performance of global investment grade fixed-rate debt markets, including the U.S. Aggregate, the Pan-European Aggregate, the Asian-Pacific Aggregate, Global Treasury, Eurodollar, Euro-Yen, Canadian, and Investment Grade 144A index-eligible securities.
BBgBarc Global High Yield TR USD	The index measures the performance of the global high-yield fixed income markets. It represents the union of the U.S. High-Yield, Pan-European High-Yield, U.S. Emerging Markets High-Yield, and Pan-European Emerging Market High-Yield Indices. The index is a component of the Multiverse Index, along with the Global Aggregate Index.
BBgBarc Municipal TR USD	This index measures the performance of the Bloomberg Barclays U.S. Municipal bond, which covers the USD-denominated Long-Term tax exempt bond market with four main sectors: state and local general obligation bonds, revenue bonds, insured bonds and prerefunded bonds.
BBgBarc US 1-5Y GovCredit FlAdj TR USD	The index measures the performance of the non-securitized component of the US Aggregate index with maturities of 1-5 years. It uses alternative weighting schemes instead of market value weights.
BBgBarc US 5-10Y GovCredit FlAdj TR USD	The index measures the performance of the non-securitized component of the US Aggregate index with maturities of 5-10 years. It uses alternative weighting schemes instead of market value weights.
BBgBarc US Agg Bond TR USD	The index measures the performance of investment grade, U.S. dollar-denominated, fixed-rate taxable bond market, including Treasuries, government-related and corporate securities, MBS (agency fixed-rate and hybrid ARM passthroughs), ABS, and CMBS. It rolls up into other Barclays flagship indices, such as the multi-currency Global Aggregate Index and the U.S. Universal Index, which includes high yield and emerging markets debt.
BBgBarc US Credit 5-10 Yr TR USD	The index measures the performance of the US Corporate and a non-corporate component with maturities of 5-10 year that includes foreign agencies, sovereigns, supranationals and local authorities. It is a subset of the US Government/Credit Index and the US Aggregate Index.
BBgBarc US Govt/Credit Long TR USD	The index measures the performance of non-securitized component of the U.S. Aggregate Index with maturities of 10 years and greater, including Treasuries, government-related issues and corporates. It is a subset of the U.S. Aggregate Index.
BBgBarc US MBS TR USD	The index measures the performance of the agency mortgage-backed pass-through securities (both fixed-rate and hybrid ARM) issued by Ginnie Mae (GNMA), Fannie Mae (FNMA), and Freddie Mac (FHLMC).
BBgBarc US Treasury US TIPS TR USD	The index measures the performance of rules-based, market value-weighted inflation-protected securities issued by the U.S. Treasury. It is a subset of the Global Inflation-Linked Index (Series-L).
CRSP US Large Cap Growth TR USD	The index measures the performance of US securities which are assigned to the large cap index and classified as growth securities by using CRSP's multifactor model. CRSP classifies growth securities using the following factors: future long-term growth in earnings per share (EPS), future short-term growth in EPS, 3-year historical growth in EPS, 3-year historical growth in sales per share, current investment-to-assets ratio, and return on assets.
CRSP US Large Cap Value TR USD	The index measures the performance of US securities which are assigned to the large cap index and classified as value securities by using CRSP's multifactor model. CRSP classifies value securities using the following factors: book to price, forward earnings to price, historical earnings to price, dividend-to-price ratio and sales-to-price ratio.
CRSP US Total Market TR USD	The index measures the performance of broad US securities that traded on NYSE, NYSE Market, NANASDADAQ or ARCA. It captures nearly 100% of the US investable equity market with around 4000 constituents across mega, large, small and micro capitalizations.

Index Descriptions

Index Name	Index Description
CRSP US Mid Cap Growth TR USD	The index measures the performance of US securities which are assigned to the mid cap index and classified as growth securities by using CRSP's multifactor model. CRSP classifies growth securities using the following factors: future long-term growth in earnings per share (EPS), future short-term growth in EPS, 3-year historical growth in EPS, 3-year historical growth in sales per share, current investment-to-assets ratio, and return on assets.
CRSP US Mid Cap TR USD	The index measures the performance of US companies that fall between the top 70%-85% of investable market capitalization. It includes securities traded on NYSE, NYSE Market, NASDAQ or ARCA.
CRSP US Mid Cap Value TR USD	The index measures the performance of US securities which are assigned to the mid cap index and classified as value securities by using CRSP's multifactor model. CRSP classifies value securities using the following factors: book to price, forward earnings to price, historical earnings to price, dividend-to-price ratio and sales-to-price ratio.
CRSP US Small Cap Growth TR USD	The index measures the performance of US securities which are assigned to the small cap index and classified as growth securities by using CRSP's multifactor model. CRSP classifies growth securities using the following factors: future long-term growth in earnings per share (EPS), future short-term growth in EPS, 3-year historical growth in EPS, 3-year historical growth in sales per share, current investment-to-assets ratio, and return on assets.
CRSP US Small Cap TR USD	The index measures the performance of US companies that fall between the bottom 2%-15% of the investable market capitalization. There is no lower limit in market capitalization, other than what is specified by investability screens. It includes securities traded on NYSE, NYSE Market, NANASDADAQ or ARCA.
CRSP US Small Cap Value TR USD	The index measures the performance of US securities which are assigned to the small cap index and classified as value securities by using CRSP's multifactor model. CRSP classifies value securities using the following factors: book to price, forward earnings to price, historical earnings to price, dividend-to-price ratio and sales-to-price ratio.
DJ US Completion Total Stock Mkt TR USD	The index measures the performance of all US equity securities with readily available prices, excluding components of the S&P 500. It is float-adjusted market capitalisation weighted.
DJ US Total Stock Market TR USD	The index measures the performance of all US equity securities with readily available prices. It represents the top 95% of the US stock market based on market capitalisation. The index is float-adjusted market capitalisation weighted.
FTSE Developed ex North America NR USD	The index measures the performance of Large and Mid cap stocks providing coverage of Developed markets, excluding the US and Canada. It is derived from the FTSE Global Equity Index Series (GEIS). The index is market-capitalization weighted.
FTSE Emerging NR USD	The index measures the performance of Large, Mid and Small cap securities listed in Advanced Emerging and Secondary Emerging countries.
FTSE EPRA Nareit Global TR USD	The index measures the performance of listed real estate companies and REITS in both developed and emerging markets. It includes a range of regional and country indices, capped indices, Dividend+ indices, Global Sectors, Investment Focused and REITs and Non-REITs series.
FTSE EPRA Nareit United States TR USD	The index measures the performance of listed real estate companies and REITS in the United States.
FTSE Treasury Bill 3 Mon USD	The index measures the performance of the last three three-month Treasury bill month-end rates.
ICE BofAML US Corporate TR USD	The index tracks the performance of US dollar denominated investment grade rated corporate debt publically issued in the US domestic market. To qualify for inclusion in the index, securities must have an investment grade rating (based on an average of Moody's, S&P, and Fitch) and an investment grade rated country of risk (based on an average of Moody's, S&P, and Fitch foreign currency long term sovereign debt ratings).
ICE BofAML US HY Master II OAS USD	The index measures the performance of short-term US dollar denominated below investment grade corporate debt publicly issued in the US domestic market. Qualifying securities must have at least 18 months to final maturity at the time of issuance, at least one year remaining term to final maturity as of the rebalancing date, a fixed coupon schedule and a minimum amount outstanding of $100 million. It is capitalization-weighted.
ICE USD Spot	The index is a measure of the value of the U.S. dollar relative to the value of a basket of currencies of the majority of the U.S.'s most significant trading partners. This index is similar to other trade-weighted indexes, which also use the exchange rates from the same major currencies.
LPX 50 TR USD	The index is designed to represent the global performance of the 50 most highly capitalised and liquid Listed Private Equity companies. The index is diversified across regions, private equity investment styles, financing styles and vintages.

Index Descriptions

Index Name	Index Description
MSCI ACWI Ex USA NR USD	The index measures the performance of the large and mid cap segments of the particular regions, excluding USA equity securities, including developed and emerging market. It is free float-adjusted market-capitalization weighted.
MSCI EAFE NR USD	The index measures the performance of the large and mid cap segments of developed markets, excluding the US & Canada equity securities. It is free float-adjusted market-capitalization weighted.
MSCI EAFE IMI NR USD	The index measures the performance of the large, mid and small cap equity representation across Developed Markets countries around the world, excluding the US and Canada. The index is free-adjusted market capitalization weighted.
MSCI EM IMI NR USD	The index measures the performance of the large, mid and small cap equity representation across Emerging Markets (EM) countries. It is free-adjusted market capitalization weighted.
MSCI EM NR USD	The index measures the performance of the large and mid cap segments of emerging market equity securities. It is free float-adjusted market-capitalization weighted.
MSCI US REIT GR USD	The index measures the performance of the large, mid and small cap segments of the US equity securities. It is comprised of Equity REITs securities and based on the MSCI USA Investable Market Index, with the exception of Mortgage REIT and selected Specialized REITs. The index represents approximately most of the US REIT universe and securities are classified in the REIT sector according to the Global Industry Classification Standard. It is a free float market capitalization weighted index.
MSCI US Small Cap Growth GR USD	The index measures the performance of the growth small cap segments of US equity securities. It is free float-adjusted market-capitalization weighted.
MSCI World ex USA NR USD	The index measures the performance of the large and mid cap segments of world, excluding US equity securities. It is free float-adjusted market-capitalization weighted.
MSCI World NR USD	The index measures the performance of the large and mid cap segments of world equity securities. It is free float-adjusted market-capitalization weighted.
Russell 1000 Growth TR USD	The index measures the performance of the large-cap growth segment of the US equity securities. It includes the Russell 1000 index companies with higher price-to-book ratios and higher forecasted growth values. It is market-capitalization weighted. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 1000 TR USD	The index measures the performance of the large-cap segment of the US equity securities. It is a subset of the Russell 3000 index and includes approximately 1000 of the largest securities based on a combination of their market cap and current index membership.
Russell 1000 Value TR USD	The index measures the performance of the large-cap value segment of the US equity securities. It includes the Russell 1000 index companies with lower price-to-book ratios and lower expected growth values. It is market-capitalization weighted.Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 2000 TR USD	The index measures the performance of the small-cap segment of the US equity universe. It is a subset of the Russell 3000 and includes approximately 2000 of the smallest securities based on a combination of their market cap and current index membership. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 2000 Value TR USD	The index measures the performance of small-cap value segment of the US equity universe. It includes those Russell 2000 companies with lower price-to-book ratios and lower forecasted growth values. It is market-capitalization weighted. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 3000 TR USD	The index measures the performance of the largest 3000 US companies representing approximately 98% of the investable US equity market. It is market-capitalization weighted.
Russell Mid Cap Growth TR USD	The index measures the performance of the mid-cap growth segment of the US equity universe. It includes Russell midcap index companies with higher price-to-book ratios and higher forecasted growth values. It is market-capitalization weighted. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell Mid Cap TR USD	The index measures the performance of the mid-cap segment of the US equity universe. It is a subset of Russell 1000 index and includes approximately 800 of the smallest securities based on a combination of their market cap and current index membership. The index represents approximately 31% of the total market capitalization of the Russell 1000 companies.
Russell Mid Cap Value TR USD	The index measures the performance of the mid-cap value segment of the US equity universe. It includes Russell midcap index companies with lower price-to-book ratios and lower forecasted growth values. It is market-capitalization weighted.

Index Descriptions

Index Name	Index Description
S&P MidCap 400 TR	The index measures the performance of mid-sized US companies, reflecting the distinctive risk and return characteristics of this market segment. It comprises stocks in the middle capitalization range, covering approximately 7% of the of US equity market.
S&P 500 TR USD	The index measures the performance of 500 widely held stocks in US equity market. Standard and Poor's chooses member companies for the index based on market size, liquidity and industry group representation. Included are the stocks of industrial, financial, utility, and transportation companies. Since mid 1989, this composition has been more flexible and the number of issues in each sector has varied. It is market capitalization-weighted.
S&P GSCI Gold Spot	The Index, a sub-index of the S&P GSCI, provides investors with a reliable and publicly available benchmark tracking the COMEX gold future. The index is designed to be tradable, readily accessible to market participants, and cost efficient to implement.
S&P SmallCap 600 TR USD	The index measures the performance of small cap segment of US equity market. It consists of 600 domestic stocks chosen for market size, liquidity, and industry group representation and covers approximately 3% of the domestic equities market.
S&P Target Date 2010 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2010, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2015 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2015, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2020 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2020, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2025 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2025, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2030 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2030, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2035 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2035, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2040 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2040, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2045 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. It has target retirement date of 2045, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2050 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2050, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2055 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2055, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2060+ TR USD	The S&P Target Date Series comprises eleven multi-asset class indices,each corresponding to a particular traget retirement date. Each index provides varying levels of exposure to equities and fixed income. Each target data allocation is created and retired according to a pre-determined schedule related to the respective target date.
S&P Target Date Retirement Income TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.

Benchmark: A standard against which the performance of a mutual fund can be measured.
Index: an imaginary portfolio of securities representing a particular market or a portion of it. Each index has its own calculation methodology and is usually expressed in terms of a change from a base value.

GLOSSARY

Community Action Partnership Profit Sharing

For Period Ending 06/30/2020

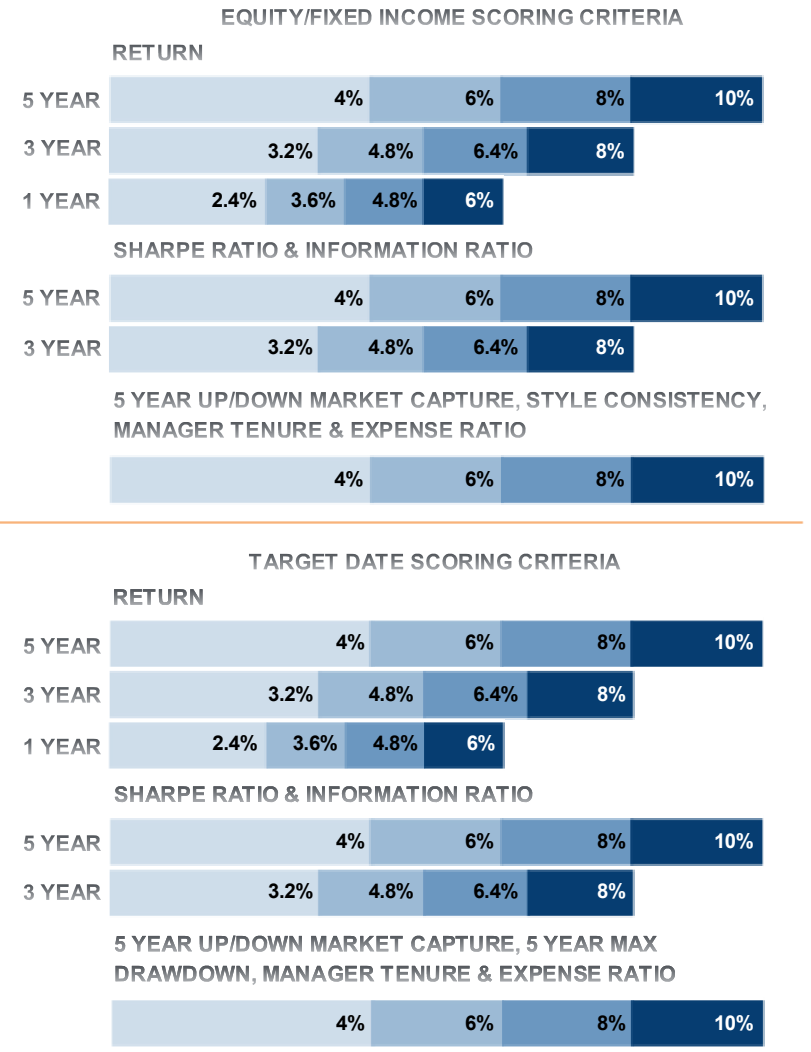
Investment Scoring Methodology

-Equity, Fixed Income, and Target Date Investments are reviewed on 11 distinct criteria. Each criteria is scale-scored; the better an investment performs in a given criteria, the higher score the investment will receive.

-Index investments are reviewed on 8 distinct criteria. Each criteria is scored on a binary pass/fail method.

-A fund that does not have at least a score of 70 will be identified as an investment on watch. Any Investment on watch for the current quarter and at least three of the previous seven quarters, or any investment with a score below 60 will be marked for review and potential replacement.

-Investments such as Stable Value and Money Market investments are not included on the quantitative IPS scoring methodology but are evaluated on a qualitative basis.



INDEX SCORING CRITERIA

TRACKING ERROR			EXPENSE RATIO	ASSETS IN PRODUCT	EXPENSE-ADJUSTED RETURN VS. BENCHMARK		
1 YEAR	3 YEAR	5 YEAR	QUARTER END	QUARTER END	1 YEAR	3 YEAR	5 YEAR
8%	10%	12%	30%	10%	8%	10%	12%

Active Scoring - Glossary

1, 3, & 5 Year Return	When selecting an investment, you want to know that it has demonstrated an ability to outperform relative to its peers. The higher the return an investment experiences in a given period compared to peers, the higher the value assigned to its score.
3 & 5 Year Sharpe Ratio	When selecting an investment, the Sharpe ratio is a way to compare the return of portfolios on a risk-adjusted basis rather than a less informative, pure return basis. The higher the Sharpe Ratio an investment experiences in a given period compared to peers, the higher the value assigned to its score.
3 & 5 Year Information Ratio	When selecting an investment, you want to know how its returns compare to the index and to the amount of risk it took to generate those returns. The higher the Information Ratio an investment experiences in a given period compared to peers, the higher the value assigned to its score.
5 Year Upside/ Downside Capture	When selecting an investment, you want to know that it "captures" more than 100% of market returns in up markets and helps "cushion" the loss in down markets by capturing less than 100% of the fall. A ratio of greater than 1 implies that the investment captures more when the market is up than when it is down. The higher the ratio the higher the value assigned to it's score.
Style Consistency (Equity & Fixed Income Only)	When selecting an investment, you want to know how consistency that fund's style (Value vs. Growth/Large vs. Mid vs. Small) is compared to it's category. Investments with low scores are considered more consistent, while investments with high scores are considered less consistent. The lower the Style Consistency score compared to peers, the higher the value assigned to its score.
Manager Tenure	When selecting an investment, you want to know that the track record being reviewed is primarily one from the current management team. The longer a manager has managed the specific investment being evaluated the higher the value assigned to its score.
Expense Ratio	When selecting an investment, you want to know how much it costs as total fees reduce the total return captured by the investor. The lower the Expense Ratio has compared to peers, the higher the value assigned to its score.
5 Year Max Drawdown (Target Date Only)	When selecting an investment, Max Drawdown is the maximum loss, from peak to trough, that a portfolio experiences in a given period and is a measurement of downside risk over that period. The lower the max drawdown a portfolio experiences, compared to peers, the higher the value assigned to its score.

Passive Scoring - Glossary

1, 3, & 5 Year Return – Expense Adjusted	When selecting an index investment, you want to know that it has demonstrated an ability to perform in-line with the index it is meant to track. To pass, an investment must not underperform it's stated index by more than 20 basis point (-0.20%).
Expense Ratio	When selecting an investment, you want to know how much it costs as total fees reduce the total return captured by the investor. If the Index fund is ranked in the top quartile (lowest 25% of expense ratios) of it's peer group, it passes this criteria.
1, 3, & 5 Year Tracking Error	When selecting a passive investment, the tracking error shows the investment's consistency compared to its benchmark over a given period of time. The lower the tracking error, the more consistent the passive investment is performing like its stated index. To pass, the tracking error must be in the lowest 10% of its peer group.
Assets Managed in Product	When selecting a passive investment, the assets managed in that product have an effect on trading costs. Since passive investments tend to have a far greater number of holdings and trading costs can hurt returns an investment with more assets are better able to efficiently trade securities without significantly hurting performance. To pass, a fund must have at least 500 million dollars managed within that product.

ALPHA

Measures risk-adjusted performance, factoring in the risk due to the specific manager rather than the overall market. A high value for alpha implies that the manager has performed better than would have been expected, given its beta (volatility). In contrast, a negative alpha indicates the manager has under performed, given the expectations established by beta.

WHY IT'S IMPORTANT

Alpha can be used to directly measure the value added or subtracted by a manager. Alpha depends on two factors: (1) the assumption that market risk, as measured by beta, is the only risk measure necessary, and (2) the strength of the linear relationship between the manager and the index, as it has been measured by R-Squared. In addition, a negative alpha can sometimes result from the additional expenses that are present in a manager's returns as compared to the benchmark index.

BETA

Shows the volatility of a manager as compared to the volatility of the benchmark; specifically, the performance the fund, or portfolio has experienced in a given period of time as the index moved 1% up or down. A beta above 1 is more volatile than the index, while a beta below 1 is less volatile.

WHY IT'S IMPORTANT

Beta can be used to show how sensitive a manager is to movements in the markets. It is important to note that a low beta for a manager does not necessarily imply that the manager has a low level of volatility. A low beta signifies only that the manager's market-related risk is low. (Standard deviation is a measure of a fund's absolute volatility.) R-Squared is a necessary statistic to factor into the equation because it reflects the percentage of a manager's movements that are explained by movements in its benchmark index, and thus whether it is an appropriate benchmark.

STANDARD DEVIATION

The statistical measurement of dispersion of returns spread around their historical average, or in other words, how widely a fund's or portfolio's returns varied over a certain period or time.

WHY IT'S IMPORTANT

Investors use the standard deviation of historical performance to try to predict the range of returns that are most likely for a given investment. When a fund or portfolio has a high standard deviation, the predicted range of performance is wide, implying greater volatility.

SHARPE RATIO

A risk-adjusted measure developed by William F. Sharpe, calculated using standard deviation and excess return to determine reward per unit of risk -the higher the Sharpe ratio, the better the manager's historical risk-adjusted performance.

WHY IT'S IMPORTANT

Sharpe ratio is a measure of investment efficiency expressed as the amount of return earned per unit of associated risk. It can be used to compare two managers directly on how much excess return each manager achieved for a certain level of risk.

INFORMATION RATIO

Is determined by taking the annualized excess return over a benchmark and dividing it by the standard deviation of excess return (tracking error). This measure relates the magnitude and consistency with which an investment outperformed its benchmark. The higher the information ratio, the better.

WHY IT'S IMPORTANT

The information ratio is a risk-adjusted measure, which captures excess or active returns and relates them to excess or active risk. The information ratio is used as a way to compare more-and less-aggressive managers at the same time. A convenient way to think of the information ratio is a measure of how well one was rewarded for each incremental "unit" of risk. The information ratio can be a very valuable tool in evaluating a manager's ability to add incremental value relative to incremental risk. This tool is only valuable, however, when the benchmark is carefully chosen and appropriate.

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MEMORANDUM

To: Audit & Pension Committee

From: Tracy Webster, Chief Financial Officer

Date: August 6, 2020

Subject: *Agenda Item 5b:* Plan Amendment for The Standard Retirement Plan – **ACTION ITEM**

Executive Summary

The following proposal is presented to the Community Action Partnership of Kern (CAPK) Audit and Pension Committee for consideration. The current plan documents for the Community Action Partnership of Kern 401(a) Retirement Plan through The Standard identifies contributions as a percentage of compensation. The current plan states the following:

> *Group A - 10% of the Participant's Compensation for that Plan Year. Group A is defined as Chief Executive Officer. Group B - 7.5% of the Participant's Compensation for that Plan Year. Group B is defined as Chief Financial Officer and Division Directors. Group C - 5% of the Participant's Compensation for that Plan Year. Group C is defined as all other Employees who are not in Group A or B.*

The current plan does not allow the addition of the Chief Program Officer into Group B with the stated language. Therefore, an amendment to the plan is required. The revised language will be as follows:

> *Group A - 10% of the Participant's Compensation for that Plan Year. Group A is defined as Chief Executive Officer. Group B - 7.5% of the Participant's Compensation for that Plan Year. Group B is defined as Chief Financial Officer, Chief Program Officer and Division Directors. Group C - 5% of the Participant's Compensation for that Plan Year. Group C is defined as all other Employees who are not in Group A or B.*

Recommendation

As such, CAPK staff propose the approval of the Amendment to The Standard's plan document to include the Chief Program Officer in Group B.

Attachment: The Standard Plan Amendment

DocuSign Envelope ID: 98CEACC7-C3C3-4342-AC75-7AD12CA7A619

Plan Amendment Signature Instructions

Attention Signature Required:

Hello,

You recently requested an amendment to your Plan. We have followed your written instructions and drafted the attached Amendment and Summary of Material Modifications (SMM).

Please review the enclosed documents carefully as they contain important legal and tax qualification requirements. As a plan sponsor, you are responsible for the accuracy of the selections and have a fiduciary duty to understand and comply with their terms. If you notice any errors or discrepancies between the terms of the documents and your requested changes, please notify us immediately for modifications. The preparation of these documents is not tax or legal advice. For tax and legal advice, please consult with your tax or legal advisors.

For your convenience an updated Summary Plan Description (SPD) will be posted to PlanNet. The updated SPD, or the attached SMM, must be delivered to participants no later than 210 days after the end of the plan year in which the plan document is effective.

Please electronically sign and submit this amendment no later than two weeks after the date on this letter. DocuSign® will direct you to the sections of the documents where your signature is required. Please note, a delay in signature could delay the implementation of your amendment. The signed amendment and SMM must be retained indefinitely to maintain the qualified status of your plan.

Please let your Account Manager know if you have additional questions.

DocuSign Envelope ID: 98CEACC7-C3C3-4342-AC75-7AD12CA7A619

COMMUNITY ACTION PARTNERSHIP OF KERN 401(a) PLAN

SECOND AMENDMENT

WHEREAS, Community Action Partnership of Kern ("the Employer") has adopted the Community Action Partnership of Kern 401(a) Plan ("the Plan") which became effective March 1, 1992, and which was most recently restated effective April 1, 2018; and

WHEREAS, the Employer has the authority to amend the Plan pursuant to Section 8.1 of the Plan; and

NOW, THEREFORE, the Plan is amended as set forth below. This amendment shall be effective August 1, 2020, unless otherwise stated.

Item 25 is replaced in its entirety by the following:

25. FORMULA FOR DETERMINING EMPLOYER'S CONTRIBUTION (Plan Section 4.1) (skip Questions 25 and 26 if employer contributions are NOT selected at Question 12.b.)

A. **Contribution Formula** (select all that apply EXCEPT, ONLY ONE OF a., b. or c. may be selected)

a. [ ] **NON-INTEGRATED CONTRIBUTION AND ALLOCATION**

1. [ ] _____% (not to exceed 25%) of each Participant's Compensation.
2. [ ] $_____ per Participant.
3. [ ] $_____ per Hour of Service worked while an Eligible Employee.

b. [ ] **INTEGRATED CONTRIBUTION** (complete 1. and 2.)

Subject to the "overall permitted disparity limits," the Employer will contribute an amount equal to:

1. _____% (base percentage) of each Participant's TOTAL Compensation, plus
2. _____% (excess contribution percentage (see Note below)) of such Compensation in excess of the following:

Integration level:

a. [ ] the Taxable Wage Base.
b. [ ] _____% (not to exceed 100%) of the Taxable Wage Base. (see Note below)
c. [ ] 80% of the Taxable Wage Base plus $1.00.
d. [ ] $_____ (not greater than the Taxable Wage Base). (see Note below)

NOTE: The excess contribution percentage specified in 2. above may not exceed the lesser of the following limits and shall be adjusted each year as appropriate. However, in the case of any Participant who has exceeded the "cumulative permitted disparity limit," the Employer will contribute an amount equal to the base plus excess contribution percentages, multiplied by the Participant's total Compensation.

1. The base percentage specified in 1. above.
2. 5.7%.
3. 4.3% if b. or d. above is more than 20% and less than or equal to 80% of the Taxable Wage Base.
4. 5.4% if c. is selected or if b. or d. above is more than 80% of the Taxable Wage Base.

c. [ ] **NON-INTEGRATED CONTRIBUTION WITH AN INTEGRATED ALLOCATION**

_____% (not to exceed 25%) of the total Compensation of all Participants eligible to share in the allocations and such contribution shall be allocated in accordance with Plan Section 4.3(b)(2) based on a Participant's Compensation in excess of:

1. [ ] the Taxable Wage Base.
2. [ ] _____% (not to exceed 100%) of the Taxable Wage Base. (see Note below)
3. [ ] 80% of the Taxable Wage Base plus $1.00.
4. [ ] $_____ (not greater than the Taxable Wage Base). (see Note below)

NOTE: The integration percentage of 5.7% shall be reduced to:

1. 4.3% if 2. or 4. above is more than 20% and less than or equal to 80% of the Taxable Wage Base.
2. 5.4% if 3. is selected or if 2. or 4. above is more than 80% of the Taxable Wage Base.

d. [ ] **401(K) ADP TEST SAFE HARBOR CONTRIBUTIONS** (Plan Section 12.8)

NOTE: Any service or employment conditions selected in 26.b. below will not apply to the "ADP test safe harbor contribution."

1. [ ] The Employer will make a nonelective "ADP test safe harbor contribution" to the account of each "eligible Participant" in an amount equal to _____% (may not be less than 3%) of the Participant's Compensation.

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Excluded Participants. For purposes of the nonelective "ADP test safe harbor contribution," the term "eligible Participant" means any Participant who is eligible to make Elective Deferrals unless otherwise excluded below (select all that apply; leave blank if no exclusions):

2. [ ] Highly Compensated Employees (HCEs). The Employer may, however, make a discretionary "ADP test safe harbor contribution" for the HCEs in a percentage that does not exceed the amount provided to the NHCEs.
3. [ ] Employees who have not satisfied the greatest minimum age and service conditions permitted under Code §410(a) (i.e., age 21 and 1 Year of Service), with the following deemed effective date of participation:
   a. [ ] the earlier of the first day of the first month or the first day of the seventh month of the Plan Year immediately following such conditions are satisfied.
   b. [ ] the first day of the Plan Year in which the requirements are met
   c. [ ] other: _____ (not later than the earlier of (a) 6 months after such requirements are satisfied, or (b) the first day of the first Plan Year after such requirements are satisfied)
4. [ ] Union Employees (as defined in Plan Section 1.28)
5. [ ] Other: _____ (must be an HCE or an Employee who can be excluded under the permissive or mandatory disaggregation rules of Regulations §§1.401(k)-1(b)(4) and 1.401(m)-1(b)(4); e.g., Employees who have not completed 6 months of service)

Special effective dates (may be left blank if no special effective dates need to be specified in this Plan)

6. [ ] **Safe harbor provisions.** The "ADP and ACP test safe harbor" provisions are effective for Plan Years beginning on and after: _____ (enter the first day of the Plan Year for which the provisions are effective and, if necessary, enter any other special effective dates that apply with respect to the provisions).

e. [ ] **PREVAILING WAGE CONTRIBUTION.** The Employer will make a "prevailing wage contribution" on behalf of each Participant who performs services subject to the Service Contract Act, Davis-Bacon Act or similar federal, state, or municipal prevailing wage statutes. The "prevailing wage contribution" will be an amount equal to the remaining balance of the prevailing wage defined bona-fide fringe benefit amount, based on the Participant's employment classification as designated on the appropriate prevailing wage determination, after the application of other prevailing wage defined bona-fide fringe payments. Specify the "prevailing wage contribution" by attaching an appendix to the Adoption Agreement that indicates the contribution rate(s) applicable to the prevailing wage employment/job classification(s). The "prevailing wage contribution" will not be subject to any age or service requirements set forth in Question 14, entry date provisions at Question 15, nor to any service or employment conditions set forth in Question 26 and will be 100% Vested.

Additional "prevailing wage contribution" provisions (select all that apply; leave blank if none apply)

1. [ ] **Offset.** The "prevailing wage contribution" made on behalf of a Participant for a Plan Year will reduce (offset) other Employer contributions allocated or contributed on behalf of such Participant for the Plan.
2. [ ] **Exclude Highly Compensated Employees.** Highly Compensated Employees will be excluded from receiving a "prevailing wage contribution."

f. [ ] **NON-SAFE HARBOR CONTRIBUTION AND ALLOCATION** (nondiscrimination testing under Code §401(a)(4) will be required). The Employer will contribute an amount equal to _____% (base percentage) of each Participant's total Compensation, plus (complete 1. and 2.):

1. [ ] _____% of such Compensation
2. [ ] in excess of $_____.

g. [X] Other: Group A - 10% of the Participant's Compensation for that Plan Year. Group A is defined as Chief Executive Officer. Group B - 7.5% of the Participant's Compensation for that Plan Year. Group B is defined as Chief Financial Officer, Chief Program Officer and Division Directors. Group C - 5% of the Participant's Compensation for that Plan Year. Group C is defined as all other Employees who are not in Group A or B

(the formula described must satisfy the definitely determinable requirement under Reg. §1.401-1(b). If the formula is non-uniform, it is not a design-based safe harbor for nondiscrimination purposes.)

This Amendment is effective with respect to Employees who terminate employment with the Employer on or after the effective date of the Amendment so that the rights to benefits from the Plan, if any, of Employees who terminated employment before that date shall be determined according to the Plan as it was on the date they terminated employment, except as may be otherwise specifically provided in this Amendment, and except to the extent required by law.

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This Amendment is adopted on condition that the Internal Revenue Service does not ever determine, by ruling or determination letter, that this Amendment would result in the Plan's failure to be "qualified" within the meaning of Section 401(a) of the Internal Revenue Code of 1986, as amended, and exempt from taxation under Section 501(a) of the Code. If the Internal Revenue Service does determine that this Amendment would disqualify the Plan and it appears that no modification to it which would be satisfactory to the Employer would also be acceptable to the Service, then the Amendment shall be void and of no effect.

COMMUNITY ACTION PARTNERSHIP OF KERN

By: _____
(Signature)

Jeremy Tobias
(Print or Type Name)

Title: Chief Executive Officer

Date Signed: _____

In Process

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A Notice to Participants of the

Community Action Partnership of Kern 401(a) Plan

A change has been made to your Summary Plan Description (SPD). This change appears below and will become effective on August 1, 2020.

This Summary of Material Modification (SMM) should be kept with your SPD. The change will be incorporated into any subsequent SPD that is distributed to you.

Change to:

ARTICLE III
EMPLOYER CONTRIBUTIONS

What is the Employer money purchase contribution and how is it allocated?

Money purchase contribution. Group A - 10% of the Participant's Compensation for that Plan Year. Group A is defined as Chief Executive Officer. Group B - 7.5% of the Participant's Compensation for that Plan Year. Group B is defined as Chief Financial Officer, Chief Program Officer and Division Directors. Group C - 5% of the Participant's Compensation for that Plan Year. Group C is defined as all other Employees who are not in Group A or B.

In Process

Allocation conditions. You will always share in the money purchase contribution regardless of the amount of service you complete during the Plan Year.

MEMORANDUM

To: Audit & Pension Committee

From: Tracy Webster, Chief Financial Officer

Date: August 6, 2020

Subject: *Agenda Item 5c:* Update on Request for Proposal (RFP) for Independent Audit Services – **Info Item**

Community Action Partnership of Kern (CAPK) is committed to maintaining financial transparency and accountability. The role of an independent auditor is to ensure the integrity of the organization's financial records, accounting practices, and internal controls in accordance to generally accepted auditing standards (GAAS). As such, our partnership with our independent audit firm is evidence of our commitment to financial integrity.

It is routine for CAPK to seek a Request for Proposal (RFP) for Independent Audit Services in a cyclical manner to ensure independence of the audit firm and competitive pricing for services. As requested by the Audit and Pension Committee in 2019, CAPK has initiated the RFP bidding process on June 1, 2020 for independent audit services. The deadline to receive responses is August 28, 2020. Upon receipt, management will evaluate each submission using a defined scoring matrix and present our final selection to the Audit and Pension Committee meeting on November 5, 2020.

Attachment: Request for Proposal – Independent Audit Services

REQUEST FOR PROPOSALS (RFP)
FOR
Independent Audit Services

Request for Proposal Number: Finance 2020-001
June 1, 2020



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

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

REQUEST FOR PROPOSALS (RFP):
Independent Audit Services
GENERAL CONDITIONS

I. GENERAL CONDITIONS

A. **Purpose:** This Request for Proposals (RFP) is to obtain the services of an independent certified public accounting firm, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, capable of issuing audit reports in the State of California (hereinafter referred to as "Vendor"), to perform financial and compliance audits of Community Action Partnership of Kern ("CAPK").

B. **Proposal Submission Information**

1. **Closing Date:** Proposals must be submitted no later than **2:00 PM, August 28, 2020**.
2. **Inquiries:** Inquiries concerning this RFP should be directed to the Business Services Department, at procurement@capk.org.
3. **Costs of Proposal Preparation:** All costs incurred in the preparation of a proposal responding to this RFP will be the sole responsibility of the Vendor and will not be reimbursed by CAPK. Unless otherwise stated, all materials submitted by Vendor in response to this RFP shall become the property of CAPK.

C. **Proposal Submission Instruction to Vendors:** Your proposal should be addressed as follows:

Community Action Partnership of Kern (CAPK)
RFP Finance 2020-001 Independent Audit Services
ATTN: Business Services
5005 Business Park North
Bakersfield, CA 93309
Or via email to: procurement@capk.org

Vendors have the option of submitting their proposals either physically or electronically as follows:

If submitted physically, it is important that the proposal be addressed as indicated above and submitted by the due date/time in an envelope clearly marked in the lower left-hand corner with the following information: "**RFP Finance 2020-001 -Independent Audit Services.". The Fee Proposal should be in a separate sealed envelope, clearly marked as "Fee Proposal – Independent Audit Services RFP Finance - 2020-001**

If submitted electronically, proposals must be sent to Business Services at procurement@capk.org by the due date/time and the subject line must read "**RFP Finance 2020-001 -Independent Audit Services". The Fee Proposal should be in a separate file in the same email, clearly marked as "Fee Proposal – Independent Audit Services RFP Finance - 2020-001**

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

in the RFP. The alternatives, however, must be fully explained in written form, and must be separately stated as alternatives in both the proposal content and fee proposal.

Expected Timelines:

	Date(s)	Event
1	June 1, 2020	RFP Released to public
2	June 26, 2020	Due date for Vendor questions
3	July 24, 2020	Responses to Vendor questions emailed to Vendors
4	**August 28, 2020 by 2:00 PM**	**DUE DATE FOR PROPOSALS FROM VENDORS**
5	August 28-September 25, 2020	CAPK analysis of proposals and interviews, if required
6	November 5, 2020	Audit/Pension Plan Committee approvals
7	November 18, 2020	CAPK Board of Directors Approval
8	December 2020	Contract development and Execution

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

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

E. **Description of Programs/Contracts/Grants:** For a summary of Federal and State awards and other contracts to be audited, please refer to Appendix E – Schedule of Programs.

F. **Payment:** Payment will be made when CAPK has determined that the total work effort has been satisfactorily completed. Progress payments will be allowed to the extent that CAPK can determine that satisfactory progress is being made. Upon delivery of the final reports to CAPK and their acceptance and approval, the Vendor may submit a bill for the balance due on the contract for the audit.

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

H. **AICPA Professional Standards:** The AICPA Professional Standards state:

Ethics Interpretation 501-3 - Failure to follow standards and/or procedures or other requirements in governmental audits.

Engagements for audits of government grants, government units or other recipients of government monies typically require that such audits be in compliance with government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards. If a member has accepted such an engagement and undertakes an obligation to follow specified government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards, he or she is obligated to follow such requirements. Failure to do so is an act discreditable to the profession in violation of Rule 501, unless the member discloses in his report the fact that such requirements were not followed and the reasons therefore.

I. **Notification of Award:** CAPK anticipates but does not guarantee that the Contract will be awarded on or around the first week of December 2020.

Award will be made to the most responsible Vendor whose service, experience, education, audit approach and cost are most compatible with the CAPK's needs. CAPK will be the sole judge in making this determination. Upon conclusion of final negotiations with the successful audit firm, all Vendors submitting proposals will be informed, in writing, of the name of the successful audit firm. It is expected that the contract shall be a five-year fixed price contract with two one-year options to renew.

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

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

II. SPECIAL CONDITIONS

A. Background: Established in 1965, CAPK is a private, California nonprofit corporation and has been determined to be exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. CAPK is the designated Community Action Agency of Kern County and has approximately 900 employees. It is governed by a 15-member volunteer Board of Directors. CAPK's fiscal year is March 1 through February 28/29.

CAPK is funded almost entirely from federal grants, and federal grants passed through California government agencies. CAPK has approximately 900 employees and expects to recognize gross revenues of between $70 and $80 million dollars for the current fiscal year from its 70-plus grant awards. The major programs CAPK operates include:

1. Head Start and Early Head Start Childcare Programs in Kern and San Joaquin Counties.
2. California State Preschool Programs.
3. Migrant Childcare Alternative Payment (MCAP) Programs in Kern, Kings, Tulare, Fresno, Madera and Merced Counties.
4. Child and Adult Care Food Programs, including operation of a Central Kitchen.
5. Low-Income Home Energy Assistance Programs (LIHEAP).
6. Low-Income Weatherization Programs (LIWP).
7. Women, Infants and Children (WIC) Programs in Kern and San Bernardino Counties.
8. Helpline 2-1-1 Programs in Kern, Kings, Merced and Tulare Counties.
9. Food Bank; and
10. Two Community Youth Centers.

Financial records are maintained at CAPK's administrative office located at 5005 Business Park North, Bakersfield, CA. Program records are maintained at various offices.

CAPK's financial records are maintained on an automated system (Abila MIP). In addition, there are subsidiary financial records that are maintained on automated systems using a variety of software programs. CAPK utilizes an outside service for payroll (ADP). It maintains one operating bank account and six special purpose bank accounts.

The records to be audited are available for review by the prospective Vendor by appointment during regular business hours only. Please contact Tracy Webster, Chief Financial Officer at 661.336.5236 extension 1137 to make an appointment. CAPK's Audit Reports and Pension Plan Audit are available on CAPK's website at http://www.capk.org/wp-content/uploads/2020/06/CAPK-Financial-_Statements_2018-19_FINAL.pdf

Selection: The selection process will be followed by contract negotiation. If negotiations are unsuccessful, CAPK will proceed with negotiations with the next qualifying Vendor.

It is recognized that the selected Vendor will be required to collect all pertinent information necessary to complete the required services in advance of all required deadlines. Therefore, all responding Vendors will keep this in mind when preparing their response to the RFP and their approach to the audits.

B. Description of Services: CAPK is seeking the following audit services:

- Financial and compliance audits of CAPK for the years ending February 28, 2021, February 28, 2022, and February 28, 2023, February 29, 2024, and February 28, 2025;
- Financial and compliance audits of CAPK's 403(b) plan for the years ending February 28, 2021, February 28, 2022, and February 28, 2023, February 29, 2024, and February 28, 2025;
- Financial and compliance audits of special purpose financial statements for the years ending June 30, 2021, 2022, 2023, 2024 and 2025 to comply with reporting requirements specified in agreements with the California Department of Education;
- An Audit of CAPK's Defined Contribution Pension Plan for the years ending February 28, 2021, 2022 2023, February 29, 2024, and February 28, 2025;
- A financial and compliance audit of the three (3) First 5 Kern Programs for the years ending February 28, 2021, February 28, 2022, February 28, 2023, February 29, 2024, and February 28, 2025;
- The preparation of Federal and State annual income tax returns.

Audits will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and in accordance with the Program-Specific Audit Option under OMB's 2 CFR Part 200.

D. Performance: The Vendor is required to prepare audit reports in accordance with auditing standards as set forth by the American Institute of Certified Public Accountants; the standards for financial audits contained in *Government Auditing Standards*; issued by the Comptroller General of the United States; in conformity with the CDE Audit Guide issued by the California Department of Education and any other regulations, publications or audit guides relevant to CAPK's grants and/or agreements.

E. Audit Assistance: The staff of CAPK's Finance Division and responsible management personnel will be available during the audit to assist the Vendor by providing information, documentation and explanations. Finance Division staff will prepare reasonably required statements and schedules to support the audit.

CAPK will provide the Vendor with reasonable workspace. The Vendor will also be provided with the use of photocopiers, fax, e-mail and access to computer internet and phones to accomplish the audit.

F. Delivery Schedule: Vendor shall have final drafts of the audit reports for review by the Executive Director and Director of Finance at least three weeks prior to delivering the final audit reports to CAPK's Board of Directors. The due dates of the final audit reports are as follows:

- Organization-wide audit including compliance audit of First 5 Kern Programs for years ending:
  - February 28, 2021: Due no later than November 30, 2021
  - February 28, 2022: Due no later than November 30, 2022
  - February 28, 2023: Due no later than November 30, 2023
  - February 29, 2024: Due no later than November 30, 2024
  - February 28, 2025: Due no later than November 30, 2025
- Special purpose financial statement audit for years ending:
  - June 30, 2021: Due no later than November 15, 2021
  - June 30, 2022: Due no later than November 15, 2022
  - June 30, 2023: Due no later than November 15, 2023

- June 30, 2024: Due no later than November 15, 2024
- June 30, 2025: Due no later than November 15, 2025

o Defined Contribution Pension Plan audit for years ending:

- February 28, 2021: Due no later than December 15, 2021
- February 28, 2022: Due no later than December 15, 2022
- February 28, 2023: Due no later than December 17, 2023
- February 29, 2024: Due no later than December 17, 2024
- February 28, 2025: Due no later than December 17, 2025

G. Exit Conference: An annual exit conference with CAPK's representatives and the Vendor's representatives will be held at the conclusion of each year's audit field work. Observations and recommendations must be summarized in writing and discussed with CAPK. It should, at a minimum, include discussion of internal control and program compliance observations and recommendations.

H. Workpapers: Upon request, the Vendor will provide a copy of the workpapers pertaining to any questioned costs determined in the audit. The workpapers must be concise and provide the basis for the questioned costs as well as an analysis of the issue(s) identified.

o The workpapers will be retained for at least three years from the end of the audit period.
o The workpapers will be available for examination by authorized representatives of the cognizant federal or state audit agency, the General Accounting Office, and CAPK.

I. Qualifications/Criteria: CAPK is seeking a Vendor with the following qualifications:

o Independent, Certified Public Accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, capable of issuing audit reports in the State of California.
o Must be able to perform Audits pursuant to OMB's Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200) and all other applicable requirements.
o Must be able to perform a Defined Contribution Pension Plan Audit.

III. PROPOSAL CONTENT REQUIREMENTS

Proposals must be organized in the following sequence:

A. Prior Auditing Experience: Describe firm's auditing experience including the names, addresses, contact persons, and telephone numbers of similar organizations previously audited, as well as the periods audited. In scoring proposals, this area is the single most significant. Please provide sufficient detail about the similar organizations previously audited to allow CAPK to evaluate your firm's related auditing experience. Experience should include the following categories:

1. Prior experience auditing a community action agency and/or non-profit agency of similar size, scope and complexity.
2. Prior experience auditing programs similar to those at CAPK financed by Federal, State of California, county and local government funds.
3. Prior experience auditing Defined Contribution Pension Plans.

B. Organization, Size, and Structure: The Vendor should describe its organization, size (in relation to audits to be performed), and structure. Description should include:

1. Size of the Vendor's firm, including number of professional audits, consulting, tax and support employees and their physical site locations.
2. Explanation of Vendor's independence.
3. Results of most recent peer review.
4. Explanation if the Vendor is a small or minority-owned business or women's business enterprise.

C. **Staff Qualifications:** The Vendor should describe the qualifications of staff to be assigned to the audits. Descriptions should include:

1. Audit team makeup, identifying by name and title all key audit staff assigned to CAPK's audits. Key audit staff includes audit partner(s), audit manager(s) and audit senior(s).
2. Prior experience of the individual audit team members. Include résumés of only the staff to be assigned to the audits. Include education, position in firm, years with the firm, industry-specific experience, and training on the recent OMB Uniform Guidance 2 CFR Part 200 ("Super Circular").
3. Vendor shall include a statement that it understands that it will not change the assignments of key audit-team members without the prior written consent of CAPK, unless such change is beyond the control of Vendor. Failure to do so may result in proposal being considered non-responsive.

D. **Audit Approach to the Engagement:** The Vendor should describe its approach of the work to be performed, including audit procedures, areas of audit emphasis, estimated hours, approach to providing overall and daily supervision to be exercised by key audit staff, and any other pertinent information. Include in this section your expected timing of field work during the year for each significant phase of the audit.

E. **Conflict of Interest:** Provide a statement of any potential conflicts your Vendor and/or key staff may have regarding providing these services to CAPK. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, so state in your proposal.

Vendors shall have read and shall be aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees. No officer or employee of CAPK or member of its governing body shall have any pecuniary interest direct or indirect, in the resulting Contract or the proceeds thereof.

F. **Certifications (Appendix D):** The publications listed in Appendix D, Certifications, will not be provided by CAPK. Please read carefully as your signature on the Certification form certifies you have read and understand the requirements.

G. **References:** Provide at least three (3) references of audit clients (or former audit clients) that will provide relevant information on your past performance as auditors. Include contact name, company address, phone and email address.

H. **Fee Proposal:** Provide a not-to-exceed fee proposal to perform all tasks described in this Request for Proposals as per the instructions in Section I.C. All prices and quotations must be typed or written in ink. No erasures or correction fluid is permitted. Errors may be crossed out and corrections printed in ink by the person signing the proposal. The Fee Proposal should be itemized and include the cost for the following: Information indicating how the price was determined. For example, the Vendor should indicate the estimated number of hours by staff level, services provided, average hourly rates by staff level, and total cost by staff level. Cost is to include discussion via conference calls and email, travel expenses and rates of additional staff for any additional services. Any out-of-pocket expenses should also be indicated. It is expected that the contract shall be a five-year fixed price contract. **The Fee Proposal should be in a separate sealed envelope, clearly marked as "Fee Proposal – Independent Audit Services RFP Finance - 2020-001**

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

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

IV. PROPOSAL SUBMITTAL PROCESS

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

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

V. SELECTION PROCESS AND CRITERIA

This is a NEGOTIATED procurement and as such, award will not necessarily be made to the Vendor submitting the lowest priced proposal. Award will be made to the Vendor submitting the best responsive proposal satisfying CAPK's requirements, as determined by CAPK, including consideration of price and other indicated factors.

Nonresponsive Proposals

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

- The proposal is not received timely in accordance with the terms of this RFP.
- The proposal does not follow the specified format.
- The proposal does not include the Certifications.
- The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the *Government Auditing Standards* of the U.S. Comptroller General.

Proposal Evaluation

Evaluation of each proposal will be scored on the factors identified in section B. below. In compliance with 2 CFR Part 200.319 – Competition, no geographic preferences will be given in the evaluation of this proposal, since the section states: "The non-Federal entity must conduct procurements in a manner that **prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals,** except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference." The selection process is designed to ensure that the Vendor's services are engaged on the basis of demonstrated competence and qualifications for the type of services to be performed and at fair and reasonable prices for CAPK.

A. All proposals received by the specified deadline will be reviewed by CAPK for content, fees, related experience and professional qualifications of Vendor. The final approval will be by CAPK's Board of Directors.

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

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

1. Prior experience auditing nonprofit organizations of similar size, scope and complexity a. Prior experience auditing a community action agency and/or non-profit agency of similar size scope and complexity b. Prior experience auditing programs similar to those at CAPK financed by Federal, State of California, county and local government funds c. Prior experience auditing Defined Contribution Pension Plans	Points = 20 Points = 15 Points = 5
Sub-Total	Points = 40
2. Auditor's organization, size, structure and capacity	Points = 15
3. Staff qualifications and relevant experience	Points = 15
4. Auditor's approach to the engagement	Points = 10
5. All-inclusive, not-to-exceed fees	Points = 20
Total	Points = 100

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

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

CAPK contemplates award of the contract to the responsible Vendor with the highest total points awarded by CAPK's proposal evaluation team.

D. Upon final selection, a Professional Services Agreement, substantially in the form attached hereto, will be processed by CAPK for award of contract.

VI. CONDITIONS TO AWARD

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

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

VII. PROHIBITED ACTIVITY

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

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APPENDIX A

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

VENDOR INFORMATION SHEET

Date: _____ Prepared By: _____

Official Business Name: _____

DBA: _____

Location Address: _____
Street City State Zip

Remit Address: _____
Street City State Zip

Contact Person: _____ Title: _____

Phone #: _____ Accts. Receivable Phone #: _____

Fax #: _____ Customer Service Phone #: _____

CAPK Vendor #: _____ E-mail Address: _____

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

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

General Liability Insurance Carrier & Policy #: _____

Auto Liability Insurance Carrier & Policy #: _____

Workers Compensation Insurance Carrier & Policy #: _____

FEDERAL TAX CLASSIFICATION:

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

BUSINESS ENTITY/CLASSIFICATION:

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

SBA CLASSIFICATION:

It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises, Women's Business Enterprises and Veteran Business Enterprises.

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

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

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

Authorized Signature: _____ Print Name: _____

Title: _____ Date: _____

REV. 012516

APPENDIX B

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

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

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

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

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

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

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

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

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

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

or

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

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here | **Signature of U.S. person** ► | **Date** ►

General Instructions

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

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

Purpose of Form

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

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

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

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

By signing the filled-out form, you:

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

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

APPENDIX C

Community Action Partnership of Kern

Additional Terms and Conditions

1. **TAXES.** The Vendor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **ASSIGNMENT OF SUBCONTRACTING.** The Vendor may not assign or transfer the Contract, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Contract shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Contract and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK**. CAPK may terminate the Contract at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Contract is terminated by CAPK as provided herein, the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Vendor hereby expressly waives any and all claims for damages or compensation arising under the Contract except as set forth in this section in the event of such termination.
4. **CHANGES**. CAPK may from time to time, require changes in the scope of the services of the Vendor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Vendor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Contract. Amendments shall be valid only after approval by Vendor and CAPK's Executive Director.
5. **CLAIMS**. All claims for money due or to become due to the Vendor from CAPK under the Contract may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE**. Any notice or notices required or permitted to be given pursuant to the Contract may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
7. **AFFIRMATIVE ACTION.** The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.
8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Contract, including any claims for breach of the Contract, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Vendor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.

11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Vendor will be American made.

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

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

14. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.

15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Contract, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Contract while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Contract until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Contract for Goods or Services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled “Protest by Vendor.”

16. **DEBARMENT AND SUSPENSION CERTIFICATION**: Vendor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:

    a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
    b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
    c. Does not have a proposed debarment pending; and
    d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

    If there are any exceptions to the Certifications above, insert the exceptions in the following space:

    Exceptions will not necessarily result in denial of award, but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

    Note: Providing false information may result in criminal prosecution or administrative sanctions.

17. **WORKER'S COMPENSATION**: Labor Code Section 3700 provides:

    “Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

    "(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

"(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

Vendor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Contract.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Contract.)

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

    a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:
    b. Provide coverage for owned, non-owned and hired autos.
    c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
    d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:
    e. Provide Contractual Liability coverage for the terms of the Contract.

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

g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

All policies required of the Vendor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Vendor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Best's rating of no less than A:VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Contract, or insurance rated below Best's A:VII, must be declared prior to execution of the Contract and approved by CAPK in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by the Contract is satisfactorily completed.

Vendor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Contract or cancel the Contract if certificates of insurance and endorsements required have not been provided prior to the execution of the Contract.

_____

Signature **Date**

_____

Print Name

_____

Company Name

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APPENDIX D
CERTIFICATIONS

On behalf of the Vendor:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Vendor.
2. The individual signing certifies that the Vendor is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Vendor.
3. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Vendor prior to an award to any other Vendor or potential Vendor.
5. The individual signing certifies that there has been no attempt by the Vendor to discourage any potential Vendor from submitting a proposal.
6. The individual signing certifies that the Vendor is a properly licensed Certified Public Accountant capable of issuing audit opinions in the state of California.
7. The individual signing certifies that the Vendor meets the independence standards of the *Government Auditing Standards*.
8. The individual signing certifies that he/she is aware of and will comply with the GAO Continuing Education Requirement of 80 hours of continuing education every two years; and that 24 hours of the 80 hours education will be in subjects directly related to the government environment and to government auditing for individuals.
9. The individual signing certifies that he/she is aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.
10. The individual signing certifies that he/she has read, understands and will adhere to the requirements, as applicable, the following publications relative to the proposed audits:
    - *Government Auditing Standards* (Yellow Book)
    - OMB Circular A-133, *Audits of Institutions of Higher Education and Other Nonprofit Institutions*
    - *OMB Circular A-133 - Compliance Supplement*
    - *Government Auditing Standards and Circular A-133 Audits (AICPA Audit Guide)*
    - OMB Circular A-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations*
    - OMB Circular A-122, *Cost Principles for Nonprofit Organizations*
    - *Audit and Accounting Guide – Not-for-Profit Entities (AICPA Audit Guide)*
    - *A Guide for Nonprofit Organizations: Cost Principles and Procedures for Establishing Indirect Cost and Other Rates for Grants and Contract with the Department of Health and Human Services*
    - *10 CFR Part 440 – DOE's Weatherization Assistance for Low Income Persons*
    - *Uniform Guidance 2 CFR Part 200 ("Super Circular")*
11. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.
12. The individual signing certifies that the Vendor, and any individuals to be assigned to the audits, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state or local government. (If the Vendor or any individual to be assigned to the audits has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

Dated this _____ day of _____, 2015.

_____
(Vendor's Firm Name)

_____
(Signature of Vendor's Representative)

_____
(Printed Name and Title of Individual Signing)

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APPENDIX E
SCHEDULE OF PROGRAMS

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
UNRESTRICTED						
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
RESTRICTED						
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	CA1799L9D041600	04/02/19 - 04/01/20	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	94,012	21.009	19VITAA0228	08/01/18 - 07/31/19	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
	122,216			08/01/19 - 07/31/20		
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
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
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		19B - 5012	10/01/18 - 09/30/20	122-39	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
	4,415,961		20B - 2012	10/01/19 - 09/30/21	122-30	

PREPARED by/approved by SCHROM

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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
DOE	1,364,399	81.042	17C-4010	06/01/18 - 06/30/20	123-65	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085	93.575	CCTR - 9050	07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 9050	07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000	93.575	CMAP - 9000	07/01/19 - 06/30/20	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	164,081	93.575	CSPP - 9121	07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	357,247	93.596	CSPP - 9121	07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,491,998	10.561	19-10324	10/01/19 - 09/30/20	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
ECONOMIC EMPOWERMENT	50,000	93.590	EE - KERN - 17 - 20	07/01/19 - 06/30/20	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	373,833	10.568/.569	15 - MOU - 00118	10/01/19 - 09/30/20	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
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
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

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PREPARED 5/28/2020
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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
TRADE MITIGATION BONUS OFFERING	$1,982.62 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 - CJ	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
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/19 - 06/30/20	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	4,173,682		CMAP - 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 - 06/30/20	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	1,877,011		N/A	07/01/19 - 06/30/20	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES COUNTY OF KERN

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PREPARED 5/26/2020
SCHPRGM

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
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000 70,000		509-2019	07/01/19 - 06/30/20 07/01/20 - 06/30/21	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	147,879 328,862		509-2019	01/01/20 - 06/30/20 07/01/20 - 06/30/21	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM	57,000		18-CESH-12453	10/03/19 - 07/24/24	272	STATE OF CALIFORNIA, DEPT OF GENERAL SERVICES, UNITED WAY OF KERN
COUNTY OF KERN 2020 CENSUS	47,707		N/A	01/14/20 - 09/30/20	273	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER START-UP	239,630		017-2020	01/14/20 - 06/30/20	275-007	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	1,027,736		017-2020	01/14/20 - 06/30/20	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,054,472		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
FOOD BANK CAPACITY PROGRAM	101,490		SGRT-19-0012	07/01/17 - 06/30/20	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,758		15 MOU - 00118	07/01/19 - 06/30/20	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	274,439		N/A	07/01/19 - 06/30/20	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD COVID-19 DISASTER BOXES (FOOD BANK)	21,334		N/A	07/01/19 - 06/30/20	216-093	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
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	255	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

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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
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 - 08/31/20	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/20	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

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PREPARED 5/28/2020
SCHPRGM

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
EAST KERN HEALTH LINK	PENDING		N/A	PENDING	454	DIGNITY HEALTH
FOOD BANK FREE FARMERS MARKET - WASCO	66,000		N/A	01/01/20 - 12/31/20	467	THE WONDERFUL COMPANY FOUNDATION
DAP (DISGORGEMENT ASSISTANCE PROGRAM)	346,238		20D - 1012	10/01/19 - 12/31/20	484	SERVICES AND DEVELOPMENT, BARCLAY'S BANK SETTLEMENT WITH FETC
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST

A6

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
August 12, 2020
12:00 pm

MEETING MINUTES

1. **Call to Order**

Committee Chair Nila Hogan called the meeting to order at 12:02 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Nila Hogan, Michelle Jara-Rangel, Maritza Jimenez, Fred Plane

Absent: Marian Panos

Others Present: Yolanda Gonzales, Director of Head Start / State Child Development; Traco Matthews, Chief Program Officer; Lisa McGranahan, Director of Human Resources; Carmen Segovia, Director of Health & Nutrition; Pritika Ram, Director of Administration; Tracy Webster, Chief Finance Officer; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review & Evaluation Committee meeting agenda as amended for August 12, 2020. Carried by unanimous vote (Plane/Jara-Rangel).

4. **Public Forum**

No one addressed the Committee.

5. **Program Presentation**

Jaime Orona provided a summary of the CAPK Food Bank programs that included: The Emergency Food Assistance Program; Senior Food Program; Backpack Buddies; Snack Attack; Fresh Rescue; Free Farmers Markets; and the new Food 2 Door Program. Jaime stated that the CAPK Food Bank collaborates with 166 distribution, commodities, and food pantry sites across Kern County.

Nila Hogan asked about the Food 2 Door Program for seniors. Jaime explained that this program came about as a result of the Coronavirus to help assist seniors 65 and older to obtain food without having to venture out and risk exposure. This program expands across the County and will serve approximately 3,600 seniors per month until December.

6. New Business

a. June 2020 Program & Division Reports – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram introduced the new Chief Program Officer, Traco Matthews, who said he was happy to be part of CAPK. Pritika provided detailed program updates for the month of June and stated that the updates for July and August will be presented at the September meeting.

At the end of the report, Pritika introduced the new Director of Human Resources, Lisa McGranahan.

Motion was made and seconded to approve the June 2020 Program & Division Reports. Carried by unanimous vote. (Jara-Rangel/Jimenez)

b. Application Status Reports & Funding Requests – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram provided a summary of the Application Status Report through July 2020 and stated that 50% of applications for non-COVID related grants were awarded which represents $1,202,591 and 97% of the COVID related grant applications were awarded which represents 3,868,306.

Motion was made and seconded to approve the Application Status Reports & Funding Requests through July 2020. Carried by unanimous vote. (Plane/Jara-Rangel).

c. June 2020 Head Start / State Child Development Enrollment Update & Meals Report – Ginger Mendez, HS State Enrollment / Attendance Manager – ***Action Item***

Ginger Mendez reported that Head Start Kern achieved 100% enrollment and exceeded enrollment goals for children with disabilities at 12.6% and 3.4% for over income. Early Head Start Kern enrollment increased to 91% and continued to exceed enrollment goals for children with disabilities at 16.9% and over income at 6.0%. Early Head Start San Joaquin was dark in June with no data to report. Early Head Start Partnership increased enrollment to 60% with 5.1% enrollment disability enrollment and 9.8% for over income enrollment.

Services for Full-day/Full-year began on June 1, 2020. The Part-year program ended on May 22, 2020.

Ginger reported that desk reviews are being conducted through desk-top monitoring to minimize the risk of COVID-19 transmission to children and staff.

Central Kitchen prepared a total of 33,401 meals and snacks during the month of June. The Central Kitchen, along with the support of the HS/EHS staff continue to provide boxed meals for enrolled children who received virtual services. Staff is also working with Sysco to offer ready to eat meals that are creditable with CACFP. The CACFP report for June reflects a total

of 39,498 meals served, which is 89%. This percentage is based on Head Start / Early Head Start Kern total meals delivered, divided by meals claimed.

The Enrollment & Attendance Department thanked Donna Holland for her time and service to Head Start & CAPK. Donna is retiring after 18 years of service to CAPK.

Michelle asked when the Jewett site will open. Yolanda Gonzales reported that licensing is pending. Staffing is secured and children have been identified for enrollment. When further asked about the EHS Partnerships enrollment, Esperanza Contreras said that the 11 slots will be placed into a Head Start for a center-based partnership and occupy two classrooms.

Nila Hogan questioned if staff has been in communication with the State regarding the status of the grants. Yolanda Gonzalez replied that staff has received guidance through June 30th and are awaiting further guidance.

Motion was made and seconded to approve the June 2020 Head Start / State Child Development Enrollment Update & Meals Report. Carried by unanimous vote. (Plane/Jimenez).

7. Committee Member Comments

- Michelle Jara-Rangel said that she appreciates all of the hard work staff has done and thanked Donna Holland for her service.
- Maritza Jimenez thanked staff for doing a great job.
- Fred Plane said that Donna Holland has done a great job during her time at CAPK and she will be missed.
- Nila Hogan said that she appreciates the ease of reading the reports, and said that staff is doing a good job, with meetings completed in a quality manner.

8. Next Scheduled Meeting

Program Review & Evaluation
Wednesday, September 16, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

9. Adjournment

The meeting adjourned at 12:54 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Sheila Shegos		**Month/Year: June 2020**
Program/Work Unit: 2-1-1 Kern County	**Staffing:** 20	**Program Manager:** Irene Fonseca

Services: Provides 24/7 information and referral services via phone or CAPK 2-1-1 website to residents of Kern County. 2-1-1 provides call handling services for Kings, Tulare, and Stanislaus Counties. 2-1-1 serves as the call center for the CAPK Energy Program and VITA Program. 2-1-1 is the entry point to homeless services by way of the Coordinated Entry System—2-1-1 screens callers experiencing homelessness and connecting them with CES Homeless Navigators who prioritize needs by urgency and link the client to necessary services. 2-1-1 in collaboration with First 5 of Kern, is an access point for parents of children ages 0-5 to complete an online developmental assessment to aid in early intervention of identified delays. 2-1-1 also offers over the phone CalFresh application assistance to eligible Kern County residents, via the GetCalfresh.org website.

Activities	Description			
Information & Referral Services	**Incoming**	**Answered**	**Unanswered**	**Referrals**
Kern County	6,387	5,732	655(10%)	12,028
Kings County	516	462	54(10%)	*
Tulare County	4,588	4,392	196 (4%)	*
Stanislaus County	1,668	1,506	162(10%)	*
Total	13,159	11,732	1,067(8%)	

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

Most Requested Services	Food Assistance	COVID19 Testing	Homeless Shelter
Top 3 Unmet Needs	Homeless Shelter	Grocery Delivery	Rental Assistance

Other Services		Month	YTD
LIHEAP	Calls Answered	1,831	13,939
Weatherization	Calls Routed through 2-1-1	375	1,415
Mental Health	Calls Answered	123	1,280
Website Visitors	Duplicated Visitors to CAPK's 2-1-1 Kern web page	26,085	135,661
VITA	Calls Routed through 2-1-1	0	9,880

CalFresh Application	Over the Phone Application Assistance via GetCalfresh.org website (Supplemental Nutrition Assistance Program- SNAP/food stamps)	**Applications**	**Approved**	**Pending**
		54	**N/A**	**N/A**

Coordinated Entry System (CES)	Entry point for the homeless population in Kern County.	**211 Homeless Calls**	**QRT Received**	**Assessments Completed**
		771	**3**	**135**

Outreach Activities	Outcomes
• Restaurant Meal Delivery Program Press Release at Victor's Mexican Grill	CAPK is partnered with SoCal Gas and the Kern Economic Development Corporation to bring 450 to 500 restaurant meals to Kern County seniors and farmworkers in the SoCal Gas service area. The program is administered through the 2-1-1 Program.

Highlights: 2-1-1 Kern continues to answer COVID disaster related calls for all counties. In the month of June, 2-1-1 Call Specialists provided over twenty-seven hundred disaster related referrals to Kern County residents. Call Specialists have triaged and transferred over seven hundred callers to the Kern Public Health COVID line for COVID related health concerns.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** June 2020
Program/Work Unit: AmeriCorps, KYMC	**Total Program Staffing:** 1 staff and 23 AmeriCorps Members (ACM)	**Program Manager/Supervisor:** Carrie Farwell

Services: Essential Volunteers, COVID19 Emergency Response Services

Our 23 ACM's were assigned to the following activities. Some ACM's worked at multiple sites to maintain hours:

Activities		
	YTD Reporting Period January - December	
Description	**Month**	**YTD**
CAPK Food Bank & Distribution (Members transitioned out of the CAPK Food Bank in groups, June 8, 15, and 22, so output is lower than previous months) *Members pull food items, build orders, package individual orders, load orders for clients, and prepare boxes for distribution.* **DATA:** 10 ACM's provided 335 hours and built 110 commodity orders, and prepared 215 food boxes for distribution **CAPK SENIOR FOOD BANK** *Members pull food items, build orders, and prepare boxes for distribution.* **DATA:** 1 ACM provided 36 hours and helped build 1,638 senior food boxes	5	N/A
CAPK Friendship House (Summer Program) *ACM's help with safe student rotation, meals, and support children with enrichment activities.* **DATA:** 5 ACM's provided 431 hours and supported 10 students		
CAPK Shafter Youth Center (Summer Program) *ACM's help with safe student rotation, meals, and support children with enrichment activities.* **DATA:** 3 ACM's served 323 hours and supported 18 students		
TYM4Change YPAR (Youth Participatory Active Research Team) *Members sort data, conduct & evaluate surveys, develop recruitment strategies, plan activities, outreach and market, promote social media, develop short film and documentaries related to community issues (food scarcity), deliver community resources to families at food distribution.* **DATA**: 9 ACM's provided 522 hours, completed 54 food distribution surveys, conducted 1 face to face interview with a food bank client, on issues related to Covid19 and food scarcity.		
Aging & Adult Services Department (Members transitioned out of AASD June 8, June 18) *Members make phone calls to medically fragile seniors, evaluating their needs, providing resources and/or referrals, and giving home bound seniors a friendly person to chat with.* **DATA:** 5 ACM's provided 260 hours serving at 2 AASD locations (filed, input data, no calls)		
KCSOS Content Creation Team (Teleservice) *Members are assigned subject-matter, they convert material into online curriculum for K-12.* **DATA:** 5 ACM's provided 112 hours developing curriculum for 4 different subject areas		
VINELAND SCHOOL DISTRICT (Vineland Elementary & Sunset Middle School) *Members worked with the Vineland School District to clean, sanitize, and organize classrooms and supported the complete renovation of a house at Vineland Elementary which will become a Parent Resource Center.* **DATA:** 13 ACM's, spent 598 hours, cleaning classrooms, bathrooms, libraries, cafeterias, offices, locker rooms, and gymnasiums, including painting and minor repair projects. Due to the effort of AmeriCorps, the vineland maintenance staff are well ahead of schedule.		

Noteworthy: Hired one additional ACM to bring the team to 23. We will not be filling the 24th slot due to COVID.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** June/2020
Program/Work Unit: CalFresh Healthy Living	**Total Program Staffing**: 9	**Program Manager/Supervisor:** Tammy Fisher
Program/Work Unit Description: CAPK with funded and unfunded community partners that reflect the geographic, cultural, and ethnic diversity of Kern County will implement strategies and/or interventions in communities to help establish healthy eating habits and a physically active lifestyle, in accordance with the Supplemental Nutrition Assistant Program Education (SNAP-Ed) guidance mandated by the Food and Nutrition Act under Section 28, with an interest in improving nutrition, physical activity, public health, the built environment, and health care where we work, live, shop, learn and play.		

Activities	Description	Status	
		Month	YTD
CAPK CalFresh Healthy Living Program Partnerships	• Program Manager attended the June SVNP Collaborative and announced CalFresh Healthy Living online nutrition education series in partnership with Kern County Beale Memorial Library.	1	20
CAPK CalFresh Healthy Living SHOP	• The CAPK Health Educators provided nutrition education at weekly CAPK FOOD BANK Distribution sites. • The CAPK Health Educators attended four online trainings that will help impact community partnerships during COVID-19 crisis.	2657 4	12,007 16
CAPK CalFresh Healthy Living LIVE	• CAPK Health Educators were not able to partner with Mercy Downtown Hospital due to COVID-19 restrictions. • Health Educators presented nutrition education series in partnership with Kern County Beale Memorial Library Summer Meals program.	0 1	30,000 3
CAPK CalFresh Healthy Living Trainings	• Statewide CalFresh Healthy Living presented *Designing Powerful Online Meeting Experiences* which focused on engaging stakeholders through online resources due to the COVID-19 restrictions. CAPK Health Educators gained online fundamentals for meeting design and facilitation.	1	8
CAPK CalFresh Healthy Living County Nutrition Action Plan (CNAP)	• CNAP Steering Committee meet on June 16, 2020 via Zoom. The CNAP Collaborative is scheduled for July 8, 2020 10-11:30 via Zoom.	1	53

Other Items of Note:

1. CAPK CalFresh Healthy Living Website is updated for July 2020 at www.capk.org/programs/calfresh
2. CAPK CalFresh Healthy Living Face Book page is updated weekly and provides USDA SNAP-Ed approved nutrition education resources and CalFresh Healthy Living eating tips.

Staffing: The program has an open Health Educator position which became vacant this month.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** June/ 2020
Program/Work Unit: East Kern Family Resource Center	**Total Program Staffing**: 5	**Program Manager/Supervisor: Vacant** Choose an item.
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services Case Managed Families	Differential Response F5K School Readiness Economic Empowerment	16 6 0	122 14 21
Children enrolled in center-base program		0	1
Adults in Court Mandated Parenting Classes		0	6
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	0	295
Emergency Supplies Closet and Other Services	Food (individuals)	3	29
	Clothing (individuals)	31	136
	Photocopies (individuals) HEAP Application Supporting Docs	96 0	985 198

Other:

1. Services were limited due to COVID-19.
2. Staff conducted modified home visits meeting with clients outside of their homes and adhering to CDC guidelines as far as wearing a face mask and following the social distancing requirements.
3. The site supervisor position became vacant and recruitment efforts are in progress to fill the position.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year: June 2020**
Program/Work Unit: Energy	**Total Program Staffing**: 37	**Program Manager/Supervisor:** Todd Payne
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also, installation of interim water tanks for low-income households affected by the drought.		

YTD Reported from 01/02/2020 to 6/30/2020

Activities	Description	Status	
		Households Served	
		Month	YTD
1. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2019)	• Utility bill payments	**-0-**	**261**
2. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance – 2020)	• Utility bill payments	**144**	**2660**
1. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2019)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	**-0-**	**242**
	• Energy-efficient appliance installation	**-0-**	**345**
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2020)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	**-0-**	**15**
	• Energy-efficient appliance installation	**-0-**	**29**
3. Department of Energy Weatherization Assistant Program (DOE-WAP) (2018)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	**-0-**	**4**
	• Energy-efficient appliance installation	**-0-**	**4**
5. Total Value of Services (utility payments only)		**$84,808**	**$2,466,760**
		Results	
6. Energy calls received (from 2-1-1)		**2294**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**250**	**-0-**
8. Number of LIHEAP applications Completed		**144**	**-0-**
9. Number of LIHEAP applications in Progress		**106**	**-0-**
10. Outreach Events attended	All Outreach events were cancelled due to COVID-19 Pandemic	Give presentations, distribute brochures, tote bags, ink pens and energy savings wheels.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Executive/Pritika Ram		**Month/Year:** June 2020
Program/Work Unit: Outreach and Grants Team	**Total Staffing**: 4	**Program Manager/Supervisor:** Pritika Ram

Services: Grant research on funding resources and opportunities, proposal preparation, and special projects. Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.

Outreach and Grants Team Activities

The Outreach Team developed internal and external messaging for CAPK program reopening. They prepared CAPK Cares materials for agency locations, developed a video highlighting the new M Street Café at the M Street Navigation Center and participated in agency discussions of response to Community Action commitment to equity and racial justice.

As the immediate needs of the COVID-19 pandemic are met, the Grants Team is moving towards a longer-term response including immediate needs as well as mitigating long-term impacts. Support is also being sought for regular programing as well as program adaptations due to COVID. The division recently contracted with a firm to assist with grant writing, research, and strategic planning.

Advocacy	• Coordinated with Kern County on M Street Navigation Center reporting • Maintained COVID-19 records and curated news stories for the agency • Worked with elected officials on legislation and advocacy • Developed plan and timeline for CAPK Brand roll-out

Outreach	• Prepared materials for East Kern BOD recruitment
	• Coordinated news media stories on Food Bank and Food Bank donations
	• Created marketing materials for the Food Delivery and Food2Door program
	• Designed and posted Food Bank Thank You graphics
	• Made CAPK Cares Posters
	• Sent CAPK Cares Constant Contact
	• Supported Employee Assistance Program
	  o Constant Contact
	  o Posters
	  o Cards
	• Sent CAPK Facemask Policy to employees via Constant Contact
	• Created phone list for Vision Y Comprimiso (CalEITC grant)
	• Promoted Warehouse Specialist position on social media
	• Posted Juneteenth social media
	• Designed CalFresh Stickers
	• Created M Street Donation Video

Grants-In Progress	• Kern County ESG Cares, Rental Assistance • California Department of Public Health Tobacco Cessation • California State Parks and Recreation Youth Center Expansion • Feeding America Senior Food Assistance • Wonderful Community COVID Response
Research	• Affordable Housing • Rental assistance to avoid evictions
Projects	• CSBG Mid-Year Data Collection • CAPK Foundation

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** June 2020
Program/Work Unit: Food Bank	**Total Staffing**: 19	**Program Manager:** Jaime Orona
Services: Partners with 147 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.		

		Status	
Activities	**Description**	**Month**	**YTD**
USDA Commodities	Individuals Served (May)	54,654	250,219
	Poundage Received all Programs	2,860,558	17,052,603
	Total Poundage Distributed, All Sites	2,933,968	16,268,667
	Total Distributed pounds 2019	1,862,374	9,786,047
Food Sourcing	**Produce Received: 420,219 pounds of produce (donated or purchased) & 15 different produce items:** Bolthouse: Carrots & Carrot Beverages · CA State: Potatoes · Catholic Charities: Potatoes · Central Food Bank: Cabbage, onions, bell peppers, bananas · Del Mar Produce: Watermelon · Fresh Kampo: Celery, · Grimmway: Potatoes, romaine, leafy greens, cauliflower & carrots, broccoli · Johnston Farms: Potatoes & Bell Peppers · KCSOS: Apples · Meridian Fine Food: Celery, Raspberries, Black berries · Target: Mixed produce · Ten Star Produce: watermelon · Community Central Food Bank: potatoes, bell peppers, cabbage, onions, watermelon, plums & peaches · Varsity Produce: Onions · Walmart: Mixed produce · Wonderful: Citrus · Zuckerman: Potatoes **Food Purchase Distribution Program Produce:** 153,176 Pounds/5 different produce items **Farmers Markets: New Life, Delano, Wasco, & Catholic Charities.** **A total of 81,300 pounds of fresh produce, bread & beverages. Reaching 1,691 Families**		
Food Drives:	**N/A**		

- CAPK Food Bank held 27 Emergency box distribution throughout Kern County. Distributed 12,000 boxes in the month of June.
- 6/4 - CAPK Food Bank held their 2nd drive-thru Farmers Market in Delano, distributed 34,456 lbs. to 603 individuals.
- 6/15 - CAPK Food Bank held their 2nd drive-thru Farmers Market in Wasco, distributed 29,468 lbs. to 430 individuals.
- Our CSFP program held 34 distributions for the month of June and distributed 35-pound boxes of healthy and non-perishable food to 4,303 seniors throughout Kern County. CSFP team is doing a great job of having drive-thru distribution at most sites.

COMMUNITY ACTION PARTNERSHIP OF KERN

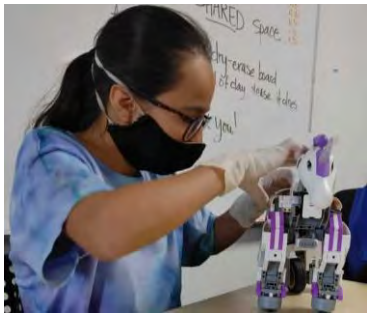
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

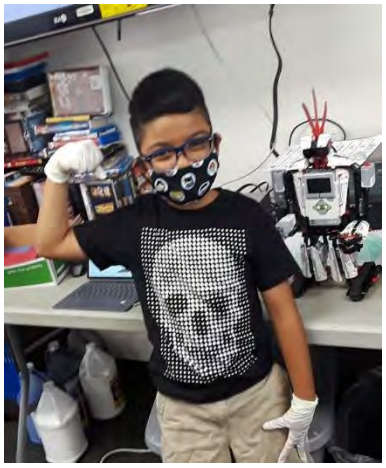
Division/Director: Health & Nutrition/Carmen Segovia		**Month/Year:** June 2020
Program/Work Unit: Friendship House	**Total Program Staffing: 2**	**Program Manager/Supervisor:** Lois Hannible
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.		

Activities	Participants	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation.		99
Summer Program Recreational activities, educational games, and activities.	13	19
Gang Prevention Program Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.		26
STEM (Science, Technology, Engineering, Math) Program The STEM program teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.	11	11
Mobile Mexican Consulate -Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information**.**		3919
PREP Works Program Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have an opportunity to gain paid work experience.		109
Positive Youth Development Services- Mentor program for at-risk youth.		88
Positive Youth Development Services- Medi-Cal Health Enrollment Navigator Project	28	51

Other:

- The CAPK Friendship House summer program participants are learning and having fun with STEM activities, building and coding robots, thanks to grant funding received from Kern Family Health Care.
- Excited to announce that full funding has been restored to the Medi-Cal Health Enrollment Navigator Project that is being facilitated by the CAPK Friendship House and CAPK's 211 program.







COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Tracy Webster		**Month/Year: June 2020**
Program/Work Unit: HR/Staffing	**Total Division Staffing**: 10	**Program Manager/Supervisor:** Barbara Imdorf, Dawn Bledsoe
Services: All functions and activities related to staffing, employee benefits (including the pension plan) administration, labor law compliance, human resources management, and SEIU Contract.		

		Status	
Activities	**Description**	**Month**	**YTD Reporting Period Jan-Dec.2020**
Employee Count	Regular	904	
	Subs/Temps	22	
	Total Staff	926	
New Hires	**All divisions and programs**		
	Regular	10	184
	Subs/Temp	0	60
	Total New Hires	10	244
Leaves of Absence	Full-time Leave	16	
Terminations	**All divisions and programs**		
	Voluntary	7	208
	Involuntary	4	79
	Total Terminations	11	287
Staffing	**Vacancy**	40	469
	Total Online/ADP Applications Received	1,330	9,541
Payroll	**Total Hours Paid**	111,757.81	
	Total Gross Payroll	2,252,634.04	

Projects:	***Completed:***
ADP Recruitment *Employee Survey*	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development / Sheila Shegos		**Month/Year:** June 2020
Program: M Street Navigation Center	**Program Staffing:** 17	**Program Manager:** Laurie Hughey

M Street Navigation Center is assisting nearly 50 overnight residents with Homeless Continuum of Care (COC) providers and members, including County and City government. We appreciate the ongoing collaboration and cooperative spirit of our partners, and especially during the pandemic.

Overnight residents previously from the following zip codes totaled 76 homeless individuals (exits/non-exits):

Communities, Other	**Communities, Bakersfield**
Delano, 93215 - 2	93301 - 8
Lake Isabella, 93240 - 1	93304 - 7
Onyx, 93255 - 1	93305 - 11
Rosamond, 93560 - 2	93306 - 3
Chicago, IL 60653 - 1	93307 - 2
North Bend, OR 97459 - 1	93308 - 6
Unknown - 29	93312 - 2

Flood Ministries is providing homeless outreach, making client referrals and transporting individuals to M Street from city and rural areas. They take leftover sack-meals provided at M Street to the community homeless each week.

Kern Behavioral Health is onsite daily, providing mental health services and guiding residents forward in increased health and self-sufficiency. They help facilitate on-site weekly resident community meetings and staff trainings to strengthen the program.

Kern Medical is available during medical crisis and scheduled appointments. They are caring for homeless individuals who have serious physical needs and health conditions. The Kern Medical Whole Person Care program provides added support to clients enrolled in the program.

City Serve is engaging and training community volunteers and runs the onsite Café M, a place where residents can get personal care items and supplies, socialize and grab a cup of coffee. They are starting soon an educational and jobs training program to assist homeless clients.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

ACTIVITIES	Participants	
DESCRIPTION	Month	YTD
STATEMENT OF PROGRAM DELIVERABLES	June 2020	
M Street Overnight Residents	82	118
Total Meals Delivered	3191	4646
Total Meals Served	1294	1799
Left-Over Sack-Meals Distributed to Homeless in Community (Flood/Volunteers)	1897	2847
Assigned Beds	48	118
Open/Available Beds	16	41
Volunteers	18	23
Volunteer Service Hours	124.25	140.25
Donations, Monetary	0	0
Donations, In-Kind: (Art supplies, books, board games, shoes, undergarments, clothing, hygiene products, dog food, ice cream, pizza, laptop, facemasks)	25	8
Exits, Permanent Housing	3	3
Exits, Voluntary, Involuntary	24	33
Longest Length of Stay (days)	49	NA
Total Critical Incidents	42	73
• Health & Safety	29	48
• Harm to Self & Others/Aggressive Behavior	13	25
• Unexcused Absences (Overnight)	0	0
• Mandated Reporter	0	0
Showers	181	211
Case Management Services	100	108
DHS Services Enrollment		
• Cal Fresh / Food Stamps	9	9
• Medi-Cal Insurance	NA	NA
• Cash Assistance	NA	NA

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** June 2020
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 19, *Vacancies- 2 Family Specialists, 1 Reimbursement Specialist, 1 Service Clerk*	**Program Manager/Supervisor:** Susana Magana
Services: The Migrant Childcare Alternative Payment Program is a voucher-based childcare program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue childcare services as they migrate throughout the state following agricultural work. The program's current Fiscal Year is July 1, 2019, to June 30, 2020. **This report is for the service month of May 2020, which was processed in the month of June 2020.*		

Activities	County	Total	% by County
Active Enrollments	Kern*	438	43%
	Madera	130	12%
	Merced	4	0
	Tulare	223	22%
	Kings	80	8%
	Fresno	146	15%
	Total	1021	**100**%

*Kern totals include services provided outside of the six entry counties. The case management for those families working and residing outside the six entry counties are handled by the regional office in Bakersfield.

Current Activities:

The MCAP office is still operational Monday to Friday from 7am-5pm. To comply with social distancing staff has been split into two shifts and is telecommuting part of the day. Our office lobby is open by appointment only.

The MCAP program has experience an increase in phone calls requesting changes in providers due to some providers temporarily closing their family childcare home due to Covid-19. Staff is working diligently to assist families in finding temporary childcare providers.

Program manager is working closely with the California Alternative Payment Program Association CEO and the CA Department of Education (CDE) staff to ensure the needs of the MCAP program are being considered, as CDE continues issuing emergency Covid-19 regulation management bulletins.

MCAP is wrapping up the FY 2019-2020. The program received an additional $400K in the month of May 2020 and is projected to earn 99% of the contract.

In the month of June, our program suffered a great loss. Our coworker and friend housed at the Tulare satellite office passed away unexpectedly. Staff has continued to work together to ensure that our clients continue to receive excellent customer service, as we work toward filling the vacancy.

Upcoming Activities

Due to Covid-19 outreach activities, meetings and trainings have been cancelled until further notice.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** June 2020
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	**Total Division Staffing:** 23	**Program Manager/Supervisor:** Dan Ripoli, Douglas Dill, Kerri Davis, Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.		

Operations Report begins March 1st

Activities	Description	Received	Completed to Date
Business Services			
Purchase Orders Processed		125	372
Contracts/Leases Processed		74	307
Request for Proposals (RFP)	Grant Writing Consultant (Community Development) Food Services – (HS/EHS)	In Progress Completed	
Leases	Chrisman Road (Head Start) 277 E. Front Street. Buttonwillow (WIC) 452 West Los Angeles (Head Start) 2739 Diamond Ave. (WIC) 401 Willow Drive (Head Start) 10300 ½ San Diego St. (Head Start) 7000 Wardrobe Avenue (MCAP) 1500 Fairfax Road (Head Start) 1850 Wardrobe Avenue (MCAP) Mojave Veteran's Bldg. Rental Agreement (WIC) Belle Terrace 6500 sq ft facility (Unit # unknown) (Food Bank) 115 Walnut St. (EHS SJ) 6019 E. Niles (WIC) 401 Willow Drive (HS)	In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress	
Contracts	Escuelita Hernandez (Partnership) HSI Amendment I Stine & Oswell (Head Start) HSI Amendment I Broadway (Head Start) Wellworks For You (Finance) Colombo Construction (Head Start) MOU Cal Fresh (Head Start- SJ) Blue Ribbon Automotive (Head Start) McWilliams and Walden, Inc. (Head Start) Motor City (HeadStart) Big O Tires (Operations) Ordiz Melby (Head Start)	In Progress In Progress In Progress In Progress In Progress Completed In Progress In Progress In Progress In Progress In Progress Cancelled Completed In Progress	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Activities	Description	Received	Completed to Date
	Turks Kern Copy (Maintenance)	In Progress	
	Reliable Janitorial	In Progress	
	Turks Kern Copy (LBNC)	In Progress	
	Allied Universal (LBNC)	In Progress	
	Orkin Contract (Jewett & Cal Fresh)	In Progress	
	Premiere Services (Energy)	In Progress	
	Tres Hombres Fence Company	In Progress	
	Tel Tec (Various Program) Phase #2	In Progress	
	Mission Linen (Mask Project/Various Programs)	In Progress	
	PLC System Services (Various Programs/BPN)	In Progress	
	McFarland School District Food Services Contract (HS)	In Progress	
	Premiere Services (HS, EHS) Bush St.	In Progress	
	PLC System Services (LBNC) $950	In Progress	
	Subcontract Agreement (Com. Development)	In Progress	
	Computer Linx Amendment I (M St.)	In Progress	
	Computer Linx Amendment I (M St.)	In Progress	
	PLC System Services (M St.)	In Progress	
	ACI (Head Start $715)	In Progress	
	ACI (Head Start $1,885)	In Progress	
	ACI (Head Start $1,953.20)	Completed	
	ACI (Head Start $1,850)	Completed	
	Bronco Electric (Head Start)	In Progress	
	MAKE Bakersfield Amendment I (SYC)	In Progress	
	San Joaquin Interiors (Head Start Stine)	In Progress	
	San Joaquin Interiors (Head Start Fairview)	Completed	
	San Joaquin Interiors (Head Start Stine $175)	Completed	
	WIPLFLI Engagement Letter	In Progress	
	Tres Hombres Fence Company (M St.)	In Progress	
	WIPLFLI Engagement Letter (IT Project)	In Progress	
	M&S Security Services Amendment I (Jewett)	In Progress	
	ACI (Head Start 1900 E. Cal)	In Progress	
	Tel-Tec Security (Head Start $1,698)	In Progress	
	Vital Signs (HS Stine)	Completed	
	PLC System Services (M St. $2,341.42)	In Progress	
	Taft City School District (Food Service Contract HS)	In Progress	
	Delano Food Service Contract	In Progress	
	M&S Security (Belle Terrace)	In Progress	
	San Joaquin Interiors (HS/EHS $7,000)	In Progress	
		In Progress	
		In Progress	
		Completed	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Maintenance & Operations		Work in Progress	Closed To Date
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles. 3/1/2020 to Date	112	481
Projects	• "Jewett Renovation" • "Cleo Foran Renovation" • East Cal: EHS interior renovations are complete. Program has now asked to remodel the Kitchen and add double child sink cabinets in two classrooms. We are in the process of acquiring bids. • Primeros Pasos: We are procuring to remove the worn-out AstroTurf, playground equipment and shade structure and replace the shade structure with a lower structure and installing sod to replace the old AstroTurf. • Alberta Dillard: We are in the process of acquiring bids to convert the single classroom into two classrooms and removing the existing concrete stage. • We are in the process of moving ERSEA from BPN to Kaiser STE #101, moving HR to BPN, moving Community Development to Kaiser STE #220 and making adjustments to accommodate BPN	Complete Complete In Progress In Progress In Progress	
Information Technology		**Received**	**Closed To Date**
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	1001	933
Projects	• AT&T E-rate Category 1 Installation • Mitel Upgrades • Food Bank Wifi upgrades • SJC computer upgrades • LBNC • Head Start Network and Wifi upgrades Category 2	In Progress In Progress Completed Completed In Progress In Progress	
Risk Management		**Reported**	**01/01/2020 to Date**
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Lost Time • Non-Industrial (not work related) • Under Investigation • Confirmed Work related COVID	1 1 0 0 0 0 0 5	24 7 2 0 2 0 0 5
General Liability		0	0
Property Incidents		0	10
Vehicle Incidents		0	9
Projects	Workers' Compensation Renewal	Completed	

	Charter for Operational Risk Mgmt Advisory Committee	Completed
	Safety & Security Policies for Front Desk	Completed
	Workplace Violence Prevention Program	Completed
	Operational Risk Committee	On-going
	Submitted for approval Vehicle Safety Program	Completed
	Safety Meetings Monthly Maintenance & Energy	On-going
	Homeless Shelter Liability and W/C Insurance	Completed
	New safety Program for Homeless Shelter ATD	Completed
	Developing Respiratory Protection Program for LBNC	Completed
	Update safety programs to include Homeless Shelter & Staff	In progress
	Developing Returning to Work Plan after COVID	Completed
	Assisting Programs to develop reopen plans and protocols	Completed
	Staff Training on the proper wearing of mask	On-going
	Facial Covering Policy	Completed
	Suspected or Confirmed Cases of Covid-19 In The Workplace Plan	Complete

- **Other:** Jewett and Cleo Foran renovations are complete. East Cal: EHS interior renovations are complete. The program has asked to remodel the Kitchen and add double child sink cabinets in two classrooms; we are acquiring bids. Primeros Pasos: we are procuring to remove the worn-out AstroTurf, playground equipment and shade structure, replace the shade structure with a lower structure, and install sod to replace the old AstroTurf. Alberta Dillard: We are acquiring bids to convert the single classroom into two classrooms and remove the existing concrete stage. Currently, we are in the process of moving ERSEA from BPN to Kaiser STE #101, moving HR to BPN, moving Community Development to Kaiser STE #220, and making adjustments to accommodate BPN.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** June 2020
Program/Work Unit: Shafter Youth Center	**Total Program Staffing:** 4 SYC 3 AmeriCorps	**Program Manager/Supervisor:** Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities	Participants	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.		20
Evening Program – Open Basketball, Zumba, Fitness Boot Camp, Mental Health Support Group Mtg, Tai Chi		
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.	21	

Other:

- Shafter Youth Center Summer Program began on June 8th. Registration was limited and carried a small waiting list right away. Enrollment was limited to serving 18 students at a time. Students were divided into groups by grade. Rotating stations were utilized to complete sessions in Art, Computers, Academics and Physical Education. All participants and staff were required to wear masks and practice social distancing. Classrooms, furniture, and materials used were sanitized on an hourly basis. Siblings or children of same household sat at tables together, but still practiced social distancing.

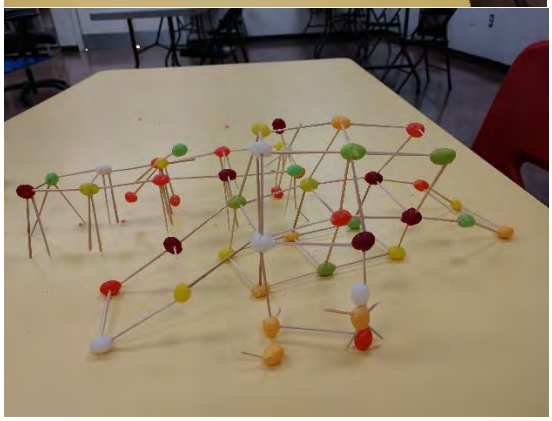
- Students in Summer Program were in for a treat as MAKE Bakersfield was able to fulfill their contractual duties for art sessions. MAKE Bakersfield owner and instructor, Andrew Hawley, was very cooperative in meeting our new COVID-19 protocols and safe practices. Mr. Hawley's class sessions had just begun prior to the COVID shut down in March. With some help from Business Services and their magic of contract amendment, we were able to attain the services AND help Mr. Hawley on attaining some income.

Practicing Social Distancing in the gym




STEM Challenge: Make a structure using only jelly beans and toothpicks





Art Class with Mr. Hawley of MAKE Bakersfield




COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Pritika Ram		**Month/Year:** June 2020
Program/Work Unit: VITA	**Staffing:** 2 FTE	**Program Manager:** Jacquelyn Guerra
Services: Train and certify volunteers, provide free tax preparation and electronic filing for low-moderate income individuals and families and assist clients with ITIN (Individual Tax Identification Number) renewals and applications.		

Description	January	February	March	April	May	June	Year to Date Totals
Federal Refund	$384,919	$1,629,421	$825,887	$346,920	$196,793	$137,964	$3,521,904
Federal Earned Income Credits	$358,252	$1,161,864	$446,887	$175,493	$125,104	$57,177	$2,324,777
Federal Total	**$743,171**	**$2,791,285**	**$1,272,774**	**$522,413**	**$321,897**	**$195,141**	**$5,846,681**
State Refund	$70,530	$325,047	$182,519	$77,937	$11,142	$42,260	$709,435
State Earned Income Credits (CAL EITC)	$39,476	$160,447	$92,669	$42,884	$26,274	$12,646	$374,396
State Total	**$110,006**	**$485,494**	**$275,188**	**$120,821**	**$67,416**	**$54,906**	**$1,113,831**
Total State and Federal Refunds and Credits	**$853,177**	**$3,276,779**	**$1,547,962**	**$643,234**	**$389,313**	**$250,047**	**$6,960,512**
Total Tax Returns	**223**	**1,344**	**914**	**622**	**243**	**223**	**3,569**

- Applied for funding of IRS grant, pending decision October 2020
- Applied for B of A grant with a focus on targeting small businesses
- Applied for CalMoneySmart grant to target unbanked population
- Pending grant amount for CSD grant (CAL EITC)

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year: June, 2020**
Program/Work Unit: WIC	**Total Program Staffing**: 65 staff 1 vacancies	**Program Manager:** Kathlyn Lujan
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County.		

			Participation 10/1/18 – 9/30/19			
Description			**Case Load**	**Month**	**Central Valley Avg.**	**State Avg.**
Total 14,564	All services June, 2020		**16,160**	**14,564/90.12%**	**N/A**	**87%**
Participation by WIC site	**Location**	**Participants**	**Location**			**Participants**
	Arvin	7	Mojave			99
	Bakersfield		Oildale			357
			Ridgecrest			690
	E. California	1956	Rosamond			564
	Niles Street	1873	Shafter			1149
	Montclair	382	Tehachapi			316
	Friendship House	77	Wasco			1550
	Panama	1454				
	Boron	10	San Bernardino County			
	Buttonwillow	40	Adelanto			1761
	California City	549	Big Bear			262
	Delano	844	Crestline			290
	Edwards Air Force	69	Needles			194
	Lost Hills	71	Phelan			0

Projects

CAPK WIC continues to have a Facebook and Instagram presence. Facebook has 747 followers and Instagram has 832 followers.

CAPK WIC continued to serve participants by phone through the month of June. Participation continues to increase due to increased need for WIC within the community, easier access to CAPK WIC through phone service and the food and nutrition education services provided. CAPK WIC has modified the way it does business by not traveling to outside clinics because all the work can be done remotely by phone. The waivers from the California Department of Public Health will continue through 9/30/2020.

The June staff meeting focused on COVID and breastfeeding. The staff was taught that mothers can still breastfeed if diagnosed with COVID and that breastmilk contains antibodies that protect the infant.

The RBL, along with the other Central Valley RBLs, completed a Health Care Provider toolkit to promote breastfeeding in the Health Care setting. This toolkit will be used to educate Health Care staff and professionals about the benefits of breastfeeding, how to promote breastfeeding to patients, and how to better support the breastfeeding mother.

Most staff continued to work from the WIC offices.

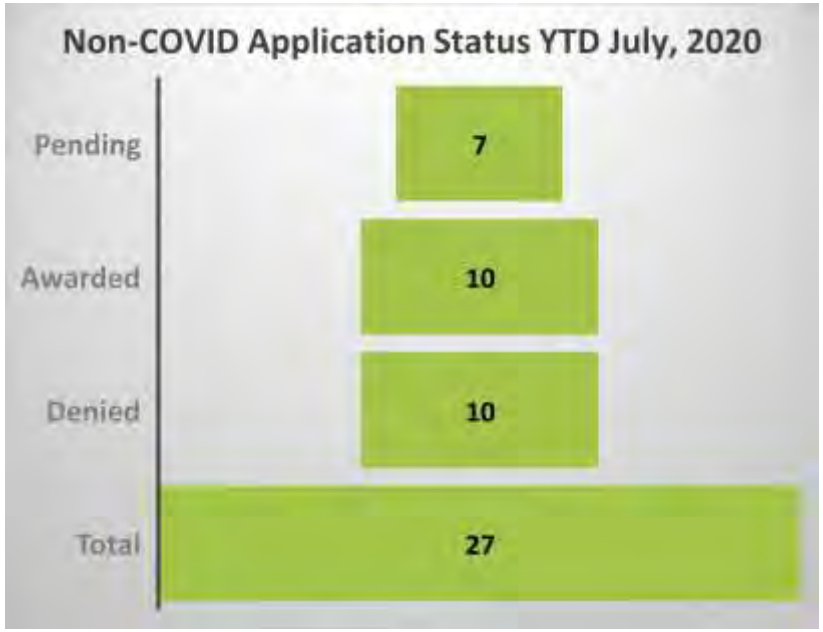
Executive Division
Application Status Year to Date Report July, 2020

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
Ferrovial-California Rail Board	CAPK Food Bank Emergecy 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	RAW FOOD		

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: _____

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** June 2020
Program/Work Unit: Head Start/Early Head Start	**Program Manager/Supervisor:** Ginger Mendez/Donna Holland
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Funded Enrollment	Reportable Enrollment	Percentage	Enrollment Breakdown	Disabilities Goal 10%	Over Income Goal <10%
Head Start Kern ***Part year ended 5/22** **Full Year Centers Only**	**1317** ***235**	**235**	**100%**		**12.6%**	**3.4%**
Early Head Start Kern	**446**	**407**	**91%**		**16.9%**	**6%**
• EHS Center Based	218		100%	218/218		
• EHS Home Based	124		100%	124/124		
• EHS Home Based-Interim	104		52%	56/108		
Early Head Start San Joaquin	**313**	**Dark in June**				
Early Head Start Partnership	**152**	**91**	**60%**		**5.1%**	**9.8%**
• Bakersfield College	32		88%	28/32	12.5%	
• Blanton	16		100%	16/16	12.6%	
• Garden Pathways	11		91%	10/11	0%	
• Taft College	42		80%	34/42	0%	
• Jewett	24		0%	0/24	0%	
• Escuelita Hernandez	16		19%	3/16	0%	
• Seeking Partner	11		0%	0/11		

****Face-to-face services suspended starting end of business day March 17, 2020 for Kern Head Start/Early Head Start and end of business day March 13, 2020 for San Joaquin EHS.**

*****Services for Full day/Full year began on June 1, 2020. Part Year Program ended on 5/22/2020.**

Division Staffing			
Currently Employed	**Vacant Positions**	**Continuous Family Leave**	**Intermittent Family Leave**
616	27	8	92

Compliance
To minimize the risk of transmission of COVID-19 to children and staff, reviews will continue to be conducted through desk-top monitoring.

Central Kitchen June 2020				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Head Start / Early Head Start Centers	19,091	6,377	6,357	6,357
Home Based Meals	4,230	1,410	1,410	1,410
*Boxed Meals	9,180	3,060	3,060	3,060
TOTAL	**33,401**	**10,847**	**11,727**	**10,827**

The Central Kitchen along with the support of the Head Start/Early Head Start staff continued to provide boxed meals for the enrolled children who received virtual services.
The Central Kitchen worked with the Sysco representative to be able to offer ready to eat meals that were creditable with CACFP.
The boxed meals were very much appreciated by the families and this is just another way CAPK is meeting the needs of our families during this pandemic.

CACFP						
May 2020						
Total Meals Requested				Meals Allocated		% of Meals Served
Central Kitchen	Vendor Meals	**Total Meals**		CACFP/USDA	HS/EHS	May 2020
44,607	0	44,607		39,498	5,109	**89%**

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
Per Governor's Executive Order N-25-20
Meeting was held via Tele-Conference
(213) 204-2374 – Conference ID: 867-540 140#
Join Microsoft Teams Meeting
August 19, 2020
12:00 pm

MEETING MINUTES

1. Call to Order

Committee Chair Janea Benton called the meeting to order at 12:08 pm via tele-conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

2. Roll Call

Roll Call was taken with a quorum present.

Present: Janea Benton, Jonathan Mullings (joined at 12:12 pm), Ana Vigil

Absent: Guadalupe Perez

Others Present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Traco Matthews, Chief Program Officer; Lorraine Casillas, Director of Finance; Yolanda Gonzales, Director of Head Start/State Child Development; Lisa McGranahan, Director of Human Resources; Pritika Ram, Director of Administration; Sheila Shegos, Director of Community Development; Carmen Segovia; Director of Health & Nutrition; Emilio Wagner, Director of Operations; and other CAPK staff.

3. Approval of Agenda

Motion was made and seconded to approve the Budget & Finance Committee Meeting Agenda for August 19, 2020. Carried by unanimous vote (Vigil/Benton).

4. Public Forum

No one addressed the Committee.

5. Special Presentation

No special presentation.

6. New Business

a. Head Start & Early Head Start Budget to Actual Reports – ***Info Item***
    1. Kern Head Start Budget to Actual for the Period Ended July 31, 2020.
    2. Kern Early Head Start Budget to Actual for the Period Ended July 31, 2020.
    3. San Joaquin Early Head Start Budget to Actual for the Period Ended July 31, 2020.
    4. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended July 31, 2020.

Heather McCarley provided the Head Start Kern Budget to Actual Report for the Period Ended July 31, 2020. Five months (41.67%) of the 12-month budget period have elapsed and overall Base Fund expenditures are at 31% of budget. Training & Technical Assistance Funds (T&TA) are at 25% of budget and COVID CARES Funds are at 1% of budget. Non-Federal Share is at 39% of budget.

Heather McCarley provided the Early Head Start Kern Budget to Actual Report for the Period Ended July 31, 2020. Five months (41.67%) of the 12-month budget period have elapsed and overall Base Funds are at 31% of budget, T&TA expenditures are at 20% of budget. COVID Cares Funds are at 4% of budget.

Heather McCarley provided the San Joaquin Early Head Start Budget to Actual report for the Period Ended July 31, 2020. Six months (50%) of the 12-month budget period have elapsed and overall Base Fund expenditures are at 45% of budget, which is on trend from prior years. T&TA Funds are at 28% of budget and COVID CARES Funds are at 9% of budget. Non-Federal Share is at 5% of budget.

Heather McCarley provided the Early Head Start Child Care Partnerships & Expansion Budget to Actual Report for the period ended July 31, 2020. Five months (41.67%) of the 12-month budget period have elapsed. Overall Base Fund expenditures are at 25% of budget, T&TA funds are incurred as needed and are currently at 7% of budget. COVID CARES Funds are at 0.2%. The Non-Federal Share is at 21% of budget.

Janea Benton asked if COVID-19 has had any impact with the Non-Federal Share. Heather responded that staff is reviewing and are continuing to engage with parents to request they track the materials that were sent home. Regarding virtual learning, staff is attempting to track that as much as possible to ensure that parents are working at home with their children. The goal is to continue to keep the parents involved and interactive. Yolanda Gonzales added that the Office of Head Start (OHS) is aware of the challenges and it is likely they will honor waivers due to COVID-19.

Janea Benton inquired about the EHS Partnerships & Expansion, and asked if there has been an impact due to COVID-19. Yolanda Gonzales responded that there has been an impact, but families have been provided with home visiting services for virtual learning.

b. Head Start and State Child Development Revised Job Descriptions – Jerry Meade, Assistant Director of Head Start/State Child Development: Program – ***Action Item***

Jerry Meade reported that the Board of Directors has recently approved a new organizational structure for the Head Start and State Child Development Division. During this reorganization, staff reviewed and revised seven job descriptions to reflect the new structure.

Motion was made and seconded to approve the seven revised job descriptions for the Head Start and State Child Development Division. Carried by unanimous vote (Mullings/Vigil).

c. Head Start and Early Head Start Kern Budget Revision – Jerry Meade, Assistant Director of Head Start/State Child Development: Program – ***Action Item***

Jerry Meade reported that 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 the USDA, the Head Start staff has worked in consultation with the Finance Division to create a revised 2020-2021 budget for the HS/EHS Kern program.

Staff has evaluated the gain in revenue and the potential for loss of revenue stemming from the pandemic and have the revised budget presented which reflects a net increase of $67,179 from the previously approved budget.

Janea Benton inquired about guidance from the State regarding CDE increased funding. Jerry responded that CDE funding is based on certified attendance. Stemming from the conversation with Assemblymember Rudy Salas, if changes are made with enrollment rather than attendance, it would make a huge impact, and we could potentially receive additional revenue. Currently, we are pending more information regarding virtual distance learning.

Janea Benton asked what are some expense areas that may impact the budget. Jerry responded that there are staffing challenges in relation to COVID-19. When we are not able to meet the ratio, we are not able to serve meals. Additionally, the anticipated revenue from USDA may potentially be lower than budgeted. Staff will continue to monitor the budget monthly and anticipate additional reductions in revenue. Tracy Webster stated that she will present the 2021-2022 annual budget for approval at the Board of Directors meeting on October 28.

Janea Benton asked Jeremy Tobias to include protocols on staffing for teachers at the centers when teachers are tested, and results are negative at the next Board Meeting. Jeremy said that Yolanda Gonzales will include this information in her presentation to the Board.

Pastor Mullings asked if there is a significant number of staff that is hesitant or not willing to return to work due to COVID. Jerry Meade said that some have not returned to work from the summer closure, but it is unknown if due to illness or childcare issues. Some staff has chosen to retire. HS staff is working with the Human Resources department to ensure all vacancies are filled. We have been fortunate that no staff has had significant illnesses due to COVID.

Ana Vigil inquired if teachers are considered essential workers to assist in expediting test results. Jerry Meade said they are considered essential workers but to not meet the criteria for rapid test results.

Jeremy Tobias said that staff is working on a draft policy to help assist employees with childcare issues. A policy will come before the board next week for considerations.

Motion was made and seconded to approve the Head Start and Early Head Start Kern Budget Revision. Carried by unanimous vote (Mullings/Vigil).

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***

Sheila Shegos reported that 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 application in July. The second round of program funds were released to Kern County to respond to the pandemic. The funds will assist in mitigating the impacts of COVID-19 by supporting homeless individuals and families through home assistance and homeless prevention activities. CAPK is submitting a request for $1.3 million to leverage a new rental assistance program. It is anticipated to implement the program in the fall.

Motion was made and seconded to authorize the submission of the County of Kern Emergency Solutions Grants: Coronavirus Aid, Relief, and Economic Security Act (ESG CARES) Second Round Application Budget. Carried by unanimous vote (Vigil/Benton).

e. Reorganization of Operations Division – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wagner reported that a proposed reorganization of the Operations Division was presented to the Executive Committee as an Informational Item that included the addition of an Assistant Director of Operations, and Information Systems Business Analyst, and revised the job description for a current position, Business Technician. Since that time, job descriptions have been completed and updated to reflect the proposed changes. The projected increase to the Operations budget for the remainder of the budget year is $139,700.

Janae Benton inquired if the Operations Division foresees any future need for additional staff. Emilio Wagner responded that with these new positions, the Operations Division should be well equipped for several years.

Motion was made and seconded to approve the Reorganization of the Operations Division. Carried by unanimous vote (Mullings/Vigil).

f. Agency-Wide Budget Revision # 2 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster reported that the annual operating budget has been revised from $83,628,413 to $92,599,301. The increase is attributed to a dramatic increase in special one-time COVID related funding, but also included are some decreases in anticipated funding for center-based care administered by the CDE due to the COVID-19 pandemic. An additional surplus of indirect revenue over expense is attributed primarily to one-time funds associated with COVID-19 funding sources.

Janea Benton asked if the current circumstances have had an impact on the Finance staff. Tracy mentioned that while the Finance team is being creative in schedules, tasks, etc. she will continue to monitor and evaluate the staffing structure.

Motion was made and seconded to approve the Agency-Wide Budget Revision # 2. Carried by unanimous vote (Mullings/Vigil).

g. Financial Statements, July 2020 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster reported that due to cash flow issues surrounding the receipt of funds from CDE, it was necessary to draw $600,000 from the line of credit during the month of July. The Central Kitchen expenditures are currently at 23.8% at the end of July and the USDA revenue is at 16.1%. Expenditures are below target of 41.66% (five of 12 months). Due to COVID-19, Central Kitchen was unable to serve meals for a 3-week period until a waiver was secured from the USDA. A significant decline is expected in USDA revenue as a result and the gap will need to be picked up by Head Start funds.

CMAP has fully earned the contract for the period ending June 30, 2020. Subsidized childcare payments are currently at 96.36% with a target of 91.67%. Due to families not migrating this summer. This resulted in overspending. We were granted a Voluntary Temporary Transfer to the contract.

Center-based state programs reflect very low enrollment numbers for July. However, this aligns well as part year calendar begins in August.

The Finance Division had one vacancy, but has since filled the Payroll Specialist position. Staff continues to adapt to the new work environment, while meeting deadlines to process payroll, claims, and ensuring cash flow is maintained.

The agency expenditures are currently at 30% for the year. This is less than 41.66%. The Indirect Fund budget to actual report for July month-end showed that revenue exceeded expenditures by $434,197 which is 80.0% of the budgeted indirect surplus. Overall expenditures are 28.6% of the budget and is less than 41.66% at month five of the 12-month budget period.

Motion was made and seconded to approve the Financial Statements for July 2020. Carried by unanimous vote (Vigil/Mullings).

7. Consent

a. Application Status Reports for June 2020
b. Consent Funding Requests Under $50,000

Motion was made and seconded to approve consent items 7a-7b. Carried by unanimous vote (Mullings/Benton).

8. Committee Member Comments

- Ana Vigil thanked the team for all the hard work and encouraged everyone to stay safe.
- Pastor Jonathan Mullings applauded the team for a great job under difficult circumstances.
- Janea Benton inquired if there is any recognition program to recognize the staff for all their hard work. Jeremy mentioned that our employee recognition committee is reviewing options.

9. Next Scheduled Meeting

Budget & Finance Committee Meeting
Wednesday, September 23, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

10. Adjournment

The meeting was adjourned at 1:12 PM.

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%**

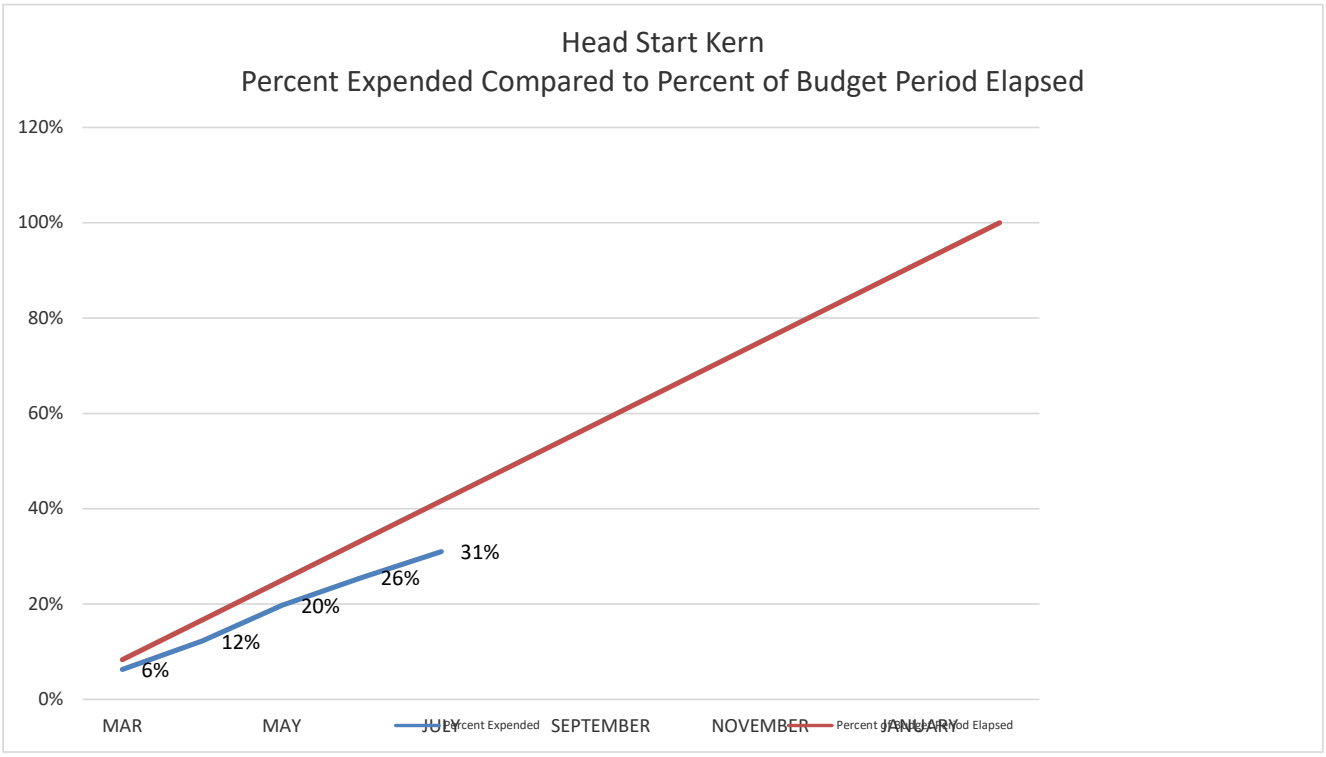
HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

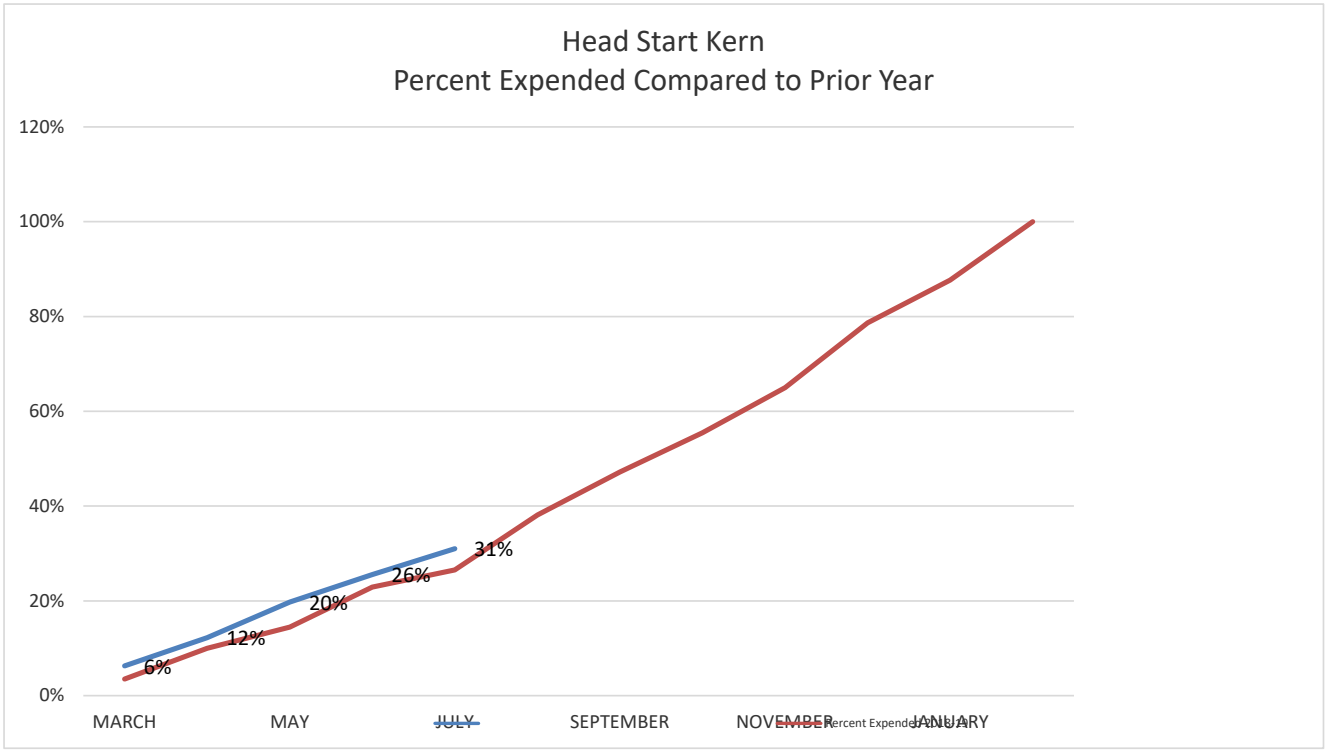
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	78,390	1,489,248	5%	95%
CALIF DEPT OF ED	5,130,608	2,524,139	2,606,469	49%	51%
TOTAL NON-FEDERAL	**6,698,246**	**2,602,529**	**4,095,717**	**39%**	**61%**

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**	


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
6%
12%
20%
26%
31%
MAR
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
Percent Expended
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
6%
12%
20%
26%
31%
MARCH
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
Percent Expended
Percent Expended Prior Year

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.

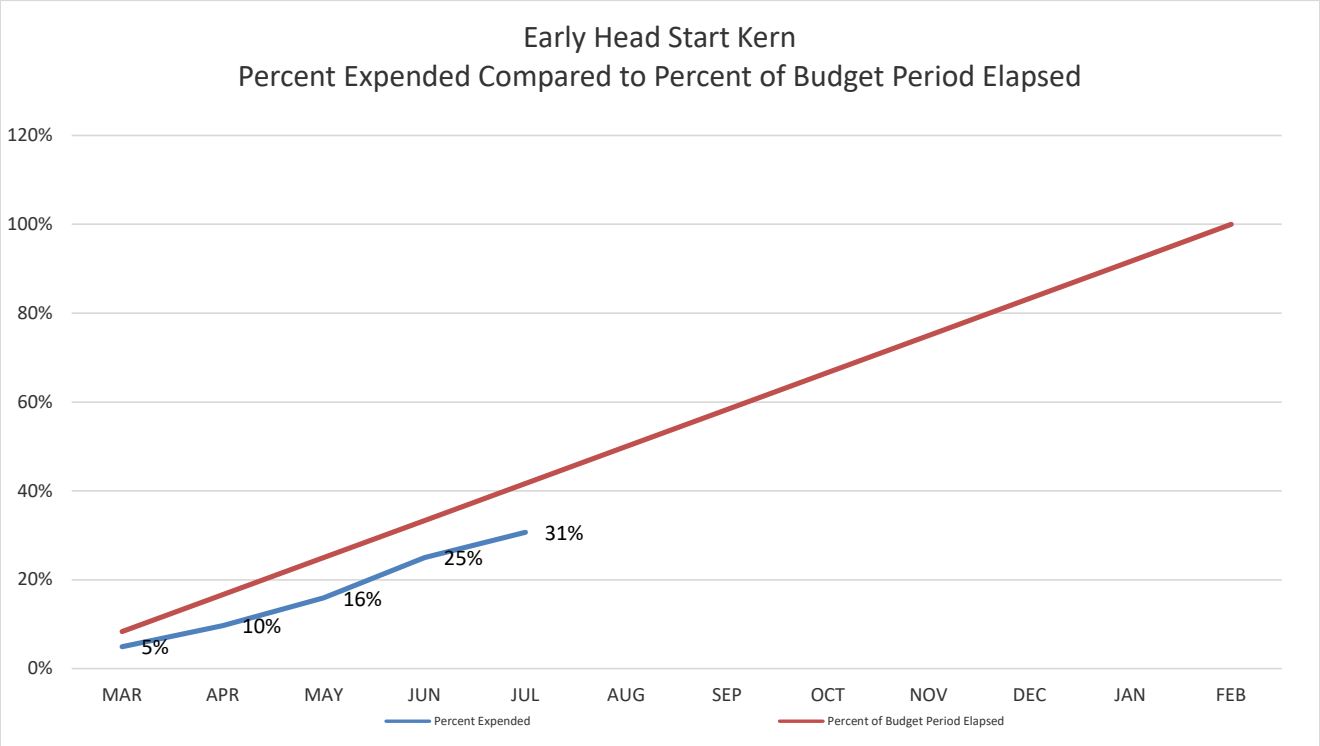
COVID Cares Funds
Overall expenditures are at 4% of the budget.

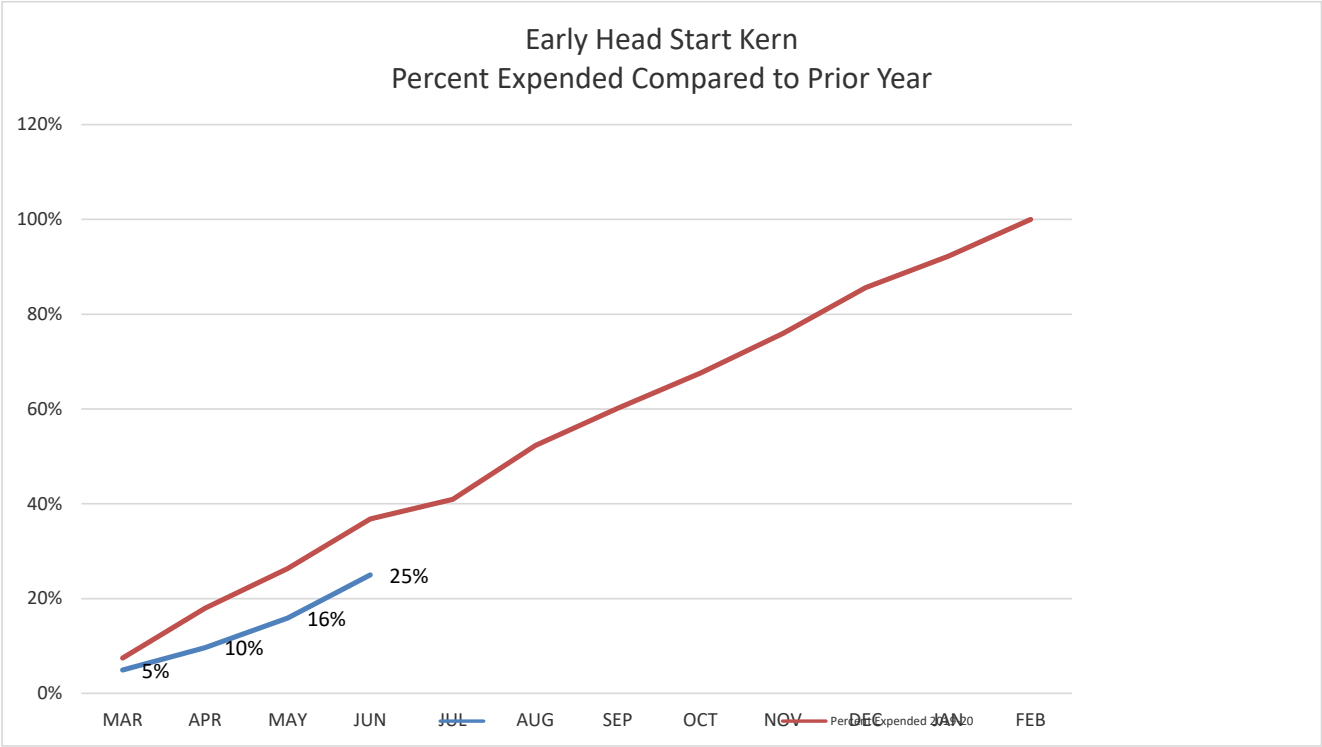
Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2020 - February 28, 2021
Report Period: March 1, 2020 - July 31, 2020
Month 5 of 12 (41.66%)

Prepared 8/13/20

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
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
120%
100%
80%
60%
40%
20%
0%
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
5%
10%
16%
25%
31%
Percent Expended
Percent of Budget Period Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
5%
10%
16%
25%

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%**

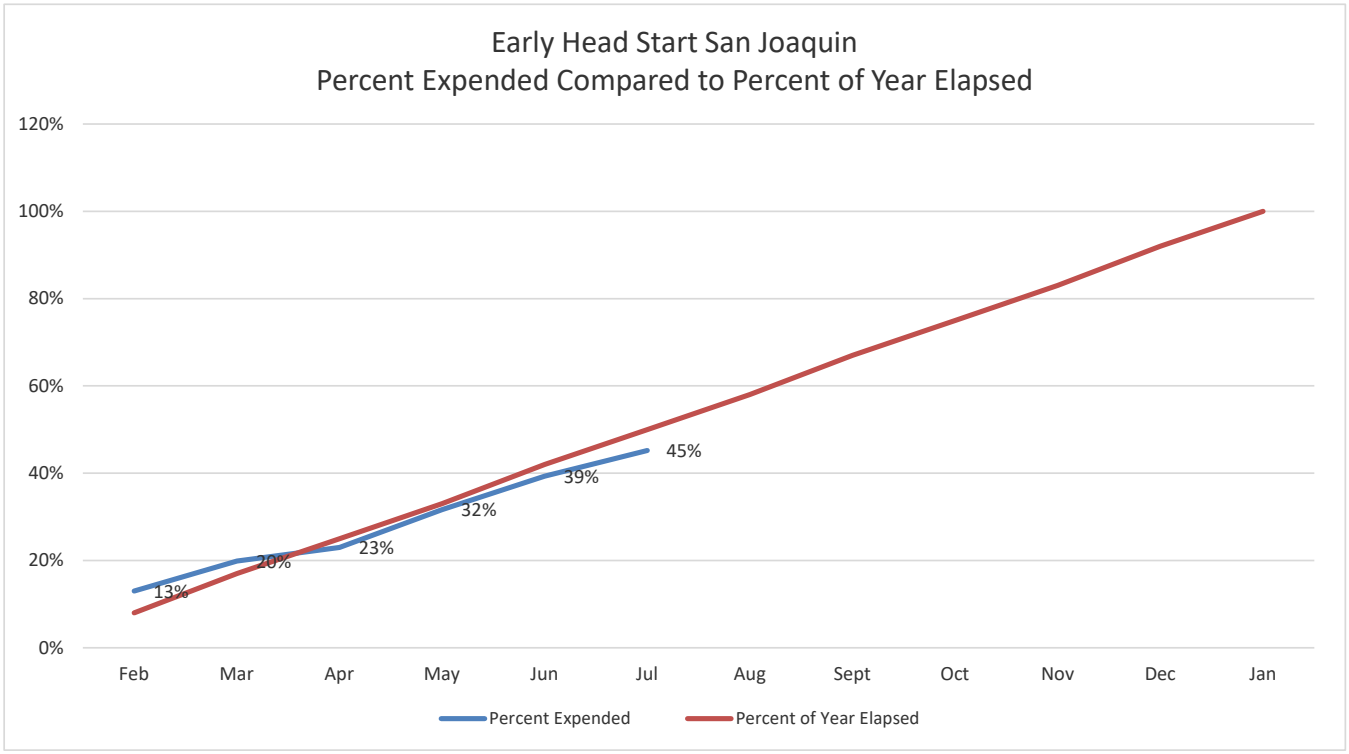
GRAND TOTAL EHS FEDERAL FUNDS	**5,883,336**	**2,540,794**	**3,342,542**	**43%**	**57%**

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
120%
100%
80%
60%
40%
20%
0%
13%
20%
23%
32%
39%
45%
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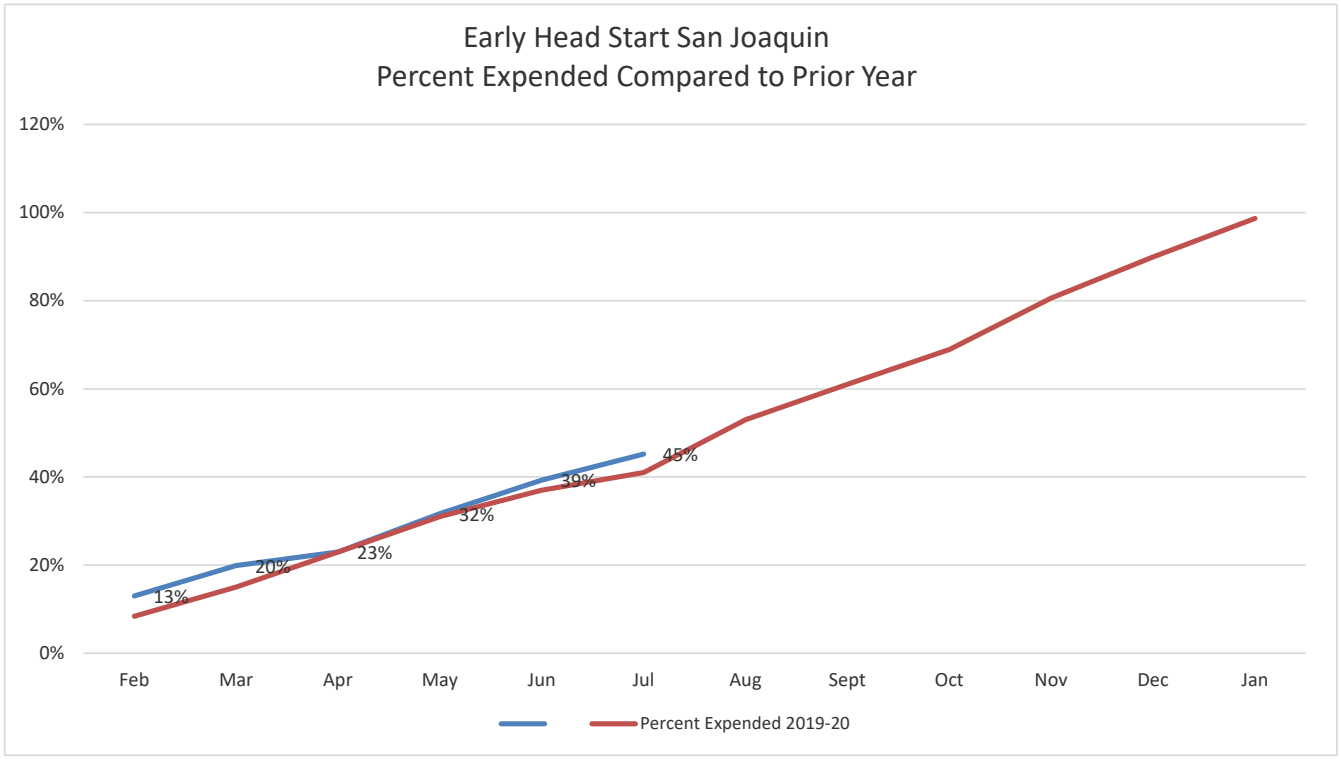
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
13%
20%
23%
32%
39%
45%
Feb
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Aug
Sept
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Nov
Dec
Jan
Percent Expended 2019-20

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%**

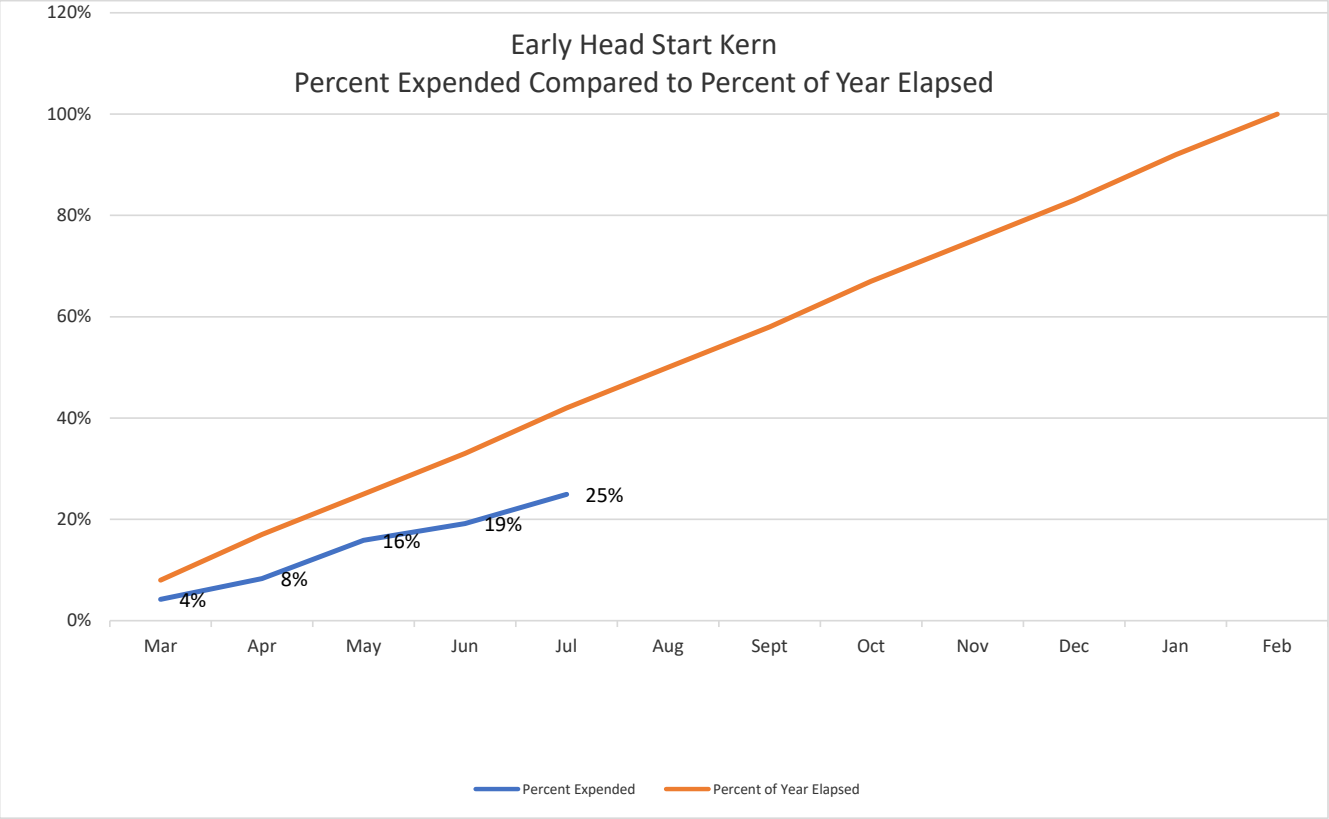
GRAND TOTAL EHS FEDERAL FUNDS	**2,486,602**	**591,441**	**1,895,161**	**24%**	**76%**

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


Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
Mar
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4%
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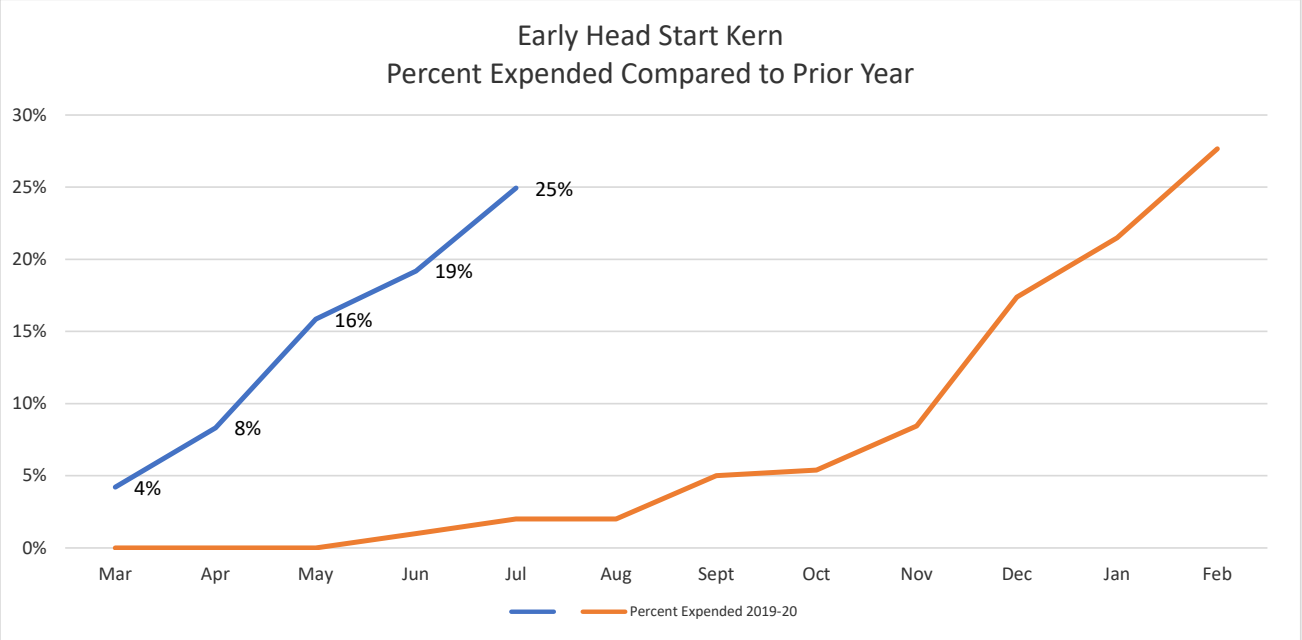
16%
19%
25%
Percent Expended
Percent of Year Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
30%
25%
20%
15%
10%
5%
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4%
8%
16%
19%
25%
Percent Expended 2019-20

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

Helping People. . . Changing Lives.

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					

Helping People...Changing Lives.

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		

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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**	**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
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					

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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	

	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
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

STATE & FEDERAL REVENUES	2020-2021 BUDGET	2020-2021 BUDGET REVISED	VARIANCE increase (decrease)	Comments
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**	**244,405**

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.

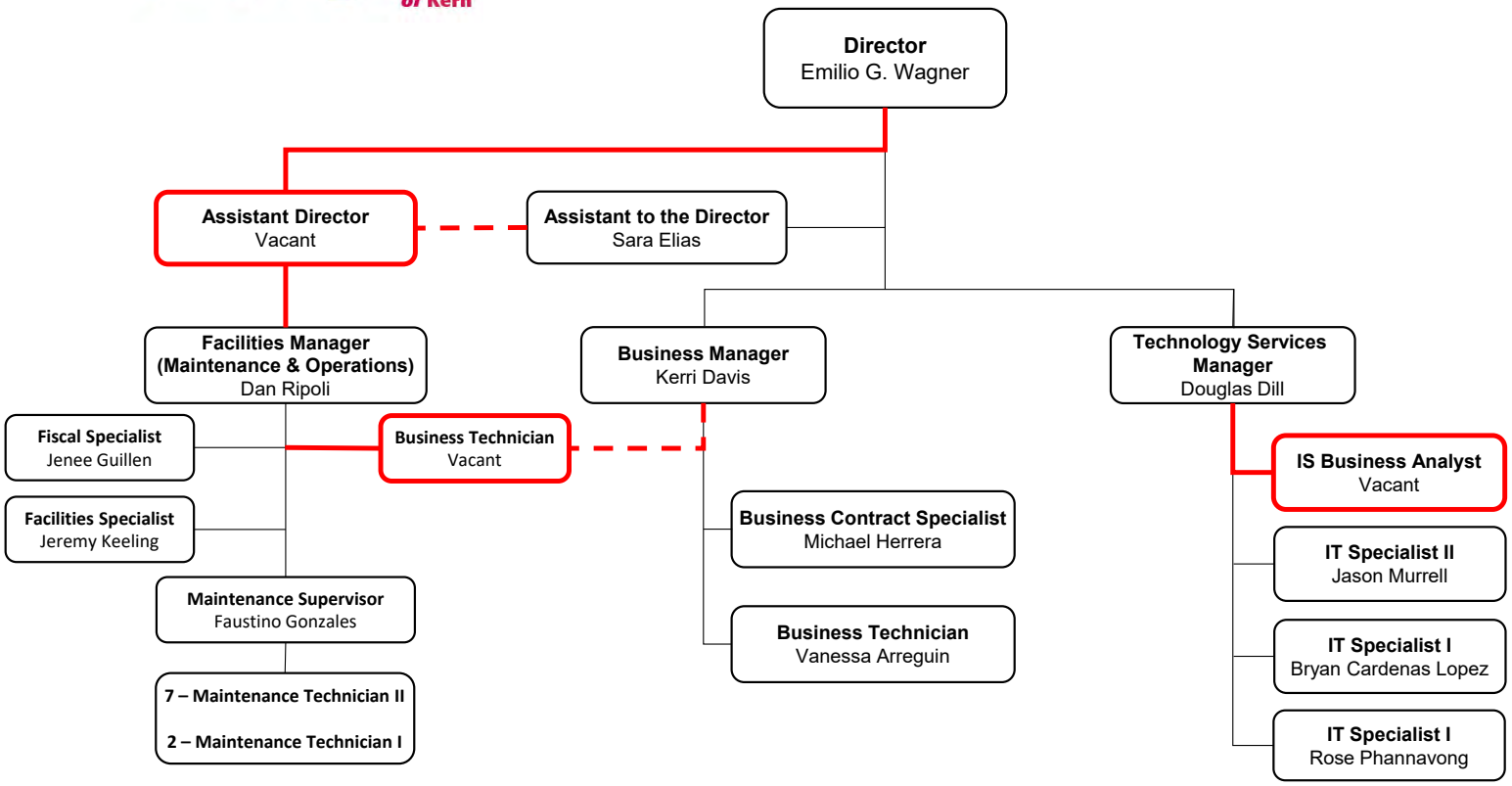
- Budget: The budget for the three proposed positions has been evaluated and estimated to have an effect of $139,700 of the remaining fiscal year. For following years, the three positions will have an estimated annual budget impact of $218,000. These budget impacts have been carefully reviewed and are 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

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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					

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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 Tracy Webster

Date: August 19, 2020

Subject: *Agenda Item 6f: Ag*ency-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
UNRESTRICTED						
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
RESTRICTED						
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 EARLY HEAD START/HEAD START - **START UP FUNDS**	26,018,030 0	93.600 93.600	09CH011132-02 09CH011132-02	03/01/20 - 02/28/21 03/01/20 - 02/28/21	108/109 108/109	U S DEPT OF HEALTH & HUMAN SERVICES
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

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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
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	CMAP - 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

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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
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 PF	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 PF 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

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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
MIGRANT ALTERNATIVE PAYMENT	4,173,682		CMAP - 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

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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
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 KER 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 - EKFRC 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

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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
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				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
461	CAFB Food Access for Farmworkers Initiative		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				

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

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	Energy						
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 (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	Small Business Development						
456	Bank of the West				X		
	East Kern Family Resource Center						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
	Youth Services						
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		
	Census						
273	County of Kern 2020 Census				X		
408	Sierra Foundation 2020 Census				X		
409	NALEO Education Foundation 2020 Census				X		
	Homeless Services						
275	County of Kern LBNC				X		
275-007	County of Kern LBNC - Start-up				X		
	2-1-1						
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
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR THE MONTH ENDED
July 31, 2020

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 07/31/20		3,896,197.02
LESS: OUTSTANDING CHECKS	689,656.12	
ADJUSTED BANK BALANCE AT 07/31/20		3,206,540.90
GENERAL LEDGER BALANCE AT 06/30/20		4,468,566.20
ADD: DEPOSITS	1,219,201.58	
US TREAS DRAWDOWNS	2,265,745.50	
FUNDS FROM OTHER GRANTS	1,399,771.96	
ADP /HEALTH EQUITY REFUND	-	
LINE OF CREDIT LOAN	600,000.00	
ONLINE DONATION	350.00	
REIMBURSEMENT OF ALTERED PAYEE		
LESS: CHECKS	2,137,628.83	
ADP PAYROLL 7/2/20	1,075,648.27	
ADP PAYROLL 7/17/20	1,093,120.44	
ADP PAYROLL 7/31/20	1,148,903.21	
EFTS FOR HRA/HSA/ STD/403B	92,083.85	
REC LOAN PRINCIPAL/INT EXPENSES	176,246.46	
CREDIT CARD	12,346.62	
BANK FEES	1,271.71	
ACH VOUCHERS	1,009,844.95	
	-	
GENERAL LEDGER BALANCE AT 07/31/20		3,206,540.90
	DIFFERENCE:	-

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 08/11/2020

APPROVED BY: TITLE: Chief Financial Officer DATE: 08/11/2020

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**

DIFFERENCE: 0.00

** December 2009 name changed from Food Bank to DOE ARRA.*
*** 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 6302I
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.*
*** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.*
**** January 2018 name changed from HOPE Program Account to On-line Donations Account.*

Difference: **0.00**

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

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

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

WELLS FARGO

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

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

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WELLS FARGO

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

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WELLS FARGO

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

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	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.	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.	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.	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.	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.	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.	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					

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

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WELLS FARGO

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

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	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.	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.	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.	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.	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

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WELLS FARGO

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

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	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.	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.	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.	07/10/2020	07/10/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	89.83 USD / 89.83
5.	07/10/2020	07/10/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	89.84 USD / 89.84
6.	07/10/2020	07/10/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	(179.67) USD / (179.67)
7.	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.	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.	07/16/2020	07/17/2020	Facebk Tph9psj252 Fb.me/ads,CA		CAPK Pcard(CAPL Pcard)	No	10.00 USD / 10.00
10.	Transaction	Posting	Merchant	General	Unit	Receipt	Amount / Original

	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

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WELLS FARGO

Statement Expenses

08/03/2020 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.

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WELLS FARGO

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

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	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.	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.	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

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WELLS FARGO

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

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	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.	07/08/2020	07/09/2020	2cocom Movavi.com 888-2471614,GA		CAPK Pcard(CAPL Pcard)	No	39.95 USD / 39.95
3.	07/09/2020	07/13/2020	Big Red Consulting 408-732-1492,CA		CAPK Pcard(CAPL Pcard)	No	147.00 USD / 147.00
4.	07/13/2020	07/14/2020	Bestbuycom806241848896 888-bestbuy,MN		CAPK Pcard(CAPL Pcard)	No	108.24 USD / 108.24
5.	07/19/2020	07/20/2020	Onestepgpscom 181-865-9203,CA		CAPK Pcard(CAPL Pcard)	No	209.25 USD / 209.25
6.	07/16/2020	07/20/2020	State Water Board 916-3415100,CA		CAPK Pcard(CAPL Pcard)	No	442.00 USD / 442.00
7.	07/16/2020	07/20/2020	Opc State Wb Fee 800-3525002,NE		CAPK Pcard(CAPL Pcard)	No	10.17 USD / 10.17
8.	07/20/2020	07/21/2020	Mindbody, Inc. 805-5462000,CA		CAPK Pcard(CAPL Pcard)	No	445.40 USD / 445.40
9.	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

Total Charges: 1,502.69 USD

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WELLS FARGO

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

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	07/06/2020	07/07/2020	American Payroll Assoc 210-226-4600,TX		CAPK Pcard(CAPL Pcard)	No	258.00 USD / 258.00
2.	07/16/2020	07/20/2020	Biometrics4all Inc 714-568-9888,CA		CAPK Pcard(CAPL Pcard)	No	17.25 USD / 17.25
3.	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.	07/21/2020	07/22/2020	Wipflillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	1,590.00 USD / 1,590.00
5.	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.	07/27/2020	07/28/2020	Career Contessa Teachable.com,NY		CAPK Pcard(CAPL Pcard)	No	57.00 USD / 57.00
7.	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

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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	444,776	343,708	77.3%	101,068
Total Revenue	2,389,044	657,156	27.5%	1,731,888
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	1,149,490	194,352	16.9%	955,138
Sub Total	2,400,291	607,959	25.3%	1,792,332
Adult Meals Prepared	188,000	22,413	11.9%	165,587
Indirect	176,753	26,784	15.2%	149,969
Total Expenditures	2,765,044	657,156	23.8%	2,107,888

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

Percentage Claimed to Prepared/Vended		38.6%	64.7%

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	7,020	9,948	10,275	10,730	11,617	11,450	12,216	12,203	12,277	-	-	-	$ 97,737		
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 Reimburseable Amount (MRA) for Provider Payments													**7,907,363**		**103.73%**
Administration & Support Services Revenue															
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	$ 99,802	$ 134,753	$ 153,561	$ 156,921	$ 161,771	$ 156,526	$ 147,137	$ 155,052	$ 153,903	$ 147,980	$ 146,361	$ 126,064	$ 1,739,830		
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	$ 95,109	$ 157,804	$ 84,221	$ 148,113	$ 140,867	$ (59,593)	$ 142,926	$ 92,568	$ 101,933	$ 148,223	$ 146,885	171,903	1,370,960	14.32%	
Revenue Earned Over/(Under) Costs	$ 4,693	$ (23,051)	$ 69,339	$ 8,808	$ 20,904	$ 216,119	$ 4,211	$ 62,483	$ 51,970	$ (243)	$ (524)	(45,839)	368,870		
TOTAL COSTS - NET OF FAMILY FEES	$ 565,604	$ 793,068	$ 808,151	$ 887,883	$ 903,504	$ 678,314	$ 836,572	$ 823,528	$ 827,476	$ 845,845	$ 836,872	$ 766,206	9,573,023	100.00%	

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	1,739,830

Note 2: The maximum reimburseable 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	239,617	2.50%
Maximum Reimbursable Amount (MRA)	9,584,682	100.00%

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
GENERAL CHILD CARE (CCTR-9050)														
Adjusted Days of Enrollment - Certified	4,284												4,284	
Reimbursement Rate per Child per Day	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	
Revenue Earned	$ 212,213	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 212,213	**6.00%**
Maximum Reimburseable Amount (MRA)													**$3,535,022**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	97.42%													**99.04%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%													100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-9121)														
Adjusted Days of Enrollment - Certified	1,904												1,904	
Reimbursement Rate per Child per Day	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	
Revenue Earned	$ 94,897	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 94,897	**2.17%**
Maximum Reimburseable Amount (MRA)													**$4,367,697**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	85.15%													**98.02%**
Five Percent Flexibility, Maximum = 100 Percent	90.15%													100.00%
MIGRANT CHILD CARE (CMIG-9004)														
Adjusted Days of Enrollment - Certified	298												298	
Reimbursement Rate per Child per Day	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	
Revenue Earned	$ 14,766	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 14,766	**5.80%**
Maximum Reimburseable Amount (MRA)													**$254,377**	
Flex Factor														
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 reimburseable 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				
CMAP				
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	8,778,811
Total Assets	24,701,468
LIABILITES 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	605,697
Total Liabilites	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	10,796,592
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	10,796,592
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	8,583,721
Total Assets	21,578,999
LIABILITES 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	-
Total Liabilites	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	3,085,484
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	3,085,484
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	859,588	237,944	27.7%	621,644
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	285,000	65,891	23.1%	219,109
Total Operating Costs	1,816,300	491,966	27.1%	1,324,334
Total Expenditures	**$ 6,225,845**	**$ 1,779,694**	**28.6%**	**$ 4,446,151**
Excess Indirect Revenue	**$ 542,525**	**$ 2,392**		

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
	$ 6,225,845	$ 1,779,694	28.6%	$ 4,446,151

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%)				
HR (999-900)		Actual Costs	Available	%
	Budget	3/1/20 - 7/31/20	Budget	Expended
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	%
	Budget	3/1/20 - 7/31/20	Budget	Expended
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				
Travel				
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%**
Space Costs				
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%**
Supplies				
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%**
Equipment				
Equipment	**-**	-	-	Not budgeted
	-	**-**	**-**	**Not budgeted**
Consultant/Contract				
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%**
Other Operating Costs				
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)	Budget	Actual Costs 3/1/20 - 7/31/20	Available 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	%
	Budget	3/1/20 - 7/31/20	Budget	Expended
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	%
	Budget	3/1/20 - 7/31/20	Budget	Expended
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				
Travel				
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%
Space Costs				
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%
Supplies				
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%
Equipment				
Equipment	-	-	-	0.0%
	-	-	-	0.0%
Consultant/Contract				
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%
Other Operating Costs				
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				

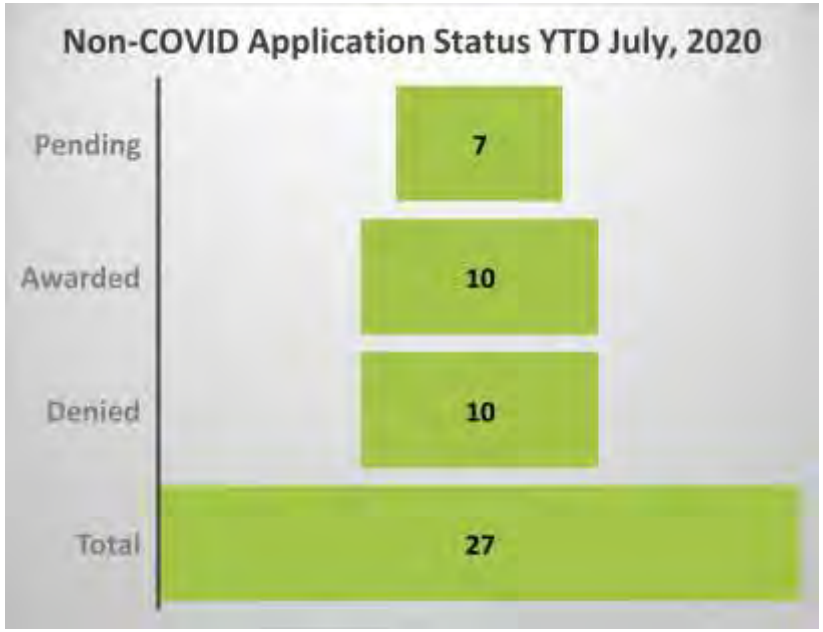
Executive Division
Application Status Year to Date Report July, 2020

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
Ferrovial-California Rail Board	CAPK Food Bank Emergecy 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	RAW FOOD		

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: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Lisa Price, Program Governance Coordinator

Date: August 26, 2020

Subject: *Agenda Item VIII(a)*: August Policy Council Report – **Action Item**

The Policy Council last convened on June 23, 2020 at which time quorum was established. This meeting was conducted via teleconference per California Governor Executive Order N-25-20.

A presentation was made providing Policy Council members an update on the San Joaquin Early Head Start Program. Information was shared but not limited to how staff are supporting, serving, and reaching out to parents during this time. Following this presentation, several action items ensued.

The proposed 2020-2021 School Readiness Goals were shared with the Council. Upon conclusion of the presentation and review of data provided, a motion was made with subsequent approval obtained of the 2020-2021 School Readiness Goals.

Additionally, Head Start/Early Head Start Kern and EHS Child Care Partnerships carryover requests were presented, and information shared. The Council approved the Head Start/ Early Head Start Kern and EHS Child Care Partnerships carryover requests to the 2020-2021 funding year.

Budgetary, and financial documents across all Head Start/State Child Development grants were presented for review, discussion, and consent. Upon conclusion of such, all items received approval.

A proposal was presented to the Council for cancellation of the scheduled July 28, 2020 Policy Council meeting. Historically it has proven a challenge to obtain quorum during this month. In addition, the desire to model that of the CAPK Board of Director's meeting schedule was also noted. A motion was made followed by unanimous approval for the cancellation of the scheduled July Policy Council Meeting.

The next Policy Council meeting will be held on September 22, 2020.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
June 23, 2020
Teleconference ID: 934 062 447#
Per Governor's Executive Order N-25-20

1. Call to Order
   Chairperson Nila Hogan called the meeting to order at 5:38 p.m.
   a. Moment of Silence
   b. Reading of the Promise of Community Action
   "Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other."

2. Roll Call/Set Quorum
   Secretary Kaylonie Howard conducted roll call; quorum was established.
   Policy Council Members Present: Nila Hogan, Destiny Thompson Butler, Hernan Lozano, Nicole Cabe, Kaylonie Howard, Andrea Martinez, Raeann Haggard, Helena Conolly, Isabelle Diaz, Brittany Dunbar, Jimmie Childress, Bianca Garibay

3. Approval of Agenda *ACTION
   a. A motion was made by Nicole Cabe to approve the agenda dated June 23, 2020; seconded by Raeann Haggard. Motion carried unanimously.

4. Approval of Minutes Chairperson *ACTION
   a. A motion was made by Nicole Cabe to approve the minutes of May 19, 2020; seconded by Destiny Thompson Butler. Motion carried unanimously.

5. Presentation of Guests /Public Forum
   The following guests were in attendance: Jerry Meade, Program Design & Management Administrator; Donna Holland, Fiscal Administrator; Leslie Mitchell, Education and Support Services Administrator, Sylvia Ortega, Quality Assurance Administrator, Esperanza Contreras, Partnership Administrator, Gloria Barbero, San Joaquin Program Administrator, Rosita Curry, Partnership & Home Base Manager; Nicole Nino, Family Engagement Specialist/Home Base Supervisor; Carolyn Coffey, Education Manager; Heather McCarley, Fiscal Manager; Lisa Price, Program Governance Coordinator
   a. *The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than that referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*
   None

6. Standing Committee Reports
   a. School Readiness Committee
      The School Readiness Committee has not met since the Governor's Order took effect. However, staff continue to connect with families through various platforms. Included on the agenda for today's meeting are the School Readiness Goals for 2020-2021. Detailed information can be found in the Policy Council packet.
   b. Planning Committee
      The Planning Committee did not meet this month. However, program information regarding enrollment, central kitchen reports, staffing and more can be found in the communication section of the Policy Council packet; this information will be received and filed.

c. Budget & Finance Committee
The Budget & Finance Committee did not meet this month. however, budget to actual financial documents across all grants as well as Parent Activity Funds are included in the Policy Council packet. These items will be presented during this meeting for discussion and approval.

d. Bylaws Committee
The Bylaws Committee has not met since initially meeting in February. The draft bylaws document was reviewed by administration; at this time input received is being documented to share with the committee. Upon completion of such members will meet for discussion and additional review. The hope is that the subcommittee meeting will take place in early August.

7. Presentations

a. San Joaquin Program Updates ~ Gloria Barbero, San Joaquin Program Administrator
Gloria Barbero shared background information with members on the Early Head Start (EHS) San Joaquin program, stating the program is "5 years old" this month! EHS San Joaquin currently serves a total of 313 families between the center base and home base options. During the time of the Stay at Home Order issued by the governor, staff were provided necessary tools to enable them to work from home so they may to continue to reach out to families. Additionally, administrative staff worked from the office as well as from home. Weekly contact was made with parents, with over 2,350 phone calls being made. Staff also utilized educational platforms such as Learning Genie and a variety of S'mores newsletters. Food distribution also took place for families in need. Consumable materials, such as paper, paints and crayons were provided to families in need as were diapers and formula. All children in the program who are transitioning to pre-school received an educational kit to assist parents with this transition. Teachers and Home Base Educators provided guidance to families as how to use these materials. Early Head Start San Joaquin will begin services for the new program year on July 1, 2020. In preparation for such, staff returned to work on June 22, 2020. Gloria concluded her presentation by stating that she had wonderful news to share. Gloria shared that Early Head Start San Joaquin, in collaboration with the San Joaquin County Office of Education, will be providing full day, full year services in San Joaquin County. This is a very big step and an exciting time for the program as they begin this new option.

8. New Business *ACTION

a. School Readiness Goals 2020-2021 ~ Carolyn Coffey, Education Manager
Carolyn Coffey gave an overview of the School Readiness goals and how these goals are derived annually. Carolyn stated, using end of year data, school readiness goals are developed to implement high-quality care teaching and learning. These school readiness goals drive and strengthen our educational year by offering strategies to families and teaching staff. She shared the five domains to the school readiness goals which are aligned with the Desired Results Developmental Profile (DRDP) and the Head Start Early Learning Outcomes. These domains are: Approaches to Learning; Social Emotional Development; Language Literacy Development; Cognition & General Knowledge and Physical Development. To ensure children's success, every center, home base educator and partnership receives a copy of the implementation plan. Carolyn also shared that each year as a team, staff across all areas get together to create these goals. Goals are not created solely by the education team, each department, has representation, such as health, family engagement, disabilities, wellness, etc. It is a comprehensive team effort. Motion to approve the 2020 -2021 School Readiness Goals was made by Nicole Cabe; seconded by Destiny Thompson Butler. Motion carried unanimously.

b. Budget & Finance Reports ~ Heather McCarley, Finance Manager
   i. Kern Head Start Budget vs. Actual Expenditures, March 1, 2020 through May 31, 2020
   ii. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2020 through May 31, 2020
   iii. Early Head Start San Joaquin Budget vs. Actual Expenditures, February 1, 2020 through May 31, 2020
   iv. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2020 through May 31, 2020

v. Parent Local Travel & Child Care through May 31, 2020
vi. Parent Activity Funds through May 31, 2020
vii. Kern Head Start and early Head Start Non-Federal and In-Kind Report, March 1, 2020 through May 31, 2020
viii. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2020 through May 31, 2020

Heather McCarley shared budgetary information across all grants. Content shared for each report included but was not limited to base funds, training & technical assistance funds as well as parent activity funds including local travel and reimbursement. Additional information regarding nonfederal share in-kind reports for both Kern and San Joaquin programs was also shared with the committee. Upon conclusion of such, a motion was made by Andrea Martinez to approve all budget and finance reports as presented; seconded by Nicole Cabe. Motion carried unanimously.

c. Head Start/Early Head Start Kern and EHS Child Care Partnerships Carry Over Request ~ Jerry Meade, Program Design & Management Administrator
Jerry Meade shared earlier this year the Policy Council approved budget revision for both the Head Start/Early Head Start Kern and the Early Head Start Child Care Partnerships for the 2019-2020 budget year. The Office of Head Start released a Notice of Award, approving those budget revisions. However, the approved projects which were included in the budget revisions were not completed during the 2019-2020 fiscal year and will now be carried over to the current 2020-2021 fiscal year. This process, (request to carryover) requires approval from the Policy Council. Jerry shared that the Head Start/Early Head Start carryover request consists of construction projects at four of our child development centers. The total amount of this construction carryover request to the 2020-2021 funding year is $5,053,383. He stated, with approval, we will be able to apply the cost of construction and renovation at these four centers. Planned completion of these projects is in the Fall of 2020. The projects for the Early Head Start Child Care Partnership consist of start up projects for new partners and staff development resources to reach full enrollment for our childcare partnership slots. The total amount of carryover requested for these projects is $1,498,210. Motion was made by Andrea Martinez to approve the carryover request for Head Start/Early Head Start Kern and Early Head Start Child Care Partnerships; seconded by Nicole Cabe. Motion carried unanimously.

d. July Policy Council Status ~ Lisa Price, Program Governance Coordinator
Lisa Price shared that historically it has been a challenge to obtain quorum for Policy Council Meetings during the month of July. This has been due to a variety of reasons, including but not limited to, members going out of town, taking family vacations, etc. It was further stated that though we are in a unique time right now and vacations may not be taking place as in years past it may still prove to be a challenge to make quorum. Lisa also shared that the draft bylaws do address this matter as it aligns with the CAPK Board of Directors meeting schedule. However, because the revised bylaws have not yet been presented for approval, this request is being brought forth for consideration. Lisa stated if the council elects to move forward in this direction and pressing matters arise, the Executive Committee, as outlined in the current bylaws has the authority to meet and make decisions on behalf of the council. Motion was made by Nicole Cabe to cancel the July 28, 2020 Policy Council Meeting; seconded by Brittany Dunbar. Motion carried unanimously.

9. <u>Communications</u>
a. COVID-19 Community Resources ~ University of California Cooperative Extension Kern County ~ April 2020
b. Head Start PRE Reports ~ April 2020/May 2020
c. COVID-19 Fiscal Flexibilities ACF-IM-HS-20-03; Issuance Date: May 21, 2020
d. Update to Funding for FY 2020 Supplemental Funds in Response to COVID-19 ACF-PI-20-04; Issuance Date: May 21, 2020
e. Mobile Immunization Clinic ~ June 2020 (English/Spanish)
f. Kern County Library Update ~ June 15, 2020
g. Five Ways Fathers Support Their Child's Learning Every Day ~ Head Start ECLKC

h. CAPK Head Start Health Protocol (English/Spanish)
i. Free Community COVID-19 Testing (English/Spanish)
j. U.S. Census 2020 (English/Spanish)
k. Policy Council Meeting Dates

Motion was made by Nicole Cabe to receive and file items (a) through (k).

10. Program Governance Report/Training ~ Lisa Price

Lisa Price thanked everyone for joining the meeting as it is a completely new and different way than what we are used to. It was added that members' attendance was appreciated as there were many items requiring a vote as well as a lot of great information shared which they had the opportunity to hear about firsthand. Lisa stated with the school year recently ending and a new year beginning soon, members with children who have aged out of the program may be wondering about their status on the council. Lisa shared Article III, Section 2(c) of the bylaws which speaks to Policy Council membership. It was stated that should a member's child age out of the program, they shall continue their membership until the end of the Policy Council term which concludes in October. She also touched briefly on a few items contained in the communications section of the Policy Council packet. These items were, father/male role models (e.g. grandfathers, friends, etc.) in a child's life and the benefits of such as well as the updated Policy Council meeting schedule. It was stated meetings will be held virtually until further notice. In closing, members and staff as well were thanked for their support, time, and commitment.

11. Director's Report (HS/State Child Development) ~ Yolanda Gonzales

Leslie Mitchell reported on behalf of Yolanda Gonzales. Leslie stated everyone is very excited to be back for our fourth week. She shared that we are doing our very best to ensure our families and staff are healthy and safe and following our protocol which aligns with the CDE (California Department of Education) as well as the CDC (Center for Disease Control) and the Office of Head Start. Additionally, Leslie shared that there is a focus to make sure environments are up to par; that teaching staff and caregivers feel connected with families and children, ensuring they have quality services. Leslie shared all service areas are in operation and in full process, whether it be education, health and nutrition, family engagement, disabilities, etc. Leslie stated that everyone is very busy preparing for the July 1, 2020 start of the (full year) school year. She added that training is taking place and staff is connecting with Family Service Workers (FSWs) and teachers to ensure a great start to the school year. It was shared that in following guidelines, staff will not meet face to face with parents/guardians to complete forms. A new process will be launched which will guide FSWs on engaging with families. This interaction will take place either virtually or via telephone. She added that parents will be contacted soon to complete forms as well as for review of the Parent Handbook. In closing Leslie thanked Policy Council members.

12. Policy Council Chairperson/Announcements ~ Nila Hogan

Nila Hogan thanked everyone for attending via phone, noting she knows it is a little difficult for the first full council meeting. Nila stated It was really important, and that she was glad that the full council was able to meet. She added that hopefully the council will be able to meet in person again soon, if not she looks forward to everyone getting together again in August. Before concluding Nila opened up the floor to any members who wished to make a comment. Destiny Thompson Butler stated she felt the meeting went really smooth without much trouble to which others agreed. Brittany Dunbar posed a question as to whether school (part year) will start back up in August. Jerry responded indicating we are planning on beginning the fall school year in August, we are just not 100% sure what that will look like at this time. He added that we are still working with licensing, the Office of Head Start, Department of Education and our local health department to create the best options available with the current situation we are in. In closing, Jerry stated we are gearing up to begin our San Joaquin program on July 1 and the rest of our Kern programs in August.

13. Adjournment ~ Chairperson

The meeting was adjourned at 6:16 p.m. The next Policy Council Meeting will be held on August 25, 2020.