

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

September 23, 2020

12:00 pm

(213) 204-2374 - Conference ID: 562 987 790#

[Join Microsoft Teams Meeting](#)

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

AGENDA

1. Call to Order

2. Roll Call

Janea Benton

Jonathan Mullings

Guadalupe Perez

Ana Vigil

3. Approval of Agenda

4. Public Forum

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

5. Special Presentation

- a. No special presentation.

6. New Business

- a. Head Start & Early Head Start Budget to Actual Reports – Heather McCarley, Finance Manager – ***Info Item***
1. Kern Head Start Budget to Actual for the Period Ended August 31, 2020 ***(p. 3-5)***
 2. Kern Early Head Start Budget to Actual for the Period Ended August 31, 2020 ***(p. 6-9)***
 3. San Joaquin Early Head Start Budget to Actual for the Period Ended August 31, 2020 ***(p. 10-13)***
 4. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended August 31, 2020 ***(p. 14-16)***
- b. Community Development Financial Institution (CDFI) – CSBG Allocation for Feasibility Study – Jeremy T. Tobias, Chief Executive Officer – ***Action Item (p. 17-18)***
- c. Reorganization of the Human Resources Department – Lisa McGranahan, Director of Human Resources – ***Action Item (p. 19-26)***
- d. VITA and the State of California Franchise Tax Board: CalEITC Grant Extension – Freddy Hernandez, Director of Youth & Community Services - ***Action Item (p. 27-43)***
- e. Application for Continued Funding of Early Head Start San Joaquin – Jerry Meade, Assistant Director of Head Start/State Child Development Program - ***Action Item (p. 44-50)***

- f. Reorganization of the CAPK WIC Program – Kathlyn Lujan, WIC Program Administrator – **Action Item (p. 51-53)**
- g. Financial Statements, August 2020 – Tracy Webster, Chief Financial Officer – **Action Item (p. 54-100)**

7. Consent

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

- a. Application Status Reports for July & August 2020 **(p. 101-102)**
- b. Funding Request Profiles
 - i. CA Natural Resource Agency for Connecting Youth to Nature & Culture program at both youth centers **(p. 103)**
 - ii. USDA SNAP-Ed to provide education and support for the CAPK CalFresh Healthy Living Program **(p. 104)**
 - iii. Wonderful Foundation to provide Free Farmers Markets to low-income and food insecure households **(p. 105)**

8. Committee Comments

9. Next Scheduled Meeting

Budget & Finance Committee Meeting
Wednesday, October 21, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

10. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, September 18, 2020. Margaret Frazier-Sanchez, Assistant to the Director.

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 August 31, 2020 – Info Item

Date: September 23, 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 August 31, 2020. Six months (50.0%) of the twelve-month budget period have elapsed.

Base Funds

Overall expenditures are at 39% 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 27% of the budget.

COVID Cares Funds

Overall expenditures are at 11% of the budget.

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

Non-Federal share is at 54% 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 - August 31, 2020

Month 6 of 12 (50.00%)

Prepared 9/14/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,818,776	3,164,351	6,654,425	32%	68%
FRINGE BENEFITS	3,060,914	1,147,432	1,913,482	37%	63%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	544,252	426,862	117,390	78%	22%
CONTRACTUAL	110,999	75,215	35,784	68%	32%
CONSTRUCTION	0	0	0		
OTHER	2,688,652	1,489,930	1,198,722	55%	45%
INDIRECT	1,561,956	630,379	931,577	40%	60%
TOTAL BASE FUNDING	17,785,549	6,934,169	10,851,380	39%	61%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	45,136	2,035	43,101	5%	95%
SUPPLIES	23,986	2,183	21,803	9%	91%
CONTRACTUAL	10,005	0	10,005	0%	100%
OTHER	82,315	38,852	43,463	47%	53%
INDIRECT	16,144	4,307	11,837	27%	73%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	47,377	130,209	27%	73%

COVID CARES

SUPPLIES	631,304	73,365	557,939		
OTHER	420,869	45,568	375,301		
INDIRECT	105,217	11,896	93,321		
TOTAL COVID CARES	1,157,390	130,829	1,026,561	11%	89%

GRAND TOTAL HS FEDERAL FUNDS	19,120,525	7,146,927	11,973,598	37%	63%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	134,003	1,433,635	9%	91%
CALIF DEPT OF ED	5,130,608	3,513,069	1,617,539	68%	32%
TOTAL NON-FEDERAL	6,698,246	3,647,072	3,051,174	54%	46%

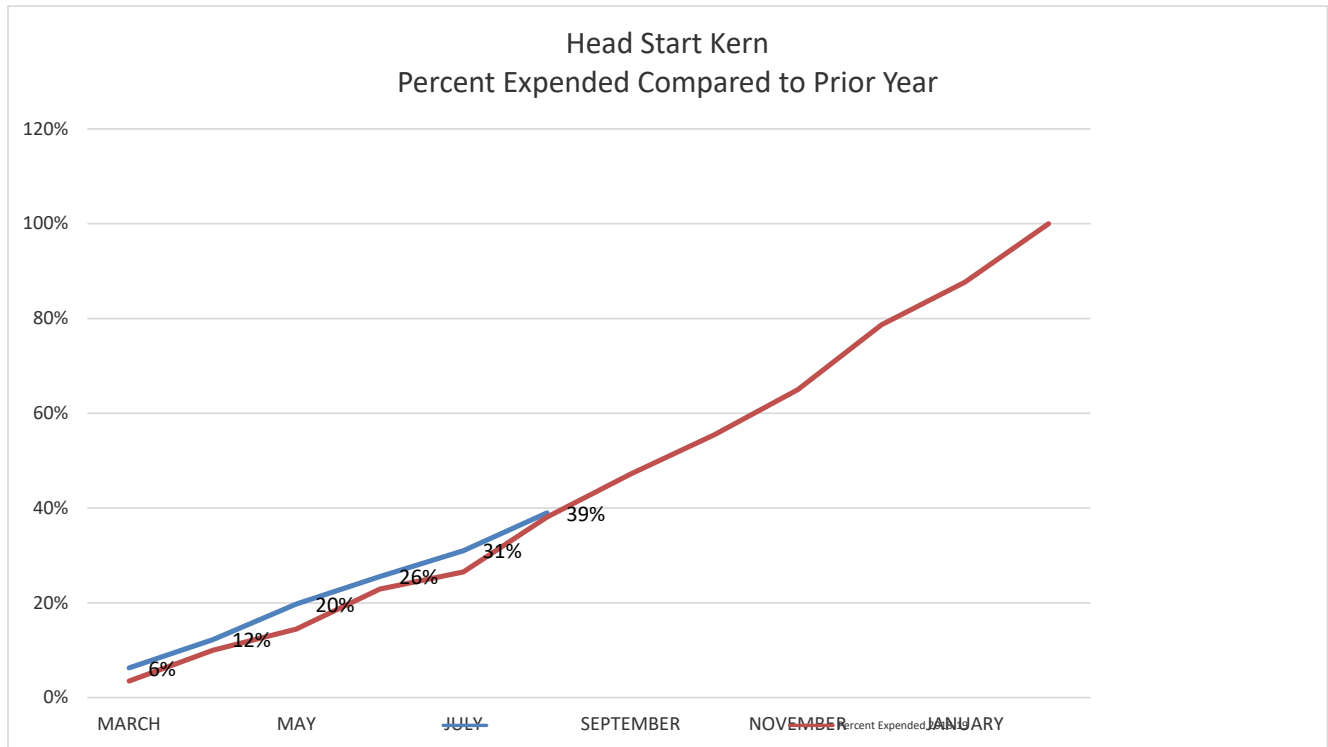
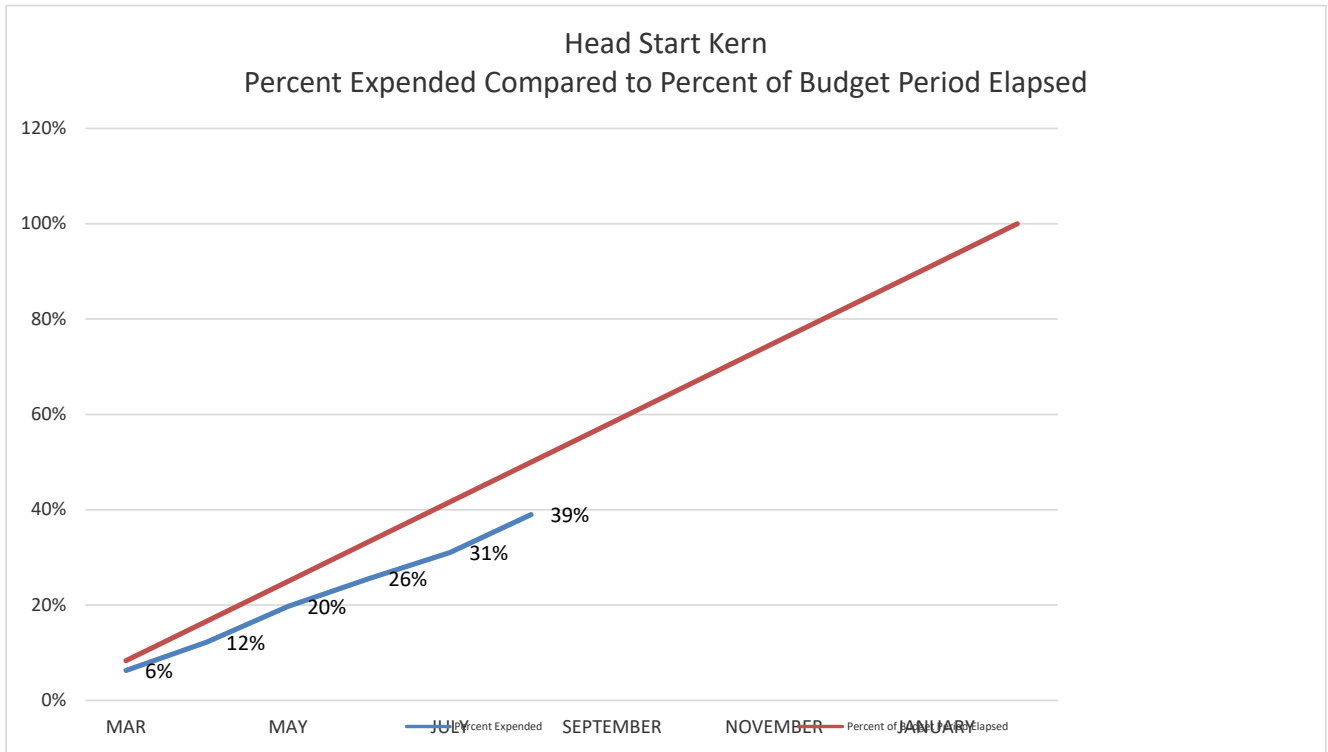
Budget reflects Notice of Award #09CH011132-02-01

Actual expenditures include posted expenditures and estimated adjustments through 8/31/2020

Administrative Cost for HS and EHS Kern 7.2%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	16,945				16,945	9/1/2020
Lowe's	5,843				5,843	8/25/2020
Smart & Final	242				242	9/1/2020
Save Mart	1,368				1,368	9/1/2020
Chevron & Texaco Business Card	6,062				6,062	9/6/2020
Home Depot	8,219				8,219	9/4/2020
	38,678	0	0	0	38,679	



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 August 31, 2020 – Info Item

Date: September 23, 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 August 31, 2020. Six months (50.00%) of the twelve-month budget period have elapsed.

Base Funds

Overall expenditures are at 39% 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 24% of the budget.

COVID Cares Funds

Overall expenditures are at 13% 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 - August 31, 2020
 Month 6 of 12 (50.00%)

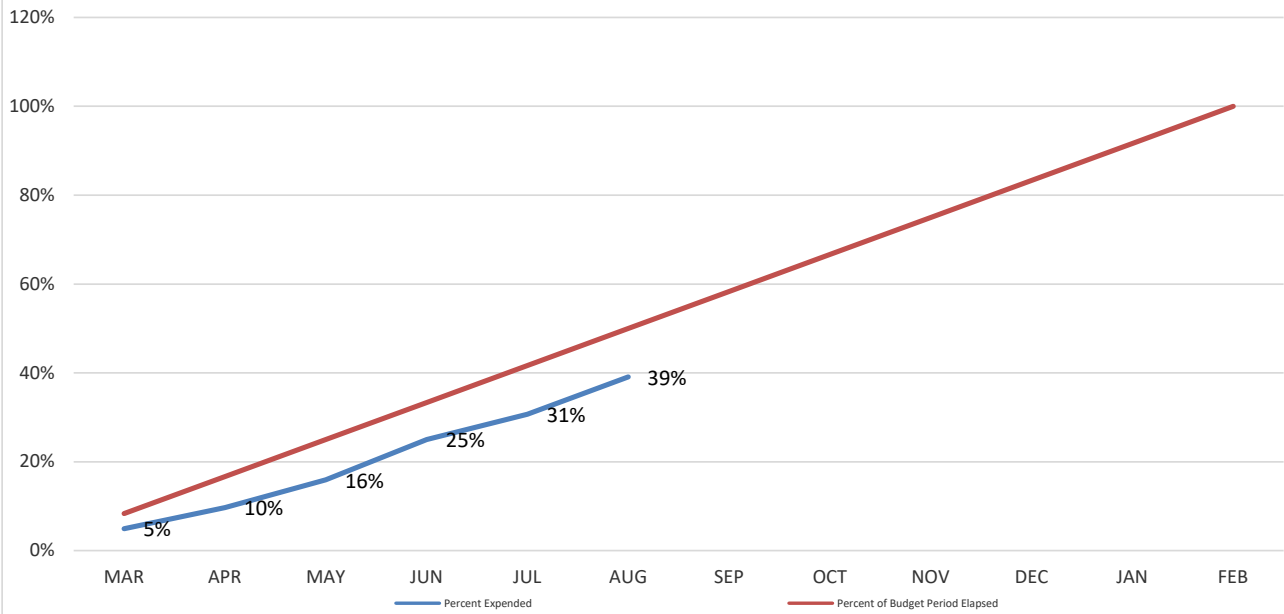
Prepared 9/14/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	4,462,290	1,895,985	2,566,305	42%	58%
FRINGE BENEFITS	1,659,459	539,887	1,119,572	33%	67%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	390,472	191,400	199,072	49%	51%
CONTRACTUAL	37,099	20,861	16,238	56%	44%
CONSTRUCTION	610,998	0	610,998		
OTHER	953,456	519,685	433,771	55%	45%
INDIRECT	799,530	316,782	482,748	40%	60%
TOTAL BASE FUNDING	8,913,304	3,484,599	5,428,705	39%	61%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	36,140	843	35,297	2%	98%
SUPPLIES	6,807	921	5,886	14%	86%
CONTRACTUAL	7,169	4,543	2,626	63%	37%
OTHER	103,144	29,966	73,178	29%	71%
INDIRECT	15,326	3,627	11,699	24%	76%
TOTAL TRAINING & TECHNICAL ASSISTANCE	168,586	39,900	128,686	24%	76%
COVID CARES					
SUPPLIES	213,789	21,856	191,933	10%	90%
OTHER	142,527	23,841	118,686	17%	83%
INDIRECT	35,632	4,595	31,037		
TOTAL COVID CARES	391,948	50,292	341,656	13%	87%
GRAND TOTAL EHS FEDERAL FUNDS	9,473,838	3,588,558	5,885,280	38%	62%

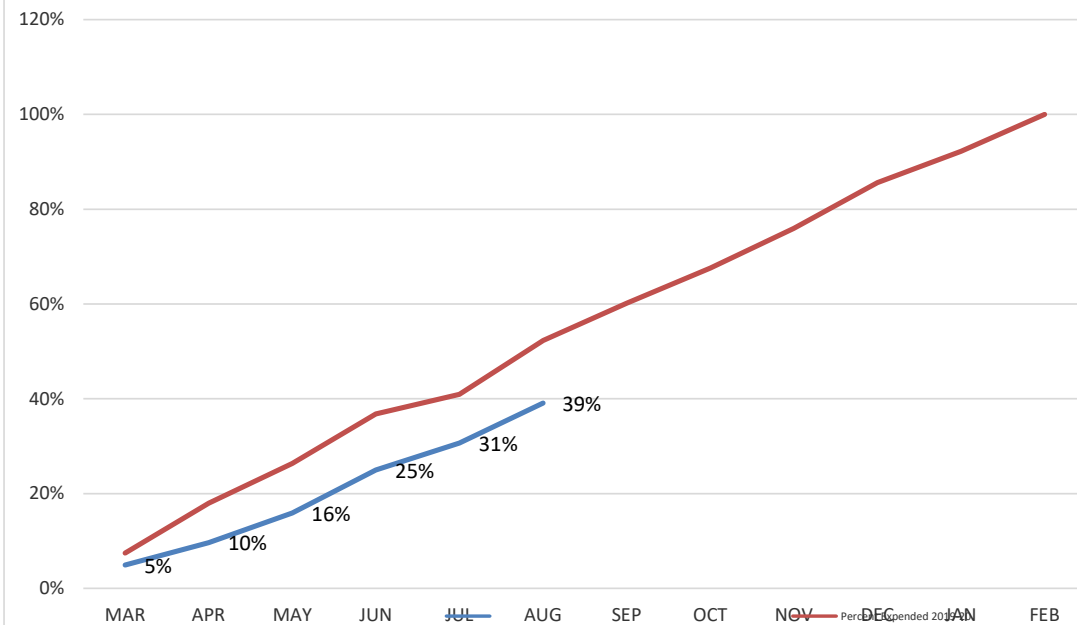
Budget reflects Notice of Award #09CH011132-02-01

Actual expenditures include posted expenditures and estimated adjustments through 8/31/2020

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



Early Head Start Kern
Percent Expended Compared to Prior Year



Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
 Budget Period: March 1, 2020 through February 28, 2021
 Report for period ending **August 31, 2020** (Month 6 of 12)

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Percent of budget period elapsed: **50%**

LOCATION	Enroll- ment	March	April	May	June	July	Aug	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	80	243	0	0	0	0	1,606	1,848	70,588	3%
Alicante	20	617	0	0	959	1,518	0	3,093	17,647	18%
Broadway	40	0	0	0	0	0	0	0	35,294	0%
California City	34	3,233	0	0	0	0	0	3,233	30,000	11%
Cleo Foran	23	0	0	0	0	0	0	0	20,294	0%
Delano	76	2,431	0	0	0	0	1,189	3,620	67,058	5%
East California	56	221	0	0	4,832	3,854	4,568	13,475	49,411	27%
Fairfax	40	4,370	0	0	0	0	544	4,914	35,294	14%
Fairview	40	291	0	0	0	0	0	291	35,294	1%
Harvey L. Hall	156	5,570	234	0	6,959	5,702	7,585	26,050	137,646	19%
Heritage	40	0	0	0	0	0	0	0	35,294	0%
Home Base	124	0	0	0	0	0	0	0	54,706	0%
Jewett	0	0	0	0	0	0	0	0	0	0%
Lamont	40	103	0	0	0	0	0	103	35,294	0%
Martha J. Morgan	44	4,024	2,384	0	2,010	1,793	3,134	13,345	38,823	34%
McFarland	20	120	0	0	0	0	0	120	17,647	1%
Mojave	20	0	0	0	0	0	0	0	17,647	0%
Oasis	57	546	0	0	0	0	0	546	50,294	1%
Pete H. Parra	128	768	0	0	3,565	4,394	4,756	13,484	112,940	12%
Planz	20	1,840	0	0	0	0	0	1,840	17,647	10%
Primeros Pasos	80	533	0	0	2,714	1,393	2,234	6,873	70,588	10%
Rosamond	80	0	0	0	0	0	0	0	70,588	0%
San Diego Street	40	131	0	0	2,079	2,876	321	5,408	35,294	15%
Seibert	40	0	0	0	0	0	0	0	35,294	0%
Shafter	20	0	0	0	1,432	954	2,568	4,954	17,647	28%
Shafter HS/EHS	26	0	0	0	0	0	1,678	1,678	22,941	7%
Sterling	124	4,465	131	0	7,666	2,609	3,164	18,035	109,411	16%
Sunrise Villa	20	86	0	0	0	0	842	927	17,647	5%
Taft	66	3,038	0	0	0	0	262	3,300	58,235	6%
Tehachapi	34	309	0	0	0	0	1,047	1,356	30,000	5%
Vineland	20	1,193	0	0	0	0	238	1,431	17,647	8%
Virginia	40	0	0	0	0	0	2,936	2,936	35,294	8%
Wesley	60	0	0	0	0	0	0	0	52,941	0%
Willow	55	0	0	0	0	0	923	923	48,529	2%
Administrative Services		0	0	0	0	0	0	0	0	NA
Program Services		221	0	0	0	0	0	221	66,765	0%
SUBTOTAL IN-KIND	1,763	34,352	2,749	0	32,216	25,092	39,593	134,003	1,567,638	9%

State General Child Care*	272,771	247,499	213,702	247,499	108,858	111,141	1,201,470	1,871,571	64%
State Preschool*	543,194	529,058	456,933	529,088	58,501	78,791	2,195,564	3,074,165	71%
State Migrant Child Care*	16,596	28,139	25,612	28,139	9,664	7,886	116,035	184,872	63%
SUBTOTAL CA DEPT of ED	832,561	804,695	696,248	804,725	177,022	197,818	3,513,069	5,130,608	68%

GRAND TOTAL **866,913 807,444 696,248 836,941 202,114 237,411 3,647,072 6,698,246 54%**

*May include estimates

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 August 31, 2020 – Info Item

Date: September 23, 2020

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2020 through August 31, 2020. Seven months (58.33%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 52% of the budget, which is on trend compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 29% of the budget. The combined personnel and fringe benefits expenses are at 38% of the budget.

COVID Cares

Overall expenditures are at 17% of the budget.

Non-Federal Share

Non-Federal share is at 9% 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 - August 31, 2020

Month 7 of 12 (58.33%)

Prepared 9/10/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,173,727	1,725,489	1,448,238	54%	46%
FRINGE BENEFITS	959,615	471,854	487,761	49%	51%
TRAVEL	0	0	0	#DIV/0!	#DIV/0!
SUPPLIES	125,025	123,631	1,394	99%	1%
CONTRACTUAL	10,600	8,773	1,827	83%	17%
OTHER	741,956	274,464	467,492	37%	63%
INDIRECT	478,171	247,275	230,896	52%	48%
TOTAL	5,489,094	2,851,486	2,637,608	52%	48%

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	469	6,346	7%	93%
CONTRACTUAL	3,845	0	3,845	0%	100%
OTHER	43,785	16,945	26,840	39%	61%
INDIRECT	10,834	3,143	7,691	29%	71%
TOTAL	119,175	34,570	84,605	29%	71%

COVID CARES

SUPPLIES	187,546	39,927	147,619	21%	79%
OTHER	62,515	3,335	59,180	5%	95%
INDIRECT	25,006	4,061	20,945	16%	84%
TOTAL	275,067	47,323	227,744	17%	83%

GRAND TOTAL EHS FEDERAL FUNDS	5,883,336	2,933,379	2,949,957	50%	50%
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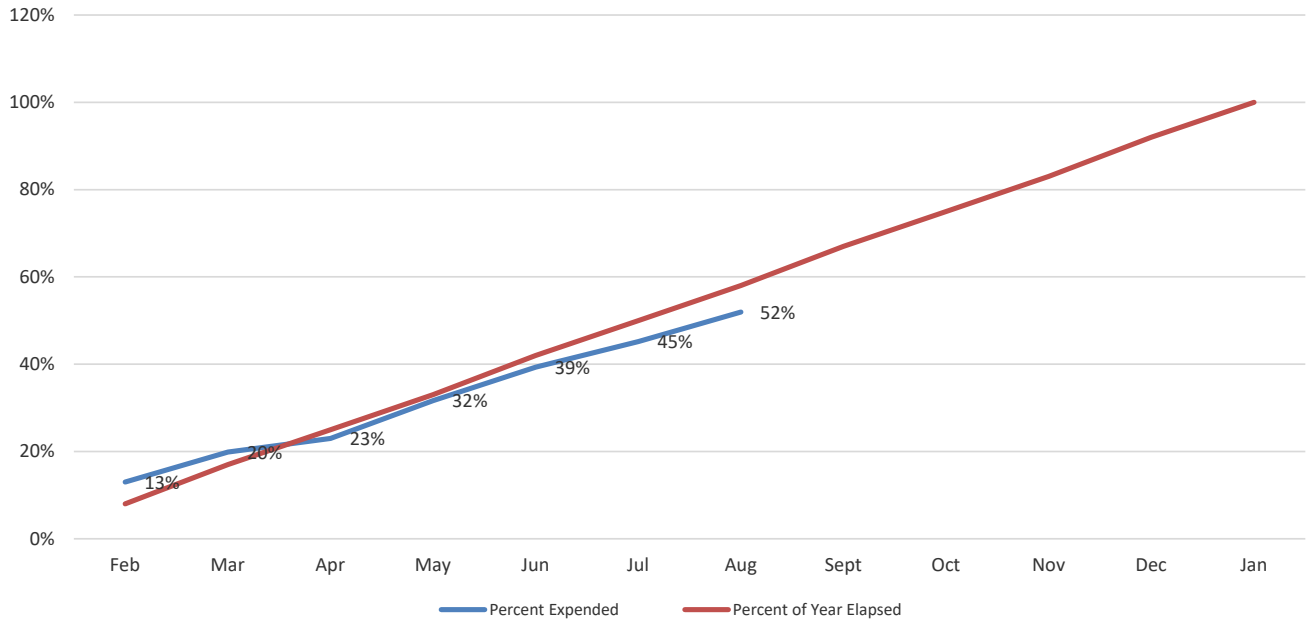
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,082	120,181	1,226,901	9%	91%
TOTAL NON-FEDERAL FUNDS	1,347,082	120,181	1,226,901	9%	91%

Centralized Administrative Cost	8.2%
Program Administrative Cost	4.1%
Total Administrative Cost	12.4%

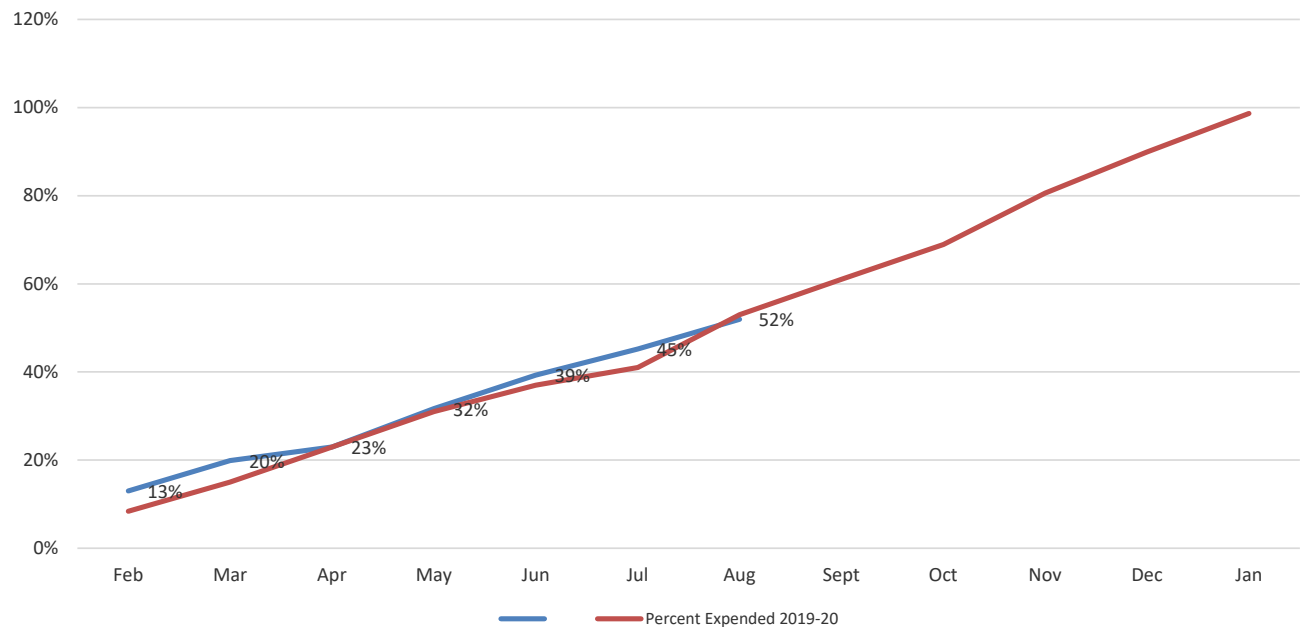
Budget reflects Notice of Award #09CH011406-01-01

Actual expenditures include posted expenditures and estimated adjustments through 8/31/2020

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



Early Head Start San Joaquin
Percent Expended Compared to Prior Year



Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
 Budget Period: February 1, 2020 through January 31, 2021
 Report for period ending August **31, 2020** (Month 7 of 12)
 Percent of budget period elapsed: **58%**

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	7,823	0	0	0	0	0	0	7,823	124,545	6%
Chrisman	30	11,922	3,469	3,090	1,567	1,845	3,316	0	25,210	155,682	16%
Kennedy	16	83	1,665	1,413	1,521	1,812	1,100	0	7,595	83,030	9%
Lodi Home Base	35	44	263	0	0	0	8,054	290	8,651	90,814	10%
Lodi UCC	30	100	1,200	171	177	171	4,827	0	6,646	155,682	4%
Manteca Home Base	12	0	394	537	551	533	4,412	0	6,427	31,136	21%
Marci Massei	24	9,019	0	0	0	0	3,595	3,898	16,512	124,545	13%
St. Mary's	16	183	0	0	0	0	2,695	0	2,878	83,030	3%
Stockton Home Base	90	133	2,322	1,803	2,128	1,770	10,150	0	18,306	233,523	8%
Tracy Home Base	12	0	0	0	0	0	0	0	0	31,136	0%
Walnut	24	10,479	1,824	980	1,928	1,971	1,837	1,071	20,089	124,545	16%
Administrative Services		0	0	0	0	0	0	0	0	0	
Program Services		0	0	0	0	0	0	0	0	108,412	0%
Policy Council		0	0	0	0	0	0	0	0	1,000	0%
SUBTOTAL IN-KIND	313	39,786	11,137	7,994	7,873	8,103	39,987	5,259	120,138	1,347,082	9%

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 August 31, 2020 – Info Item

Date: September 23, 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 August 31, 2020. Six months (50.00%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 30% of the budget.

Training & Technical Assistance (T&TA)

Overall expenditures are at 7% of the budget.

COVID Cares

Overall expenditures are at 0.9% 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 - August 31, 2020

Month 6 of 12 (50.00%)

Prepared 9/14/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	704,216	194,817	509,399	28%	72%
FRINGE BENEFITS	208,046	37,616	170,430	18%	82%
SUPPLIES	28,175	16,055	12,120	57%	43%
CONTRACTUAL	1,009,556	277,529	732,027	27%	73%
OTHER	143,707	94,963	48,744	66%	34%
INDIRECT	203,138	58,100	145,038	29%	71%
TOTAL BASE FUNDING	2,296,838	679,081	1,617,757	30%	70%

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	881	90,196	1%	99%
OTHER	30,359	206	30,153	1%	99%
INDIRECT	12,143	109	12,034	1%	99%
TOTAL COVID	133,579	1,195	132,384	0.9%	99%

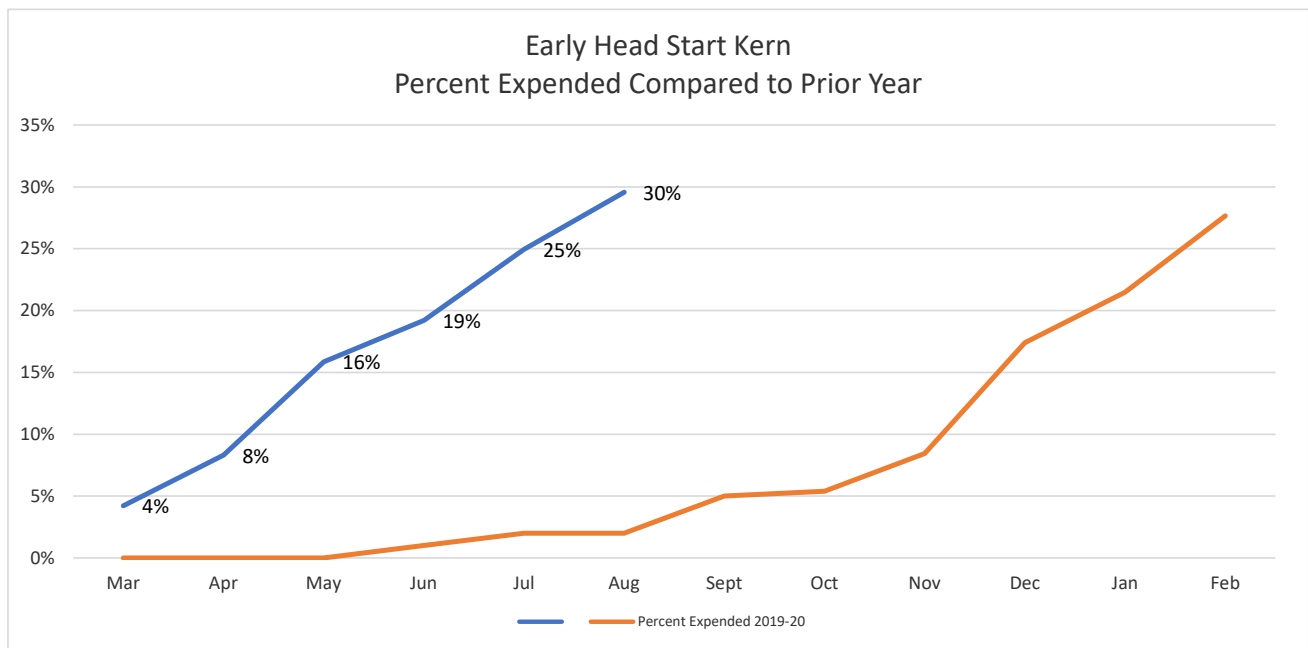
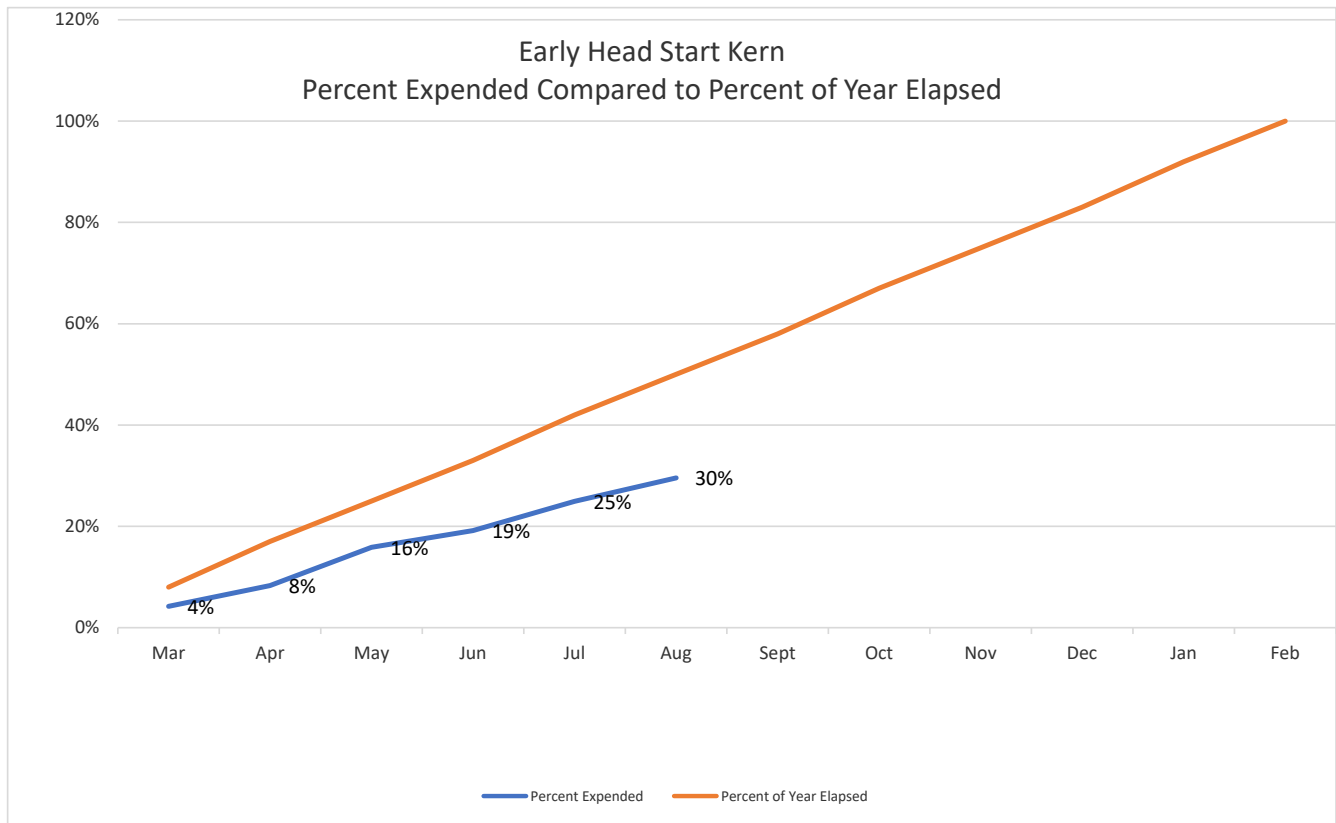
GRAND TOTAL EHS FEDERAL FUNDS	2,486,602	702,420	1,784,182	28%	72%
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NON-FEDERAL SHARE

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

Budget reflects Notice of Award #09HP000163-02-01

Actual expenditures include posted expenditures and estimated adjustments through 8/31/2020





MEMORANDUM

To: Budget and Finance Committee

From: Jeremy T. Tobias, Chief Executive Officer

Date: September 23, 2020

Subject: *Agenda Item 6b*: Community Development Financial Institution (CDFI) – CSBG Allocation for Feasibility Study - Jeremy T. Tobias, Chief Executive Officer – **Action Item**

With partnerships with the California Community Economic Development Association (CCEDA) and frequent updates from the National Community Action Office under the Community Economic Development Division, CAPK stays connected to community economic development services as it relates to Community Development Financial Institutions (CDFIs) or other financial empowerment programs.

CDFIs are specialized community-based financial institutions with a primary mission to promote economic development by providing financial products and services to people and communities underserved by traditional financial institutions. It takes a market-based approach to supporting economically disadvantaged communities. CDFIs include community development banks and credit unions, and non-regulated institutions, such as non-profit loan funds or venture capital funds. Through unique programs and tailored resources that leverage federal dollars with private capital, the programs design supports creating jobs, building businesses, and revitalizing neighborhoods. Program areas include the following types of services under the CDFI umbrella¹:

- Bank Enterprise Award Program. The BEA Program provides awards to FDIC-insured institutions for eligible investments.
- CDFI Bond Guarantee Program. The CDFI Bond Guarantee Program is a source of long-term, patient capital for CDFIs.
- CDFI Program. The CDFI Program provides Financial and Technical Assistance awards to CDFIs.
- Capacity Building Initiative. The Capacity Building Initiative is a source of training and technical assistance for CDFIs.
- Capital Magnet Fund. The Capital Magnet Fund encourages the development of affordable housing in low-income communities.

¹ Community Development Financial Institutions Fund (the CDFI Fund) <https://www.cdfifund.gov/programs-training/Programs/Pages/default.aspx>

- Native Initiatives. The Native Initiatives provides awards, training, and technical assistance to CDFIs serving Native Communities.
- New Markets Tax Credit Program. The New Markets Tax Credit encourages economic and community development in low-income communities.

According to the Opportunity Finance Network, there are thirty-six (36) CDFI's in California, with one provider based in Fresno, CA that also services Kern County, Access Plus Capital, formerly known as the Fresno Community Development Financial Institution, a Loan Fund that was established in 2008. Access Plus Capital lends funds to low-income entrepreneurs to start, strengthen, and expand their businesses. Access Plus Capital (dba Fresno CDFI) is a subsidiary of our sister community action organization, Fresno Economic Opportunities Commission (Fresno EOC). Self-Help Enterprises provides services in Kern County and is a related agency under community economic development, including home building, home ownership, and energy services.

Based on the program services offered under the CDFI scope and the intent to assist communities we serve as CAPK, it seems reasonable to take a step forward and learn about the current CDFI needs and gaps in Kern County. To ensure we are approaching this in a meaningful way, staff recommend conducting a feasibility study through a hired consultant. The intent of the study will be to provide a comprehensive lens at the Kern County market, the area competition, and the operational requirements for a non-profit lender and CDFI, as well as a roadmap for establishing a CDFI that might originate home improvement, new market tax credits, small business and energy efficiency loans.

In discussions with the Finance team, there appears to be an unexpended fund balance through the 2020 Community Services Block Grant (CSBG). Based on early discussions and proposals, we anticipate the cost of the study to be an estimated \$50,000 and this will require a bid process to solicit proposals. If approved, staff anticipates beginning the study in December 2020.

Recommendation:

Staff recommend the Budget and Finance Committee approve redirecting the 2020 Community Services Block Grant (CSBG) to conduct a feasibility study for Community Development Financial Institutions (CDFI) program services in the amount of \$50,000.



MEMORANDUM

To: Budget & Finance Committee

From: Lisa McGranahan, Director of Human Resources

Date: September 23, 2020

Subject: ***Agenda Item 6c: Reorganization of Human Resources Department – Action Item***

Summary Background:

After much consideration to the ideal structure in the Human Resources Division, and to provide the best service to all of CAPK employees, I am proposing the following restructure to the department as well as a conversion of one position.

Currently, CAPK has only one Risk Management employee to oversee the entire scope of Risk Management duties for the agency. This has stretched that one supervisor to manage a case load too large in both scope and in geographical area to be as impactful to the needs of our staff. The Human Resource department currently has a vacant HR Technician position. In consideration to both the needs of the department and the needs of CAPK overall, we are proposing that Human Resources re-allocate that vacant technician role into a Health and Safety Supervisor.

- Human Resources Technician: The general duties of this role include clerical support, filing, answering phones, data entry, expense document preparation, applicant screening, supply orders, and more. This hourly position is currently rated as a Grade 6 with a pay range of \$16.43 - \$22.24. The department currently has two similar positions to this currently occupied.
- Health and Safety Supervisor: The general duties of this role include management of Worker's Compensation claims, Interactive Process engagement, safety training, accident investigation, creation and maintenance of the IIPP (Illness and Injury Prevention Program), property damage, survey of worksites and hazardous conditions, liability claims, and more. This exempt position is currently rated as a Grade 9 with a pay range of \$21.98- \$33.00.

Proposal:

- Reallocate the Human Resources Technician Role: The department would reallocate this position and would no longer occupy a slot in the Human Resources organizational structure. The annual salary expenditure for this role, if filled at the mid-range level would be \$40,216.80.
- New Health and Safety Supervisor Role: The department would add this role to the current organizational structure and thus, create a vacant position at a Grade 10. The annual expenditure for this role, if filled at the mid-range level, would be \$65,748.80.

The budgetary impact from the reallocation of the Human Resources Technician position to the Health and Safety Supervisor position is zero for the 2020-2021 budget due to salary savings achieved by the vacancy in the Human Resources Technician role for several months.

Recommendation:

Staff recommends approval of the removal of the Human Resources Technician role and the addition of the Health and Safety Supervisor role to the Human Resource organizational chart.

Attachments:

Health and Safety Supervisor Job Description
Current Human Resources Organizational Chart
Proposed Human Resources Organizational Chart



Health and Safety Supervisor

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 direction of the Human Resources Administrator, the Health and Safety Supervisor will plan, organize and manage the compliance programs that include inventorying, assessing, controlling and monitoring significant HR and employment-related risks. Analyze, develop and recommend safety procedures and programs to include workers' compensation, accident investigation, benefit administration, and related activities. Supervise and evaluate the work of staff in benefits and other employment-related risks.

SUPERVISION RECEIVED:

Receives direct supervision from the Human Resources Administrator

SUPERVISION EXERCISED:

Benefits Specialist, Human Resources Benefits Technician

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. Assist in the implementation, maintenance and compliance of the Agency-wide Safety Program and Workers' Compensation program, including updates to the Written Injury and Illness Prevention Program (IIPP).
2. Consult with legal and HR policy, process, business, and system owners to ensure that sound protocols are in place to mitigate employment contingencies.
3. Monitor known and emerging risks, measure internal control effectiveness, and develop action items to remediate identified risk issues.
4. Develop deep subject matter expertise.
5. Consult on the development of business requirements for new system implementations and enhancements.
6. Draft written narratives to communicate obligations, risk analyses, and recommendations to business leaders.
7. Respond clearly and precisely to questions about compliance obligations and troubleshoot issues.
8. Manage other HR risk and compliance related projects as needs arise.
9. Monitor, investigate, and analyze accidents, accident reports, and safety hazards to initiate corrective action and eliminate unsafe areas and/or acts and make recommendations for preventative action ensuring proper procedures are followed and paperwork completed.
10. Develop procedures to maintain complete and current statistics on loss and accident frequency to include OSHA 300A Log, severity and costs.
11. Develop procedures to protect and minimize exposure to general and workers' compensation liability risks.
12. Assist in developing safety education and training programs, including training sessions for employees on safety, risk management and loss prevention and monitor for effectiveness.

13. Assist departments in the implementation of and compliance with the California Occupational Safety and Health Act.
14. Maintain effective working relationships with the Agency's workers' compensation carrier, insurance broker, and employees to support related safety and workers' compensation activities.
15. Collect data and maintain accurate files and comprehensive reports to include federal and state reports, and special projects required by the Director of Human Resources.
16. Ensures compliance with the Family Medical Leave Act (FMLA) and Americans with Disability Act (ADA), works with supervisors and employees to understand regulations.
17. Works with the Benefits Specialist and HR Benefit Technician in conducting ADA Interactive Process Meetings.

B. Other Job Specific Duties:

1. Conduct and attend meetings, trainings and professional growth activities, as required.
2. Work alternative hours as required, including nights and weekends.
3. Travel to CAPK locations
4. Perform any other like duties as assigned

MINIMUM QUALIFICATIONS:

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

Knowledge of:

Agency policies and procedures.
 Applicable federal, state, and local laws, codes, and regulations.
 Departmental policies and procedures.
 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 and implement developmentally appropriate routines, activities, and experiences.
 Plan, organize, and allocate resources.
 Work independently.
 Ability to work in an ambiguous environment and drive forward results.
 Problem solver, able to troubleshoot issues independently or escalate when necessary; sense of accountability and sound professional judgment.
 Proven analytical capabilities; experience with large amounts of data and in developing audit reports, metrics, and reporting mechanisms.
 Experience building and maintaining programs across multiple areas of compliance requirements.
 Experience managing HR projects and developing HR policies.
 Excellent written and verbal communication skills.
 Prepare clear and concise reports.
 Exercise sound, independent judgment within general policy guidelines.
 Provide guidance and interpret and explain policies and procedures.
 Analyze problems and identify alternative solutions.
 Communicate effectively, verbally and in writing.
 Work with accuracy and attention to detail.
 Effectively organize and prioritize assigned work.
 Establish and maintain effective working relationships with employees and management.

Ability to maintain a high level of confidentiality.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from an accredited university in public administration, business administration, human resources, or an equivalent combination of education and experience.
- 4+ years of experience in an HR, compliance, or risk management role.

PREFERRED QUALIFICATIONS:

- 5+ years of experience in an HR, compliance, or risk management role with a focus on policy/program development, background check programs etc.
- 2+ years of regulatory HR compliance experience in medical or similar/related fields
- Experience in implementing job safety programs and/or reducing on-the-job injuries

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.
- Must possess a valid California driver's license with an acceptable driving record, substantiated by a DMV printout, and adequate auto insurance coverage.
- Successful completion TB screening upon employment and annually thereafter.
- Bilingual language fluency (English/Spanish) desirable.

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:

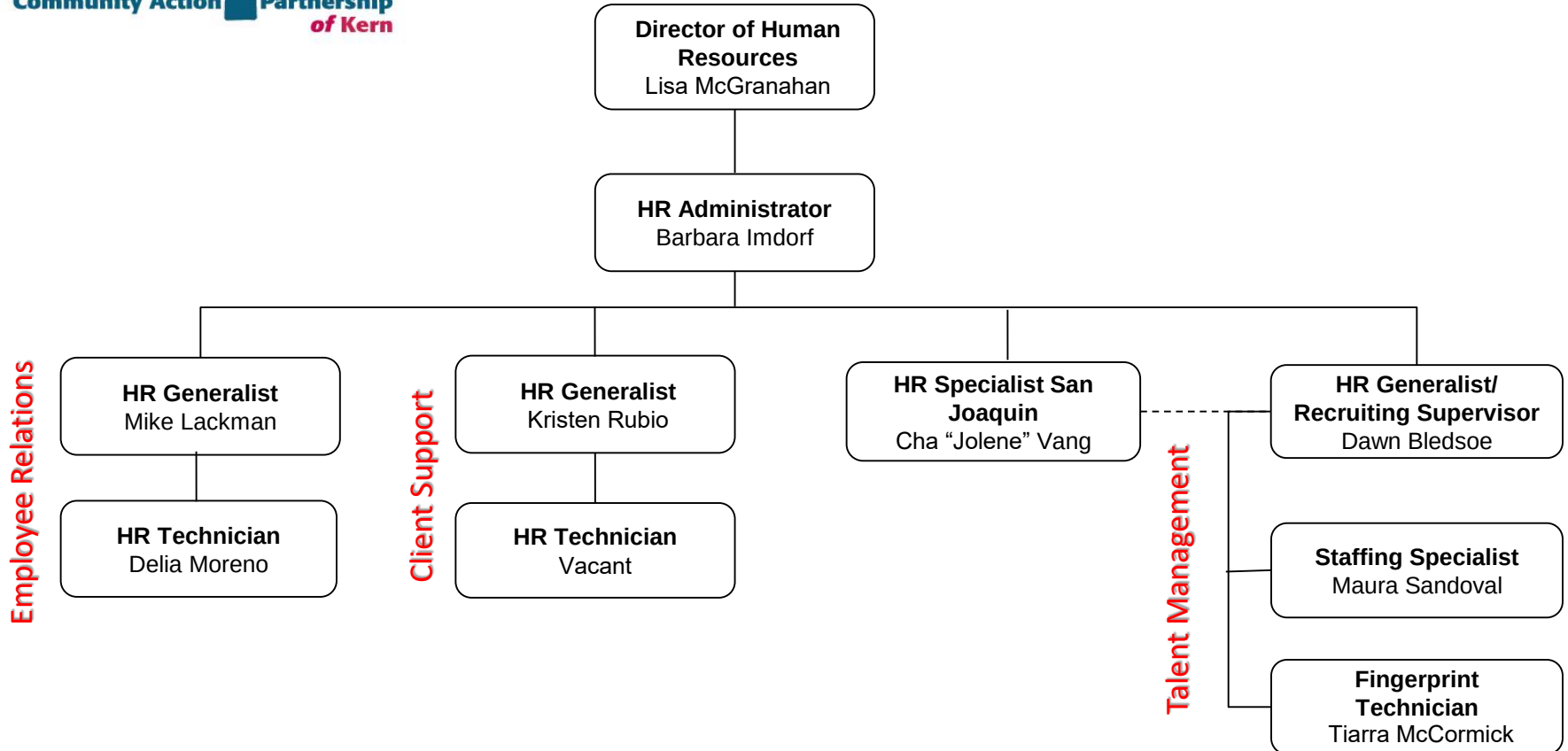
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Risk Management 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	

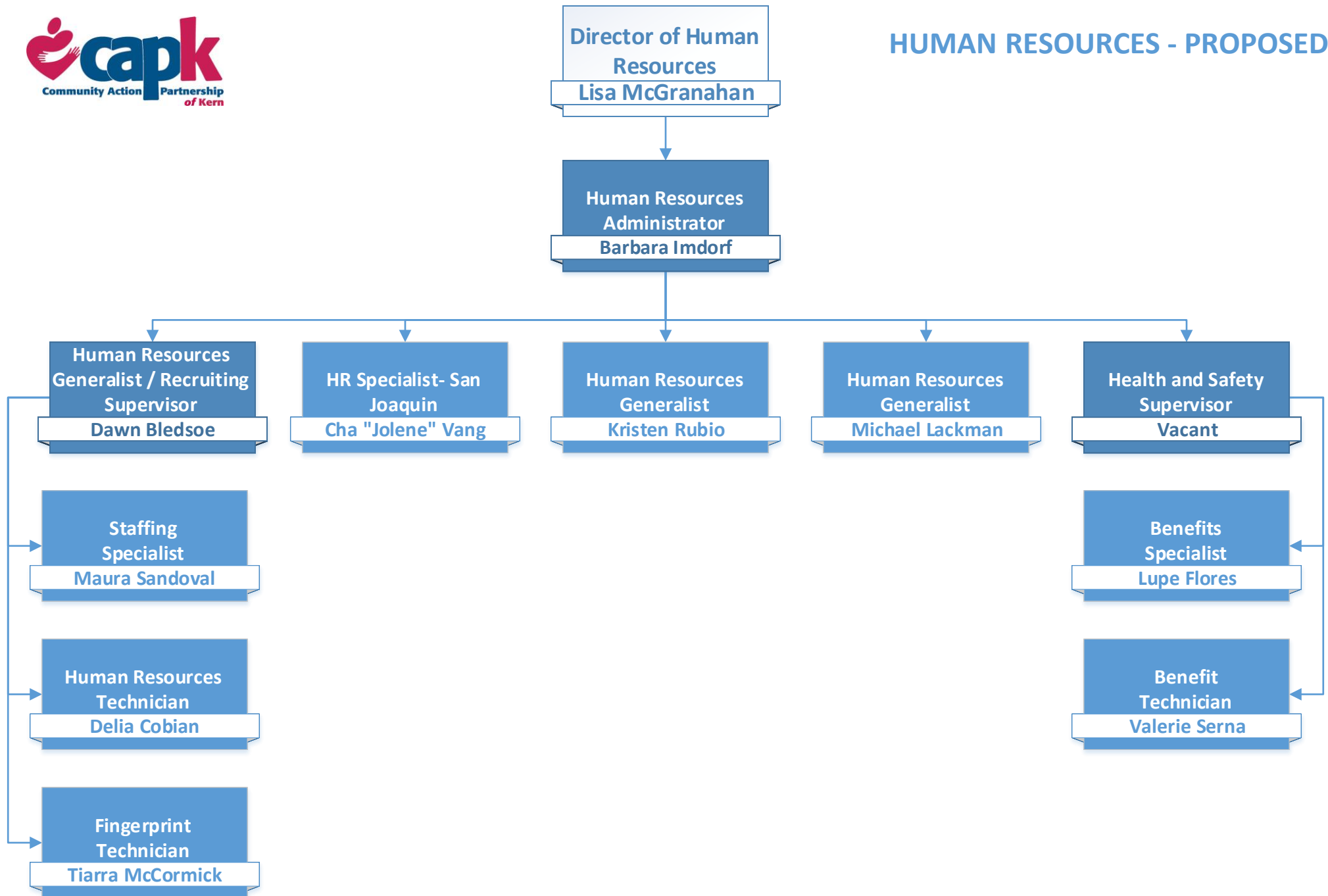
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & 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			X		

Human Resources - Current



HUMAN RESOURCES - PROPOSED





MEMORANDUM

To: Budget & Finance Committee

From: 
Freddy Hernandez, Director of Youth & Community Services

Date: September 23, 2020

Subject: *Agenda Item 6c*: VITA and the State of California Franchise Tax Board:
CalEITC Grant Extension – **Action Item**

The Volunteer Income Tax Assistance (VITA) program has received an extension of term and funding through the California Franchise Tax Board (FTB), in partnership with the Department of Community Services and Development (CSD), for the 2020 – 2021 grant year. On September 2, 2020, we were notified of the term extension in the amount of \$174,000.00, for the period October 1, 2020 to June 30, 2021. Bringing our grant total to over a three year period to \$348,000.00.

The general scope of work consists of delivering California Earned Income Tax Credit (CalEITC) education and outreach activities designed to increase awareness to both the Federal and State earned income tax credits and free tax preparation assistance programs in target areas, which is target area 10: Kern and Tulare Counties. It is similar to the 2019 -2020 contract agreement. We are currently in the process of renegotiating an agreement with Community Services Employee Training, Inc (CSET) based in Tulare, CA for the 2020 – 2021 grant year.

Recommendation:

Staff recommend the Budget and Finance Committee to approve the CSD CalEITC education and outreach contract and authorizes the Chief Executive Officer to execute the contract.

Attachment:

CalEITC Contract #19T-9011



DAVID SCRIBNER
ACTING DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
 2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
 Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

Dear Executive Director:

The California State Budget Act of 2020-2021 appropriated \$5 million to the Franchise Tax Board (FTB) for education and outreach efforts for the California Earned Income Tax Credit (CalEITC). In partnership with FTB, the Department of Community Services and Development (CSD) will continue to administer the 2020-2021 appropriation through the established CalEITC Education and Outreach (E&O) grantees.

CSD released an initial contract amendment for the CalEITC E&O contracts on June 12, 2020, which included a term extension through June 30, 2021. Enclosed is your 2019 CalEITC E&O second contract amendment which includes the addition of the 2020-2021 appropriation. These funds must be fully expended by June 30, 2021.

When completing your budget forms (CSD 171A and CSD 171B), please use the amount referenced on the attached face sheet. To ensure that your organization may begin E&O activities on October 1, 2020, please ensure that all required documents outlined in the attached contract checklist are returned to CSD by no later than Friday, September 18, 2020.

Please be advised that prior to reimbursement of expenditures, all program documents must be received and approved by CSD. Refer to Part I, Article 3, Section 3.1, Paragraph D, *Contract Elements Integral to Agreement and Enforcement Conditions*, for program requirements. Upon approval, your Agency will receive notification from CSD via email stating the documents are approved and the contract is complete.

To provide guidance on the contract elements and to aid in the completion of the required forms, a **mandatory** contract webinar will be held in mid-September 2020. Please ensure a representative from your organization participates in the webinar – preferably program staff responsible for overseeing day-to-day activities and fiscal staff responsible for contract expenditures. The webinar registration link will be forthcoming.

If you have any questions, please contact Tricia Conti Luetke at (916) 576-5291 or Tricia.ContiLuetke@csd.ca.gov.

CSD looks forward to a continued productive partnership so that, together, we can effectively administer our critical programs and services designed to strengthen the economic security of vulnerable Californians.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Scribner', with a long horizontal flourish extending to the right.

DAVID SCRIBNER
Acting Director



California Department of Community Services and Development (CSD) 2019 CalEITC Education and Outreach Contract Amendment Checklist

General Comments and Requirements for Contract Execution:

If any corrections are necessary to this Agreement, please immediately contact your Program Representative for assistance.

Completed documents are due back to CSD by September 18, 2020

Check the boxes below to ensure items are included in the contract packet prior to return:

- ☐ Contractor has provided CSD with the signed contract face sheet STD 213 via DocuSign.
- ☐ Contractor has completed all essential contract forms, including:
 - Contractor's full legal name
 - Contractor's business address
 - Name and title of person authorized to sign the contract amendment
 - Signature of authorized person via DocuSign on face sheet with date signed
- ☐ Contractor has provided current Certificate of Insurance or Self-Insurance Authority Certification.

*NOTE: New proof of insurance documentation is required if current policy expires during the term of the Agreement or the amount of insurance must be increased.

Return completed contract packet by September 18, 2020 to:
California Department of Community Services and Development
Contract Services Unit
contracts2@csd.ca.gov

Programmatic Contract Requirements are due back to CSD by September 18, 2020

- ☐ CalEITC Education and Outreach Scope of Work (CSD 171)
- ☐ CalEITC Education and Outreach Budget Summary Form (CSD 171A)
- ☐ CalEITC Education and Outreach Budget Detail Form (CSD 171B)
- ☐ CalEITC Education and Outreach Timeline (CSD 171TL)
- ☐ CalEITC Subcontractor Information Sheet (CSD 171SI)

Return all completed programmatic contract requirements via email to your assigned Program Representative:

Tricia Conti Luetke, Tricia.ContiLuetke@csd.ca.gov

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT - AMENDMENT

STD. 213A (Rev. 10/2019) CSD Rev (12/2019)

AGREEMENT NUMBER 19T-9011	AMENDMENT NUMBER 2	PURCHASING AUTHORITY NUMBER (if applicable)
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1. This Agreement is entered into between the State Agency and the Contractor named below

STATE AGENCY NAME

Department of Community Services and Development

CONTRACTOR NAME

Community Action Partnership of Kern

2. The term of this Agreement is : October 1, 2019 through June 30, 2021

3. The maximum amount of this Agreement is: Total \$348,000.00

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

A. The maximum amount of this Agreement payable to Contractor by the State has changed from \$174,000.00 to \$348,000.00, reflecting an increase of \$174,000.00.

B. Articles 1, 2, 6 and 7 are deleted in its entirety and replaced with the attached Articles.

All other terms and conditions shall remain the same.

Documents can be accessed at <https://providers.csd.ca.gov/>.

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

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

STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT

PART I

PREAMBLE

This subvention agreement, for California Earned Income Tax Credit Education and Outreach (CalEITC) in 2019 (Agreement), funded by the California Franchise Tax Board, is entered between the Department of Community Services and Development (CSD) and the Contractor named on Form STD 213, the face sheet of this document (Contractor), and shall be enforceable on the date last signed.

NOW THEREFORE, in consideration of the promises and of the mutual agreements and covenants hereinafter set forth, the CSD and Contractor hereby agree as follows:

ARTICLE 1 – SCOPE OF WORK

1.1 General

- A. Contractor shall use funding provided under this contract to deliver CalEITC Education and Outreach activities designed to increase awareness of both the federal and state earned income tax credits, the Young Child Tax Credit (YCTC) and free tax preparation assistance programs in target areas across the state.
- B. Contractor shall conduct Education and Outreach activities within the assigned target area, as referenced in Article 2, Section 4, during the term of this Agreement. Education and Outreach activities must be conducted in a culturally and linguistically appropriate manner that effectively meets the needs of the target areas identified as having the highest proportion of eligible California residents not claiming the credit.

1.2 Term, Period of Performance, and Amount of Agreement

- A. *Term.* The term of this Agreement shall be for the period represented on the face sheet Form STD 213.
- B. *Period of Performance.* Contractor shall perform all activities under this Agreement prior to, or up to June 30, 2021, regardless of the contract term end date.

ARTICLE 1 – SCOPE OF WORK

STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT

- C. *Amount.* The amount of this Agreement shall be as specified on the Form STD 213 and is subject to adjustment(s), in accordance with terms herein. Contractor shall expend the full contract amount and report and account for such expenditures no later than June 30, 2021 in accordance with the provisions of this Agreement.
- D. Because Program funding is subject to the availability of adequate financial resources, budget allocations, and Contractor's performance, execution of this Agreement does not bestow on Contractor a vested interest, a guaranty of funding, or establish a right of participation in CSD's programs beyond the term of this Agreement.

1.3 Target Area Designation

Education and Outreach activities shall be performed in the Contractor's designated target area as described in Article 2, Section 4. Contractor awarded in this contract shall serve Californians that reside in **Target Area 10: Kern/Tulare Counties.**

1.4 Legal Authorities – Program Requirements, Standards, and Guidance

- A. All activities performed under this Agreement are to be provided in accordance with all applicable state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to the 2020-2021 California Budget Act.
- B. *Conflict of laws.* Contractor shall comply with all the requirements, standards, and guidelines contained in the authorities listed herein, as they may be amended from time to time, with respect to procurement requirements, administrative expenses, and other costs claimed under this Agreement, including those costs incurred pursuant to subcontracts executed by Contractor, notwithstanding any language contained in the following authorities that might otherwise exempt Contractor from their applicability. To the extent that the requirements, standards, or guidelines directly conflict with any state law or regulation including Government Code §12085 et seq. or 22 Cal. Code Regs. §100601 et seq., or any provision of this Agreement, then that law or regulation or provision shall apply.

STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT

1. Contractor further agrees to abide by all requirements in California Contractor Certification Clauses (CCC 04/2017).
- C. CSD shall provide Contractor with specific program guidance which shall be binding on the Contractor as a condition of the Contractor's eligibility to receive CalEITC funds, PROVIDED:
1. That such guidance shall be issued by CSD in writing in the form of "CSD Program Notice (CPN) No. XX-XX" and "CSD Program Advisory (CPA) No. XX-XX;"
 2. That such guidance shall be issued by CSD in the most timely and expeditious manner practicable;
 3. That such guidance shall be reasonably necessary to realize the intent and purposes of CalEITC;
 4. That major and material changes in program requirements which substantially affect the Contractor's and/or CSD's ability to fulfill contractual obligations, or which otherwise create a substantial hardship on either the Contractor or CSD, shall be subject to an amendment to this Agreement;
 5. That the parties' failure or inability to execute a mutually acceptable amendment, under circumstances described in Article 1, Section 2, within a period of time allowing the parties to reasonably comply with any major change(s) in CalEITC requirements, shall result in this Agreement being without force and effect, subject only to such provisions contained herein as are intended to survive the Agreement in accordance with the express and implied provisions of applicable state law;
 6. That Contractor is duly informed of the risk of contract termination based on CSD's obligation to avoid/minimize interruption of CalEITC-funded activities in any part of the state, if this Agreement terminates due to failure to agree to any necessary amendment; and,
 7. That upon CSD's or Contractor's good faith determination, delivered to the other party by written notice, that agreement to any necessary amendment as contemplated in Article 1, Section 4, Subparagraph C.4 above cannot be achieved, then this contract shall be terminated, and any issues of eligible

STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT

entity status addressed, in accordance with requirements of state law and established CSD policy and procedure.

- D. The state laws, regulations and other authorities referenced in the present Article 1, Section 4 are hereby incorporated by reference into this Agreement.

STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT

ARTICLE 2 –PROGRAMMATIC REQUIREMENTS

2.1 General

A. Contractor shall perform appropriate Education and Outreach activities to ensure that eligible Californians in the target area(s) are informed about CalEITC and are aware of how to claim the credit at no cost. Objectives include:

1. Conduct Education and Outreach activities to target CalEITC eligible populations and Californians residing in areas identified as having a high percentage of unclaimed credits, especially those areas with culturally diverse hard-to-reach populations
2. Provide services with organizations that have trusted relationships in the community to implement effective Education and Outreach activities.
3. Promote and maximize awareness of the CalEITC , YCTC, and the free tax preparation assistance programs. Contractor should also provide information on the federal EITC.
4. Disseminate information to eligible populations to increase awareness of the CalEITC and the free tax preparation assistance programs in English and other languages as applicable.
5. Provide information on local, free tax filing services to target areas on how to file for California EITC at no cost.

2.2 Contractor Scope of Work and Budget

- A. Contractor shall conduct Education and Outreach activities in accordance with Contractor's approved Scope of Work (CSD 171). Contractor shall also submit detailed monthly progress reports (CSD 171PR), in accordance with Article 2, Section 8.
- B. Contractor shall complete and submit the CalEITC Budget forms (CSD 171A and CSD 171B), Scope of Work (CSD 171), and Timeline (CSD 171TL) referenced in Article 3, Section 1, paragraph D.2. CSD shall not reimburse expenditures until such forms are received and approved.

STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT

- C. The 2019 Notice of Funding Availability (NOFA) for California’s Earned Income Tax Credit Education and Outreach grant, corresponding appendices, and Contractor application, are hereby incorporated by reference into this Agreement. If any parts of the NOFA are inconsistent with this Agreement, the Agreement prevails.

2.3 Allowable Costs and Reimbursement

- A. CSD shall reimburse Contractor for approved and allowable expenditures incurred by Contractor on a monthly basis.
- B. Funds may not be used to supplant existing federal, state, or private funds allocated to conduct the same or similar work.
- C. Funds may not be used to pay for alcoholic beverages, bad debts, charitable contributions or donations, contingency reserves, fines and penalties resulting from violations of federal, state, and local laws and regulations, fund-raising, goods and services for personal use of employees, idle facilities unless necessary due to fluctuations in workload, insurance of lives of trustees, officers or employees when Contractor is a beneficiary, lobbying costs, food, or entertainment or promotional items, such as “swag” gifts. “Swag gifts” include but are not limited to toys, pens, and clips.

2.4 Target Areas

- A. CalEITC funding shall be utilized primarily to conduct Education and Outreach activities to eligible low-income Californians, as broadly defined in Article 2, Section 1. Emphasis shall be placed on the following target areas within California:
1. *Target Area 1: Statewide.* Target Area 1 Contractors will serve eligible residents statewide and provide coverage to the broadest audience reaching the largest number of eligible Californians, through Education and Outreach strategies identified on Contractor’s Scope of Work (CSD 171).
 2. *Target Areas 2-14: Top 13 Counties.* Contractors shall serve eligible residents living in counties identified as having the highest proportion of eligible California residents not claiming CalEITC. Contractors shall conduct Education and Outreach activities within its target area, identified in the Contractor’s Scope of Work (CSD 171). Target counties are listed below:

STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT

Target Area	Top 13 Counties
2	Los Angeles County
3	San Diego County
4	Alameda / Santa Clara Counties
5	Sacramento County
6	Riverside County
7	Orange County
8	Contra Costa / Sonoma Counties
9	San Bernardino County
10	Kern / Tulare Counties
11	Fresno County
12	San Joaquin / Stanislaus Counties
13	San Francisco / San Mateo Counties
14	Ventura / Santa Barbara Counties

3. *Target Area 15: Rural Counties.* Target Area 15 Contractors shall serve rural residents and include a variety of outreach strategies to best reach eligible individuals and families residing in rural areas as identified on Contractor's Scope of Work (CSD 171).

- B. In implementing Education and Outreach activities, Contractor shall refer to the guidelines in Contractor's Scope of Work (CSD 171).

2.5 CalEITC Income Guidelines

The 2020 CalEITC income eligibility requirements established by the Legislature are administered by the Franchise Tax Board (FTB). Contractor shall target Californians according to the income eligibility requirements for the 2020 tax filing season established by FTB. CSD will notify Contractor if CalEITC income eligibility requirements change as information becomes available.

STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT

2.6 Outreach and Messaging Activity Guidelines

A. Messaging

1. Since many CalEITC eligible individuals and families may have difficulty filing their tax returns without assistance, Contractor must include information in their Education and Outreach efforts on where no-cost tax preparation assistance is available and how to locate local free tax preparation assistance, either in-person or online. Contractor should also include information about the federal EITC and YCTC in its Education and Outreach efforts. CSD encourages Contractor to utilize the Education and Outreach collateral materials provided by FTB or CalEITC4Me.
2. All messaging delivered as a part of this effort should be culturally sensitive and customized to the population in which the Education and Outreach materials are being distributed. If appropriate, Education and Outreach should be conducted in the primary language of the targeted population.
3. Messaging must address, at a minimum, the following elements:
 - a) Availability of CalEITC
 - b) Availability of YCTC
 - c) Availability of federal EITC
 - d) Free tax preparation assistance
 - e) Where to get more information: ftb.ca.gov/caleitc or CalEITC grantee websites such as <http://CalEITC4Me.org>.
 - f) Californians who have never claimed the EITC
 - g) Californians whose low income does not require them to file taxes

It's recommended messaging also be targeted towards the following eligible populations:

- h) Families with a qualifying child younger than 6 years old as of the last day of the taxable year. Workers with incomes up to \$30,000
- i) Seniors ages 65 and older
- j) Young adults ages 18-24
- k) Self-employed workers
- l) Filers who hold a valid Individual Tax Identification Number (ITIN) and have a qualifying child younger than 6 years old as of the last day of the taxable year

STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT

4. Any advertisements, created by Contractor utilizing this funding, must be submitted to CSD for approval prior to dissemination.

B. Coordination

1. Contractor must participate in coordination calls with CSD and other Education and Outreach Contractors to ensure funding is being spent and activities are conducted in a manner that best meets the needs of each Target Area. In the event CSD awards more than one contract in a single Target Area, Contractor is required to coordinate activities on an ongoing basis with other funded contractors awarded in the same Target Area to prevent duplication of services.
2. Contractor must participate in the State Interagency Team, Reducing Poverty Workgroup meetings, as conducted by CSD, either in person or via webinar. The purpose of the meeting is to coordinate CalEITC Education and Outreach activities occurring with statewide public and private entities.

C. Success Stories

Contractor shall collect success stories documenting how CalEITC Education and Outreach activities and free tax preparation assistance referrals are benefiting and impacting the lives of those receiving the credit. Upon request, stories should be collected from individuals and families receiving the credit and documented on Contractor's CalEITC Education and Outreach Program Report (CSD 171PR).

2.7 CalEITC Outreach and Education Programmatic Activities Timeline

- A. The CalEITC Education and Outreach Programmatic Activities Timeline (CSD 171TL) shall be used to assist the Contractor and CSD with ensuring activities are being conducted in a timely manner and will be used by CSD as a tool to determine whether the Contractor is on target for achieving programmatic outcomes as indicated on Contractor's CalEITC Education and Outreach Scope of Work (CSD 171) within the contract term.
- B. CSD will review the CalEITC Education and Outreach Programmatic Activities Timeline to ensure its reconciliation with Education and Outreach outcomes indicated in the CalEITC Education and Outreach Budget Summary (CSD 171A), CalEITC Education and Outreach Scope of Work (CSD 171), and CalEITC Education and Outreach Progress Report (CSD 171PR).

ARTICLE 2 – PROGRAMMATIC REQUIREMENTS

STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT

2.8 Reporting

- A. Contractors must collaborate with FTB by providing personally identifying data of individuals that were contacted during outreach efforts upon request, as well as information related to how these individuals were contacted.
- B. Contractor shall complete and submit to CSD a detailed monthly Progress Report (CSD 171PR) on or before the twentieth (20th) calendar day following each reporting period. If the twentieth calendar day of the month falls on Saturday, Sunday, or a holiday, the report will be due the following business day.
- C. Contractor shall complete and submit to CSD a monthly CalEITC Education and Outreach Budget Summary (CSD 171A) by entry into the web-based Expenditure Activity Report System (EARS) on or before the twentieth (20th) calendar day following each reporting period. If the twentieth calendar day of the month falls on Saturday, Sunday, or a holiday, the entry to EARS will be due the following business day.
- D. Expenditures entered monthly into EARS must reconcile with budget details indicated in Progress Report (CSD 171PR) prior to approval of expenditures by CSD.
- E. For both programmatic and expenditure reporting, see specific due dates below.

Report Period	Period Begins	Period Ends	Reports Due
9	October 1, 2020	October 31, 2020	November 20, 2020
10	November 1, 2020	November 30, 2020	December 20, 2020
11	December 1, 2020	December 31, 2020	January 20, 2021
12	January 1, 2021	January 31, 2021	February 20, 2021
13	February 1, 2021	February 28, 2021	March 20, 2021
14	March 1, 2021	March 31, 2021	April 20, 2021
15	April 1, 2021	April 30, 2021	May 20, 2021
16	May 1, 2021	May 31, 2021	June 20, 2021
17	June 1, 2021	June 30, 2021	July 20, 2021

**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

Subpart B – Financial Requirements

ARTICLE 6 –PAYMENTS

6.1 Payments

- A. CSD shall reimburse (as specified by Contractor on the CSD 171A) Contractor for actual expenditures incurred. Reimbursement of actual expenditures incurred is subject to receipt and approval of a certified monthly Expenditure/Activity Report and a monthly programmatic report (CSD 171PR) for the corresponding period, as provided in Article 2, Section 8.
- B. Subsequent reimbursements to Contractor shall be contingent on receipt and approval by CSD of the preceding monthly EARS Report. If Contractor owes CSD any outstanding balance(s) for overpayments of any Agreement, current or previous, the balance(s) may be offset after notice to the Contractor providing an opportunity to present any valid objection to the offset.

STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT

ARTICLE 7 – CLOSE-OUT REPORTING

7.1 Close-Out Report

- A. Within thirty (30) calendar days after the expiration of the contract or when all funds have been fully expended under this Agreement, Contractor shall submit a final programmatic report, using form CSD 171FR – Final Report. The Final report should be submitted electronically to the assigned CSD program representative.
- B. Within thirty (30) calendar days after the expiration of the contract or when all funds have been fully expended under this Agreement, Contractor shall submit final expenditures by entry into EARS.
- C. All adjustments must reflect the actual expenditure period and be submitted by entry into EARS.



MEMORANDUM

To: Budget & Finance Committee

From: Jerry Meade, Assistant Director of Head Start/State Child Development Program

Date: September 23, 2020

Subject: Agenda Item 6e: Application for Continued Funding of Early Head Start San Joaquin – **Action Item**

Summary Background:

Head Start is requesting approval to submit an application for 2021-2022 funding of the Early Head Start (EHS) San Joaquin grant #09CH011406.

On September 22nd, 2020, Jerry Meade, Assistant Director of Head Start / State Child Development, will present the San Joaquin goals and objectives and summary of our refunding application to the Head Start Policy Council. Approval from the Board of Directors is the final component for the application due November 1, 2020.

The EHS San Joaquin application to be submitted will describe the program design and approach to delivery for the funding period 02/01/2021 – 1/31/2022. Modifications to the program did not significantly change the budget. CAPK has increased the total number of slots to 190 and 123 for center-based and home-based respectively.

The funding levels for the 12-month period 02/01/2021 through 01/31/2022 are:

- \$5,489,094 for program operations
- \$119,175 for training and technical assistance

Recommendation:

Staff recommends that the Budget and Finance Committee approve with resolution the submission of the application for continued funding of Early Head Start San Joaquin 09CH011406 for the 2021-2022 budget period.

Attachment:

EHS SJC 2020 Program Goals and Objectives
EHS SJC 2021-2022 Budget Detail

**EARLY HEAD START
San Joaquin County
2021-2022 BUDGET DETAIL**

BUDGETED EXPENDITURES

	2020-2021	2021-2022	VARIANCE	Comments
PERSONNEL	3,846,470	4,790,584	944,114	Variance is due to COLA and 10 new positions
FRINGE BENEFITS	1,169,530	1,374,281	204,751	Variance is due to COLA and 10 new positions
TRAVEL	8,675	3,260	(5,415)	Variance is due to a projected reduction in out of state travel
EQUIPMENT	-	45,000	45,000	A vehicle will be purchased to support Maintenance Technicians

SUPPLIES

Office Supplies	11,000	11,000	-	
Child and Family Services Supplies	75,525	80,720	5,195	Budget increased to support the full-year schedule and longer days of service
Food Services Supplies	6,500	6,500	-	
Other Supplies (e.g. janitorial, training)	38,815	38,815	-	
TOTAL SUPPLIES	131,840	137,035	5,195	

CONTRACTUAL

Administrative Services	1,300	1,300	-	
Training & Technical Assistance	7,345	7,345	-	
Other Contracts	9,300	8,200	(1,100)	Ending the contract with Learning Genie
TOTAL CONTRACTUAL	17,945	16,845	(1,100)	

OTHER

Rent	229,218	241,390	12,172	Budget increased to support the annual inflation of cost
Utilities, Telephone	133,975	133,975	-	
Building & Child Liability Insurance	12,000	12,000	-	
Building Maintenance/Repair	167,546	83,727	(83,819)	Adjusted to mirror historical data on building and maintenance repairs
Nutrition Services	230,032	288,145	58,113	Variance reflects a higher more conservative projected vacancy rate
Child Services Consultants	5,000	5,000	-	
Parent Services	1,715	1,715	-	
Publications/Advertising/Printing	3,970	3,970	-	
Training or Staff Development	49,836	19,301	(30,535)	Variance is due to a reduction in state-based travel
Other	103,027	111,855	8,828	Adjusted based on mileage reimbursement and vehicle gasoline projections
TOTAL OTHER	936,319	901,078	(35,241)	

INDIRECT	489,005	689,372	200,367	Variance is due to equipment purchase (vehicle) and the increase in rental costs
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BUDGETED EXPENDITURES

6,599,784 7,957,455 1,357,671

REVENUES

	2020-2021 BUDGET	2020-2021 BUDGET REVISED	VARIANCE increase (decrease)	Comments
STATE & FEDERAL REVENUES				
Early Head Start Operations	5,489,094	5,489,094	-	
Early Head Start Training & Technical Assistance	119,175	119,175	-	
Child & Adult Care Food Program	144,527	177,633	33,106	Increased based on prior year actual
San Joaquin County of Education	846,988	2,171,553	1,324,565	Variance is due to COLA and 10 new positions

TOTAL STATE & FEDERAL REVENUES	6,599,784	7,957,455	1,357,671
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SUMMARY - 2020-2021

TOTAL REVENUES	7,957,455
TOTAL BUDGETED EXPENDITURES	7,957,455
DIFFERENCE	-

ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	11.69%
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Early Head Start San Joaquin 2020 Program Goals and Objectives

Goal I Consistency of Process/Systems: To streamline program delivery and management systems to fully embrace technology and data collection processes.			
EHS SJC Measurable Objectives/ Outcomes	Objectives	Progress	Challenges
	Objective A: Prior to June of 2020, evaluate data collection process for all service areas, identify gaps, and revise written procedures.	An evaluation of current data collection methods indicated three areas of opportunity in which paper-based processes could be discontinued. The finding resulted in a move to document and store child reviews and classroom monitoring processes on ChildPlus. To further leverage the technology within ChildPlus, staff will now utilize the immunization tracking application to receive the reminders it provides, strengthening our ability to collect data in a timely manner.	N/A
	Objective B: Prior to June 2021, develop and pilot data monitoring system to effectively ensure quality data is collected accurately.	ACORN and Tableau, data monitoring systems, have been researched and demoed. Both systems contain an infrastructure that simplifies data sharing/data aggregation across software systems.	Due to the COVID-19 pandemic, there have been delays in electing and implementing a system to utilize in our pilot program. We will continue to develop policies and procedures with a data driven framework in the interim.
	Objective C: Prior to June 2022, evaluate efficiencies of data collection and staff workflow to streamline processes effectively. Make any needed revisions to procedures.	N/A	N/A

Early Head Start San Joaquin 2020 Program Goals and Objectives

Goal II Program Infrastructure: Establish standards of practice for facility development, mitigating risk, community collaborations and data driven responses to service delivery.			
EHS SJC Measurable Objectives/Outcomes	Objectives	Progress	Challenges
	Objective A: Monitor facilities and support a risk management plan with the use of the Health and Safety screening tool, to build a level of quality to CAPK Standards of Excellence.	In the Fall of 2019, CAPK conducted an evaluation of the Health and Safety screening tool's data collection process. Findings encouraged monitoring of the tool's fidelity in design and utilization. Guidance offered continues to encourage a strong and cohesive application of the Health and Safety Screening tool across the service area.	N/A
	Objective B: With the use of internal monitoring, establish a culture of active supervision within all centers and socialization	Implementing and refining the data collection process has improved the culture of active supervision and discussions on standardized regulations.	N/A
	Objective C: By June 2020, the program will establish a consistent system of Emergency/ Disaster Preparedness for all centers, home based participants and staff	A risk assessment was completed for each center to identify possible threats. As a result, six different disaster drills have been put into practice for all children, staff, and administration. Two drills will occur monthly on a routine basis. The drills will help ensure that staff is well versed on the actions required to safeguard the health and wellbeing of children and adults. Additionally, each classroom received a lightweight mobile container to store water and food, as well as an Emergency Disaster Preparedness Binder.	N/A

Goal III Employee Competency and Behaviors: Strategically align workforce development to build a proficient team with succession planning that promotes longevity			
EHS SJC	Objectives	Progress	Challenges

**Early Head Start San Joaquin
2020 Program Goals and Objectives**

Measurable Objectives/Outcomes	Objective A: Develop plans of action for center and home-based options to build a succession plan workforce for qualified EHS Teachers and EHS Home Based Educators.	SJC Job Descriptions have been revised and approved by Board of Directors. Additionally, SJC Organization Chart has been revised to ensure supervision flow supports a proficient team.	N/A
	Objective B: By June 2021, establish a community collaborative to partner within the community to grow an ECE workforce throughout the community.	Communication with community-based partners has been initiated to grow the ECE workforce. The Program for Infant and Toddler Care continues to provide unit courses and coaching to SJC teaching staff.	N/A
	Objective C: Throughout the grant cycle, offer opportunities to entry level staff to acquire education requirement through CDA credentialing program for Home Based and Center Based staff.	N/A	N/A

Goal IV

School Readiness: Increase families and staff capacity to support children's school readiness

EHS SJC Measurable Objectives/Outcomes	Objectives	Progress	Challenges
	Objective A: 80% of the families serviced annually will indicate knowledge of the pyramid model activities they can implement with	A San Joaquin Pyramid Model Leadership Team has been established and is comprised of parents and staff at all levels. Parents receive information on social emotional learning theories that include videos and home-based activities. Parents also have an opportunity to discuss these concepts further during monthly meetings and work with staff in	N/A

**Early Head Start San Joaquin
2020 Program Goals and Objectives**

	their children at home.	developing behavior-based plans if their child exhibits challenging behaviors.	
	Objective B: 80% of Teachers and Home-Based Educators will implement social emotional literacy in the classrooms and during Home Visits annually.	N/A	N/A
	Objective C: 90% of Teachers and Home Base Educators have the knowledge and skills to implement the pyramid model strategies in their instruction annually	99% of Teachers and Home-Based Educators have completed the Infant/Toddler pyramid modules. Coaching on the pyramid modules ensures that staff members have the knowledge/skillset to integrate activities into the curriculum and guide families in home-based pyramid activities.	N/A



MEMORANDUM

To: Budget & Finance Committee

Kathryn Lujan

From: Kathy Lujan, WIC Program Manager

Date: September 23, 2020

Subject: *Agenda Item 6e*: Reorganization of the CAPK WIC Program – **Action Item**

Summary Background

CAPK WIC has undergone many changes in the last year. We began training for a new software system in December 2019 and the system went live in February 2020. Along with the new system came the CA WIC Card which replaced the WIC vouchers. Then, due the COVID-19 pandemic, CAPK WIC started to serve participants via the phone bringing more training needs. CAPK WIC will begin to provide services via telehealth within the year. These changes brought to light the need for an organizational change of the CAPK WIC program.

The CAPK WIC program operates 17 permanent sites, and 5 part time sites in Kern and San Bernardino counties for a total of 22 sites. The program currently employs 66 staff and has a caseload of 16,160 participants.

The proposal being presented reorganizes CAPK WIC Program's professional staff, including various title changes. This reorganization will increase the efficiency of the CAPK WIC Program, will more accurately reflect the duties and responsibilities of the positions, will better utilize the Professional expertise of staff, and will align the compensation with similar positions throughout CAPK. Aligning CAPK WIC's job duties and positions with other CAPK programs will improve collaboration and increase the sense of recognition within the organization. The reorganization will also coincide with the Strategic goals of CAPK by developing organizational goals that unify the program efforts throughout the agency and the reorganization will give the program a more engaged staff and better retention.

The budget impact of these three job revisions: WIC Program Administrator, WIC Program Manager and WIC Staff Development Supervisor is \$11,814.00 for the 20-21 FFY. For the following year, the three positions will have an estimated annual budget impact of \$16,654.00. The budget impact has been carefully reviewed and is projected to be sustainable based on current and projected contract grants from CDPH WIC. Staff is currently employed to fill the positions.

Proposal for Title & Job Description Changes:

- WIC Program Manager job title and job description changes to WIC Program Administrator
- WIC Administrative Coordinator job title and job description changes to WIC Program Manager
- WIC Staff Development Coordinator job title and job description changes to WIC Staff Development Supervisor
- WIC Staff Development/Community Relations Coordinator job title and job description changes to WIC Training Coordinator

Proposal for Title Changes:

- Nutrition Education Coordinator to Nutrition Education Supervisor
- Breastfeeding Education Coordinator to Breastfeeding Education Supervisor

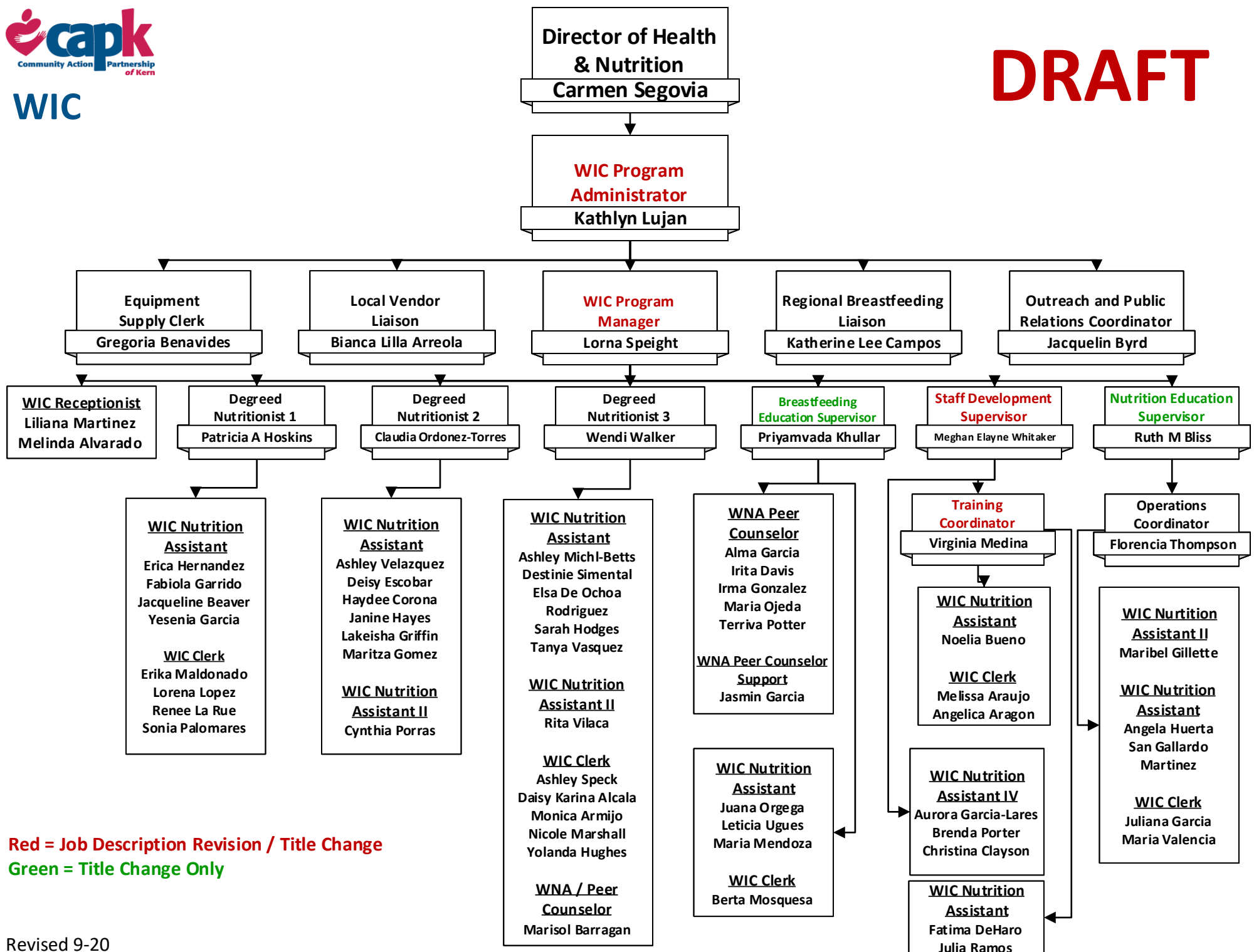
The job descriptions have been submitted to Human Resources for review and re-pointing, pending approval.

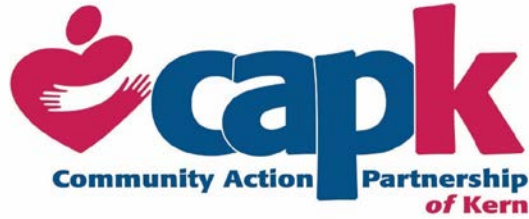
Recommendation

Staff recommends approval of the CAPK WIC Program organizational chart, the change in position titles and the revision of job descriptions.

Attachment:

Proposed CAPK WIC Program Organizational Chart





BUDGET AND FINANCE COMMITTEE

SEPTEMBER 23, 2020

FINANCIAL REPORT

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/20 - 02/28/21	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/20 - 02/28/21	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/20 - 02/28/21	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/20 - 02/28/21	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/20 - 02/28/21	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/20 - 02/28/21	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/20 - 02/28/21	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/20 - 02/28/21	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START EXPANSION EARLY HEAD START EXPANSION - CARES ACT	2,454,592 133,579	93.600	09HP000163-02 09HP000163-02C3	03/01/20 - 02/28/21 03/01/20 - 02/28/21	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START EARLY HEAD START/HEAD START - CARES ACT	27,045,025 1,549,338	93.600	09CH011132-02 09CH011132-02C3	03/01/20 - 02/28/21 03/01/20 - 02/28/21	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN EARLY HEAD START SAN JOAQUIN - CARES ACT	5,608,269 275,067	93.600	09-CH011406-01 09-CH011406-01C3	02/01/20 - 01/31/21 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
COUNTY OF KERN PPSA EMERGENCY COVID PPE DISTRIBUTION	25,000	93.391		9/1/20 - 12/30/20	136	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

A1

**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
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 4,415,991		19B - 5012 20B - 2012	10/01/18 - 06/30/20 10/01/19 - 06/30/21	122-39 122-30	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) CARES ACT	2,291,443		20U-2561	07/01/20 - 04/30/21	122-40	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399 250,000	81.042 81.042	17C-4010 20C-6008	06/01/18 - 06/30/20 07/01/20 - 06/30/21	123-65 123-60	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085	93.575	CCTR - 9050	07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 9050	07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000	93.575	CMAF - 9000	07/01/19 - 06/30/20	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	164,081	93.575	CSPP - 9121	07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	357,247	93.596	CSPP - 9121	07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,491,998	10.561	19-10324	10/01/19 - 09/30/20	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
ECONOMIC EMPOWERMENT	50,000	93.590	EE - KERN - 17 - 20	07/01/19 - 06/30/20	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION

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

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
EF&S State Set Aside (SSA)	18,900			7/1/2020 - 3/31/2021	114-097	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)	4,112,061	10.557	19 - 10139	10/01/19 - 09/30/20	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PR	96,442	10.561	18 - 7012 - SUB - CAPK	10/01/19 - 09/30/20	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PR SSI	60,476 43,513	10.561		10/01/19 - 09/30/20 10/01/20 - 09/30/21	164-005	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/19 - 06/30/20	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,852,203		N/A	07/01/20 - 06/30/21	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/19 - 06/30/20	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
MIGRANT ALTERNATIVE PAYMENT	4,173,682		CMAF - 9000	07/01/19 - 06/30/20	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,659,082		CCTR - 9050	07/01/19 - 06/30/20	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	3,846,369		CSPP - 9121	07/01/19 - 06/30/20	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	262,661		CMIG - 9004	07/01/19 - 06/30/20	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	39,399		CMSS - 9004	07/01/19 - 06/30/20	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	174,000		19T - 9011	10/01/19 - 06/30/21	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	1,877,011		N/A	07/01/19 - 06/30/20	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000 70,000		509-2019	07/01/19 - 06/30/20 07/01/20 - 06/30/21	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	147,879 328,862		509-2019	01/01/20 - 06/30/20 07/01/20 - 06/30/21	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM	57,000		18-CESH-12453	10/03/19 - 07/24/24	272	STATE OF CALIFORNIA, DEPT OF GENERAL SERVICES, UNITED WAY OF KERN
COUNTY OF KERN 2020 CENSUS	47,707		N/A	01/14/20 - 09/30/20	273	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER START-UP	239,630		017-2020	01/14/20 - 06/30/20	275-007	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	1,027,736		017-2020	01/14/20 - 06/30/20	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,054,472		017-2020	07/01/20-06/30/21		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	101,490 363,636		SGRT-19-0012	07/01/17 - 06/30/20 06/01/20 - 06/30/22	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,758 13,749		15 MOU - 00118	07/01/19 - 06/30/20 07/01/20 - 06/30/21	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	274,439 274,249		15 MOU - 00118	07/01/19 - 06/30/20 07/01/20 - 06/30/21	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 KERN, FIRST 5 KERN
COUNTY OF KERN HELPLINE 211	45,000		669-2019	07/01/19 - 06/30/20	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/19 - 06/30/20	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
SIERRA FOUNDATION - 2020 CENSUS	40,000		GRANT CANCELLED	01/01/20 - 07/31/20	408	SIERRA FOUNDATION
NALEO EDUCATIONAL FOUNDATION - 2020 CENSUS	15,000		N/A	01/13/20 - 09/30/20	409	NALEO EDUCATIONAL FOUNDATION
GOODWILL INDUSTRIES - CALIFORNIA STATEWIDE COVID-19 CALL CENTER RESPONSE	90,681		N/A	03/30/20 - 03/29/21	430	GOODWILL INDUSTRIES OF SACRAMENTO & NORTHERN NEVADA, INC.
UNITED WAY - COVID-19 211 COMMUNITY RESPONSE AND RELIEF	45,000 5,000		N/A	04/01/20 - 06/30/20 07/01/20 - 12/31/20	431	UNITED WAY WORLDWIDE
SVCF MIGRANT CHILDCARE ALTERNATIVE PAYMENT	250,000		N/A	08/01/20 - 07/31/21	451	SILICON VALLEY COMMUNITY FOUNDATION
KEDF MEAL DELIVERY RESTAURANT PROGRAM	99,000		N/A	08/01/20 - 09/30/20	463	KERN ECONOMIC DEVELOPMENT FOUNDATION, SOUTHERN CALIFORNIA GAS COMPANY
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

**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
CALIFORNIA FAMILY RESOURCE CENTER - EKFRS COVID-19 RAPID RESPONSE	10,000		MOU# COVID-413-7	04/13/20-06/30/20	533-005	CALIFORNIA FAMILY RESOURCE CENTER ASSOCIATION, PREVENT CHILD ABUSE CALIFORNIA
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/21	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
211 KINGS COUNTY	22,868 22,868		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017 63,017		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-232	UNITED WAY OF TULARE COUNTY
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
	<u>Energy</u>						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
484	DAP (Disbursement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	<u>Small Business Development</u>						
456	Bank of the West				X		
	<u>East Kern Family Resource Center</u>						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
	<u>Youth Services</u>						
120	Information & Education				X		
155	Americorps				X		
242	Youth Authority				X		
246	Realignment for Success				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
335	Gang Prevention				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	<u>Census</u>						
273	County of Kern 2020 Census				X		
408	Sierra Foundation 2020 Census				X		
409	NALEO Education Foundation 2020 Census				X		
	<u>Homeless Services</u>						
275	County of Kern LBNC				X		
275-007	County of Kern LBNC - Start-up				X		
	<u>2-1-1</u>						
160	HUD Coordinated Entry System				X		
164	Cal Fresh				X		
164-005	Cal Fresh (SSI)				X		
186	2-1-1 Hospital Preparedness Program				X		
272	United Way - CESH				X		

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

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		

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

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/29/20	n/a				
03/31/20	n/a				
04/30/20	n/a				
05/31/20	n/a				
06/30/20	n/a				
07/31/20	600,000	600,000	6		
08/31/20	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 required on July 30, 2020 in the amount of 600,000. The loan was repaid on August 6, 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 AUGUST 31, 2020	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(56,983.65)
HEAD START/EARLY HEAD START	(864,284.92)
SUBTOTAL	(921,268.57)
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
CHILD CARE FACILITIES	(80.00)
GENERAL CHILD CARE	350,018.41
MIGRANT A/P	2,250,553.13
MIGRANT CHILD CARE	(8,581.11)
MIGRANT SPECIALIZED SERVICES	9,836.88
SAN JOAQUIN COE GENERAL CHILD CARE	(71,357.03)
STATE PRESCHOOL	308,595.64
SUBTOTAL	2,838,985.62
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	192,462.09
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(73,008.81)
EF&S	70,351.50
EFAP	(296,432.04)
FOOD BANK	506,765.16
FOOD BANK CAPACITY PROGRAM	(32.86)
FOOD BANK - STATE	150,939.34
SOCAL GAS	0.00
TRADE MITIGATION	(168,142.63)
WONDERFUL FOUNDATION	64,935.42
SUBTOTAL	447,837.17
ENERGY	(319,811.58)
DOE WAP	(88,507.40)
LIHEAP	(767,180.24)
PG&E	(18,195.79)
DAP (Disbursement Assistance Program)	(15,744.52)
TRANSFER NEGATIVE BALANCE	1,209,439.53
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	241,341.28
AMERICORPS - CALIFORNIA VOLUNTEERS	(273,790.94)
BANK OF THE WEST	11,621.84
CAL FRESH	(59,760.01)
CALEITC	(15,019.55)
COST POOLS	13,896.67
COUNTY OF KERN 2020 CENSUS	(4,669.97)
COUNTY OF KERN CARES ACT	967,246.60
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(309,882.09)
CSBG	203,163.84
CSBG CARES ACT	(21,134.49)
CSBG DISCRETIONARY	(36,103.20)
DIFFERENTIAL RESPONSE	(25,255.51)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	1,564,633.99
ECONOMIC EMPOWERMENT	(16,402.87)
EAST KERN FAMILY RESOURCE CENTER	4,450.72
FIRST 5 KERN 211	(32,832.71)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(44,406.03)
FIRST 5 HELP ME GROW	(32,726.24)
FRIENDSHIP HOUSE	34,179.22
FUNDRAISING	280,974.42
GAPP FUND	0.00
GENERAL FUND	183,661.38
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(907.29)
HOME VISIT INITIATIVE (CO OF KERN)	(150,143.62)
HUD-COORDINATED ENTRY SYSTEM	(30,363.81)
INDIRECT FUND	1,135,793.03
IRS - VITA	(37,711.69)
NALFO - 2020 CENSUS	7,109.58
NEOPB CAL FRESH HEALTHY LIVING	(25,861.42)
POSITIVE YOUTH DEV SVC	(4,975.60)
POSITIVE YOUTH M	(7,015.65)
SHAFTER YOUTH CENTER	16,480.65
SHARE OUR STRENGTH NO KID HUNGRY	150,000.00
SILICON VALLEY COM FOUND MIGRANT ALTERNATIVE PYMT	248,360.47
SO CA EDISON - 211 CUSTOMER RELATIONS	16,994.38
UNITED WAY 211	931.58
UNITED WAY CESH	24,344.57
UNITED WAY COVID-19 211 COMMUNITY RESPONSE	1,888.53
WELLS FARGO FOUNDATION	46,981.80
WIC	(628,518.72)
LESS: ENERGY NEGATIVE BALANCE	(1,209,439.53)
ADD: LINE OF CREDIT	
SUBTOTAL	2,191,811.33
TOTAL OPERATING CASH	4,559,365.55

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

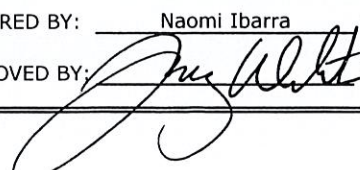
BANK RECONCILIATION FOR THE MONTH ENDED
August 31, 2020

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	08/31/20		5,124,652.15
LESS: OUTSTANDING CHECKS		689,656.12	
ADJUSTED BANK BALANCE AT	08/31/20		4,434,996.03
GENERAL LEDGER BALANCE AT	07/31/20		3,206,540.90
ADD: DEPOSITS		5,893,492.01	
US TREAS DRAWDOWNS		1,273,389.54	
FUNDS FROM OTHER GRANTS		41,495.36	
ADP /HEALTH EQUITY REFUND		1,035.84	
LINE OF CREDIT LOAN		-	
ONLINE DONATION		-	
REIMBURSEMENT OF ALTERED PAYEE		18,100.18	
LESS: CHECKS		2,253,813.88	
ADP PAYROLL 8/14/20		1,008,389.61	
ADP PAYROLL 8/28/20		1,333,590.07	
EFTS FOR HRA/HSA/ STD/403B		211,526.40	
REC LOAN PRINCIPAL/INT EXPENSES		631,820.95	
CREDIT CARD		18,100.18	
BANK FEES		1,379.30	
ACH VOUCHERS		540,437.41	
GENERAL LEDGER BALANCE AT	08/31/20		4,434,996.03

DIFFERENCE: -

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 09/14/2020
APPROVED BY:  TITLE: Chief Financial Officer DATE: 09/14/2020

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

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2020

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	08/31/20	801,461.88
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	08/31/20	801,461.88

BALANCE PER G/L	07/31/20	801,353.27
ADD:		
DEPOSITS		0.00
INTEREST		108.61
ROUNDING ERROR		0.00
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
BALANCE PER G/L	08/31/20	801,461.88

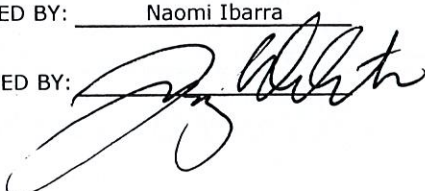
DIFFERENCE: 0.00

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

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 09/14/20

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 09/14/20

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

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

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	08/31/20	86,721.68
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	08/31/20	86,721.68

BALANCE PER G/L	07/31/20	86,709.93
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	08/31/20	86,721.68
------------------------	-----------------	------------------

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

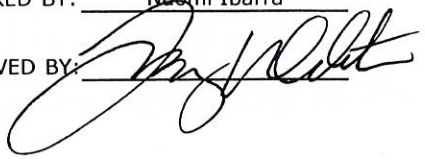
DIFFERENCE: 0.00

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

PREPARED BY: Naemi Ibarra

TITLE: Accountant

DATE: 09/14/20

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 09/14/20

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

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2020

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	08/31/20	19,579.06
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE	08/31/20	19,579.06

BALANCE PER GENERAL LEDGER	07/31/20	13,438.97
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)		0.00
ONLINE DONATIONS		6,286.11
PAYPAL DEPOSIT		0.00
INTEREST		2.39
LESS:		
APPLIED MERCHANT DEBITS		0.00
CLIENT ANALYSIS SERVICE CHARGE		12.45
BANKCARD FEES		135.96
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		0.00
		0.00
BALANCE PER GENERAL LEDGER:	08/31/20	19,579.06

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

Difference: 0.00

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

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

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 09/14/20

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 09/14/20

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

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2020

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: **08/31/20** **7,521.07**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: **08/31/20** **7,521.07**

BALANCE PER G/L **07/31/20** **7,520.05**

ADD: DEPOSITS 0.00

INTEREST 1.02

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L **08/31/20** **7,521.07**

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 09/14/20

APPROVED BY:  TITLE: Chief Financial Officer DATE: 09/14/20

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

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2020

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

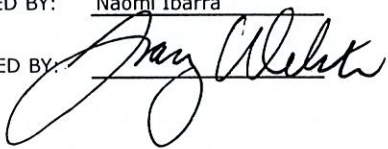
ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	08/31/20	2.11
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE:	08/31/20	2.11

BALANCE PER G/L	07/31/20	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	08/31/20	2.11

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 09/14/20

APPROVED BY:  TITLE: Chief Financial Officer DATE: 09/14/20

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

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	4,065.78
Donna Holland	Fiscal Administrator	5.00
Traco Matthews	Chief Program Officer	-
Lisa McGranahan	Director of Human Resoures	-
Pritika Ram	Director of Administration	725.78
Carmen Segovia	Director of Health & Nutrition Services	10,812.33
Sheila Shegos	Director of Community Development	-
Jeremy Tobias	Chief Executive Officer	1,336.49
Emilio Wagner	Director of Operations	719.65
Tracy Webster	Chief Financial Officer	678.14
	Total	\$ 18,343.17



Statement Expenses

09/01/2020 08:29 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	AP, CAPK	Start Date:	08/01/2020
Card Number:	xxxx-xxxx-xxxx-7017	End Date:	08/31/2020
Status:	Open	Reminder Period:	09/01/2020 through 09/03/2020
Charges:	0.00 USD	Grace Period:	09/04/2020 through 09/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	09/07/2020 through 09/10/2020
Total Amount:	0.00 USD	Download Period:	09/11/2020 through 09/28/2020

Charges

There are no results.

---End of Report---



Statement Expenses

09/01/2020 08:33 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	BARBERO, GLORIA	Start Date:	08/01/2020
Card Number:	xxxx-xxxx-xxxx-7058	End Date:	08/31/2020
Status:	Open	Reminder Period:	09/01/2020 through 09/03/2020
Charges:	0.00 USD	Grace Period:	09/04/2020 through 09/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	09/07/2020 through 09/10/2020
Total Amount:	0.00 USD	Download Period:	09/11/2020 through 09/28/2020

Charges

There are no results.

---End of Report---



Statement Expenses

 09/01/2020 08:35 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	GONZALES, YOLANDA	Start Date:	08/01/2020
Card Number:	xxxx-xxxx-xxxx-7009	End Date:	08/31/2020
Status:	Open	Reminder Period:	09/01/2020 through 09/03/2020
Charges:	4,065.78 USD	Grace Period:	09/04/2020 through 09/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	09/07/2020 through 09/10/2020
Total Amount:	4,065.78 USD	Download Period:	09/11/2020 through 09/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/12/2020	08/13/2020	Kern County Fire Deptmt 661-391-7050,CA		CAPK Pcard(CAPL Pcard)	No	50.00 USD / 50.00
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/20/2020	08/21/2020	Medic First Aid Internati 800-4473177,OR		CAPK Pcard(CAPL Pcard)	No	968.83 USD / 968.83
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/24/2020	08/25/2020	Wpy Cappa 855-469-3729,CA		CAPK Pcard(CAPL Pcard)	No	179.00 USD / 179.00
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/27/2020	08/28/2020	Generation Wellness Httpswww.gene,WA		CAPK Pcard(CAPL Pcard)	No	2,587.00 USD / 2,587.00
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/27/2020	08/28/2020	The Sequoia Sandwich Com Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	194.35 USD / 194.35
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/28/2020	08/31/2020	Medic First Aid Internati 800-4473177,OR		CAPK Pcard(CAPL Pcard)	No	86.60 USD / 86.60

Total Charges: 4,065.78 USD

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

---End of Report---



Statement Expenses

 09/01/2020 08:36 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	HOLLAND, DONNA	Start Date:	08/01/2020
Card Number:	xxxx-xxxx-xxxx-7033	End Date:	08/31/2020
Status:	Open	Reminder Period:	09/01/2020 through 09/03/2020
Charges:	5.00 USD	Grace Period:	09/04/2020 through 09/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	09/07/2020 through 09/10/2020
Total Amount:	5.00 USD	Download Period:	09/11/2020 through 09/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/01/2020	08/03/2020	Target.com 800-591- 3869,MN		CAPK Pcard(CAPL Pcard)	No	5.00 USD / 5.00

Total Charges: 5.00 USD

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

---End of Report---



Statement Expenses

09/01/2020 08:36 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	MATTHEWS, TRACO	Start Date:	08/01/2020
Card Number:	xxxx-xxxx-xxxx-3726	End Date:	08/31/2020
Status:	Open	Reminder Period:	09/01/2020 through 09/03/2020
Charges:	0.00 USD	Grace Period:	09/04/2020 through 09/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	09/07/2020 through 09/10/2020
Total Amount:	0.00 USD	Download Period:	09/11/2020 through 09/28/2020

Charges

There are no results.

---End of Report---



Statement Expenses

09/01/2020 08:37 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	MCGRANAHAN, LISA	Start Date:	08/01/2020
Card Number:	xxxx-xxxx-xxxx-9914	End Date:	08/31/2020
Status:	Open	Reminder Period:	09/01/2020 through 09/03/2020
Charges:	0.00 USD	Grace Period:	09/04/2020 through 09/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	09/07/2020 through 09/10/2020
Total Amount:	0.00 USD	Download Period:	09/11/2020 through 09/28/2020

Charges

There are no results.

---End of Report---

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Statement Expenses

 09/01/2020 08:38 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	RAM, PRITIKA	Start Date:	08/01/2020
Card Number:	xxxx-xxxx-xxxx-7074	End Date:	08/31/2020
Status:	Open	Reminder Period:	09/01/2020 through 09/03/2020
Charges:	725.78 USD	Grace Period:	09/04/2020 through 09/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	09/07/2020 through 09/10/2020
Total Amount:	725.78 USD	Download Period:	09/11/2020 through 09/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/06/2020	08/07/2020	Sacbee Digital Subscript 800-284-3233,CA		CAPK Pcard(CAPL Pcard)	No	129.99 USD / 129.99
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/06/2020	08/07/2020	Fresno Bee Digital Subsc 800-877-3400,CA		CAPK Pcard(CAPL Pcard)	No	79.99 USD / 79.99
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/06/2020	08/07/2020	La Times Subscription 213-283-2274,CA		CAPK Pcard(CAPL Pcard)	No	23.96 USD / 23.96
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/08/2020	08/10/2020	Hoo Hootsuite Inc 778-5889767,CA		CAPK Pcard(CAPL Pcard)	No	491.84 USD / 491.84

Total Charges: 725.78 USD

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

---End of Report---



Statement Expenses

 09/01/2020 08:40 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	SEGOVIA, CARMEN	Start Date:	08/01/2020
Card Number:	xxxx-xxxx-xxxx-7025	End Date:	08/31/2020
Status:	Open	Reminder Period:	09/01/2020 through 09/03/2020
Charges:	10,812.33 USD	Grace Period:	09/04/2020 through 09/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	09/07/2020 through 09/10/2020
Total Amount:	10,812.33 USD	Download Period:	09/11/2020 through 09/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/03/2020	08/04/2020	Amazon.com Amzn.com/bill Amzn.com/bill,WA		CAPK Pcard(CAPL Pcard)	No	(165.24) USD / (165.24)
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/04/2020	08/04/2020	Amzn Mktp Us Amzn.com/bill,WA		CAPK Pcard(CAPL Pcard)	No	(240.24) USD / (240.24)
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/03/2020	08/05/2020	Office Depot #952 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	279.64 USD / 279.64
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/04/2020	08/05/2020	Usps Po 0504690524 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	440.00 USD / 440.00
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/05/2020	08/10/2020	Office Depot #952 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	(129.90) USD / (129.90)
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/13/2020	08/14/2020	Ibice 703-5607330,VA		CAPK Pcard(CAPL Pcard)	No	470.00 USD / 470.00
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/18/2020	08/19/2020	Smk Surveymonkey.com 971-2445555,CA		CAPK Pcard(CAPL Pcard)	No	900.00 USD / 900.00
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/20/2020	08/21/2020	Christine Staricka 166-17475195,CA		CAPK Pcard(CAPL Pcard)	No	700.00 USD / 700.00
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/22/2020	08/24/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	134.55 USD / 134.55
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
				E9			

	08/22/2020	08/24/2020	California Wic Assoc 916-448-2280,CA		CAPK Pcard(CAPL Pcard)	No	5,100.00 USD / 5,100.00
11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/26/2020	08/27/2020	Hertz Rent-a-car Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,085.59 USD / 1,085.59
12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/26/2020	08/27/2020	Hertz Rent-a-car Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,085.59 USD / 1,085.59
13.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/26/2020	08/27/2020	Hertz Rent-a-car Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,085.59 USD / 1,085.59
14.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/26/2020	08/28/2020	Victorville Smog Express Victorville,CA		CAPK Pcard(CAPL Pcard)	No	31.75 USD / 31.75
15.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/27/2020	08/31/2020	Victorville Smog Express Victorville,CA		CAPK Pcard(CAPL Pcard)	No	35.00 USD / 35.00

Total Charges: 10,812.33 USD

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

---End of Report---



Statement Expenses

09/01/2020 08:40 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	SHEGOS, SHEILA	Start Date:	08/01/2020
Card Number:	xxxx-xxxx-xxxx-0776	End Date:	08/31/2020
Status:	Open	Reminder Period:	09/01/2020 through 09/03/2020
Charges:	0.00 USD	Grace Period:	09/04/2020 through 09/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	09/07/2020 through 09/10/2020
Total Amount:	0.00 USD	Download Period:	09/11/2020 through 09/28/2020

Charges

There are no results.

---End of Report---



Statement Expenses

 09/01/2020 08:41 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	TOBIAS, JEREMY	Start Date:	08/01/2020
Card Number:	xxxx-xxxx-xxxx-7066	End Date:	08/31/2020
Status:	Open	Reminder Period:	09/01/2020 through 09/03/2020
Charges:	1,336.49 USD	Grace Period:	09/04/2020 through 09/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	09/07/2020 through 09/10/2020
Total Amount:	1,336.49 USD	Download Period:	09/11/2020 through 09/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/31/2020	08/03/2020	Logcabinflorist Httpslogcabin,CA		CAPK Pcard(CAPL Pcard)	No	86.49 USD / 86.49
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/11/2020	08/12/2020	Eb 2020 Cap Virtual A 801-413- 7200,CA		CAPK Pcard(CAPL Pcard)	No	475.00 USD / 475.00
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/18/2020	08/19/2020	Wipfillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	775.00 USD / 775.00

Total Charges: 1,336.49 USD

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

---End of Report---



Statement Expenses

 09/16/2020 08:17 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WAGNER, EMILIO	Start Date:	08/01/2020
Card Number:	xxxx-xxxx-xxxx-7041	End Date:	08/31/2020
Status:	Cardholder Reviewed	Reminder Period:	09/01/2020 through 09/03/2020
Charges:	719.65 USD	Grace Period:	09/04/2020 through 09/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	09/07/2020 through 09/10/2020
Total Amount:	719.65 USD	Download Period:	09/11/2020 through 09/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/07/2020	08/10/2020	Vzwrlls Prpay Autopay 888-294-6804,FL		CAPK Pcard(CAPL Pcard)	Yes	65.00 USD / 65.00
	Description		Verizon Autopay NALEO - 2020 6605-409-000-120-000-00-4-1				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/19/2020	08/20/2020	Onestepgpscom 181-865-9203,CA		CAPK Pcard(CAPL Pcard)	Yes	209.25 USD / 209.25
	Description		Monthly subscription renewal order with OneStepGps.com 6667-524-000-147-000-00-3-1				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/20/2020	08/21/2020	Mindbody, Inc. 805-5462000,CA		CAPK Pcard(CAPL Pcard)	Yes	445.40 USD / 445.40
	Description		MindBody Premier Basic Monthly Charge and Subscription Fee for August 2020 Service SEE ATTACHED				

Total Charges: 719.65 USD

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

---End of Report---



Statement Expenses

 09/16/2020 08:18 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WEBSTER, TRACY	Start Date:	08/01/2020
Card Number:	xxxx-xxxx-xxxx-6993	End Date:	08/31/2020
Status:	Cardholder Reviewed	Reminder Period:	09/01/2020 through 09/03/2020
Charges:	678.14 USD	Grace Period:	09/04/2020 through 09/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	09/07/2020 through 09/10/2020
Total Amount:	678.14 USD	Download Period:	09/11/2020 through 09/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/06/2020	08/07/2020	Premier Learning Solut Httpswww.lear,PA		CAPK Pcard(CAPL Pcard)	No	199.00 USD / 199.00
	Description		Duplicate charge. Contacted company to credit this charge.				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/06/2020	08/07/2020	Premier Learning Solut Httpswww.lear,PA		CAPK Pcard(CAPL Pcard)	No	199.00 USD / 199.00
	Description		Duplicate charge. Contacted company to credit this charge.				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/06/2020	08/07/2020	Premier Learning Solut Httpswww.lear,PA		CAPK Pcard(CAPL Pcard)	No	199.00 USD / 199.00
	Description		Webinar for Tracy Webster - IRS Rules for Reimbursing Remote Worker Business Expenses				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/28/2020	08/31/2020	Tif White Oaks Florist 661-5874994,CA		CAPK Pcard(CAPL Pcard)	No	81.14 USD / 81.14
	Description		Plant for Gabrielle Alexander on behalf of Finance Department.				

Total Charges: 678.14 USD

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

---End of Report---

**COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2020 TO FEBRUARY 28, 2021 (6 OF 12 MONTHS OR 50.0%)**

Line Item	2020/21 Budget	3/1/20 - 08/31/20 Actual	% Expended	Available Budget
USDA Revenue (Note A)	619,546	300,323	48.5%	319,223
Head Start Subsidy	<u>1,080,077</u>	<u>495,624</u>	45.9%	<u>584,453</u>
Total Revenue	<u>1,699,623</u>	<u>795,947</u>	46.8%	<u>903,676</u>
Expenditures (Note B)				
Salaries	597,785	283,603	47.4%	314,182
Benefits	193,353	91,236	47.2%	102,117
Vehicle Gasoline, Repair/Maintenance	27,000	13,653	50.6%	13,347
Space Costs	48,202	61,279	127.1%	(13,077)
Supplies - Office & Food Service	86,000	33,230	38.6%	52,770
Equipment Repair/Maintenance & Lease	35,300	3,703	10.5%	31,597
Communication	13,000	7,667	59.0%	5,333
Risk Insurance	12,700	7,329	57.7%	5,371
Printing	1,000	408	40.8%	592
Hiring & Employee Costs	100	-	0.0%	100
First Aid	500	-	0.0%	500
Other Misc	-	22	-	(22)
Raw Food/Vended Meals	<u>502,129</u>	<u>238,072</u>	37.2%	<u>401,336</u>
Sub Total	1,517,069	740,204	44.7%	914,144
Adult Meals Prepared	28,497	28,497	100.0%	0
Indirect	<u>154,057</u>	<u>27,247</u>	162.4%	<u>(10,468)</u>
Total Expenditures	<u>1,699,623</u>	<u>795,947</u>	46.8%	<u>903,676</u>

	Prior Period	August 2020	Cumulative
Total Meals Prepared and Vended (Note C)	197,606	29,089	226,695
Total Meals Claimed	<u>127,851</u>	<u>11,127</u>	<u>138,978</u>
Difference	69,755	17,962	87,717
Percentage Claimed to Prepared/Vended		38.3%	61.3%

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 7/1/20 - 6/30/21 (1 OF 12 MONTHS = 8.33%)

Contract CMAP-9000	July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2021	Total	%	% Earned to MRA
Provider Payments	\$ 431,498												\$ 431,498		
Add: Family Fees	-									-	-	-	-		
Net Provider Payments	\$ 431,498	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 431,498	79.01%	
Maximum Reimbursable Amount (MRA) for Provider Payments													7,907,363		5.46%
Administration & Support Services Revenue															
Provider Payments	\$ 431,498	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 431,498		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	<u>\$ 91,530</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 91,530</u>		
Program Administration/Support Services Costs	65,724												65,724	12.03%	
Indirect (10% x MTDC) Costs	48,939												48,939	8.96%	
Transfer Indirect to CSBG	-												-		
Total Operating Costs	<u>\$ 114,663</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>114,663</u>	20.99%	
Revenue Earned Over/(Under) Costs	<u>\$ (23,133)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>(23,133)</u>		
TOTAL COSTS - NET OF FAMILY FEES	<u>\$ 546,161</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>546,161</u>	<u>100.00%</u>	

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

Provider payments	431,498
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	<u>91,530</u>

Note 2: The maximum reimbursable amount per the 2020/21 State contract is as follows:

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2019/20 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/20 - 6/30/21 (2 OF 12 MONTHS = 16.67%)

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	2/29/2021	Mar-21	Apr-21	May-21	Jun-21	TOTAL	% Earned to MRA
<u>GENERAL CHILD CARE (CCTR-0052)</u>														
Adjusted Days of Enrollment - Certified	2,921	2,982											5,904	
Reimbursement Rate per Child per Day	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	
Revenue Earned	\$ 144,717	\$ 147,753	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 292,470	8.27%
Maximum Reimbursable Amount (MRA)													\$3,535,022	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	96.80%	99.43%												99.04%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%												100.00%
<u>CALIFORNIA STATE PRESCHOOL (CSPP-0126)</u>														
Adjusted Days of Enrollment - Certified	1,174	1,581											2,754	
Reimbursement Rate per Child per Day	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	
Revenue Earned	\$ 58,501	\$ 78,791	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 137,292	3.14%
Maximum Reimbursable Amount (MRA)													\$4,367,697	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	97.90%	98.36%												98.02%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%												100.00%
<u>MIGRANT CHILD CARE (CMIG-0004)</u>														
Adjusted Days of Enrollment - Certified	195	159											354	
Reimbursement Rate per Child per Day	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	
Revenue Earned	\$ 9,664	\$ 7,886	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,550	6.90%
Maximum Reimbursable Amount (MRA)													\$254,377	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.30%	100.00%												99.54%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%												100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2020/21 State contracts.

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	6,005,985
Travel Advance	3,475
Prepaid Expense	439,349
Inventory	1,474,127
Net Fixed Assets - Unrestricted	1,656,674
Net Fixed Assets - Restricted	<u>8,778,811</u>

Total Assets 22,646,495

LIABILITIES AND NET ASSETS

Accounts Payable	2,795,961
Accrued Expenses	894,006
Accrued Vacation	1,048,870
Line of Credit	-
Note Payable	1,852,804
Advance Payable	2,913
Deferred Revenue	<u>1,556,313</u>

Total Liabilities 8,150,868

Total Net Assets 14,495,627

Total Liabilities and Net Assets 22,646,495

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

REVENUE

Grant Revenue	36,504,282
Donations	30,400,294
Other Revenue	1,834,643
In-Kind	<u>10,796,592</u>

Total Revenue 79,535,811

EXPENDITURES

Salaries	28,545,273
Benefits	8,375,922
Travel	666,442
Space Costs	5,684,927
Supplies	2,551,784
Consultant/Contract Services	2,538,409
Other Costs	2,386,501
Program Costs	10,105,219
Capital Expenditures	-
Indirect	5,871,779
In-Kind	<u>10,796,592</u>

Total Expenditures 77,522,847

Net Change in Assets 2,012,964

Net Assets, beginning 12,482,663

Net Assets, ending 14,495,627

Community Action of Partnership of Kern Agency Total

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

ASSETS

Cash in Bank	4,666,110
Cash - Vacation Reserve	801,445
Petty Cash	300
Accounts Receivable	632,668
Travel Advance	2,469
Prepaid Expense	498,354
Inventory	1,487,188
Net Fixed Assets - Unrestricted	1,500,492
Net Fixed Assets - Restricted	<u>8,643,383</u>

Total Assets 18,232,408

LIABILITIES AND NET ASSETS

Accounts Payable	1,109,166
Accrued Expenses	145,524
Accrued Vacation	801,176
Line of Credit	-
Note Payable	1,696,623
Advance Payable	24,885
Deferred Revenue	<u>-</u>

Total Liabilities 3,777,373

Total Net Assets 14,455,035

Total Liabilities and Net Assets 18,232,408

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

REVENUE

Grant Revenue	27,386,699
Donations	2,952,936
Other Revenue	2,793,016
In-Kind	<u>3,381,428</u>

Total Revenue 36,514,079

EXPENDITURES

Salaries	14,989,929
Benefits	4,417,995
Travel	84,900
Space Costs	2,839,814
Supplies	1,501,198
Consultant/Contract Services	1,507,387
Other Costs	1,367,790
Program Costs	3,769,009
Capital Expenditures	132,574
Indirect	2,562,647
In-Kind	<u>3,381,428</u>

Total Expenditures 36,554,670

Net Change in Assets (40,592)

Net Assets, beginning 14,495,627

Net Assets, ending 14,455,035

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 08-31-20 (50.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	35,295,491	13,869,316	21,426,175	39%
BENEFITS	10,824,659	4,128,205	6,696,454	38%
TRAVEL	925,612	78,620	846,992	8%
SPACE COST	11,015,674	2,384,839	8,630,835	22%
SUPPLIES	3,319,097	1,410,116	1,908,981	42%
EQUIPMENT	92,760	340,437	(247,677)	367%
CONSULTANT/CONTRACT SERVICES	4,856,366	1,146,202	3,710,164	24%
OTHER COSTS	3,595,745	1,223,081	2,372,664	34%
PROGRAM COSTS	14,048,842	3,736,708	10,312,134	27%
INDIRECT	8,006,619	2,683,856	5,322,763	34%
TOTAL	91,980,865	31,001,379	60,979,486	34%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 08-31-20 (50.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	24,696,802	10,139,727	14,557,075	41%
BENEFITS	7,909,663	3,180,935	4,728,728	40%
TRAVEL	417,754	34,032	383,722	8%
SPACE COST	9,500,942	1,614,424	7,886,518	17%
SUPPLIES	2,637,345	1,015,465	1,621,880	39%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,337,430	419,317	918,113	31%
OTHER COSTS	1,829,915	640,288	1,189,627	35%
PROGRAM COSTS	8,157,623	3,167,850	4,989,773	39%
INDIRECT	5,127,674	1,999,589	3,128,085	39%
TOTAL	61,615,148	22,211,626	39,403,522	36%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 08-31-20 (50.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,228,141	1,732,734	2,495,407	41%
BENEFITS	1,235,823	450,545	785,279	36%
TRAVEL	242,490	35,588	206,902	15%
SPACE COST	650,140	386,025	264,115	59%
SUPPLIES	258,822	153,962	104,860	59%
EQUIPMENT	87,760	335,167	(247,407)	382%
CONSULTANT/CONTRACT SERVICES	561,751	176,387	385,364	31%
OTHER COSTS	384,691	249,858	134,833	65%
PROGRAM COSTS	4,130,882	476,257	3,654,625	12%
INDIRECT	1,059,657	305,032	754,625	29%
TOTAL	12,840,157	4,301,555	8,538,602	34%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 08-31-20 (50.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,082,216	716,648	1,365,568	34%
BENEFITS	543,661	184,460	359,201	34%
TRAVEL	146,000	3,913	142,087	3%
SPACE COST	315,785	97,657	218,128	31%
SUPPLIES	107,730	15,509	92,221	14%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,884,710	381,196	1,503,514	20%
OTHER COSTS	936,378	207,671	728,707	22%
PROGRAM COSTS	909,205	55,776	853,429	6%
INDIRECT	692,569	161,547	531,022	23%
TOTAL	7,618,254	1,824,377	5,793,877	24%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 08-31-20 (50.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,446,168	912,660	1,533,508	37%
BENEFITS	623,618	189,219	434,399	30%
TRAVEL	76,378	4,192	72,186	5%
SPACE COST	338,374	194,792	143,582	58%
SUPPLIES	176,583	176,184	399	100%
EQUIPMENT	5,000	5,270	(270)	105%
CONSULTANT/CONTRACT SERVICES	507,725	123,039	384,686	24%
OTHER COSTS	371,772	76,484	295,288	21%
PROGRAM COSTS	798,132	36,580	761,552	5%
INDIRECT	482,423	147,964	334,459	31%
TOTAL	5,826,173	1,866,382	3,959,791	32%

5,826,173

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 08-31-20 (50.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,567,468	287,720	1,279,748	18%
BENEFITS	438,247	99,779	338,468	23%
TRAVEL	42,990	896	42,094	2%
SPACE COST	208,233	91,942	116,291	44%
SUPPLIES	132,517	42,501	90,016	32%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	514,750	739	514,011	0%
OTHER COSTS	59,179	25,046	34,133	42%
PROGRAM COSTS	53,000	244	52,756	0%
INDIRECT	601,652	54,186	547,466	9%
TOTAL	3,618,036	603,054	3,014,982	17%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 08-31-20 (50.0%)

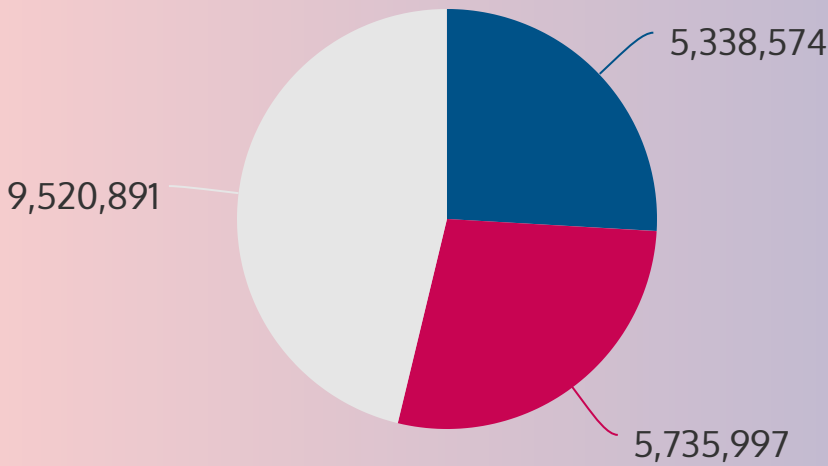
	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	274,696	79,827	194,869	29%
BENEFITS	73,647	23,268	50,379	32%
TRAVEL	-	-	-	0%
SPACE COST	2,200	-	2,200	0%
SUPPLIES	6,100	6,495	(395)	106%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	50,000	45,524	4,476	91%
OTHER COSTS	13,810	23,734	(9,924)	172%
PROGRAM COSTS	-	-	-	0%
INDIRECT	42,644	15,538	27,106	36%
TOTAL	463,097	194,385	268,712	42%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2020/21
BUDGET TO ACTUAL - 3/1/20 TO 8/31/20 (6 OF 12 MONTHS = 50.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 7,642,243	\$ 2,683,856	35.1%	\$ 4,958,387
Expenditures				
Salaries	3,710,632	1,274,533	34.3%	2,436,099
Benefits @ 24.2% actual	<u>906,536</u>	<u>291,623</u>	<u>32.2%</u>	<u>614,913</u>
Total Personnel Costs	4,617,168	1,566,156	33.9%	3,051,012
Operating Costs				
Travel	56,750	4,459	7.9%	52,291
Space Costs	193,300	106,774	55.2%	86,526
Supplies	119,400	78,783	66.0%	40,617
Consultant/Contract	1,004,366	398,340	39.7%	606,026
Other Operating Costs	<u>298,600</u>	<u>135,110</u>	<u>45.2%</u>	<u>163,490</u>
Total Operating Costs	1,672,416	723,467	43.3%	948,949
Total Expenditures	<u>\$ 6,289,584</u>	<u>\$ 2,289,622</u>	<u>36.4%</u>	<u>\$ 3,999,962</u>
Excess Indirect Revenue	<u>\$ 1,352,659</u>	<u>\$ 394,234</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 917,844	\$ 343,988	37.5%	\$ 573,856
Operations	1,937,318	812,259	41.9%	1,125,059
Executive	1,145,335	141,637	12.4%	1,003,698
Community Development	354,917	229,997	64.8%	124,920
Finance	1,757,619	760,079	43.2%	997,540
Youth and Community Svcs	<u>176,551</u>	<u>1,662</u>	<u>0.9%</u>	<u>174,889</u>
	<u>\$ 6,289,584</u>	<u>\$ 2,289,622</u>	<u>36.4%</u>	<u>\$ 3,999,962</u>

Prepared Date: 09/14/2020

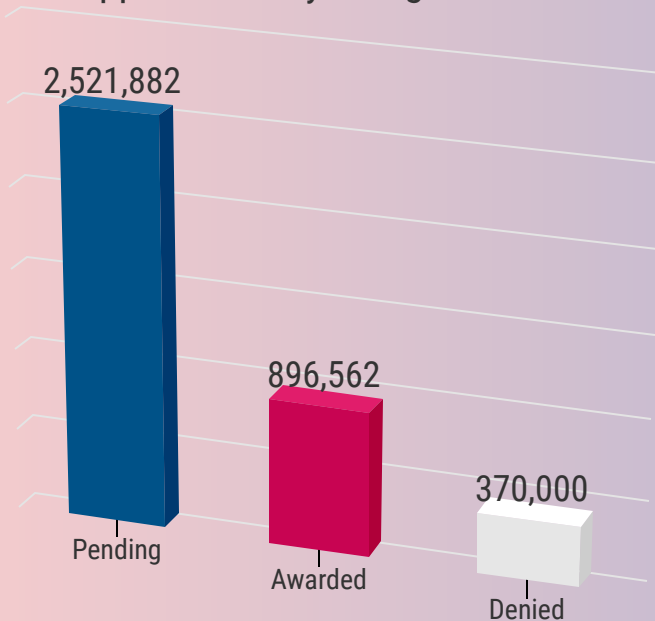


Grant Funding
Year-to-Date 2020

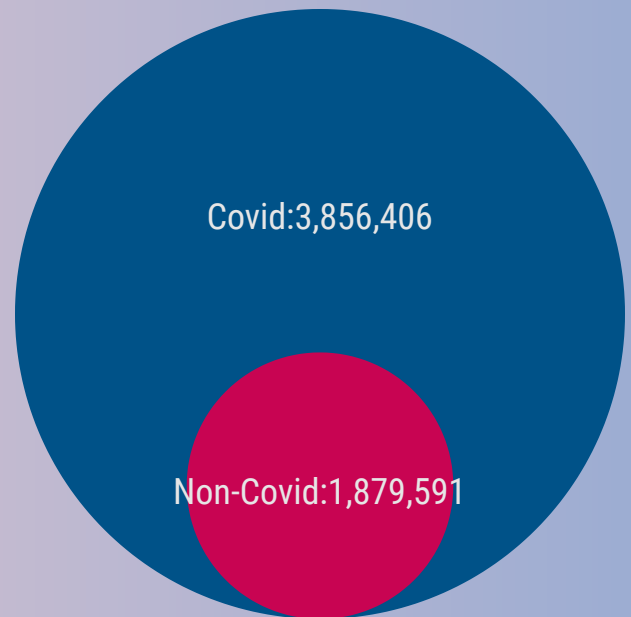
January 1, 2020 - August 31, 2020

■ Pending ■ Awarded ■ Denied

App Status July & August 2020



Awarded COVID vs. Non-COVID Applications



Application Status
July and August 2020

Funder	Name	Program	Amount Requested	Amount Awarded	Decision Date	Date Submitted	Status
CA Department of Community Services and Development (CSD)	CalEITC Outreach 2020-2021	VITA	\$174,000	\$174,000	8/31/2020		Awarded
Pacific Gas and Electric Company (PG&E)	CBO Direct Program		\$10,000	\$0	8/20/2020	6/1/2020	Awarded
Sierra Health Foundation	Asthma Preventive	211 Kern	\$500,000	\$500,000	8/4/2020	4/28/2020	Awarded
Schneider Electric Foundation	Matching Donations	Food Bank	\$0	\$100	7/31/2020		Awarded
Wonderful	Free Farmers Market	Food Bank	\$50,000	\$50,000	7/20/2020	8/30/2019	Awarded
Wonderful	Free Farmers Market Delano-2019/2020	Food Bank	\$50,000	\$50,000	7/20/2020	8/30/2019	Awarded
Kern Economic Development Foundation	Meal Delivery Restaurant Program		\$99,000	\$99,000	7/2/2020	7/2/2020	Awarded
United Way Worldwide	211 COVID Relief Round 2	Food Bank	\$1	\$5,000	7/1/2020	6/1/2020	Awarded
Feed the Children	Feed the Children - Partner Application	Food Bank	\$1	\$0	7/1/2020		Awarded
California Association of Food Banks (CAFB)	CAPK Food Bank Emergency Response	Food Bank	\$0	\$192,462	7/1/2020		Awarded
Valley Strong	Valley Strong VITA	VITA	\$10,000	\$0	8/6/2020	7/30/2020	Denied
California Board of State and Community Corrections (BSCC)	Kern Youth Reinvestment	FHCC/SYC/211	\$360,000	\$0	7/6/2020	2/13/2020	Denied
Wonderful	Shafter Free Farmers Market 2020/2021	Food Bank	\$50,000	\$0		8/27/2020	Pending
Wonderful	Delano Free Farmers Market 2020/2021	Food Bank	\$50,000	\$0		8/27/2020	Pending
Wonderful	Wasco Free Farmers Market 2020/2021	Food Bank	\$50,000	\$0		8/27/2020	Pending
County of Kern	Emergency Solutions Grant-CARES Act Round 2	KLBNC	\$2,366,882	\$0		8/14/2020	Pending
Southern California Edison International (SCE)	Emergency and Disaster Outreach	Outreach/211	\$5,000	\$0		7/30/2020	Pending
Ca Department of Business Oversight (CDBO)	CalMoneySmart	VITA	\$100,000	\$0		7/2/2020	Pending

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	FHCC/SYC
Funding Agency	CA Natural Resource Agency	Project Name	Connecting Youth to Nature and Culture
CFDA	N/A	Target Population	Low-income Youths
Reapplication (Y/N)	No	Number to be served	240
Estimated Request	\$300,000	Division Director	Freddy Hernandez
Award Period	Jan 1, 2021 - Dec 31, 2021	Program Manager	Angelica Nelson and Lois Hannible
Project Goal (One sentence goal statement)			
The program will provide the opportunity for youths to learn about and experience California nature and culture through classroom education and field trips.			
Project Description (Brief one paragraph description)			
FHCC and YMC programs will provide nature education using the National Park Services free Traveling Trunk and Rangers in the Classroom programs to learn about the wide variety of natural wonders in California. The program educator will also provide cultural learning opportunities on topics such as local African American, Hispanic, and Native American history and the role each culture has played in shaping Kern County and California. Youths will also have the opportunity to take field trips to reinforce learning to places such as the Museum of Tolerance, Cesar Chavez's National Chavez Center, Colonel Allensworth State Historic Park, Fort Tejon, and nearby California Missions. Each youth center will purchase a clean air 7 passenger van to transport youths on field trips.			
Estimated Budget Summary			
The funds will be dispersed over 3 years and include the purchase two clean air vans including applicable costs @\$120,000; Staff salaries & benefits for a 30 hour per week program educator and 5 hrs. per week of each center's manger time @ \$130,178 vehicle costs such as gas registration and maintenance @ \$7,758; 24 field trips @ \$19,200; program and office supplies @ \$6,300; hiring costs @ \$200; and indirect @ \$16,364.			

Approvals:

Freddy Hernandez Digitally signed by Freddy Hernandez
Date: 2020.09.03 14:06:31 -07'00' 9/3/2020

1. Division Director Date

Pritika Ram Digitally signed by Pritika Ram
Date: 2020.09.04 09:11:02 -07'00' 09/04/2020

2. Director of Administration Date

Traco Matthews Digitally signed by Traco Matthews
Date: 2020.09.04 11:46:00 -07'00' 09/04/2020

3. Chief Program Officer Date

Tracy Webster Digitally signed by Tracy Webster
Date: 2020.09.04 12:29:26 -07'00' 09/04/2020

4. Chief Financial Officer Date

Jeremy T. Tobias Digitally signed by Jeremy T. Tobias
Date: 2020.09.04 14:51:08 -07'00' 09/04/2020

5. Chief Executive Officer Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Federal	CAPK Program	CalFresh Healthy Living Program
Funding Agency	USDA SNAP-Ed	Project Name	CAPK CalFresh Health Living Program
CFDA	10.561	Target Population	5-60+ years
Reapplication (Y/N)	Y	Number to be served	90,000
Estimated Request	\$1,723,709	Division Director	Carmen Segovia
Award Period	10/1/2020 through 9/30/2021	Program Manager	Tammy Fisher
Project Goal (One sentence goal statement)			
The USDA Funded Partners: CAPK, University of California Cooperative Extension (UCCE), and Kern County Aging and Adult Services Department (KCAASD) will together focus to make healthy choices easier where county residents eat, live, learn, play, and work.			
Project Description (Brief one paragraph description)			
CalFresh Healthy Living (CHL) is a collaborative partnership between the USDA, the California Endowment, and the Nutrition Education and Obesity Branch of the CDPH. The USDA SNAP-Ed Funded Partners will collaborate to provide education and support to CHL participants to increase consumption of healthy food and beverages, improve food resource management, and increase physical activity opportunities using the Dietary Guidelines for Americans and SNAP-Ed interventions strategies proven to change behavior. By 9/30/2022 CHL efforts will provide education strategies to 90,000 SNAP-Ed eligible participants; work in partnership with 146 community partners to engage community members at 216 sites for implementation of 75 sustainable policy, systems or environmental (PSE) changes that will increase access to healthy foods and physical activity where people live, learn, eat, work, shop and play. CAPK exceeds the minimum requirement of 30% for subcontracts to implement obesity and chronic disease prevention strategies that align with the social ecological model and PSE changes.			
Estimated Budget Summary			
The budget of \$1,723,709 will be allocated as follows: Personnel Costs: \$787,642; Operating Costs: \$171,451; Subcontracts: \$607,915 and Indirect Costs: \$156,701.			

Approvals:

Carmen Segovia Digitally signed by Carmen Segovia
Date: 2020.09.02 12:37:40 -07'00' 9/2/2020

1. Division Director Date

Pritika Ram Digitally signed by Pritika Ram
Date: 2020.09.04 10:18:50 -07'00' 09/04/2020

2. Director of Administration Date

Traco Matthews Digitally signed by Traco
Matthews
Date: 2020.09.04 11:47:38 -07'00' 09/04/2020

3. Chief Program Officer Date

Tracy Webster Digitally signed by Tracy
Webster
Date: 2020.09.04 12:27:00 -07'00' 09/04/2020

4. Chief Financial Officer Date

Jeremy T. Tobias Digitally signed by Jeremy T. Tobias
Date: 2020.09.04 14:49:00 -07'00' 09/04/2020

5. Chief Executive Officer Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Private	CAPK Program	Food Bank
Funding Agency	Wonderful Foundation	Project Name	CAPK Free Farmers Markets
CFDA	N/A	Target Population	Low-income and Food Insecure Household
Reapplication (Y/N)	Yes	Number to be served	6600
Estimated Request	\$150,000	Division Director	Carmen Segovia
Award Period	Jan1 , 2020 -Dec. 31, 2020	Program Manager	Jaime Orona
Project Goal (One sentence goal statement)			
The CAPK Food Bank free Farmers markets will provide fresh produce and other food commodities to households struggling to feed their families in the undeserved communities of Delano, Wasco, and Shafter.			
Project Description (Brief one paragraph description)			
The Food Bank will conduct six Free Farmers markets in each community—Delano, Wasco, and Shafter—providing families in need with fresh produce and commodities such as beans, rice and shelf stable proteins. The program is currently serving Delano and Wasco. Under this proposal, Shafter will be a new site. It is expected that the program will provide 320,000lbs of fresh produce and 96,000lbs of commodity food to Delano, Wasco, and Shafter families. If COVID restrictions are still in place, all sites will be set up for drive-through distributions with access for those without cars (walk-up) using health and safety CDC and Kern Public Health guidelines.			
Estimated Budget Summary			
The budget of \$50,000 per community served (for a total of \$150,000) will be used for staffing @ \$35,121; fuel for trucks @ \$8,640; food procurement @ \$81,000; Outreach @ \$2,364; general supplies @ \$9,240 and Indirect @ \$13,365.			

Approvals:

Carmen Segovia Digitally signed by Carmen Segovia
Date: 2020.09.02 12:40:25 -07'00' 9/2/2020

1. Division Director Date

Pritika Ram Digitally signed by Pritika Ram
Date: 2020.09.04 10:18:06 -07'00' 09/04/2020

2. Director of Administration Date

Traco Matthews Digitally signed by Traco
Matthews
Date: 2020.09.04 11:46:56 -07'00' 09/04/2020

3. Chief Program Officer Date

Tracy Webster Digitally signed by Tracy
Webster
Date: 2020.09.04 12:27:59 -07'00' 09/04/2020

4. Chief Financial Officer Date

Jeremy T. Tobias Digitally signed by Jeremy T. Tobias
Date: 2020.09.04 14:49:55 -07'00' 09/04/2020

5. Chief Executive Officer Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____