

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

October 21, 2020

12:00 pm

[Join Microsoft Teams Meeting](#)

(213) 204-2374 - Conference ID: 405 310 102#

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 September 30, 2020 (***p. 3-5***)
 2. Kern Early Head Start Budget to Actual for the Period Ended September 30, 2020 (***p. 6-9***)
 3. San Joaquin Early Head Start Budget to Actual for the Period Ended September 30, 2020 (***p. 10-13***)
 4. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended September 30, 2020 (***p. 14-16***)
- b. Request to Approve Submission of the Fiscal Year 2021-2022 Continued Funding Application for California Department of Education (CDE) Programs (CMAP, CSPP, CMIG, CMSS, CCTR) – Yolanda Gonzales, Director of Head Start / Early Head Start – ***Action Item (p. 17-35)***
- c. Application for Continued Funding of Kern Head Start and Early Head Start – Yolanda Gonzales, Director of Head Start / State Child Development - ***Action Item (p. 36-44)***
- d. Application for Continued Funding of Early Head Start Child Care Partnerships – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item (p. 45-52)***

- e. Federal VITA Volunteer Income Tax Assistance Program One-Year Award – Freddy Hernandez, Director of Youth & Community Services – **Action Item (p. 53-68)**
- f. Call 2-1-1 Information and Referral Service Agreement with the County of Kern – Irene Fonseca, 2-1-1 Program Manager – **Action Item (p. 69-77)**
- g. Subcontracts for the CalFresh Healthy Living Program – Tammy Fisher, CalFresh Healthy Living Program Manager – **Action Item (p. 78-105)**
- h. CAPK WIC Revised Job Descriptions – Carmen Segovia, Director of Health & Nutrition – **Action Item (p. 106-114)**
- i. Fuel Card Policy – Tracy Webster, Chief Financial Officer – **Action Item (p. 115-117)**
- j. Line of Credit Reduction – Tracy Webster, Chief Financial Officer – **Action Item (p. 118)**
- k. Financial Statements, September 2020 – Tracy Webster, Chief Financial Officer – **Action Item (p. 119-190)**

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 September 2020 **(p. 191-192)**
- b. Consent Funding Request Profiles **(p. 193)**

8. Committee Comments

9. Next Scheduled Meeting

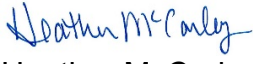
Budget & Finance Committee Meeting
Wednesday, November 12, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

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, October 16, 2020. Paula Daoutis, Administrative Coordinator.



MEMORANDUM

To: Budget & Finance Committee
From: 
Heather McCarley, Finance Manager
Date: October 21, 2020
Subject: *Head Start - Kern*
Budget to Actual Report for the period ended September 30, 2020 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget 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 of March 1, 2020 through September 30, 2020. Seven months (58.33%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 47% 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 14% of the budget.

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

Non-Federal share is at 61% 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 - September 30, 2020
Month 7 of 12 (58.33%)

Prepared 10/14/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,818,776	4,012,366	5,806,410	41%	59%
FRINGE BENEFITS	3,060,914	1,360,334	1,700,580	44%	56%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	544,252	481,409	62,844	88%	12%
CONTRACTUAL	110,999	77,202	33,797	70%	30%
CONSTRUCTION	0	0	0		
OTHER	2,688,652	1,742,606	946,046	65%	35%
INDIRECT	1,561,956	767,392	794,564	49%	51%
TOTAL BASE FUNDING	17,785,549	8,441,307	9,344,242	47%	53%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	45,136	2,035	43,101	5%	95%
SUPPLIES	23,986	2,226	21,760	9%	91%
CONTRACTUAL	10,005	0	10,005	0%	100%
OTHER	82,315	40,062	42,253	49%	51%
INDIRECT	16,144	4,432	11,712	27%	73%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	48,755	128,831	27%	73%

COVID CARES

SUPPLIES	631,304	104,717	526,587		
OTHER	420,869	46,772	374,097		
INDIRECT	105,217	16,166	89,051		
TOTAL COVID CARES	1,157,390	167,655	989,735	14%	86%

GRAND TOTAL HS FEDERAL FUNDS	19,120,525	8,704,977	10,415,548	46%	54%
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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	285,011	1,282,627	18%	82%
CALIF DEPT OF ED	5,130,608	3,807,994	1,322,614	74%	26%
TOTAL NON-FEDERAL	6,698,246	4,093,005	2,605,241	61%	39%

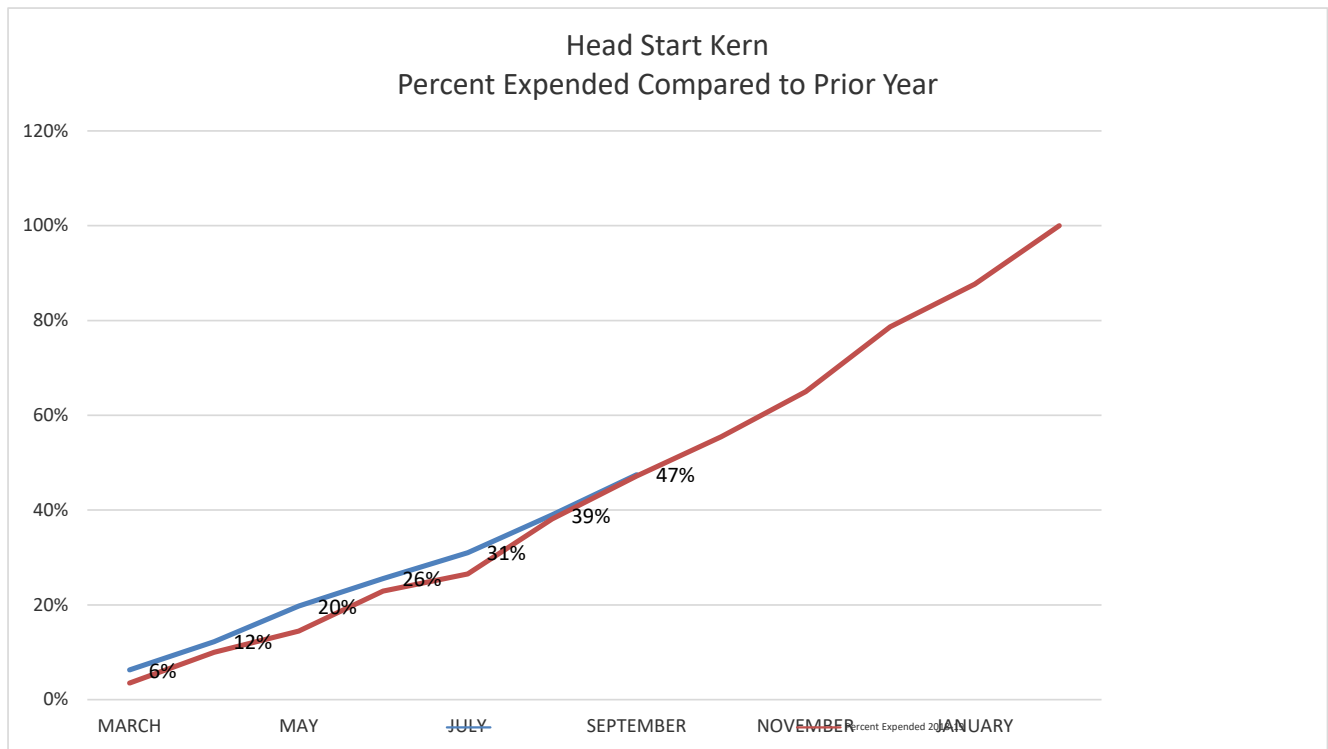
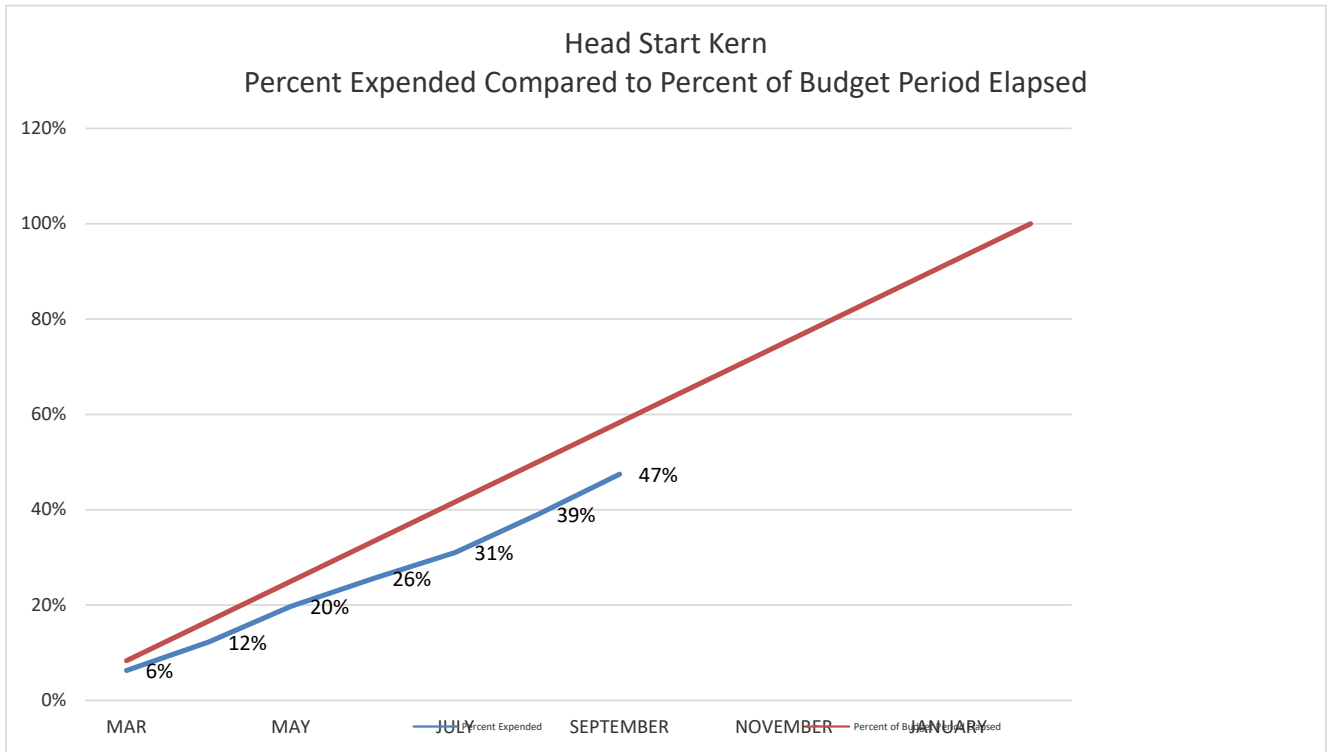
Budget reflects Notice of Award #09CH011132-02-01

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2020

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	51,381				51,381	10/1/2020
Lowe's	33,883				33,883	9/25/2020
Smart & Final	215				215	10/1/2020
Save Mart	19				19	9/26/2020
Chevron & Texaco Business Card	5,118				5,118	10/6/2020
Home Depot	9,994				9,994	10/5/2020
	100,609	0	0	0	100,610	





MEMORANDUM

To: Budget & Finance Committee

Heather McCarley

From: Heather McCarley, Finance Manager

Date: October 21, 2020

Subject: *Early Head Start - Kern*

Budget to Actual Report for the period ended September 30, 2020 – **Info Item**

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

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period of March 1, 2020 through September 30, 2020. Seven months (58.33%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 46% 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 26% of the budget.

COVID Cares Funds

Overall expenditures are at 17% 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 - September 30, 2020
Month 7 of 12 (58.33%)

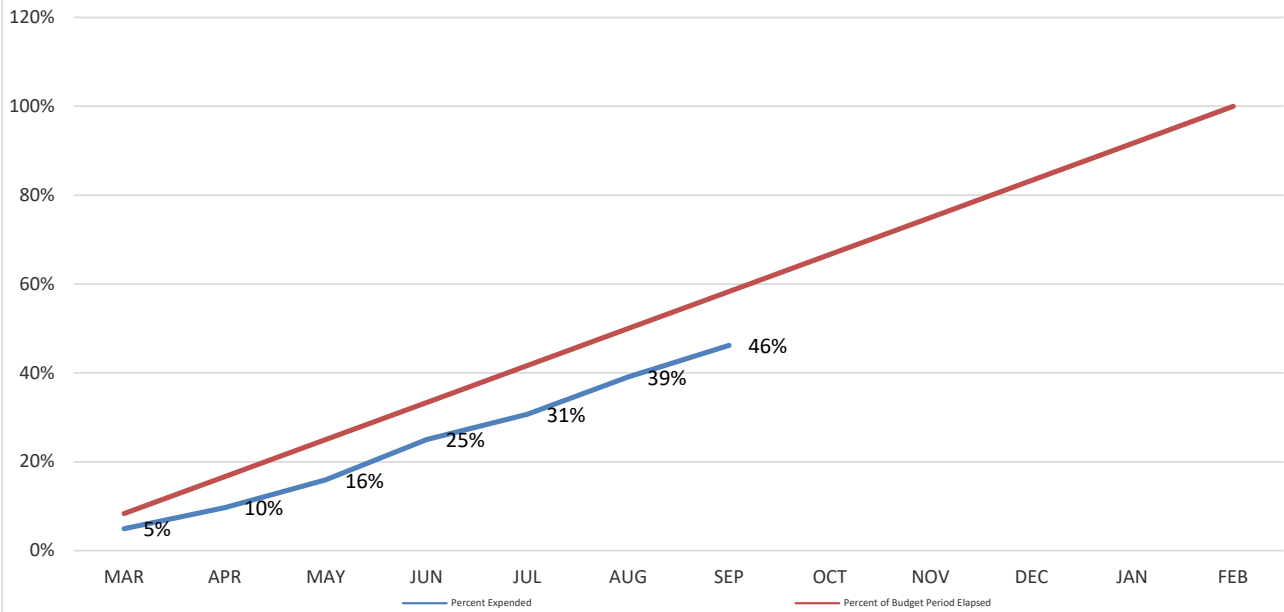
Prepared 10/14/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	4,462,290	2,276,981	2,185,309	51%	49%
FRINGE BENEFITS	1,659,459	636,540	1,022,919	38%	62%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	390,472	207,166	183,306	53%	47%
CONTRACTUAL	37,099	21,535	15,564	58%	42%
CONSTRUCTION	610,998	0	610,998		
OTHER	953,456	600,415	353,041	63%	37%
INDIRECT	799,530	374,264	425,266	47%	53%
TOTAL BASE FUNDING	8,913,304	4,116,901	4,796,403	46%	54%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	36,140	843	35,297	2%	98%
SUPPLIES	6,807	958	5,849	14%	86%
CONTRACTUAL	7,169	4,543	2,626	63%	37%
OTHER	103,144	33,765	69,379	33%	67%
INDIRECT	15,326	4,011	11,315	26%	74%
TOTAL TRAINING & TECHNICAL ASSISTANCE	168,586	44,120	124,466	26%	74%
COVID CARES					
SUPPLIES	213,789	33,684	180,105	16%	84%
OTHER	142,527	26,610	115,917	19%	81%
INDIRECT	35,632	6,358	29,274		
TOTAL COVID CARES	391,948	66,652	325,296	17%	83%
GRAND TOTAL EHS FEDERAL FUNDS	9,473,838	4,278,431	5,195,407	45%	55%

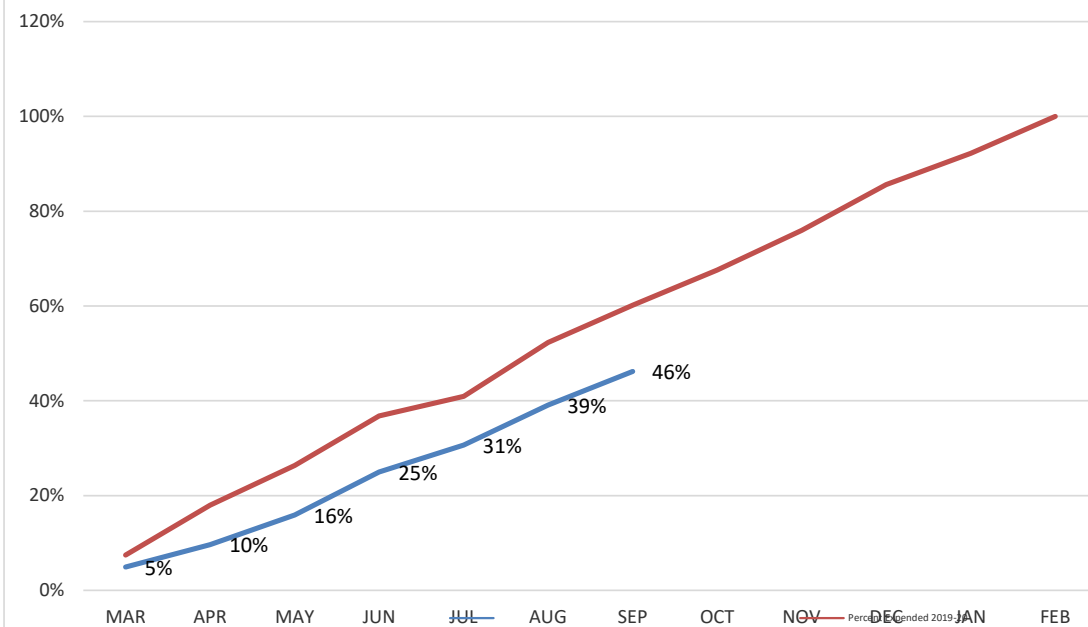
Budget reflects Notice of Award #09CH011132-02-01

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2020

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



Early Head Start Kern
Percent Expended Compared to Prior Year



Page 1 of 1

LOCATION	Enroll- ment	March	April	May	June	July	Aug	Sep	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	80	243	0	0	0	0	1,606	3,411	5,259	70,588	7%
Alicante	20	617	0	0	959	1,518	337	2,829	6,260	17,647	35%
Broadway	40	0	0	0	0	0	61	2,808	2,868	35,294	8%
California City	34	3,233	0	0	0	0	0	0	3,233	30,000	11%
Cleo Foran	23	0	0	0	0	0	0	3,053	3,053	20,294	15%
Delano	76	2,431	0	0	0	0	2,144	6,448	11,023	67,058	16%
East California	56	221	0	0	4,832	3,854	4,578	7,276	20,761	49,411	42%
Fairfax	40	4,454	0	0	0	0	544	3,443	8,442	35,294	24%
Fairview	40	291	0	0	0	0	222	3,775	4,289	35,294	12%
Harvey L. Hall	156	5,570	234	0	6,959	5,702	8,639	8,843	35,947	137,646	26%
Heritage	40	0	0	0	0	0	0	0	0	35,294	0%
Home Base	124	437	0	0	7,943	8,309	0	0	16,689	54,706	31%
Jewett	0	0	0	0	0	0	0	0	0	0	0%
Lamont	40	103	0	0	0	0	2,304	4,095	6,502	35,294	18%
Martha J. Morgan	44	4,024	2,384	0	2,010	1,793	3,134	2,872	16,217	38,823	42%
McFarland	20	120	0	0	0	0	0	0	120	17,647	1%
Mojave	20	0	0	0	0	0	0	0	0	17,647	0%
Oasis	57	546	0	0	0	0	311	4,205	5,061	50,294	10%
Pete H. Parra	128	768	0	0	3,565	4,394	6,299	8,047	23,074	112,940	20%
Planz	20	1,840	0	0	0	0	0	118	1,959	17,647	11%
Primeros Pasos	80	533	0	0	2,714	2,205	2,992	3,926	12,370	70,588	18%
Rosamond	80	0	0	0	0	0	0	0	0	70,588	0%
San Diego Street	40	131	0	0	2,279	3,288	1,921	1,859	9,478	35,294	27%
Seibert	40	0	0	0	0	0	861	2,914	3,775	35,294	11%
Shafter	20	0	0	0	1,432	954	2,568	2,127	7,081	17,647	40%
Shafter HS/EHS	26	0	0	0	3,180	0	2,719	3,178	9,077	22,941	40%
Sterling	124	4,465	131	0	7,538	2,609	3,406	6,042	24,191	109,411	22%
Sunrise Villa	20	86	0	0	0	0	842	3,182	4,109	17,647	23%
Taft	66	3,038	0	0	0	0	445	1,184	4,667	58,235	8%
Tehachapi	34	309	0	0	0	0	1,382	3,036	4,726	30,000	16%
Vineland	20	1,193	0	0	0	0	531	1,151	2,875	17,647	16%
Virginia	40	0	0	0	0	0	3,516	3,024	6,539	35,294	19%
Wesley	60	0	0	0	0	0	5,096	16,869	21,964	52,941	41%
Willow	55	0	0	0	0	0	1,023	2,156	3,180	48,529	7%
Administrative Services		0	0	0	0	0	0	0	0	0	NA
Program Services		221	0	0	0	0	0	0	221	66,765	0%
SUBTOTAL IN-KIND	1,763	34,874	2,749	0	43,411	34,624	57,482	111,871	285,011	1,567,638	18%

State General Child Care*	272,771	247,499	213,702	247,499	108,858	111,141	111,123	1,312,593	1,871,571	70%
State Preschool*	543,194	529,058	456,933	529,088	58,501	78,791	160,716	2,356,281	3,074,165	77%
State Migrant Child Care*	30,418	28,139	25,612	28,139	9,664	7,886	9,264	139,121	184,872	75%
SUBTOTAL CA DEPT of ED	846,383	804,695	696,248	804,725	177,022	197,818	281,103	3,807,994	5,130,608	74%

881.257 807.444 696.248 848.136 211.646 255.300 392.974 4.093.005 6.698.246 61%

9



MEMORANDUM

To: Budget & Finance Committee

Heather McCarley

From: Heather McCarley, Finance Manager

Date: October 21, 2020

Subject: *Early Head Start – San Joaquin*
Budget to Actual Report for the period ended September 30, 2020 – **Info Item**

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2020 through September 30, 2020. Eight months (66.67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 60% of the budget, which is on trend compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 37% of the budget. The combined personnel and fringe benefit expenses are at 53% of this budget.

COVID Cares Funds

Overall expenditures are at 20% of the budget.

Non-Federal Share

Non-Federal share is at 16% 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 - September 31, 2020
Month 8 of 12 (66.67%)

Prepared 10/12/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,173,727	1,942,331	1,231,396	61%	39%
FRINGE BENEFITS	959,615	513,699	445,916	54%	46%
TRAVEL	0	1,916	(1,916)	#DIV/0!	#DIV/0!
SUPPLIES	125,025	133,965	(8,940)	107%	-7%
CONTRACTUAL	10,600	11,107	(507)	105%	-5%
OTHER	741,956	388,486	353,470	52%	48%
INDIRECT	478,171	283,845	194,326	59%	41%
TOTAL	5,489,094	3,275,349	2,213,745	60%	40%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	21,912	13,538	8,374	62%	38%
FRINGE BENEFITS	13,758	6,083	7,675	44%	56%
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	19,959	23,826	46%	54%
INDIRECT	10,834	3,732	7,102	34%	66%
TOTAL	119,175	43,781	75,394	37%	63%

COVID CARES

SUPPLIES	187,546	45,568	141,978	24%	76%
OTHER	62,515	3,335	59,180	5%	95%
INDIRECT	25,006	5,033	19,973	20%	80%
TOTAL	275,067	53,936	221,131	20%	80%

GRAND TOTAL EHS FEDERAL FUNDS	5,883,336	3,373,066	2,510,270	57%	43%
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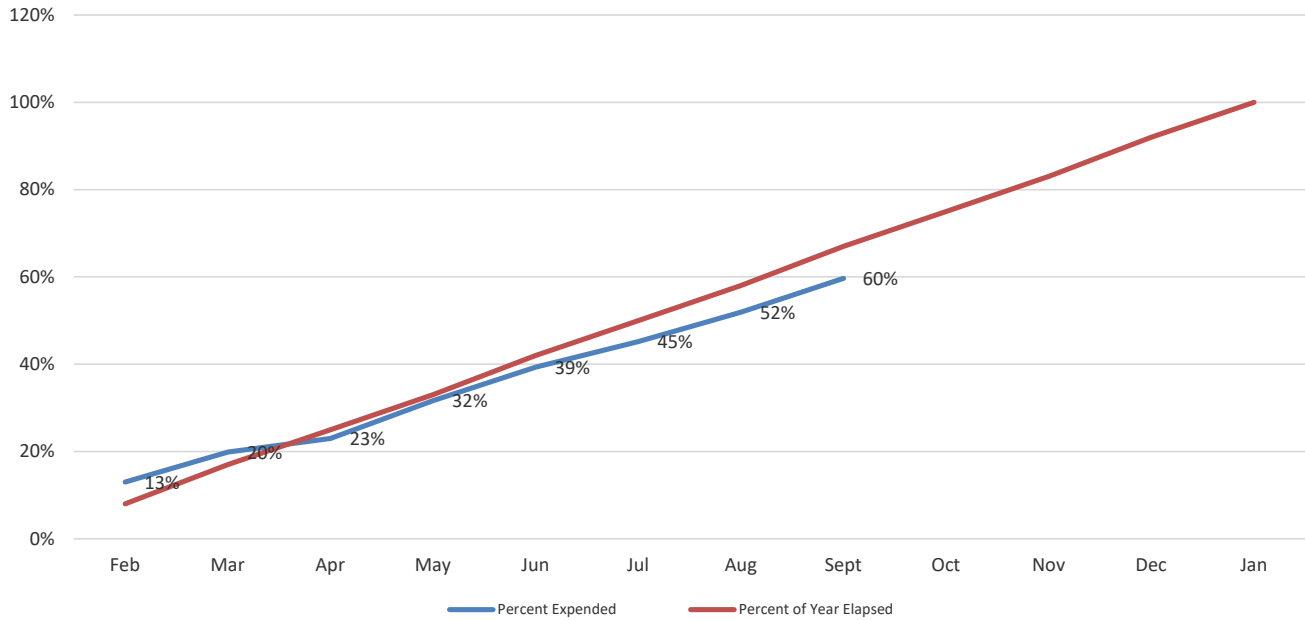
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,082	218,202	1,128,880	16%	84%
TOTAL NON-FEDERAL FUNDS	1,347,082	218,202	1,128,880	16%	84%

Centralized Administrative Cost	8.0%
Program Administrative Cost	4.2%
Total Administrative Cost	12.2%

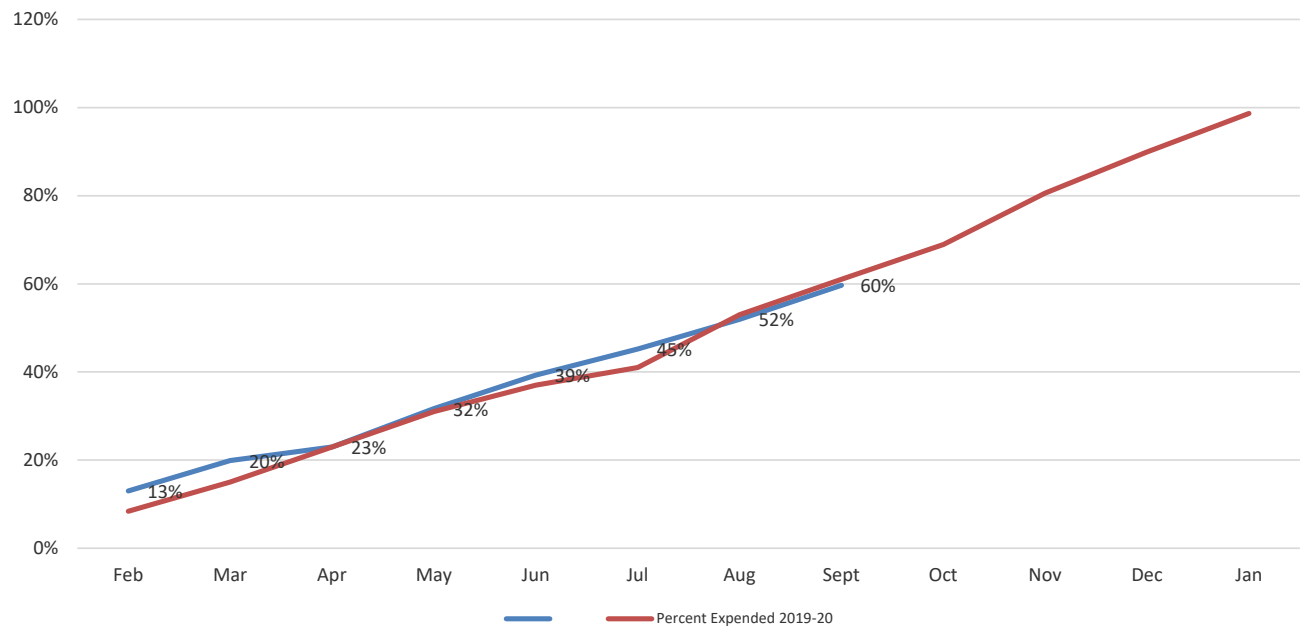
Budget reflects Notice of Award #09CH011406-01-01

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2020

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



Early Head Start San Joaquin
Percent Expended Compared to Prior Year



Community Action Partnership of Kern
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 September **30, 2020** (Month 8 of 12)
 Percent of budget period elapsed: **67%**

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	Sep	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	7,823	0	0	0	0	0	0	0	7,823	124,545	6%
Chrisman	30	11,922	3,469	3,090	1,953	2,227	4,549	5,731	534	33,475	155,682	22%
Kennedy	16	83	1,665	1,413	1,521	1,812	1,620	3,943	2,037	14,093	83,030	17%
Lodi Home Base	35	44	263	0	0	0	8,795	5,073	0	14,176	90,814	16%
Lodi UCC	30	100	1,200	171	177	171	5,267	5,759	4,033	16,878	155,682	11%
Manteca Home Base	12	0	1,276	537	551	533	4,854	5,287	0	13,039	31,136	42%
Marci Massei	24	9,019	0	0	0	0	3,595	3,914	0	16,527	124,545	13%
St. Mary's	16	183	0	0	0	0	3,756	4,057	0	7,996	83,030	10%
Stockton Home Base	90	133	3,163	1,803	2,128	2,199	16,256	16,731	0	42,413	233,523	18%
Tracy Home Base	12	0	0	0	0	0	0	0	0	0	31,136	0%
Walnut	24	10,479	8,850	6,671	2,388	2,400	4,289	4,183	0	39,259	124,545	32%
Administrative Services		0	0	0	0	0	0	0	0	0	0	
Program Services		0	0	0	0	0	1,334	11,189	0	12,522	108,412	12%
Policy Council		0	0	0	0	0	0	0	0	0	1,000	0%
SUBTOTAL IN-KIND	313	39,786	19,885	13,685	8,719	9,341	54,315	65,867	6,604	218,202	1,347,082	16%



MEMORANDUM

To: Budget & Finance Committee

Heather McCarley

From: Heather McCarley, Finance Manager

Date: October 21, 2020

Subject: *Early Head Start Child Care Partnerships*
Budget to Actual Report for the period ended September 30, 2020 – **Info Item**

The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2020 through September 30, 2020. Seven months (58.33%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 34% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 7% of the budget.

COVID Cares Funds

Overall expenditures are at 1% 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 - September 30, 2020
Month 7 of 12 (58.33%)

Prepared 10/14/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	704,216	225,942	478,274	32%	68%
FRINGE BENEFITS	208,046	42,366	165,680	20%	80%
SUPPLIES	28,175	19,839	8,336	70%	30%
CONTRACTUAL	1,009,556	314,827	694,729	31%	69%
OTHER	143,707	103,862	39,845	72%	28%
INDIRECT	203,138	66,695	136,443	33%	67%
TOTAL BASE FUNDING	2,296,838	773,531	1,523,307	34%	66%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	16,391	58	16,333	0%	100%
OTHER	29,393	614	28,779	2%	98%
INDIRECT	5,107	342	4,765	7%	93%
TOTAL TRAINING & TECHNICAL ASSISTANCE	56,185	3,765	52,420	7%	93%

COVID CARES

SUPPLIES	91,077	899	90,178	1%	99%
OTHER	30,359	206	30,153	1%	99%
INDIRECT	12,143	109	12,034	1%	99%
TOTAL COVID	133,579	1,213	132,366	0.9%	99%

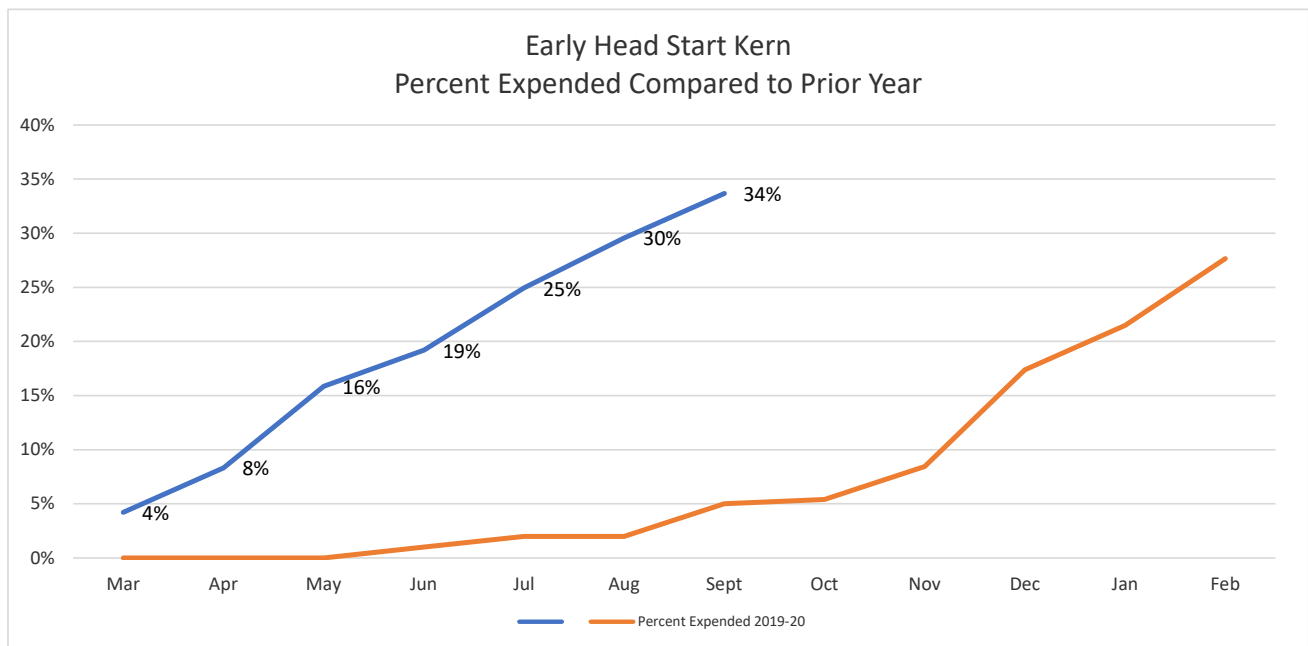
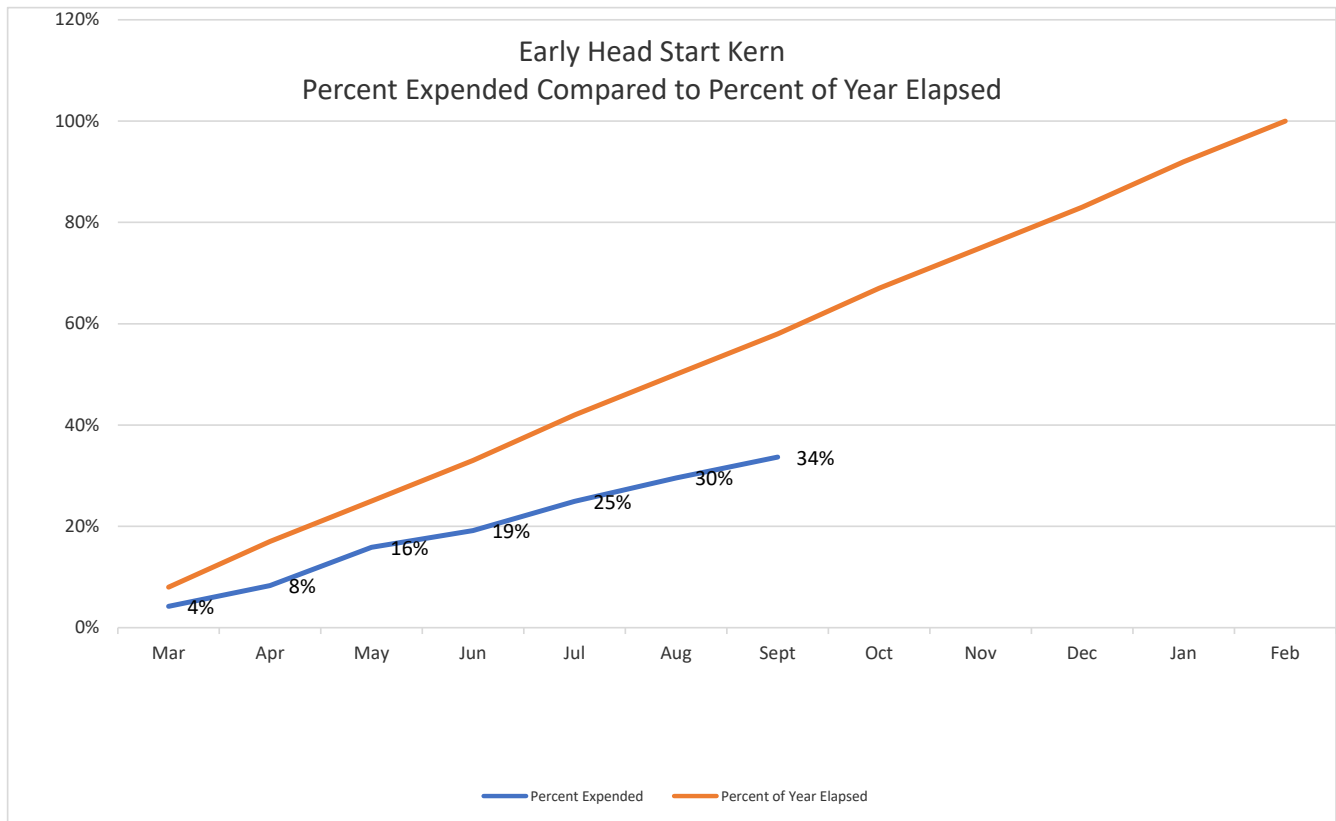
GRAND TOTAL EHS FEDERAL FUNDS	2,486,602	796,947	1,689,655	32%	68%
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NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	126,162	462,094	21%	79%
TOTAL NON-FEDERAL	588,256	126,162	462,094	21%	79%

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

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2020





MEMORANDUM

To: Budget & Finance Committee


From: Yolanda Gonzales, Director of Head Start/State Child Development
Carmen Segovia, Director of Health and Nutrition

Date: October 21, 2020

Subject: *Agenda Item 6b:* Request to Approve Submission of the Fiscal Year 2021-2022 – Continued Funding Application for California Department of Education (CDE) Programs (CMAP, CSPP, CMIG, CMSS, CCTR) – **Action Item**

The California Department of Education has requested that CAPK submit a re-funding application due November 10, 2020. Head Start/State Child Development is requesting approval to submit an application that documents our contract types and program calendars. The intent of the program is to continue to provide Head Start services under the Migrant Alternative Payment, State Preschool, Migrant Child Care/Specialized Services, and General Child Care grants. An expansion of our funding for the General Child Care grant is currently pending. The application will include the request of those funds should negotiations finalize prior to the due date. The CDE grant will support services that are also currently funded by OHS and USDA. The funding levels for the period 03/01/2021 through 02/28/2022 are as follow:

- Migrant Alternative Payment (CMAP): \$9,584,682
- State Preschool (CSPP): \$4,367,697
- Migrant Child Care (CMIG): \$ 262,661
- Migrant Specialized Services (CMSS): \$ 39,396
- General Child Care (CCTR): \$5,663,064
- Pending - General Child Care (CCTR): \$2,482,972

With this grant, CAPK will manage the Head Start Approach to School Readiness through the application of early learning theories and practices. Non-federal share details noted within the budget of each program that receives CDE funding will indicate program costs supported by CAPK. This program supports state and county efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families.

Recommendation

Staff recommends the Budget & Finance Committee approve with resolution the submission of the Fiscal Year 2021-2022 Continued Funding Application for California Department of Education programs.

Attachments:

CDE 2021-2022 Continued Funding Application
Resolution 2020-16

Continued Funding Application Fiscal Year 2021–22

Contractors who wish to be considered for continued funding for Fiscal Year (FY) 2021–22 must read the accompanying instructions and fully and accurately complete this application for continued funding. Please note that contractors have no vested right to a subsequent contract. Failure to timely respond to this application shall constitute notice to the Early Learning and Care Division (ELCD) of the intent to discontinue services at the end of the current contract year unless the contractor has received a written notice of extension of time from the ELCD. If this application is timely returned to the ELCD, but is not fully and accurately completed, funding for FY 2021–22, if awarded, may be delayed. Completion of this Continued Funding Application (CFA) does not guarantee a renewal of funding. Any contractors who are approved for continued funding will be expected to execute a contract with the California Department of Education (CDE) and comply with all applicable federal and state laws as well as all Funding Terms and Conditions and applicable Program Requirements incorporated into the contract. Please contact your regional consultant if your agency does not intend to continue services. Regional consultants may be contacted at the information on the CDE Regional Consultant Assignments web page at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

Instructions may be accessed on the CFA Web page at:
<https://www.cde.ca.gov/sp/cd/ci/cfaforms2122.asp>

Section I - Contractor Information

Legal Name of Contractor: Community Action Partnership of Kern

Contractor "Doing Business As" (DBA):

Headquartered County: 15 Kern

Vendor Number: Y320

Executive Director Name: Jeremy T. Tobias

Executive Director Telephone Number: 661-336-5236 Ext. 1138

Executive Director Fax Number: 661-336-5323

Executive Director E-mail Address: jtobias@capk.org

Legal Business Address: 5005 Business Park North

City: Bakersfield

Zip Code: 93309

Mailing Address (if different from above):

City:

Zip Code:

Name of Person Completing Application: Jerry Meade

Title of Contact Person Completing Application: Assistant Director - Programs

Contact Person Telephone Number: 661-336-5236 Ext. 2224

Contact Person E-mail Address: jmeade@capk.org

Contractor Name	Vendor #	County
Community Action Partnership of Kern	Y320	15 Kern

Section II – Contract Types

Check all applicable boxes indicating the programs the contractor intends to continue to administer for the Fiscal Year 2021-22. The contractor agrees to continue implementation of these programs with funds provided by the California Department of Education.

Center-Based Programs

- ☒ California State Preschool Program (CSPP)
☒ Full-Year ☒ Part-Year
- ☒ California Center-Based (CCTR)
☒ Infant/Toddler
☐ School-age
- ☐ Program for Special Needs (Handicapped) Children (CHAN)
- ☒ Migrant Center-Based (CMIG) and Migrant Special Services (CMSS)

Alternative Payment Programs

- ☐ Alternative Payment Program (CAPP)
- ☐ CalWORKs Stage 2 (C2AP)
- ☐ CalWORKs Stage 3 (C3AP)
- ☒ Migrant Alternative Payment (CMAP)

Resource and Referral Programs

- ☐ Resource and Referral (CRRP)

Family Child Care Home Programs

- ☐ Family Child Care Home Education Network (CFCC)

Contractor Name

Vendor #

County

Community Action Partnership of Kern

Y320

15 Kern

Section III – Contractor's Officers and Board of Directors Information				
Does the contractor have a board of directors?		☒ Yes ☐ No		
If no, please explain the entity type and the governance structure (i.e., number of owners and partnership)				
Have any of the listed officers, board members, owners or other governing individuals ever served as an officer, board member, owner or governing individual with an agency that received state or federal funding and which agency funding was terminated or involuntarily non-renewed, or the agency was debarred from funding for any period of time? ☐ Yes ☒ No If yes, list on a separate page the officer(s), board member(s), owner(s) or other governing individual(s) to which this applies and include the former agency(ies) with which the individual(s) was/were previously affiliated and the circumstances leading to the termination, involuntary non-renewal or debarment.				
List all officers and board members/governing individuals (i.e., owner, director, etc.) Attach additional sheets as necessary.				
Officer, Board Member, Owner or Governing Individual Name	Title	Telephone Number	Mailing Address	Email Address
See Attached				

COMMUNITY ACTION PARTNERSHIP OF KERN

BOARD OF DIRECTORS ROSTER

Effective March 25, 2020

PUBLIC OFFICIALS (CATEGORY I – FIVE SEATS)	
FRED PLANE	23 rd U.S. Congressional District Representative – Congressman Kevin McCarthy
MARIAN PANOS	City of Bakersfield Mayor’s Office Representative – Mayor Karen Goh
JOSE GURROLA	14 th State Senate District Representative – Senator Melissa Hurtado
MIKE MAGGARD	Kern County Board of Supervisors Representative
JANEA BENTON	32 nd State Assembly District Representative – Assemblymember Rudy Salas
LOW-INCOME SECTOR (CATEGORY II – FIVE SEATS)	
YOLANDA OCHOA	East Kern County Representative (5 th Term Ends July 2025)
ANA VIGIL	North Kern County Representative (2 nd Term Ends May 2021)
GUADALUPE PEREZ	Metro Bakersfield Representative (1 st Term Ends June 2022)
MARITZA JIMENEZ	South Kern County Representative (1 st Term Ends July 2022)
NILA HOGAN	Head Start Policy Council Representative (1 Year Term)
PRIVATE SECTOR (CATEGORY III – FIVE SEATS)	
CRAIG HENDERSON	The Henderson Group
MICHELLE JARA-RANGEL	Owens Valley Career Development Center
PASTOR JONATHAN MULLINGS	Truth Tabernacle
JIMMIE D. CHILDRESS	Retired Teacher / Contractor
CURTIS FLOYD	Law Offices of Curtis Floyd

2020 BOARD OFFICERS

Chairman:	Curtis Floyd
Vice-Chairman:	Fred Plane
Secretary:	Nila Hogan
Treasurer:	Janea Benton

Contractor Name	Vendor #	County
Community Action Partnership of Kern	Y320	15 Kern

Section IV – Program Narrative

A. The following types of contracts **do not** have programmatic **or** calendar changes (select all that apply). **NOTE:** Program calendars must be submitted for all contract types.

- | | |
|--|--|
| ☒ California State Preschool Program (CSPP) | ☐ CalWORKs Stage 2 (C2AP) |
| ☒ California Center-Based (CCTR) | ☐ CalWORKs Stage 3 (C3AP) |
| ☐ Program for Special Needs (Handicapped) Children (CHAN) | ☒ Migrant Alternative Payment (CMAP) |
| ☒ Migrant, Center-Based (CMIG) and Migrant Specialized Services (CMSS) | ☐ Resource and Referral (CRRP) |
| ☐ Alternative Payment Program (CAPP) | ☐ Family Child Care Home Education Network (CFCC) |

B. The following types of contracts **do** have programmatic and/or calendar changes (select all that apply). For each contract type selected in this section, complete a separate form ELCD 3704A. This form is available on the CFA web page at: <https://www.cde.ca.gov/sp/cd/ci/cfaforms2122.asp>.

NOTE: Program calendars must be submitted for all contract types. Making changes to Minimum Days of Operation (MDO) does not change the contract Maximum Reimbursable Amount (MRA).

- | | |
|---|--|
| ☐ California State Preschool Program (CSPP) | ☐ CalWORKs Stage 2 (C2AP) |
| ☐ California Center-Based (CCTR) | ☐ CalWORKs Stage 3 (C3AP) |
| ☐ Program for Special Needs (Handicapped) Children (CHAN) | ☐ Migrant Alternative Payment (CMAP) |
| ☐ Migrant, Center-Based (CMIG) and Migrant Specialized Services (CMSS) | ☐ Resource and Referral (CRRP) |
| ☐ Alternative Payment Program (CAPP) | ☐ Family Child Care Home Education Network (CFCC) |

Contractor Name	Vendor #	County
Community Action Partnership of Kern	Y320	15 Kern

Section V – Personnel Certification for Center-Based Programs and Family Child Care Home Education Networks	
The State of California requires any contractor receiving child care and development funds, disbursed by the CDE to employ fully qualified personnel as stipulated in <i>California Education Code (EC)</i>; <i>California Code of Regulations, Title 5 (5 CCR)</i>; and Funding Terms and Conditions.	
I certify, as the authorized agent representing this contractor, that I have read and understand the staffing requirements for Program Director, Site Supervisor, and Teacher. All child care staff employed in CDE funded program(s) are fully qualified for their respective positions. The exception to this certification is a person employed as Program Director or Site Supervisor who possesses a current Staffing Qualifications Waiver approved by the Early Learning and Care Division (ELCD).	
Signature of Contractor's Authorized Representative:	
Printed Name and Title of Contractor's Authorized Representative:	Jeremy T. Tobias; Executive Director
Date of Signature:	
Authorized Representative's Telephone Number:	661-336-5236 Ext. 1138
Authorized Representative's Email Address:	jtobias@capk.org

Contractor Name	Vendor #	County
Community Action Partnership of Kern	Y320	15 Kern

Section VI – Subcontract Certification	
A. The following types of contracts do not have subcontractors (check all that apply):	
☒ California State Preschool Program (CSPP)	
☒ California Center-Based (CCTR)	
☐ Program for Special Needs (Handicapped) Children (CHAN)	
☒ Migrant Center-Based (CMIG)	
B. The following types of contracts do have subcontractors (check all that apply). For each contract type selected, submit a separate form ELCD 3704B. The form is available on the CFA web page: https://www.cde.ca.gov/sp/cd/ci/cfaforms2122.asp .	
☐ California State Preschool Program (CSPP)	
☐ California Center-Based (CCTR)	
☐ Program for Special Needs (Handicapped) Children (CHAN)	
☐ Migrant Center-Based (CMIG)	
I certify that the contractual arrangement(s) listed above are made in adherence to the required subcontract provisions contained in the 5 CCR, and the Funding Terms and Conditions.	
I understand that signing this certificate does not lessen the legal responsibility for the child care and development service contract requirements. As the contractor, it is my responsibility to monitor the performance of the subcontractor to ensure services are provided appropriately through the entire contract term.	
Signature of Contractor's Authorized Representative:	
Printed Name and Title of Contractor's Authorized Representative:	Jeremy T. Tobias; Executive Director
Date of Signature:	
Authorized Representative's Telephone Number:	661-336-5236 Ext. 1138
Authorized Representative's Email Address:	jtobias@capk.org

Contractor Name	Vendor #	County
Community Action Partnership of Kern	Y320	15 Kern

Section VII – Contractor Certification

Under penalty of perjury, I certify the following:

- I am authorized by the Contractor's Board of Directors or other governing authority to execute this CFA.
- On behalf of the Contractor and its governing authority, we understand some information requested in this application is intended for use by CDE auditors in connection with future audit work and performance reviews and may not be used or even reviewed or considered by the CDE until well after the contract has expired, if ever. Therefore, we further understand that the information (and any underlying transactions) disclosed by this Application shall not be considered properly noticed to the CDE nor approved, accepted or authorized by the CDE, even if our request for continued funding by the CDE is subsequently approved.
- The governing board members have been trained in understanding conflict of interest requirements associated with their positions on the board and have reported all known conflicts of interest.
- I have supervisory authority over the child development program, have actual, personal knowledge of the information provided in this Application and certify that it is true and correct in all material respects.
- I am familiar with and will ensure that the Contractor complies with all applicable program statutes and regulations, including:
 - Subcontracting requirements, including competitive bidding, CDE approval, and audit requirements in 5 CCR, §18026 et. seq.
 - Prohibitions on conflicts of interests, including (i) the assurances required to establish that transactions with officers, directors and other related party transactions are conducted at arm's length, and (ii) employment limitations stated in *Education Code* §8406.9.
 - Cost reimbursement requirements, including reimbursable and non-reimbursable costs, documentation requirements, the provisions for determining the reimbursable amount and other provisions in 5 CCR, §18033 et. seq.
 - Accounting and reporting requirements in 5 CCR, §18063 et. seq.
 - Operational and programmatic requirements.

Signature of Contractor's Authorized Representative:	
Printed Name and Title of Contractor's Authorized Representative:	Jeremy T. Tobias; Executive Director
Date of Signature:	
Authorized Representative's Telephone Number:	661-336-5236 Ext. 1138
Authorized Representative's Email Address:	jtobias@capk.org

Contractor Name	Vendor #	County
Community Action Partnership of Kern	Y320	15 Kern

Section VIII

Certification of Contractor Information in the CDMIS

Contractors are required to review all information in the Child Development Management Information System (CDMIS) and update any outdated information. To review the information and submit changes, log on to the CDMIS at <https://www4.cde.ca.gov/cdmis/default.aspx>

I certify, as the authorized representative of the agency listed below, I have reviewed all the information for

Community Action Partnership of Kern

Contractor Name

and updates, additions, or deletions have been submitted as needed for information in all of the areas below:

Executive Director/Superintendent information
Program Director information
Sites and Licenses and/or Office information
Family Child Care Home summary information

To the best of my knowledge, the information on the CDMIS Web site reflects accurate information for

Community Action Partnership of Kern

Contractor Name

as of the date this certification was signed.

Program Director/Authorized Representative Signature

Date Signed

Jeremy T. Tobias

Printed Name of Program Director/Authorized Representative

Contractor Name	Vendor #	County
Community Action Partnership of Kern	Y320	15 Kern

Section IX – Required Attachments
All attachments must be completed and included with the application. These attachments are located on the CFA web page at: https://www.cde.ca.gov/sp/cd/ci/cfaforms2122.asp
A. Fiscal Year 2021–22 Program Calendar (ELCD-9730)
B. Payee Data Record (STD. 204) (Non-public agencies only)
C. Secretary of State (Non-public agencies only)
D. Verification of School District Name and Address
E. Program Narrative Change (ELCD 3704A)
F. Subcontractor Certification (ELCD 3704B)

Fiscal Year 2021–22 Program Calendar

Name of Contractor	Vendor Number	County	Contract Type
Community Action Partnership of Kern	Y320	15 - Kern	CCTR

Instructions: Enter an UPPERCASE X on each day your program will operate. Your days of operation will auto-calculate in the boxes below each month, and in the Total Days of Operation box at the bottom of the form. The asterisks (*) in the month tables refer to days which fall in either the preceding or the following month. Do not enter any values in boxes with an asterisk.

July 2021						
Sun	M	Tu	W	Th	F	Sat
*	*	*	*	X	X	3
4	5	X	X	X	X	10
11	X	X	X	X	X	17
18	X	X	X	X	X	24
25	X	X	X	X	X	31

August 2021						
Sun	M	Tu	W	Th	F	Sat
1	X	X	X	X	X	7
8	X	X	X	X	X	14
15	X	X	X	X	X	21
22	X	X	X	X	X	28
29	X	X	*	*	*	*

September 2021						
Sun	M	Tu	W	Th	F	Sat
*	*	*	X	X	X	4
5	6	X	X	X	X	11
12	X	X	X	X	X	18
19	X	X	X	X	X	25
26	X	X	X	X	*	*

July Days of Operation **21**

August Days of Operation **22**

September Days of Operation **21**

First Quarter Subtotal **64**

October 2021						
Sun	M	Tue	W	Th	F	Sat
*	*	*	*	*	X	2
3	X	X	X	X	X	9
10	X	X	X	X	X	16
17	18	19	X	X	X	23
24	X	X	X	X	X	30
31	*	*	*	*	*	*

November 2021						
Sun	M	Tu	W	Th	F	Sat
*	X	X	X	X	X	6
7	X	X	X	11	X	13
14	X	X	X	X	X	20
21	X	X	X	25	26	27
28	X	X	*	*	*	*

December 2021						
Sun	M	Tu	W	Th	F	Sat
*	*	*	X	X	X	4
5	X	X	X	X	X	11
12	X	X	X	X	X	18
19	X	X	X	X	24	25
26	X	X	X	X	31	*

October Days of Operation **19**

November Days of Operation **19**

December Days of Operation **21**

Second Quarter Subtotal **59**

January 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	*	*	*	*	1
2	3	X	X	X	X	8
9	X	X	X	X	X	15
16	17	X	X	X	X	22
23	X	X	X	X	X	29
30	X	*	*	*	*	*

February 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	X	X	X	X	5
6	X	X	X	X	11	12
13	X	X	X	X	X	19
20	21	X	X	X	X	26
27	X	*	*	*	*	*

March 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	X	X	X	X	5
6	X	X	X	X	X	12
13	X	X	X	X	X	19
20	X	X	X	X	X	26
27	X	X	X	X	*	*

January Days of Operation **19**

February Days of Operation **18**

March Days of Operation **23**

Third Quarter Subtotal **60**

April 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	*	*	*	X	2
3	X	X	X	X	X	9
10	X	X	X	X	X	16
17	X	X	X	X	X	23
24	X	X	X	X	X	30

May 2022						
Sun	M	Tu	W	Th	F	Sat
1	X	X	X	X	X	7
8	X	X	X	X	X	14
15	X	X	X	X	X	21
22	X	X	X	X	X	28
29	30	X	*	*	*	*

June 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	*	X	X	X	4
5	X	X	X	X	X	11
12	X	X	X	X	X	18
19	X	X	X	X	X	25
26	X	X	X	X	*	*

April Days of Operation **21**

May Days of Operation **21**

June Days of Operation **22**

Fourth Quarter Subtotal **64**

Total Days of Operation **247**

ELCD Consultant Initials (for CDE use only)

Date approved by ELCD Consultant (for CDE use only)

Fiscal Year 2021–22 Program Calendar

Name of Contractor	Vendor Number	County	Contract Type
Community Action Partnership of Kern	Y320	15 - Kern	CSPP - Full Year

Instructions: Enter an UPPERCASE X on each day your program will operate. Your days of operation will auto-calculate in the boxes below each month, and in the Total Days of Operation box at the bottom of the form. The asterisks (*) in the month tables refer to days which fall in either the preceding or the following month. Do not enter any values in boxes with an asterisk.

July 2021						
Sun	M	Tu	W	Th	F	Sat
*	*	*	*	X	X	3
4	5	X	X	X	X	10
11	X	X	X	X	X	17
18	X	X	X	X	X	24
25	X	X	X	X	X	31

August 2021						
Sun	M	Tu	W	Th	F	Sat
1	X	X	X	X	X	7
8	X	X	X	X	X	14
15	X	X	X	X	X	21
22	X	X	X	X	X	28
29	X	X	*	*	*	*

September 2021						
Sun	M	Tu	W	Th	F	Sat
*	*	*	X	X	X	4
5	6	X	X	X	X	11
12	X	X	X	X	X	18
19	X	X	X	X	X	25
26	X	X	X	X	*	*

July Days of Operation **21**

August Days of Operation **22**

September Days of Operation **21**

First Quarter Subtotal **64**

October 2021						
Sun	M	Tue	W	Th	F	Sat
*	*	*	*	*	X	2
3	X	X	X	X	X	9
10	X	X	X	X	X	16
17	18	19	X	X	X	23
24	X	X	X	X	X	30
31	*	*	*	*	*	*

November 2021						
Sun	M	Tu	W	Th	F	Sat
*	X	X	X	X	X	6
7	X	X	X	11	X	13
14	X	X	X	X	X	20
21	X	X	X	25	26	27
28	X	X	*	*	*	*

December 2021						
Sun	M	Tu	W	Th	F	Sat
*	*	*	X	X	X	4
5	X	X	X	X	X	11
12	X	X	X	X	X	18
19	X	X	X	X	24	25
26	X	X	X	X	31	*

October Days of Operation **19**

November Days of Operation **19**

December Days of Operation **21**

Second Quarter Subtotal **59**

January 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	*	*	*	*	1
2	3	X	X	X	X	8
9	X	X	X	X	X	15
16	17	X	X	X	X	22
23	X	X	X	X	X	29
30	X	*	*	*	*	*

February 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	X	X	X	X	5
6	X	X	X	X	11	12
13	X	X	X	X	X	19
20	21	X	X	X	X	26
27	X	*	*	*	*	*

March 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	X	X	X	X	5
6	X	X	X	X	X	12
13	X	X	X	X	X	19
20	X	X	X	X	X	26
27	X	X	X	X	*	*

January Days of Operation **19**

February Days of Operation **18**

March Days of Operation **23**

Third Quarter Subtotal **60**

April 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	*	*	*	X	2
3	X	X	X	X	X	9
10	X	X	X	X	X	16
17	X	X	X	X	X	23
24	X	X	X	X	X	30

May 2022						
Sun	M	Tu	W	Th	F	Sat
1	X	X	X	X	X	7
8	X	X	X	X	X	14
15	X	X	X	X	X	21
22	X	X	X	X	X	28
29	30	X	*	*	*	*

June 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	*	X	X	X	4
5	X	X	X	X	X	11
12	X	X	X	X	X	18
19	X	X	X	X	X	25
26	X	X	X	X	*	*

April Days of Operation **21**

May Days of Operation **21**

June Days of Operation **22**

Fourth Quarter Subtotal **64**

Total Days of Operation **247**

ELCD Consultant Initials (for CDE use only)

Date approved by ELCD Consultant (for CDE use only)

Fiscal Year 2021–22 Program Calendar

Name of Contractor	Vendor Number	County	Contract Type
Community Action Partnership of Kern	Y320	15 - Kern	CSPP - Part Year

Instructions: Enter an UPPERCASE X on each day your program will operate. Your days of operation will auto-calculate in the boxes below each month, and in the Total Days of Operation box at the bottom of the form. The asterisks (*) in the month tables refer to days which fall in either the preceding or the following month. Do not enter any values in boxes with an asterisk.

July 2021						
Sun	M	Tu	W	Th	F	Sat
*	*	*	*	X	X	3
4	5	X	X	X	X	10
11	X	X	X	X	X	17
18	X	X	X	X	X	24
25	X	X	X	X	X	31

August 2021						
Sun	M	Tu	W	Th	F	Sat
1	X	X	X	X	X	7
8	X	X	X	X	X	14
15	X	X	X	X	X	21
22	X	X	X	X	X	28
29	X	X	*	*	*	*

September 2021						
Sun	M	Tu	W	Th	F	Sat
*	*	*	X	X	X	4
5	6	X	X	X	X	11
12	X	X	X	X	X	18
19	X	X	X	X	X	25
26	X	X	X	X	*	*

July Days of Operation **21**

August Days of Operation **22**

September Days of Operation **21**

First Quarter Subtotal **64**

October 2021						
Sun	M	Tue	W	Th	F	Sat
*	*	*	*	*	X	2
3	X	X	X	X	X	9
10	X	X	X	X	X	16
17	18	19	X	X	X	23
24	X	X	X	X	X	30
31	*	*	*	*	*	*

November 2021						
Sun	M	Tu	W	Th	F	Sat
*	X	X	X	X	X	6
7	X	X	X	11	X	13
14	X	X	X	X	X	20
21	X	X	X	25	26	27
28	X	X	*	*	*	*

December 2021						
Sun	M	Tu	W	Th	F	Sat
*	*	*	X	X	X	4
5	X	X	X	X	X	11
12	X	X	X	X	X	18
19	X	X	X	X	24	25
26	X	X	X	X	31	*

October Days of Operation **19**

November Days of Operation **19**

December Days of Operation **21**

Second Quarter Subtotal **59**

January 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	*	*	*	*	1
2	3	X	X	X	X	8
9	X	X	X	X	X	15
16	17	X	X	X	X	22
23	X	X	X	X	X	29
30	X	*	*	*	*	*

February 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	X	X	X	X	5
6	X	X	X	X	11	12
13	X	X	X	X	X	19
20	21	X	X	X	X	26
27	X	*	*	*	*	*

March 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	X	X	X	X	5
6	X	X	X	X	X	12
13	X	X	X	X	X	19
20	X	X	X	X	X	26
27	X	X	X	X	*	*

January Days of Operation **19**

February Days of Operation **18**

March Days of Operation **23**

Third Quarter Subtotal **60**

April 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	*	*	*	X	2
3	X	X	X	X	X	9
10	X	X	X	X	X	16
17	X	X	X	X	X	23
24	X	X	X	X	X	30

May 2022						
Sun	M	Tu	W	Th	F	Sat
1	X	X	X	X	X	7
8	X	X	X	X	X	14
15	X	X	X	X	X	21
22	X	X	X	X	X	28
29	30	X	*	*	*	*

June 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	*	X	X	X	4
5	X	X	X	X	X	11
12	X	X	X	X	X	18
19	X	X	X	X	X	25
26	X	X	X	X	*	*

April Days of Operation **21**

May Days of Operation **21**

June Days of Operation **22**

Fourth Quarter Subtotal **64**

Total Days of Operation **247**

ELCD Consultant Initials (for CDE use only)

Date approved by ELCD Consultant (for CDE use only)

Fiscal Year 2021–22 Program Calendar

Name of Contractor	Vendor Number	County	Contract Type
Community Action Partnership of Kern	Y320	15 - Kern	CMIG

Instructions: Enter an UPPERCASE X on each day your program will operate. Your days of operation will auto-calculate in the boxes below each month, and in the Total Days of Operation box at the bottom of the form. The asterisks (*) in the month tables refer to days which fall in either the preceding or the following month. Do not enter any values in boxes with an asterisk.

July 2021						
Sun	M	Tu	W	Th	F	Sat
*	*	*	*	X	X	3
4	5	X	X	X	X	10
11	X	X	X	X	X	17
18	X	X	X	X	X	24
25	X	X	X	X	X	31

August 2021						
Sun	M	Tu	W	Th	F	Sat
1	X	X	X	X	X	7
8	X	X	X	X	X	14
15	X	X	X	X	X	21
22	X	X	X	X	X	28
29	X	X	*	*	*	*

September 2021						
Sun	M	Tu	W	Th	F	Sat
*	*	*	X	X	X	4
5	6	X	X	X	X	11
12	X	X	X	X	X	18
19	X	X	X	X	X	25
26	X	X	X	X	*	*

July Days of Operation **21**

August Days of Operation **22**

September Days of Operation **21**

First Quarter Subtotal **64**

October 2021						
Sun	M	Tue	W	Th	F	Sat
*	*	*	*	*	X	2
3	X	X	X	X	X	9
10	X	X	X	X	X	16
17	18	19	X	X	X	23
24	X	X	X	X	X	30
31	*	*	*	*	*	*

November 2021						
Sun	M	Tu	W	Th	F	Sat
*	X	X	X	X	X	6
7	X	X	X	11	X	13
14	X	X	X	X	X	20
21	X	X	X	25	26	27
28	X	X	*	*	*	*

December 2021						
Sun	M	Tu	W	Th	F	Sat
*	*	*	X	X	X	4
5	X	X	X	X	X	11
12	X	X	X	X	X	18
19	X	X	X	X	24	25
26	X	X	X	X	31	*

October Days of Operation **19**

November Days of Operation **19**

December Days of Operation **21**

Second Quarter Subtotal **59**

January 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	*	*	*	*	1
2	3	X	X	X	X	8
9	X	X	X	X	X	15
16	17	X	X	X	X	22
23	X	X	X	X	X	29
30	X	*	*	*	*	*

February 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	X	X	X	X	5
6	X	X	X	X	11	12
13	X	X	X	X	X	19
20	21	X	X	X	X	26
27	X	*	*	*	*	*

March 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	X	X	X	X	5
6	X	X	X	X	X	12
13	X	X	X	X	X	19
20	X	X	X	X	X	26
27	X	X	X	X	*	*

January Days of Operation **19**

February Days of Operation **18**

March Days of Operation **23**

Third Quarter Subtotal **60**

April 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	*	*	*	X	2
3	X	X	X	X	X	9
10	X	X	X	X	X	16
17	X	X	X	X	X	23
24	X	X	X	X	X	30

May 2022						
Sun	M	Tu	W	Th	F	Sat
1	X	X	X	X	X	7
8	X	X	X	X	X	14
15	X	X	X	X	X	21
22	X	X	X	X	X	28
29	30	X	*	*	*	*

June 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	*	X	X	X	4
5	X	X	X	X	X	11
12	X	X	X	X	X	18
19	X	X	X	X	X	25
26	X	X	X	X	*	*

April Days of Operation **21**

May Days of Operation **21**

June Days of Operation **22**

Fourth Quarter Subtotal **64**

Total Days of Operation **247**

ELCD Consultant Initials (for CDE use only)

Date approved by ELCD Consultant (for CDE use only)

Fiscal Year 2021–22 Program Calendar

Name of Contractor	Vendor Number	County	Contract Type
Community Action Partnership of Kern	Y320	15 - Kern	CMAP

Instructions: Enter an UPPERCASE X on each day your program will operate. Your days of operation will auto-calculate in the boxes below each month, and in the Total Days of Operation box at the bottom of the form. The asterisks (*) in the month tables refer to days which fall in either the preceding or the following month. Do not enter any values in boxes with an asterisk.

July 2021						
Sun	M	Tu	W	Th	F	Sat
*	*	*	*	X	X	3
4	5	X	X	X	X	10
11	X	X	X	X	X	17
18	X	X	X	X	X	24
25	X	X	X	X	X	31

August 2021						
Sun	M	Tu	W	Th	F	Sat
1	X	X	X	X	X	7
8	X	X	X	X	X	14
15	X	X	X	X	X	21
22	X	X	X	X	X	28
29	X	X	*	*	*	*

September 2021						
Sun	M	Tu	W	Th	F	Sat
*	*	*	X	X	X	4
5	6	X	X	X	X	11
12	X	X	X	X	X	18
19	X	X	X	X	X	25
26	X	X	X	X	*	*

July Days of Operation **21**

August Days of Operation **22**

September Days of Operation **21**

First Quarter Subtotal **64**

October 2021						
Sun	M	Tue	W	Th	F	Sat
*	*	*	*	*	X	2
3	X	X	X	X	X	9
10	X	X	X	X	X	16
17	X	X	X	X	X	23
24	X	X	X	X	X	30
31	*	*	*	*	*	*

November 2021						
Sun	M	Tu	W	Th	F	Sat
*	X	X	X	X	X	6
7	X	X	X	11	X	13
14	X	X	X	X	X	20
21	X	X	X	25	26	27
28	X	X	*	*	*	*

December 2021						
Sun	M	Tu	W	Th	F	Sat
*	*	*	X	X	X	4
5	X	X	X	X	X	11
12	X	X	X	X	X	18
19	X	X	X	X	24	25
26	27	X	X	X	31	*

October Days of Operation **21**

November Days of Operation **19**

December Days of Operation **20**

Second Quarter Subtotal **60**

January 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	*	*	*	*	1
2	3	X	X	X	X	8
9	X	X	X	X	X	15
16	17	X	X	X	X	22
23	X	X	X	X	X	29
30	X	*	*	*	*	*

February 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	X	X	X	X	5
6	7	X	X	X	X	12
13	14	X	X	X	X	19
20	X	X	X	X	X	26
27	X	*	*	*	*	*

March 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	X	X	X	X	5
6	X	X	X	X	X	12
13	X	X	X	X	X	19
20	X	X	X	X	X	26
27	X	X	X	X	*	*

January Days of Operation **19**

February Days of Operation **18**

March Days of Operation **23**

Third Quarter Subtotal **60**

April 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	*	*	*	X	2
3	X	X	X	X	X	9
10	X	X	X	X	X	16
17	X	X	X	X	X	23
24	X	X	X	X	X	30

May 2022						
Sun	M	Tu	W	Th	F	Sat
1	X	X	X	X	X	7
8	X	X	X	X	X	14
15	X	X	X	X	X	21
22	X	X	X	X	X	28
29	30	X	*	*	*	*

June 2022						
Sun	M	Tu	W	Th	F	Sat
*	*	*	X	X	X	4
5	X	X	X	X	X	11
12	X	X	X	X	X	18
19	X	X	X	X	X	25
26	X	X	X	X	*	*

April Days of Operation **21**

May Days of Operation **21**

June Days of Operation **22**

Fourth Quarter Subtotal **64**

Total Days of Operation **248**

ELCD Consultant Initials (for CDE use only)

Date approved by ELCD Consultant (for CDE use only)

Contractor Name **Vendor #** **County**
Community Action Partnership of Kern Y320 15 Kern

Section X – Application Checklist			
Section Number*	Section Description	Page Number	Check Box
Section I	Contractor Information	2	☒
Section II	Types of Contracts	3	☒
Section III	Contractor's Officers and Board of Directors Information	4	☒
Section IV	Program Narrative	5	☒
Section V*	Personnel Certification for Center-Based Programs and Family Child Care Home Education Networks	6	☒
Section VI*	Subcontractor Certification	7	☒
Section VII*	Contractor Certification	8	☒
Section VIII*	Certification of Contractor Information in the CDMIS Database	9	☒
Section IX A.	Program Calendar (ELCD-9730) (one for each contract type)	10	☒
Section IX B.*	State of California, Payee Data Record (STD. 204) (non-public agencies only)	10	☒
Section IX C.	Secretary of State search results (non-public agencies only)	10	☒
Section IX D.	Verification of School District Name and Address search	10	☒
Section IX E.	Program Narrative Change (ELCD 3704A)	Insert after page 5	☒
Section IX F.	Subcontract Certification (ELCD 3704B)	Insert after page 7	☒
*Bolded sections require a signature			

RESOLUTION #2020-16

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2020-2021 California Department of Education Continued Funding Application

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on October 28, 2020, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, program is requesting to submit to submit the California Department of Education continued funding application for State Preschool (CSPP), Migrant Child Care (CMIG), General Child Care (CCTR), Migrant Specialized Services (CMSS) and Migrant Alternative Payment (CMAP) from July 1, 2021 through June 30, 2022; and

WHEREAS, the Head Start and State Child Development Division is requesting a maximum funding amount of \$22,400,472 in annual funding; and

WHEREAS, the California Department of Education requires that an authorized signatory be named for the refunding application: and

NOW, THEREFORE, be it resolved that CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the CDE Continued Funding Application.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 28th day of October 2020.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Budget and Finance Committee

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

Date: October 21, 2020

Subject: *Agenda Item 6c:* Application for Continued Funding of Kern Head Start and Early Head Start – **Action Item**

The Office of Head Start (OHS) requires the submission of a re-funding application for the Kern Head Start and Early Head Start grant #09CH011132. Approval from the Board of Directors is a required component for the application due December 1, 2020. Head Start/State Child Development is requesting approval to submit an application that will describe the program design, goals and objectives, approach to delivery, and the budget.

The intent of the program is to continue to provide a comprehensive service delivery plan that support school readiness for children ages 0-5. We expect to reach the total funded enrollment, 1763 children, during the new fiscal year. The program is funded by the CDE, OHS, and USDA. The award levels for EHS and HS Kern include \$8,913,304 for program operations and \$168,586 for training and technical assistance and \$17,785,549 for program operations and \$177,586 for training and technical assistance, respectively.

CAPK will manage the development, implementation, and evaluation of early learning theories that are researched-based. Non-federal share details noted within the budget indicate program costs supported by CAPK. This program supports state and county efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families. Services for this funding period will begin on March 1, 2021 and will continue through February 28, 2020.

Attached to this action item is the budget detail of our refunding application and 2021 – 2022 Program Goals and Objectives.

Recommendation

Staff recommends the Budget and Finance Committee approves, with resolution, the submission of the application for continued funding of Kern HS EHS #09CH011132 for the 2021-2022 budget period.

Attachments:

Kern HS EHS 2021-2022 Budget Detail
Kern HS EHS 2021-2022 Program Goals and Objectives
Resolution 2020-17

**HEAD START & EARLY HEAD START KERN
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
2021-2022 BUDGET DETAIL**

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	2020-2021	2021-2022	VARIANCE increase (decrease)	Comments
PERSONNEL	19,189,780	21,492,143	2,302,363	Variance is due to 2% COLA & QI and _ new positions
FRINGE BENEFITS	6,285,248	6,575,296	290,048	Variance is due to 2% COLA & QI and _ new positions
TRAVEL	81,276	74,157	(7,119)	Reduced travel
EQUIPMENT	-	-	-	
SUPPLIES				
Office Supplies	312,424	312,424	-	
Child and Family Services Supplies	404,300	686,459	282,159	Increased supplies as surplus has been depleted
Food Services Supplies	80,000	80,000	-	
Other Supplies (e.g. janitorial, training)	168,793	168,793	-	
TOTAL SUPPLIES	965,517	1,247,676	282,159	

CONTRACTUAL

Administrative Services	75,000	75,000	-	
Training & Technical Assistance	17,174	34,212	17,038	Additional use of Training Consultants (MyTeachStone)
Other Contracts	73,098	109,937	36,839	Contracted for HATCH virtual learning
TOTAL CONTRACTUAL	165,272	219,149	53,877	

CONSTRUCTION

Acquisition of Buildings / Modular Units	610,998	-	(610,998)	Construction funded in previous year
TOTAL CONSTRUCTION	610,998	-	(610,998)	

OTHER

Rent	653,220	659,212	5,992	Adjusted per inflation and Lease agreements
Mortgage	297,840	297,840	-	
Utilities, Telephone	834,162	834,162	-	
Building & Child Liability Insurance	107,200	107,200	-	
Building Maintenance/Repair	932,049	823,679	(108,370)	Reduction in ongoing maintenance costs
Local Travel (children)	100	100	-	
Nutrition Services	792,948	944,399	151,451	Increased food costs to Head Start
Child Services Consultants	103,000	65,500	(37,500)	Reduction in Contracted Wellness Services
Volunteers	4,937	4,937	-	
Parent Services	14,615	14,615	-	
Publications/Advertising/Printing	102,500	85,060	(17,440)	
Training or Staff Development	185,459	175,540	(9,919)	
Other	419,083	419,083	-	
TOTAL OTHER	4,447,113	4,431,327	(15,786)	

INDIRECT	2,392,956	3,333,132	940,176	
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BUDGETED EXPENDITURES

34,138,160 37,372,880 3,234,720

REVENUES

	2020-2021 BUDGET	2021-2022	VARIANCE increase (decrease)	Comments
STATE & FEDERAL REVENUES				
Head Start/EHS Program Operations	25,671,858	26,698,853	1,026,995	COLA and QI Funding
Head Start/EHS Training & Technical Assistance	346,172	346,172	-	
Estimated Child & Adult Care Food Program	619,546	1,272,351	652,805	2020-21 funding reflects Budget Revision from August 2020
Estimated California Department of Education	6,972,365	9,055,504	2,083,139	CCTR Expansion funding
TOTAL STATE & FEDERAL REVENUES	33,609,941	37,372,880	3,762,939	

SUMMARY - 2021-2022

HEAD START & EARLY HEAD START KERN
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
2021-2022 BUDGET DETAIL

TOTAL REVENUES	37,372,880
TOTAL BUDGETED EXPENDITURES	37,372,880
DIFFERENCE	-
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	13.26%

**Head Start and Early Head Start Kern
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.			
HS & EHS Kern Measurable Objectives/ Outcomes	Objectives	Progress	Challenges
	Objective A: Prior to June of 2020, evaluate data collection processes, 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 Child Plus. To further leverage the technology within Child Plus, 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 provided from partners.	ACORN and Tableau, data monitoring systems, have been researched and demoed. Both 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	N/A	N/A

**Head Start and Early Head Start Kern
2020 Program Goals and Objectives**

	processes effectively. Make any needed revisions to procedures.		
Goal II Program Infrastructure Establish standards of practice for facility development, mitigating risk, community collaborations and data driven responses to service delivery.			
HS & EHS Kern Measurable Objectives/Outcomes	Objectives	Progress	Challenges
	Objective A: With the use of the Health and Safety screening tool, monitor facilities and support a risk management plan to build level of consistency in quality for CAPK's standard of excellence.	A modification was made in the data collection process for the Health and Safety screening tool. This task was assigned to Program Managers to streamline the data collection process. Quality and efficiency were not compromised as this change was underway.	N/A
	Objective B: Standardizing the utilization of Work Hub to improve facility monitoring for program infrastructure.	Work Hub now supports the compliance team in documenting facility renovations.	N/A
Goal III Employee Competency and Behaviors: Strategically align workforce development to build a proficient team with succession planning that promotes longevity.			
HS & EHS Kern Measurable Objectives/Outcomes	Objectives	Progress	Challenges
	Objective A: Develop plans of action to build a succession plan workforce within each community of the organization of qualified teachers.	In working with each community's succession plan for work force development, CAPK has supported education opportunities for staff to ensure professional development plans are being met for each employee. As an example, staff received training on The Pyramid	N/A

**Head Start and Early Head Start Kern
2020 Program Goals and Objectives**

		Model for Promoting Social Emotional Competence in Infants and Young Children. Teachers and Home Base Educators have the knowledge needed to implement pyramid activities into daily lesson plans, while supporting families with home-based activities.	
	Objective B: Establish a community collaborative to partner within the community to grow an ECE workforce throughout the community	In collaboration with CSUB and Bakersfield Adult School, CAPK is in negotiations with the Director of ROTC ECE programming for Kern. A mentor program is being developed to support young adults in entering the field of ECE.	N/A

Goal IV

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

	Objectives	Progress	Challenges
HS & EHS Kern Measurable Objectives/Outcomes	Objective A: During every program term, CAPK will provide children and families with age appropriate learning activities across domains of language and literacy, cognition and general knowledge, approaches to learning, physical well-being & motor development and social and emotional development that will support their	The program uses Creative Curriculum and includes practices from Teaching Pyramid to support Social and Emotional development. We also align our lesson plans with the ELOF, California Preschool Learning Foundations, California Preschool Curriculum Framework, and the California Infant/Toddler Learning & Development Foundations and Frameworks. All lesson plans include weekly individualized activities to support learning goals.	Challenges with distance learning and technology

**Head Start and Early Head Start Kern
2020 Program Goals and Objectives**

	readiness for kindergarten	Staff provides weekly newsletters that have age-appropriate activities for children and information for parents in all service areas. We have also developed a Virtual Learning Program to support learning and development at home during COVID-19 that correlates with lesson plans previously used in the classroom. Lastly, CAPK provides summer activities for all preschool children and those going to Kindergarten to encourage continued growth during break in services.	
	Objective B: Program will partner with parents and provide them with the knowledge and skills to be engaged in their child's learning and lifelong success.	Parents are encouraged to register to ReadyRosie and Learning Genie, a web-based resource for families. Playlists, activities, books, and videos found in the application allow families to practice their parenting and socialization skills. Parents give their input on the lesson plans and home visits. They also receive tracking/observation forms that allow them to track their child's development and review that progress with their teacher. Additional information is shared with parents during monthly meetings and with a weekly newsletter that	There are limitations with technology due to no internet connection. Due to COVID, Parent Meetings have been postponed until further notice.

**Head Start and Early Head Start Kern
2020 Program Goals and Objectives**

		target education, wellness, health, nutrition, family engagement, and inclusion. CAPK has also purchased the Hatch Ignite program, a home-based game that generates assessment information based on the child's responses to the game. Assessment data is reviewed by teachers then shared with parents.	
	Objective C: Program will provide opportunities to teaching staff to strengthen their skillset in the use of technology to engage and support parents in their child's learning.	Teachers are using the Family Engagement component in Learning Genie to establish a two-way interaction between teachers and parents. Activities, books, and videos are shared with families for engagement. Teachers utilize MyTeachstone with their Mentor Coaches as a platform for professional development on CLASS practices. CAPK has developed training videos on several different topics for staff to watch on their devices from any location. These links are easily accessible and provide teachers with knowledge on carrying out duties that improve their efficiencies in the workplace.	N/A

RESOLUTION # 2020-17

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Refunding Application for Kern Head Start Early Head Start

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on October 28th, 2020, at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the Kern Head Start and Early Head Start Grant #09CH011132, has requested to submit an application for continued funding for the 2021-2022 budget year; and

WHEREAS, the Head Start and State Child Development Division is requesting \$26,698,853 for Program Operations and \$346,172 for Training and Technical Assistance; and

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

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a continued funding application for Kern Head Start and Early Head Start contract; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the submission of the continued funding application for Kern Head Start and Early Head Start, #09CH011132.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 28th day of October 2020.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Budget and Finance Committee

From: Yolanda Gonzales, Director of Head Start/State Child Development
Date: October 21, 2020
Subject: *Agenda Item 6d: Application for Continued Funding of Early Head Start Child Care Partnerships–* **Action Item**

The Office of Head Start (OHS) requires the submission of a re-funding application for the Early Head Start Child Care Partnerships (EHS CCP) grant #09HP000163. Approval from the Board of Directors is a required component for the application due December 1, 2020. Head Start/State Child Development is requesting approval to submit an application that will describe the program design, goals and objectives, approach to delivery, and the budget.

The intent of the program is to continue our partnerships with local contractors and support a comprehensive service delivery plan. Our local contractors include Bakersfield College, Blanton CDC, Garden Pathways, Taft College, and Escuelita Hernandez. We expect to reach the total funded enrollment, 152 children, during the new fiscal year. The program is funded by the CDE, OHS, and USDA. EHS CCP will receive \$2,398,407 for program operations and \$56,185 for training and technical assistance. CAPK will manage the development, implementation, and evaluation of the Head Start Approach to School Readiness through the application of early learning theories and practices that are researched-based.

Non-federal share details noted within the budget indicate program costs supported by CAPK. This program supports state and county efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families. Services for this funding period will begin on March 1, 2021 and will continue through February 28, 2022.

Attached to this action item is the budget detail of our refunding application and 2021-2022 Program Goals and Objectives.

Recommendation:

Staff recommends the Budget and Finance approves with resolution the submission of the application for continued funding of EHS CCP #09HP000163 for the 2021-2022 budget period.

Attachments:

EHS CCP 2021-2022 Budget Detail
EHS CCP 2021-2022 Program Goals and Objectives
Resolution 2020-17

EARLY HEAD START
Child Care Partnerships and Center Based Expansion
Child and Adult Care Food Program
California Department of Education
2021-2022 BUDGET DETAIL

BUDGETED EXPENSES	2020-2021	2021-2022	Variance	Comments
PERSONNEL	710,456	865,809	155,353	Variance is due to 2% COLA & QI and _new positions
FRINGE BENEFITS	201,806	241,830	40,024	Variance is due to 2% COLA & QI and _new positions
TRAVEL	5,294	5,294		
EQUIPMENT				
SUPPLIES				
Office Supplies	4,945	5,542	597	
Child and Family Services Supplies	13,590	15,990	2,400	Increased the budget for consumable supplies
Food Services Supplies	5,880	5,880	-	
Other Supplies	20,151	26,062	5,911	
SUPPLIES	44,566	53,474	8,908	
CONTRACTUAL				
Administrative Services		150	150	Budget established to support the fees of legal services received
Software support/maintenance	4,712	4,712		
Payments to Child Care Partners	1,004,844	1,073,964	69,120	Increased Loss of Subsidy
CONTRACTUAL	1,009,556	1,078,826	69,270	
OTHER				
2. Rent	62,324	58,418	(3,906)	Adjusted allocations
4. Utilities	22,350	67,150	44,800	Budget increased to support annual inflation and new site (Jewett)
5. Building & Child Liability Insurance	3,150	7,350	4,200	Increasing the budget for risk insurance due to the COVID-19 pandemic
6. Maintenance, Repair, Other Occupancy	18,310	67,910	49,600	Increased the budget for maintenance and repairs to support upkeep of facilities
9. Nutrition Services	52,920	35,280	(17,640)	Variance due to conservative vacancy rates due to the COVID-19 pandemic
10. Child Services Consultants	3,000	3,000		
13. Parent Services	1,010	1,010		
15. Publications/Advertising/Printing	3,250	3,250		
16. Training & Staff Development	29,393	29,393		
17. Other	8,330	8,330		
OTHER	204,037	281,091	77,054	
INDIRECT	208,245	243,058	34,813	Variance is due to the increase in overall budget from COLA/QI and CDE
TOTAL BUDGETED EXPENSES	\$ 2,383,960	\$ 2,769,382	\$ 385,422	
REVENUES	2020-2021	2021-2022	Variance	
Early Head Start Program Operations	2,296,838	2,398,407	101,569	COLA and QI Funding.
Early Head Start Training & Technical Assistance	56,185	56,185		
Child & Adult Care Food Program	30,937	22,438	(8,499)	Variance due to conservative vacancy rates due to the COVID-19 pandemic
CDE General Child Care (CCTR)		292,352	292,352	Variance due to new CDE contract
TOTAL REVENUES	\$ 2,383,960	\$ 2,769,382	\$ 385,422	

SUMMARY	
TOTAL REVENUES	\$ 2,769,382
TOTAL BUDGETED EXPENDITURES	2,769,382
DIFFERENCE	\$ (0)

EARLY HEAD START
Child Care Partnerships and Center Based Expansion
Child and Adult Care Food Program
California Department of Education
2021-2022 BUDGET DETAIL

ESTIMATED ADMINISTRATIVE COST

8.31%

**Early Head Start Child Care Partnerships
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.			
Partnerships Measurable Objectives/ Outcomes	Objectives Objective A: Prior to June of 2020, evaluate data collection processes, identify gaps, and revise written procedures.	Progress 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.	Challenges N/A
	Objective B: Prior to June 2021, develop and pilot data monitoring system to effectively ensure quality data is provided from partners.	ACORN and Tableau, data monitoring system, have been researched and demoed. Both systems contain an infrastructure that simplifies data sharing/data aggregation across software systems.	Minor scheduling/communication conflicts and the COVID-19 pandemic have delayed progress.
	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
Goal II Program Infrastructure Establish standards of practice for facility development, mitigating risk, community collaborations and data driven responses to service delivery.			
Partnerships Measurable Objectives/	Objectives Objective A: With the use of the Health and Safety	Progress Efforts to implement the Health and Safety Screening Tool were	Challenges Minor scheduling/communication

**Early Head Start Child Care Partnerships
2020 Program Goals and Objectives**

Outcomes	screening tool, monitor facilities and support a risk management plan to build level of consistency in quality for CAPK's standard of excellence.	underway before the COVID-19 pandemic. Efforts will resume Fall of 2020.	conflicts and the COVID-19 pandemic have delayed progress.
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Goal III

Employee Competency and Behaviors: Strategically align workforce development to build a proficient team with succession planning that promotes longevity.

Partnerships Measurable Objectives/ Outcomes	Objectives	Progress	Challenges
	Objective A: Develop plans of action to build a succession plan workforce within each community of the organization of qualified teachers.	In working with each community's succession plan for work force development, CAPK has supported education opportunities for staff to ensure professional development plans are being met for each employee. As an example, staff received training on The Pyramid Model for Promoting Social Emotional Competence in Infants and Young Children. Teachers and Home Base Educators have the knowledge needed to implement pyramid activities into daily lesson plans, while supporting families with home-based activities.	N/A
	Objective B: Establish a community collaborative to partner within the community to grow an ECE workforce throughout the community	Blanton CDC and Garden Pathway participated in The Pyramid Model for Promoting Social Emotional Competence in Infants and Young Children training.	N/A

Goal IV

**Early Head Start Child Care Partnerships
2020 Program Goals and Objectives**

School Readiness: Increase families and staff capacity to support children's school readiness			
Partnerships Objectives/ Outcomes	Objectives	Progress	Challenges
	Objective A: Program will provide opportunities to teaching staff to strengthen their skillset in the use of technology to engage and support parents in their child's learning.	Teachers are using the Family Engagement component in Learning Genie as a platform for two-way interaction between teachers and parents. Teachers are using MyTeachstone to aid the platform for professional development for their Mentor Coaches on CLASS practices. Program has developed training videos that are easily accessible and provide teachers with knowledge on how to build and implement new skillsets, while increasing their utilization of technology.	Staff Training due to COVID
	Objective B: Program will provide opportunities for teachers to share dual- language educational activities and information for families.	Parents are encouraged to register to ReadyRosie and Learning Genie during Parent Meetings. These web-based resources include activities, books, and videos to promote family engagement and collaborations with staff. Parents give their input on the lesson plans and home visits. Teachers send weekly dual-language newsletters that target education, wellness, health, nutrition, family engagement, and inclusion.	N/A

**Early Head Start Child Care Partnerships
2020 Program Goals and Objectives**

RESOLUTION # 2020-17

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Refunding Application for the Early Head Start Child Care Partnerships

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on October 28th, 2020, at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the Early Head Start, Child Care Partnerships Grant #09HP000163, has requested to submit an application for continued funding for the 2021-2022 budget year; and

WHEREAS, the Head Start and State Child Development Division is requesting \$2,398,407 in Program Operations and \$56,185 in Training and Technical Assistance; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Early Head Start Child Care Partnerships contract; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a continued funding application for Early Head Start Child Care Partnerships; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the submission of the continued funding application for Early Head Start Child Care Partnerships, #09HP000163.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 28th day of October 2020.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Budget & Finance Committee

From: Freddy Hernandez, Director of Youth & Community Services

Date: October 21, 2020

Subject: *Agenda Item 6e*: Federal VITA Volunteer Income Tax Assistance Program
One Year Award – **Action Item**

On October 1, 2020, the Volunteer Income Tax Assistance (VITA) program received a one-year award notice for the amount of \$166,842 from the Internal Revenue Service (IRS), to offer volunteer income tax assistance services to low-income individuals and families throughout Kern County. The contract period will be from October 1, 2020 through September 30, 2021.

This project enables the VITA program to extend income tax assistant services to the underserved population in urban and non-urban areas in order to increase the capacity to file returns electronically; heighten quality control; enhance training of volunteers; and improve the accuracy rate of returns. We are currently in the process of renegotiating an agreement with United Way of Kern, for the 2020 – 2021 grant year in order to assist with the tax preparation services provided throughout Kern County.

The project is funded as part of the IRS initiative to provide taxpayer education and to assist low-to moderate income individuals and families with free tax preparation services. Last year the VITA program filed 6,476 tax returns that generated \$11,818,440 of tax refunds to the county of Kern. This program supports the federal and state efforts to help low-income individuals and families to complete their annual taxes and receive financial support. The work connects to CAPK's mission and Strategic Goal 4, advocating for the low-income community of Kern County who are often not aware of the financial benefits when they file taxes. This program is designed to provide tax education, financial assistance, and support to a targeted population in Kern County.

Recommendation:

Staff recommend the Budget and Finance Committee to approve the VITA contract and authorize the Chief Executive Officer to execute the contract.

Attachment:

VITA – 21VITA0243

Form 13981 (April 2020)	Department of the Treasury - Internal Revenue Service Grant Agreement	VITA
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General Federal Award Information

Recipient name Community Action Partnership Of Kern	Federal Award Identifier Number (FAIN) 21VITA0243
Recipient address 5005 Business Pk N, Bakersfield, CA 93309-1651	Federal award date October 1, 2020
	Period of performance October 1, 2020 to September 30, 2021
DUNS/UEI 072947617	Amount of federal funds obligated \$166,842
Indirect cost rate 10% de minimis	Total amount of federal funds obligated \$166,842
Budget approved \$166,842	Total amount of federal award \$166,842
Minimum federal returns to be accomplished by your program 7,500	Total cost sharing or matching required \$166,842
	Multi-year period ☒ 1 ☐ 2 ☐ 3

General Program Information

CFDA number and name	21.009 Volunteer Income Tax Assistance (VITA) Matching Grant Program
Program source	20-2009
Federal award project description	This project enables the Volunteer Income Tax Assistance (VITA) program to extend services to underserved populations in hardest-to-reach areas, both urban and non-urban; increase the capacity to file returns electronically; heighten quality control; enhance training of volunteers; and improve significantly the accuracy rate of returns prepared at VITA sites.

Contact Information for IRS Grant Officer

Name Azell Turner	
Address	Email address Azell.I.Turner@irs.gov
Internal Revenue Service 401 W. Peachtree St. Stop 402-D Atlanta, Georgia 30308	Email grant acceptance Grant.Program.Office@irs.gov
	Email questions Grant.Program.Office@irs.gov

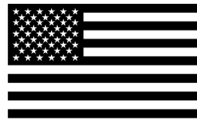
This **Grant Agreement** is entered into by the Internal Revenue Service, Department of the Treasury, United States of America, hereinafter referred to as IRS, and the recipient shown above and hereinafter referred to as recipient.

Period of Performance: The Grant Agreement covers the grant period shown above and is conditional on compliance with terms and conditions in [Publication 5247](#) on [IRS.gov](#). Recipients are cautioned to review the terms and conditions specific to this agreement in its entirety prior to signing. Expenses incurred before or after this period are not covered by this grant.

No additional expense reimbursements or other payments shall be made by the IRS unless the total amount of federal award set forth above is increased in writing by the Director, Stakeholder Partnerships, Education and Communication, Wage and Investment Division, or their designee.

Your organization is an approved multi-year grant recipient. Your grant will be renewed in year two or year three, provided your organization meets the multi-year grant criteria as outlined in the application package for your initial multi-year award. Funding for the subsequent grant cycle may be increased or decreased, depending on the Congressional appropriation for the VITA Grant Program and your organization's performance during the grant cycle covered by this award.

Approved by an Authorized Representative of the Recipient <u>Jeremy T. Tobias</u> Name (Print) <u>Chief Executive Officer</u> Title (Print) Signature _____ Date _____	Approved for the Internal Revenue Service by Frank Nolden Name (Print) Director, Stakeholder Partnerships, Education & Communication Title (Print)  Signature _____ Date 10/1/2020
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Volunteer Income Tax Assistance (VITA)

Terms and Conditions

Administrative and National Policy Requirements

The recipient agrees to operate a VITA program as proposed in conformity with the requirements of the following:

1. VITA Grant Program Terms and Conditions;
2. Administrative and National Policy Requirements;
3. **Publication 4671**, VITA Grant Program Overview and Application Instructions;
4. **Standard Form 424**, Application for Federal Assistance;
5. List of Assurances and Certifications;
6. 26 USC 7526A, Return preparation programs for applicable taxpayers;
7. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; and other Federal regulations, as applicable;
8. All additional applicable statutory requirements, including the whistleblower protections at 41 U.S.C. 4712, and rules governing allowable costs at 41 U.S.C. 4304 and 4310, and all additional applicable requirements in OMB Circulars, Department of the Treasury Circulars and Federal Management Circulars;
9. The common rule on non-procurement debarment and suspension, adopted by the Department of the Treasury (31 CFR Part 19);
10. The common rule on government-wide requirements for Drug-Free Workplace (Grants), adopted by the Department of the Treasury (31 CFR Part 20);
11. All sub-award and executive compensation reporting, system for award management and universal identifier requirements for grant award recipients and organizations receiving sub-awards are set forth as items I and II in the Terms and Conditions Addendum to this Grant Agreement;
12. The Trafficking Victims Protection Act of 2000, as amended at 22 U.S.C. 7104, which prohibits grant award recipients and sub-recipients from engaging in severe forms of trafficking in persons during the period of time that the award is in effect, procuring a commercial sex act during the period of time that the award is in effect, using forced labor in the performance of the award or sub-awards under the award, or directly supporting or advancing trafficking in persons, as set forth as item III in the Terms and Conditions Addendum to this Grant Agreement; and
13. All recipient integrity and performance reporting in the Federal Awardee Performance and Integrity Information System (FAPIIS) required of recipients that have federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10 million, as set forth as item IV in the Terms and Conditions Addendum to this Grant Agreement.

VITA Grant Program Terms and Conditions

These special terms and conditions neither restate all the provisions of the applicable statutes and regulations, nor represent an exhaustive listing of all requirements applicable to this award. Rather, they are emphasized by inclusion here because they represent areas where issues were identified in the past.

1. The Recipient's signature on the Form 13981, Grant Agreement, signifies the agreement to all terms and conditions.
2. The Recipient is obligated to provide management and technical direction for their program and ensure that all sub-recipients adhere to the provisions established by this agreement.
3. The Recipient and all sub-recipients must adopt and practice a non-discriminatory policy and practice a policy that meets all federal grant requirements.
4. Revisions to the program plan and budget must be electronically submitted within 20 calendar days from notification of award to the IRS Grant Program Office. Subsequent changes to the budget between object class categories may be made without pre-approval when the change is 25% or less of the total award. Approval of changes greater than 25% must be requested in advance electronically and approved before the change may be made. The maximum award amount does not change.
5. The Recipient must notify IRS within 10 business days when changes in key personnel involved in the program occur. IRS will research the Excluded Parties List System to ensure they are not debarred, suspended, or otherwise excluded from or ineligible for a federal award. You may check this yourself before hiring or designating a change by searching the exclusion records from the Excluded Parties List System at www.sam.gov.
6. The Recipient must utilize the Payment Management System (PMS), Division of Payment Management, Health and Human Services, for withdrawal and reporting of fund expenditures. Advance funds may only be withdrawn for expenditures that will be incurred within three (3) business days of the receipt of the funds. Funds may be withdrawn at any time during the period of performance and up to 90 days thereafter for allowable, allocable, and necessary expenditures already incurred. Notification of changes in contact information for the PMS is the responsibility of the Recipient.
7. The Recipient is responsible for ensuring timely responses to requests for information and accurate reporting as explained in the Grant Reporting Requirements section of this agreement. The submission of all requested information, as well as timely and accurate reports, is required for future consideration for a grant. Extensions for providing the requested information and filing the reports will only be granted in unusual circumstances and only for information or reports due to the Grant Program Office. Recipients may request an extension but it must be submitted in writing at least five business days prior to the due date and the grantee must receive written response confirming the extension before the due date. The Grant Program Office cannot grant extensions for Payment Management System or sub-award reporting.
8. Financial records must identify the source and application of funds used for this program. Recipients must maintain documentation of expenditures, from both federal and matching funds, along with all in-kind contributions from third party or sub-recipient contributors for a minimum period of three years from the end of the program period of this agreement.
 - a. For recipients that utilize volunteer services as a match, information maintained must include the volunteer's name and contact information (address, phone and/or email) and daily time sheets to demonstrate work completed. If the volunteer provides services for other than the VITA program, the time must be allocated to identify the time contributed to the VITA program. Recipients using the simplified method for keeping record of volunteer return preparation services must maintain the number

VITA Grant Program Terms and Conditions (continued)

- of federal returns prepared and the determination of the rates paid to paid return preparers in the local labor market instead of maintaining timesheets for volunteer screening, preparation, and quality review.
- b. Recipient must also allocate and report time for non-volunteers who perform duties for the VITA program. Time sheets for non-volunteers must clearly delineate the amount of time an individual spends on the VITA program and on other activities. For salaried employees not required to complete timesheets, documentation is required to account for the time spent on the VITA program.
 - c. For recipients that utilize space as a match, information must be maintained on the actual dates and times the space is used and the calculated value of the space. A complete explanation as to how the valuation was determined is required. The use of per day and/or per hour costs should not exceed the fair market rental value of the space.
9. Federal funds may not be used to pay individuals for the preparation of returns and/or screening taxpayers. Individuals performing these duties in addition to site coordination, clerical support, etc. must document their time accordingly to ensure they are not paid for these activities. Where the preparation of a return and/or screening is ancillary to their paid activities, documentation is not required.
 10. The Recipient and all sub-recipients must utilize Form 13614-C, Intake/Interview & Quality Review Sheet at sites or events where federal returns are prepared.
 11. The Recipient and all sub-recipients must adhere to all Quality Site Requirements as explained in **Publication 1084**, IRS Volunteer Site Coordinators Handbook.
 12. The Recipient agrees to remain tax compliant (file all required federal returns and information reporting documents and pay all federal taxes) during the period of this grant. This does not restrict the Recipient's use of established processes for contesting assessments.
 13. The Recipient must notify the Grant Program Office of any cash sub-awards of \$1,000 or more. Notification must be within 30 days of the sub-award and include the entity name, a valid Unique Entity Identifier (UEI) provided at **www.sam.gov** or a valid DUNS number from Dun & Bradstreet, and amount of award. Recipients are not required to report non-cash sub-awards to the Grant Program Office, such as when the grantee purchases supplies for the entity. Sub-awards involving both cash and non-cash only need to be reported if the cash award is \$1,000 or greater.
 14. The Recipient must follow IRS conflict of interest policies for federal awards and must immediately disclose in writing any potential conflict of interest to the Grant Program Office. The Recipient must require each sub-recipient to follow IRS conflict of interest policies for federal awards and must require each sub-recipient to immediately disclose in writing any potential conflict of interest to the Recipient. IRS conflict of interest policies are as follows:
 - a. The Recipient and all sub-recipients must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees, officers, and agents engaged in the selection, award, and administration of sub-awards and contracts as required in 2 CFR 200.318. No employee, officer, or agent of the Recipient or any sub-recipient may participate in the selection, award, or administration of a sub-award or contract supported by a federal award if he or she has a real or apparent conflict of interest. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, and agents.
 - b. If the Recipient or sub-recipient has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the Recipient or sub-recipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the Recipient or sub-recipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

VITA Grant Program Terms and Conditions (continued)

15. All contracts made by the Recipient under the federal award must contain all applicable provisions listed in Appendix II to 2 CFR Part 200.
16. The Recipient must timely disclose in writing to the Grant Program Office any violation of federal criminal law involving fraud, bribery, or gratuity violations that may potentially affect the award. Failure to make required disclosures can result in a number of actions, including withholding of payments, disallowance, and suspension/debarment from future awards. The Recipient must require each sub-recipient to certify that the sub-recipient has not violated any federal criminal law involving fraud, bribery, or gratuity violations that may potentially affect the award or disclose in writing to the Recipient any violation of federal criminal law involving fraud, bribery, or gratuity that may potentially affect the award. The Recipient must also include in the award documents for all sub-awards a requirement that the sub-recipient timely disclose in writing to the Recipient any violation of federal criminal law involving fraud, bribery, or gratuity violations that may potentially affect the award.
17. The Recipient and all sub-recipients are prohibited from providing funds made available by the Internal Revenue Service to the Association of Community Organizations for Reform Now (ACORN) or any of its affiliates, subsidiaries, allied organizations, or successors as sub-grantees, subcontractors, or other sub-recipients.
18. IRS may terminate this agreement for reasons of default or failure of the Recipient to perform its obligations under this agreement, as well as for malfeasance, illegal conduct, and/or management practices by the Recipient that jeopardize the ethical operations and implementation of this agreement. In any of the above cases, IRS will notify the Recipient in writing of its intent to terminate the agreement and the causes for such a decision. IRS will provide seven days for the Recipient to respond in writing.
19. The Recipient and all sub-recipients must agree to comply with the Buy American Act, 41 U.S.C. 8301-8303, includes a requirement that all un-manufactured articles, materials, and supplies purchased using grant funds be mined or produced in the United States and that all manufactured articles, materials, and supplies purchased using grant funds be manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactured in the United States. A conviction for violating the Buy American Act causes debarment from federal grants and contracts. The requirement to Buy American does not apply to information technology that is a commercial item, products for which the expected value of the procurement is \$3,500 or less, products for use outside the United States, foreign products when domestic products are unavailable or are of unacceptable quality, or foreign products excepted by certain trade agreements. The IRS may waive the requirement to Buy American if its application would be inconsistent with the public interest or the cost would be unreasonable.
20. Taxpayers utilizing volunteer program services provide Personally Identifiable Information (PII) to the volunteers, such as names, addresses, Social Security Numbers, birth dates, and bank account information. Therefore, partners and volunteers must keep the information confidential and protect it from unauthorized individuals and misuse. Grant recipients and any sub-recipient organizations must adhere to the requirements for protecting PII data as explained in Publication 4299, Privacy, Confidentiality, and Civil Rights - A Public Trust.
21. The recipient must have a valid Unique Entity Identifier (UEI) or Dun & Bradstreet Data Universal Numbering System (DUNS) number and maintain current registration through the System for Award Management (SAM) at **www.sam.gov** throughout the entire grant award cycle.

VITA Grant Reporting Requirements Section

The Recipient is responsible for ensuring requests for information and/or documents are acted upon promptly and responded to by the requested date and to ensure all reports are timely and accurately filed throughout the period of performance and until close out of the grant. The following information requests, reports and reporting dates apply to the VITA Grant.

Item	Description	Method	Frequency	Due
1	Grant acceptance – Forms 13981, a detailed budget using the VITA Grant Workbook and matching funds documentation.	Email to IRS grant officer	Upon notification	20 calendar days from the award notice date
2	Key personnel changes – Notify your assigned grant officer when key personnel change. Submit an updated Form 14335 with the notice to your grant officer.	Email to IRS grant officer	Variable	Within 10 business days of change
3	Cash sub-awards of \$1,000 or more – See page 3, item 13, of this publication to determine applicability to your organization.	Email to IRS grant officer	Variable	Within 30 business days of sub-award
4	Site Listing – Provide a list of planned sites by December 1 each year. Provide a list of sites operated during the filing season when submitting the final report.	Email to IRS grant officer	Before filing season and with final report	December 1, each year December 30, final report
5	Federal Financial Report (FFR) Cash Transaction Report, Standard Form 425 – Provide quarterly financial information using Payment Management System (PMS). Reporting continues until all grant funds are withdrawn and reported.	Complete electronically in the PMS	Quarterly once funds are deposited in PMS account	January 30 April 30 July 30 October 30
6	Matching funds documentation – Provide matching funds documentation within 20 days of award notice date.	Email to IRS grant officer	Annually	Within 20 calendar days of the award notice date
7	Sub-award reporting – Provide information on sub-awards \$25,000 or more. See the Terms and Conditions Addendum, pages 6-8, of this publication for more information.	Complete electronically at www.fsrs.gov and www.SAM.gov	Upon sub-award of funds meeting conditions	By the end of the month following the month during which the sub-award is made
8	FFR Financial Status Report - Complete and submit report covering the period of performance. Select Final for Report Type.	Complete electronically in the PMS	Final	December 30
9	Unused funds notification – Provide IRS with confirmation that all funds awarded will be used. If not, provide amount that can be released.	Email to IRS grant officer	End of filing season	July 30
10	Final report – The final report covers the period of performance and includes a narrative, expenses with explanation, site listing, PPR-A and submission of the FFR Financial Status Report (PMS). Detailed instructions are provided in Publication 4883 , Grant Programs Resource Guide.	Email to IRS grant officer	90 days after end of period of performance	December 30
11	Standard Form PPR-A , Performance Measures – Detailed instructions are provided in Publication 4883.	Email to IRS grant officer	90 days after end of period of performance	December 30

Due to size restrictions in our email system, the grant recipient is responsible for confirming the receipt of electronic messages sent with large attachments (over 10MB).

Terms and Conditions Addendum

I. Reporting Sub-awards and Executive Compensation.

- a. Reporting of first-tier sub-awards.
 1. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a sub-award to an entity (see definitions in paragraph e. of this award term).
 2. Where and when to report.
 - i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
 - ii. For sub-award information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
 3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.
- b. Reporting Total Compensation of Recipient Executives.
 1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if--
 - i. The total Federal funding authorized to date under this award is \$25,000 or more;
 - ii. In the preceding fiscal year, you received--
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub-awards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub-awards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/ex-ecomp.htm>.)
 2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:
 - i. As part of your registration profile at <http://www.sam.gov>.
 - ii. By the end of the month following the month in which this award is made, and annually thereafter.

Terms and Conditions Addendum (continued)

- c. Reporting of Total Compensation of Sub-recipient Executives.
1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier sub-recipient under this award, you shall report the names and total compensation of each of the sub-recipient's five most highly compensated executives for the sub-recipient's preceding completed fiscal year, if--
 - i. In the sub-recipient's preceding fiscal year, the sub-recipient received--
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub-awards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and sub-awards); and
 - ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <https://www.sec.gov/answers/ex-ecomp.htm>.)
 2. Where and when to report. You must report sub-recipient executive total compensation described in paragraph c.1. of this award term:
 - i. To the recipient.
 - ii. By the end of the month following the month during which you make the sub-award. For example, if a sub-award is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the sub-recipient by November 30 of that year.
- d. Exemptions
- If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:
- i. Sub-awards, and
 - ii. The total compensation of the five most highly compensated executives of any sub-recipient.
- e. Definitions. For purposes of this award term:
1. Entity means all of the following, as defined in 2 CFR part 25:
 - i. A Governmental organization, which is a State, local government, or Indian tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization;
 - iv. A domestic or foreign for-profit organization;
 - v. A Federal agency, but only as a sub-recipient under an award or sub-award to a non-Federal entity.
 2. Executive means officers, managing partners, or any other employees in management positions.

Terms and Conditions Addendum (continued)

3. Sub-award:
 - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible sub-recipient.
 - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. __ .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations ¹").
 - iii. A sub-award may be provided through any legal agreement, including an agreement that you or a sub-recipient considers a contract.
4. Sub-recipient means an entity that:
 - i. Receives a sub-award from you (the recipient) under this award; and
 - ii. Is accountable to you for the use of the Federal funds provided by the sub-award.
5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or sub-recipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax-qualified.
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

II. System for Award Management and Universal Identifier Requirements

- a. Requirement for System for Award Management

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.
- b. Requirement for Unique Entity Identifier

If you are authorized to make sub-awards under this award, you:

 1. Must notify potential sub-recipients that no entity (see definition in paragraph c of this award term) may receive a sub-award from you unless the entity has provided its unique entity identifier to you.
 2. May not make a sub-award to an entity unless the entity has provided its unique entity identifier to you.

Terms and Conditions Addendum (continued)

c. Definitions

For purposes of this award term:

1. System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <https://www.sam.gov>).
2. Unique entity identifier means the identifier required for SAM registration to uniquely identify business entities.
3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - i. A Governmental organization, which is a State, local government, or Indian Tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization;
 - iv. A domestic or foreign for-profit organization; and
 - v. A Federal agency, but only as a sub-recipient under an award or sub-award to a non-Federal entity.
4. Sub-award:
 - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible sub-recipient.
 - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
 - iii. A sub-award may be provided through any legal agreement, including an agreement that you consider a contract.
5. Sub-recipient means an entity that:
 - i. Receives a sub-award from you under this award; and
 - ii. Is accountable to you for the use of the Federal funds provided by the sub-award.

III. Trafficking in Persons

- a. Provisions applicable to a recipient that is a private entity.
 1. You as the recipient, your employees, sub-recipients under this award, and sub-recipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or sub-awards under the award.
 2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a sub-recipient that is a private entity —
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - (A) Associated with performance under this award; or

Terms and Conditions Addendum (continued)

(B) Imputed to you or the sub-recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement),” as implemented by the Department of Treasury at 31 CFR part 19.

- b. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a sub-recipient that is a private entity—
 - 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 - 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - i. Associated with performance under this award; or
 - ii. Imputed to the sub-recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by the Department of Treasury at 31 CFR part 19.
- c. Provisions applicable to any recipient.
 - 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 - 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
 - 3. You must include the requirements of paragraph a.1 of this award term in any sub-award you make to a private entity.
- d. Definitions. For purposes of this award term:
 - 1. “Employee” means either:
 - i. An individual employed by you or a sub-recipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
 - 2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 - 3. “Private entity”:
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

Terms and Conditions Addendum (continued)

- ii. Includes:
 - (A) A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - (B) A for-profit organization.
- 4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

IV. Reporting of Matters Related to Recipient Integrity and Performance

a. General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

b. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

- 1. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- 2. Reached its final disposition during the most recent five year period; and
- 3. Is one of the following:
 - i. A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
 - ii. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - iii. An administrative proceeding, as defined in paragraph 5. of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
 - iv. Any other criminal, civil, or administrative proceeding if:
 - (A) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;
 - (B) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - (C) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

c. Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

Terms and Conditions Addendum (continued)

d. Reporting Frequency

During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

e. Definitions

For purposes of this award term and condition:

1. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
2. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
3. Total value of currently active grants, cooperative agreements, and procurement contracts includes—
 - (i.) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and
 - (ii.) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

Addendum to Publication 5247, Volunteer Income Tax Assistance Program Terms and Conditions

The grant recipient agrees to operate a VITA program as proposed in conformity with Publication 5247 and this addendum depicting an additional requirement:

As a condition of this grant, the Recipient and all sub-recipients agree to comply with the following updates to 2 CFR 200.216 and 2 CFR 200.340:

- §200.216 *Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment* implements Sec. 889 of the National Defense Authorization Act for Fiscal Year 2019 (Pub. L. No. 115—232), which prohibits the use of Federal assistance funding on certain telecommunications and video surveillance services or equipment.
- §200.340 *Termination* strengthens the ability of the Federal awarding agency to terminate Federal awards, to the greatest extent authorized by law, when the Federal award no longer effectuates the program goals or Federal awarding agency priorities. Federal awarding agencies must clearly and unambiguously articulate the conditions under which a Federal award may be terminated in their applicable regulations and in the terms and conditions of Federal awards.

FY2021 VITA Grant Application Feedback Letter

Application Number: 21VITA0243

Name: Community Action Partnership of Kern

We are providing the following feedback in reference to the review of your application. Two persons with extensive knowledge of the VITA Program conducted a technical evaluation of your application. The evaluations were averaged together to determine the overall score.

Your application received a score of:

184

Strengths:

Your organization's experience in working with low income individuals in the VITA program and your sustained growth show that you are committed to bettering their lives.

Your application details extensive interaction and experience with low income populations.

Your application details 14 years of experience in operating a VITA site.

Your application demonstrates the capacity to e-file and does not rely on IRS loaned computers or printers.

Your strength of program plan demonstrates extensive commitment to the IRS VITA program. Appropriate resources are committed and effective planning strategies are in place to deliver training, publicity, technology, and volunteers.

Your use of the alternative filing strategy for delivering return services is commendable. It extends your reach into currently un-served or under-served locations without overtaxing your volunteer workforce.

Your application details achieving goals that are realistic and achievable, will show substantial growth, provides different service delivery methods, and the rationale for those methods.

Your application details extensive information on sites, anticipated returns, number of volunteers, new site(s) proposed, the handling of overflow situations, and ensuring taxpayers receive the services they request.

Your application covers extensive partnering activities. These activities reduce the overall cost to deliver your services or aids in the expansion of your program. Use of in-kind contributions for such things as publicity, space, and volunteers results in lower program costs for each return prepared.

Your application shows you partner with other organizations with established roots in their communities. You describe your mission and provide detailed information regarding collaboration activities, including the roles and responsibilities of each partner.

Your plan makes good business sense and allows you to concentrate your resources, expand hours of service, and reduce overall costs.

Your application details your strategy for increasing e-file, securing additional funding, targeting underserved populations, recruiting volunteers, retaining volunteers, and expanding collaborative efforts among community organizations.

Your application addresses all five of the Quality of Return Operations requirements.

Your plan shows that your organization considers quality to be an important aspect of your tax preparation program. The extra steps you take in the quality process contribute to the accuracy of the tax returns that are prepared at your sites.

Your application addresses all five of the Quality of Site Operations requirements.

Your application identified the VITA Grant objectives for the year plus goals beyond those stated for the VITA Grant objectives.

Your organization demonstrates an understanding of what is important to measure and describes your plan to evaluate the measure with accuracy.

Weaknesses:

Due to COVID-19 all sites were suspended. This has caused a decrease in growth, delivery and productivity. Site (s) followed state and local mandated stay-at-home orders.

Your training plan provides limited details.

Your publicity plan provides limited details.

Section	Category	Maximum Points Available	Average Points Awarded
A	Experience with Low-Income and Return Preparation	40	32.50
B	Strength of Program	40	31.50
C	VITA Target Audience	40	40.00
D	Partnering and Collaboration	20	20.00
E	Sustainability and Growth	10	10.00
F	Quality Control Process	40	40.00
G	Program Measures	10	10.00
	Total	200	184.00

Be sure to follow application instructions and provide enough details so that your qualifications are fully considered. Failure to do so will prevent maximum points from being awarded. The feedback/suggestions given in this document will not guarantee your organization an award for future opportunities; however, it is intended to provide suggestions to strengthen any future applications submitted.



MEMORANDUM

To: Budget and Finance Committee

From: Irene Fonseca, 2-1-1 Program Manager

Date: October 21, 2020

Subject: *Agenda Item 6f*: Call 2-1-1 Information and Referral Service Agreement with the County of Kern – **Action Item**

Community Action Partnership of Kern's 2-1-1 Information and Referral Line is a vital service and support safety-net for the overall Kern community whereby members seek to obtain information about local/government services by calling 2-1-1. The value of the 2-1-1 program is known locally and across counties where other communities have contracted with our agency and team to help them face challenges and solve problems, with just a phone call.

July 1, 2019 to June 30, 2020, CAPK's 2-1-1 program answered 220,294 calls for individuals and families in need, including those impacted by the COVID-19 pandemic – with the assistance of 20 compassionate and professional Information and Referral Specialists. More recently, 2-1-1 staff stepped up to assist with calls for the Rental and Mortgage Assistance and Housing for the Harvest programs to help those adversely affected by COVID-19.

The Call 2-1-1 Information and Referral Service Agreement in partnership with the County of Kern will provide a rapid telecommunication system for all residents to obtain information and referral about government and human services by calling 2-1-1. The proposed agreement is a continuation of proposed services, now in year 2020, with a contract period July 1, 2020, ending June 30, 2021. Funding of \$41,700 will be used for staffing to operate the 2-1-1 system in Kern County.

Services under the proposed agreement are in alignment with CAPK's Strategic Plan Goal #2, CAPK will establish a system so that individuals can easily access the full spectrum of CAPK services.

Recommendation:

Staff recommends committee approval for Chief Executive Officer to sign agreement with the County of Kern for 2-1-1- Information and Referral Service, as presented.

Attachment:

Agreement for Call 2-1-1 Information and Referral Service, County of Kern.

**AGREEMENT
FOR
CALL 2-1-1 INFORMATION AND REFERRAL SERVICE**
(County of Kern – Community Action Partnership of Kern)

THIS AGREEMENT (“**Agreement**”), made effective this _____ (“**Effective Date**”), is by and between the COUNTY OF KERN, a political subdivision of the State of California (“**COUNTY**”), and the COMMUNITY ACTION PARTNERSHIP OF KERN, a California non-profit corporation (“**PARTNERSHIP**”). COUNTY and PARTNERSHIP are referred to herein individually as “**Party**” and collectively as “**Parties**”.

RECITALS:

The Board of Supervisors of the COUNTY may enter into agreements with organizations providing advice, assistance, and information to low-income, elderly, and disadvantaged residents of Kern County.

The Board of Supervisors desires a rapid telecommunication system for all residents to obtain information and referral about government services by calling 2-1-1.

PARTNERSHIP is actively collaborating with many community agencies to maintain and expand a 2-1-1 calling system in Kern County.

Funds were appropriated in the Fiscal Year 2020-21 County Budget in the sum of Forty-One Thousand, Seven Hundred (\$41,700) Dollars to be used by contracting with PARTNERSHIP to provide a 2-1-1 Informational and Referral System (“**2-1-1 System**”).

NOW, THEREFORE, the Parties agree as follows:

1. During the term beginning July 1, 2020 and ending June 30, 2021, PARTNERSHIP will use the funds provided under this Agreement to operate the 2-1-1 System in Kern County.
2. In full consideration for all services rendered by PARTNERSHIP, COUNTY agrees to pay, and PARTNERSHIP agrees to accept, the sum of Forty-One Thousand, Seven Hundred (\$41,700) Dollars.
3. PARTNERSHIP shall be solely responsible for all costs and expenses of implementing and maintaining the 2-1-1 System. COUNTY’S sole obligation under and pursuant to the terms and provisions of this Agreement shall be the payment specified in **Paragraph 2**.
4. In the performance of all services under this Agreement, PARTNERSHIP shall be, and acknowledges that it is, in fact and law, an independent contractor and not an agent or employee of the COUNTY. PARTNERSHIP has and retains the right to exercise full supervision and control over the manner and methods of providing services to the COUNTY under this Agreement. PARTNERSHIP retains full supervision and control over the employment, direction, compensation and discharge of all persons assisting PARTNERSHIP in the provision of services under this Agreement. With respect to PARTNERSHIP’S employees, PARTNERSHIP shall be solely responsible for the payment of wages, benefits and other compensation compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employee taxes, whether federal State or local, and compliance with any and all other laws regulating employment.

5. PARTNERSHIP agrees to maintain and make available to the COUNTY accurate books and records relative to all of its activities under this Agreement. PARTNERSHIP shall permit the COUNTY to audit, examine and make excerpts and transcripts from such records, and to conduct audits of all invoices, materials, or other data related to all other matters covered by this Agreement. PARTNERSHIP shall maintain such data and records in an accessible location and condition for a period of not less than three years from the conclusion of the term specified in **Paragraph 1**, or until after the conclusion of any audit, whichever occurs last.
6. PARTNERSHIP agrees to indemnify, defend and hold harmless, the COUNTY, the COUNTY'S Board members, agents, elected and appointed officials and officers, employees, volunteers and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, costs and expenses, of whatever kind or nature (including, but not limited to, reasonable attorneys' fees of counsel retained by COUNTY, expert fees, costs of staff time and investigation costs) which arise out of or are in any way connected with any negligent or willful act or omission of PARTNERSHIP or its officers, agents employees, independent contractors, sub-contractors of any tier or authorized representatives arising out of this Agreement. Without limiting the generality of the forgoing, the same shall include bodily and personal injury or death to any person or persons; damage to any property, regardless of where located, including the property of PARTNERSHIP; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of PARTNERSHIP by any person or entity. PARTNERSHIP; and any workers' compensation claim or suite arising from or connected with any services performed pursuant to this Agreement on behalf of PARTNERHIP by any person or entity. PARTNERSHIP shall also indemnify COUNTY from any and all liability or damages incurred by COUNTY from any improper expenditure of funds by PARTNERSHIP.
7. It is understood that PARTNERSHIP, in PARTNERSHIP'S performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has no authority to bind the COUNTY to any agreements or undertakings.
8. The COUNTY may immediately suspend or terminate this Agreement, in whole or in part where in the determination of the COUNTY there is:
 - a. An illegal or improper use of the funds provided by the COUNTY; or
 - b. A failure to comply with any term of this Agreement.

In no event shall any payment by the COUNTY constitute a waiver by the COUNTY of any breach of this Agreement or any default, which may then exist on the part of PARTNERSHIP. Neither shall such payment impair or prejudice any remedy available to the COUNTY with respect to the breach or default. The COUNTY shall have the right to demand of PARTNERSHIP the repayment to the COUNTY of any funds disbursed to PARTNERSHIP under this Agreement which in the judgment of the COUNTY were not expended in accordance with the terms of this Agreement. PARTNERSHIP shall promptly refund any such funds upon demand. In addition to immediate suspension or termination, the COUNTY may impose any other remedies available at law, in equity, or otherwise specified in this Agreement.

9. **INSURANCE.** PARTNERSHIP, in order to protect COUNTY and its board members, officials, agents, officers, and employees against all claims and liability for death, injury, loss and damage as a result of PARTNERSHIP's actions in connection with the performance of PARTNERSHIP's obligations, as required in this Agreement, shall secure and maintain insurance as described below.

PARTNERSHIP shall not perform any work under this Agreement until PARTNERSHIP has obtained all insurance required under this section and the required certificates of insurance and all required endorsements have been filed with the COUNTY's authorized insurance representative, Insurance Tracking Services Inc. (ITS). Receipt of evidence of insurance that does not comply with all applicable insurance requirements shall not constitute a waiver of the insurance requirements set forth herein. The required documents must be signed by the authorized representative of the insurance company shown on the certificate. Upon request, PARTNERSHIP shall supply proof that such person is an authorized representative thereof, and is authorized to bind the named underwriter(s) and their company to the coverage, limits and termination provisions shown thereon. The PARTNERSHIP shall promptly deliver to ITS a certificate of insurance, and all required endorsements, with respect to each renewal policy, as necessary to demonstrate the maintenance of the required insurance coverage for the term specified herein. Such certificates and endorsements shall be delivered to ITS prior to the expiration date of any policy and bear a notation evidencing payment of the premium thereof if so requested. PARTNERSHIP shall immediately pay any deductibles and self-insured retentions under all required insurance policies upon the submission of any claim by PARTNERSHIP or COUNTY as an additional insured.

- a. Workers' Compensation and Employers Liability Insurance Requirement -- In the event PARTNERSHIP has employees who may perform any services pursuant to this Agreement, PARTNERSHIP shall submit written proof that PARTNERSHIP is insured against liability for workers' compensation in accordance with the provisions of section 3700 of the California Labor Code.

PARTNERSHIP shall require any sub-contractors to provide workers' compensation for all of the subcontractors' employees, unless the sub-contractors' employees are covered by the insurance afforded by PARTNERSHIP. If any class of employees engaged in work or services performed under this Agreement is not covered by California Labor Code section 3700, PARTNERSHIP shall provide and/or require each sub-contractor to provide adequate insurance for the coverage of employees not otherwise covered. PARTNERSHIP shall also maintain employer's liability insurance with limits of one million dollars (\$1,000,000) for bodily injury or disease.

- b. Liability Insurance Requirements:

- (1) PARTNERSHIP shall maintain in full force and effect, at all times during the term of this Agreement, the following insurance:

- (a) Commercial General Liability Insurance including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of this Agreement with the COUNTY), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of PARTNERSHIP's performance of work under this Agreement. The Commercial General Liability insurance shall contain no exclusions or limitation for independent contractors working on the behalf of the named insured. PARTNERSHIP shall maintain the Products-Completed Operations Hazard coverage for the longest period allowed by law following termination of this Agreement. The amount of said insurance coverage required by this Agreement shall be the policy limits, which shall be at least one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) aggregate.
- (b) Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering any vehicle and/or all owned, leased,

hired and non-owned vehicles used in the performance of services pursuant to this Agreement with coverage equal to the policy limits, which shall be at least one million dollars (\$1,000,000) each occurrence.

- (c) Professional Liability (Errors and Omissions) Insurance, for liability arising out of, or in connection with, the performance of all required services under this Agreement, with coverage equal to the policy limits, which shall not be less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate.
 - (2) The Commercial General Liability and Automobile liability Insurance required in this subparagraph b. shall include an endorsement naming the COUNTY and COUNTY's board members, officials, officers, agents and employees as additional insureds for liability arising out of this Agreement and any operations related thereto. Said endorsement shall be provided using one of the following three options: (i) on ISO form CG 20 10 11 85; or (ii) on ISO form CG 20 37 10 01 plus either ISO form CG 20 10 10 01 or CG 20 33 10 01; or (iii) on such other forms which provide coverage at least equal to or better than form CG 20 10 11 85.
 - (3) Any self-insured retentions in excess of \$100,000 must be declared on the Certificate of Insurance or other documentation provided to COUNTY and must be approved by the COUNTY Risk Manager.
 - (4) If any of the insurance coverages required under this Agreement is written on a claims-made basis, PARTNERSHIP, at PARTNERSHIP's option, shall either (i) maintain said coverage for at least three (3) years following the termination of this Agreement with coverage extending back to the effective date of this Agreement; (ii) purchase an extended reporting period of not less than three (3) years following the termination of this Agreement; or (iii) acquire a full prior acts provision on any renewal or replacement policy.
- c. Cancellation of Insurance -- The above stated insurance coverages required to be maintained by PARTNERSHIP shall be maintained until the completion of all of PARTNERSHIP's obligations under this Agreement except as otherwise indicated herein. Each insurance policy supplied by the PARTNERSHIP shall not be suspended, voided, cancelled or reduced in coverage or in limits except after ten (10) days written notice by PARTNERSHIP in the case of non-payment of premiums, or thirty (30) days written notice in all other cases. This notice requirement does not waive the insurance requirements stated herein. PARTNERSHIP shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.
 - d. All insurance shall be issued by a company or companies admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a minimum rating of A-; VII. Any exception to these requirements must be approved by the COUNTY Risk Manager.
 - e. If PARTNERSHIP is, or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, PARTNERSHIP shall provide coverage equivalent to the insurance coverages and endorsements required above. The COUNTY will not accept such coverage unless the COUNTY determines, in its sole discretion and by written acceptance, that the coverage proposed to be provided by PARTNERSHIP is equivalent to the above-required coverages.

- f. All insurance afforded by PARTNERSHIP pursuant to this Agreement shall be primary to and not contributing to all insurance or self-insurance maintained by the COUNTY. An endorsement shall be provided on all policies, except professional liability/errors and omissions, which shall waive any right of recovery (waiver of subrogation) against the COUNTY. A waiver of right of recovery (waiver of subrogation) is only required on Workers' Compensation policies when a PARTNERSHIP's personnel deliver or perform services for the COUNTY while on COUNTY property.
 - g. Insurance coverages in the minimum amounts set forth herein shall not be construed to relieve PARTNERSHIP for any liability, whether within, outside, or in excess of such coverage, and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude the COUNTY from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.
 - h. Failure by PARTNERSHIP to maintain all such insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by PARTNERSHIP. COUNTY, at its sole option, may terminate this Agreement and obtain damages from PARTNERSHIP resulting from said breach. Alternatively, COUNTY may purchase such required insurance coverage, and without further notice to PARTNERSHIP, COUNTY shall deduct from sums due to PARTNERSHIP any premiums and associated costs advanced or paid by COUNTY for such insurance. If the balance of monies obligated to PARTNERSHIP pursuant to this Agreement are insufficient to reimburse COUNTY for the premiums and any associated costs, PARTNERSHIP agrees to reimburse COUNTY for the premiums and pay for all costs associated with the purchase of said insurance. Any failure by COUNTY to take this alternative action shall not relieve PARTNERSHIP of the responsibility of obtaining insurance.
10. Any notice required or permitted to be given under this Agreement shall be in writing and shall be served by registered mail or personal service upon the other Party. When served by registered mails, service shall be conclusively deemed to be made three days after deposit with the United States Postal Service (postage prepaid) addressed to the Party to whom such notice is to be given as follows:

Notice to COUNTY shall be made to:

Clerk of the Board of Supervisors
1115 Truxtun Avenue, 5th Floor
Bakersfield, CA 93301

Notice to PARTNERSHIP shall be made to:

Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

11. None of the funds provided under this Agreement shall be used for any political activity, or to further the election or defeat of any candidate for public office contrary to federal or State Laws, statutes, regulations, rules or guidelines. In addition, none of the funds provided or property purchased under this Agreement shall be used for purposes designed to support or defeat legislation before the Congress of the United States of America or the Legislature of the State of California.

12. No covenant or condition of this Agreement can be waived except by the written consent of the COUNTY. Forbearance or indulgence by the COUNTY in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by PARTNERSHIP. The COUNTY shall be entitled to invoke any remedy available to the COUNTY under this Agreement or by law or in equity despite said forbearance or indulgence.
13. The Parties hereto agree that the provisions of this Agreement will be construed pursuant to the laws of the State of California. This Agreement has been entered into and is to be performed in the County of Kern. Accordingly, the Parties agree that the venue of any action relating to this Agreement shall be in the County of Kern.
14. No right or remedy herein conferred on or reserved to the COUNTY is exclusive of any other right or remedy herein or by law or equity provided or permitted, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing by law or in equity or by statute or otherwise, and may be enforced concurrently or from time to time.
15. Each Party has full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.
16. It is expressly understood and agreed that the enforcement of these terms and conditions, and all rights of action relating to such enforcement, shall be strictly reserved to the COUNTY and PARTNERSHIP. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the COUNTY and PARTNERSHIP that any such person or entity, other than the COUNTY or PARTNERSHIP, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.
17. PARTNERSHIP shall observe and comply with all applicable local, State and federal laws, ordinances, rules and regulations now in effect or hereafter enacted, each of which are hereby made a part hereof and incorporated herein by reference.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the Effective Date.

COUNTY OF KERN

COMMUNITY ACTION PARTNERSHIP OF KERN

By: _____
Chairman
Board of Supervisors
“COUNTY”

By: _____
Jeremy T. Tobias, Chief Executive Officer
Community Action Partnership of Kern
“PARTNERSHIP”

APPROVED AS TO CONTENT:
County Administrative Office

APPROVED AS TO FORM:
Office of County Counsel

By: _____
Ryan J. Alsop
County Administrative Officer

By: _____
Deputy County Counsel

CLAIM FOR PAYMENT

COUNTY OF KERN
STATE OF CALIFORNIA

CLAIM OF Community Action Partnership of Kern DATE 10/2/2020 DEPARTMENT 1040

ADDRESS 5005 Business Park North, Bakersfield, CA 93309

INSTRUCTIONS TO CLAIMANT:

SOCIAL SECURITY OR
FEDERAL TAX ID NO. _____

- (1) CLAIMS MUST BE SIGNED BY THE CLAIMANT AND APPROVED BY THE HEAD OF THE DEPARTMENT BEFORE SUBMISSION TO THE COUNTY AUDITOR-CONTROLLER.
(2) CLAIMANT PERFORMING SERVICES TO TWO OR MORE COUNTY DEPARTMENTS MUST MAKE SEPARATE CLAIMS FOR EACH DEPARTMENT.
(3) CLAIMS FOR REIMBURSEMENT OF TRAVEL EXPENSES MUST INCLUDE A STATEMENT OF THE PURPOSE OF COUNTY BUSINESS.
(4) NO CLAIMS WILL BE AUDITED OR ALLOWED UNTIL THE ABOVE REQUIREMENTS HAVE BEEN MET

DATE	DESCRIPTION	DOLLARS	CENTS
10/2/2020	Annual Special Services Contribution	41,700.00	
TOTAL		\$41,700.00	

The undersigned, under penalty of perjury, states: That the above claim and the items are therein set out are true and correct, that no part thereof has been heretofore paid; that the amount therein is justly due; and that the same is presented not later than one year after the accrual of the cause of action

DON'T sign firm name ... sign Your name here.

CLAIMANT SIGNATURE _____ DATE _____

FOR FILING STAMP ONLY

BELOW FOR COUNTY USE ONLY

Expenditure Authorized and Approved By:

AUTHORIZED DEPARTMENTAL SIGNATURE _____

SUPERVISOR _____

Department No. <u>3-6</u>		Claim No. <u>7-15</u>		Signature Date <u>000</u>		Contract No. <u>013</u>		P/F <u>008</u>		Fund No. <u>014</u>	
Issue Date <u>009</u>		Vendor No. <u>023</u>		Descriptive Purpose of Claim - Limit to 30 Spaces <u>011</u>							

If as stated, above is a LEGAL CHARGE against the

County for the sum of \$ _____

County Counsel _____

Audited and Allowed

Auditor-Controller

By: _____

AUDITOR-CONTROLLER

Date _____

P.A.S. 580 1151

(REV. 3/87)

	Exp. Code	Amount	PY	Division	Project	Activity	Facility
102	&			&	&	&	&
102	&			&	&	&	&
102	&			&	&	&	&
102	&			&	&	&	&
TOTAL	006	\$ 0.00					



MEMORANDUM

To: Budget & Finance


From: Tammy Fisher, CalFresh Healthy Living Manager

Date: October 21, 2020

Subject: *Agenda Item 6g*: Subcontracts for the CalFresh Healthy Living Program – **Action Item**

CAPK CalFresh Healthy Living Program's fiscal year is 10/1/2020 – 9/30/2021.

One of the requirements of the CalFresh Healthy Living contract is that at least 30% of the funds are subcontracted to partners who will assist with the delivery of services. The amount being allocated for subcontracts is \$607,915, which exceeds the CEO's authority, so Board approval is required. The subcontractors will continue to be Kernville Unified Schools, Kern County Superintendent of Schools, and Lamont Elementary School District.

The mission statement of the CAPK CalFresh Healthy Living program is to improve the nutritional health of low-income Californians by providing access to nutrition education, physical activity education, and leadership toward healthy community initiatives.

This three-year reimbursable grant will reach 90,000 unduplicated SNAP-Ed participants in over 216 eligible sites to build community partnerships and implement sustainable policies where participants live, shop, learn, play, and eat.

CAPK CalFresh Healthy Living is funded by the California Department of Public Health, Nutrition Education, and Obesity Prevention Branch (CDPH NEOPB) with the origin of funding being the USDA Supplemental Nutrition Assistance Program.

CAPK CalFresh Healthy Living subcontracts to meet the fiduciary responsibility as well as programmatic compliance. The subcontracted partners provide approved CalFresh Healthy Living activities for K-12 to meet nutrition standards for the CalFresh Healthy Living three-year scope of work. CAPK CalFresh Healthy Living staff monitor subcontractor monthly activities to ensure programmatic and fiscal compliance. Subcontractors report programmatic activities in the Program Evaluation and Reporting System (PEARS) to provide evaluation data and submit monthly invoicing to meet fiscal compliance.

The total FFY 2021 budget of \$1,723,709 will be allocated as follows:

Personnel Costs: \$787,642
Operating Costs: \$171,451
Subcontracts: \$607,915
Indirect Costs: \$156,701

CAPK CalFresh Healthy Living program goals align with the CAPK strategic goal to meet the needs of its priority populations and actively educate and advocate for healthy eating and active living environments.

Recommendation:

Staff recommends Board approval of the subcontracts with Kernville Unified School District, Lamont Elementary School District, and Kern County Superintendent of Schools for the period of October 1, 2020 to September 30, 2021 and authorizes the Chief Executive Officer, to act on behalf of the Board as CAPK's representative signatory with regard to the subcontracts and subsequent amendments during the contract period.

Attachments:

Kernville Subcontract
Lamont Subcontract
Kern County Superintendent of Schools (KCSOS) Subcontract



AMENDMENT I TO CONTRACT FOR SERVICES AGREEMENT

This is Amendment I to the Contract for Services Agreement ("Agreement") dated August 23, 2019 by and between Kernville Union School District and Community Action Partnership of Kern ("CAPK"). The effective date for this Amendment I will be September 28, 2020.

Sections 3 of the original Agreement read as follows:

The period of performance for this Agreement is October 01, 2019 through September 30, 2020. CAPK may discharge Subcontractor at any time by written notice effective when such notice is received by Subcontractor. Unless specifically agreed to between Subcontractor and CAPK, Subcontractor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.

Sections 5 of the original Agreement is revised to read as follows:

Payment shall be made when CAPK has determined that the Scope of Work contained in **Attachment A** has been completed for the period of the relevant monthly invoice. Subcontractor will submit monthly invoices up to an aggregate sum not to exceed \$185,868.68 with supporting documentation of actual expenses. Invoices shall be provided to CAPK by the tenth day of the following month containing the signature of approval of the authorized to act on behalf of Subcontractor. Additionally, said invoices shall contain the following:

- a. Claim for Payment: Title of Program; Subcontractor's name and mailing address; period of service.
- b. General Ledger: Detail report for the period of service with copies of all bills, receipts, and all other support documentation.
- c. Personnel Documentation: Relevant Time Logs
- d. Indirect Costs: Documentation of indirect cost rates used to calculate reimbursement of said costs.
- e. Supporting Data: Any other supporting documentation necessary to convey costs for reimbursement.

Terms are Net 45 from the date the original invoice is received at CAPK's Finance Division.

Note: Subcontractor shall mail all invoices, with required detail, to: Community Action Partnership of Kern, Attn: Accounts Payable, 5005 Business Park North, Bakersfield, CA 93309.

Both parties wish to extend and continue said agreement; it is agreed that said agreement is extended for (1) additional year now expiring on September 30, 2021.

All other terms of the original Agreement remain binding except where they contradict Amendment I, which shall prevail.

VENDOR: KERNVILLE UNION SCHOOL DISTRICT

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: _____

Date: _____

Jeremy T. Tobias, Chief Executive Officer

The Community Action Partnership of Kern (CAPK) CalFresh Healthy Living Funded Partner Scope of Work for **Kernville Union School District – Family Resource Center** will be the LEARN Domain in the Policy System and Environment (PSE) Setting of Schools K-12. The Nutrition Standards for Schools K-12, Water Access and Appeal, and School Wellness Policy are the PSE Strategies your organization's scope of work will focus on.

As a funded CAPK CalFresh Healthy Living, contracted partner you will:

1. Participate in Quarterly Funded Partner Update Meetings by phone or in-person;
2. Host Bi-Annual Site Review visits for CAPK's CalFresh Healthy Living Staff to review program compliance;
3. Submit CalFresh Healthy Living Monthly Invoices to CAPK (5005 Business Park North, Bakersfield CA 93309);
4. Attend Quarterly CAPK CNAP and other community meetings to support CalFresh Healthy Living program efforts;
5. Participate and attend the in-person or online CalFresh Healthy Living trainings, webinars annual meetings;
6. Submit to CAPK CalFresh Healthy Living Project Coordinator proof of any required CalFresh Healthy Living Program Certifications for funded staff;
7. Provide CalFresh Healthy Living Direct and Indirect Nutrition Education at approved sites:
 - a. **Direct Education: *Conduct evidence-based direct education series reaching at a minimum 1,500 unduplicated CalFresh Healthy Living participants from FFY 2020 to 2021.***

Direct Education (5 to 17 Years): Provide monthly an approved curriculum evidence-based direct education series that is appropriate for the target population with an educator actively engaging participants in the learning process through delivery of approved curriculum to promote healthy eating and physical activity. Ensure staff providing a curriculum have adequate knowledge of nutrition education and standards as well as community food resource to promote referrals.

Direct Education (18 to 59 Years): Provide six (6) approved curriculum evidence-based education series appropriate for the target population with an educator actively engaging participants in the learning process through delivery of CalFresh Healthy Living strategies, and interventions consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity. Ensure school staff, teachers, administrators have adequate knowledge of nutrition education and standards as well as community food resource to promote referrals.

- b. **Indirect Education (5 to 17 & 17 to 59 Years): *Engage at a minimum 2,000 CalFresh Healthy Living eligible population annually using indirect education strategies and channels to share healthy eating and active living information from FFY 2020 to 2021.***

Annually promote, support, and reinforce messages consistent with DE and other activities within strategy. Participate and assist in promoting the CalFresh Healthy Living Statewide Days

of Action, Kern partner community events such as Rethink your drink day, Healthy Snack Day, Fruit and Veggie Fest, community, and school events etc. If the site is host to a school-based health center, consider coordinating nutrition education materials, messages, and events. Activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity.

- c. All CalFresh Healthy Living Education Program Activities will be reported weekly in the Program Evaluation and Reporting System (PEARS). PEARS will measure program progress and meets the CAPK and CalFresh Healthy Living Evaluation Framework Priority Indicators. The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in CalFresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where CalFresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified CalFresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the CalFresh Healthy Living Evaluation Framework indicator from the Population Results section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate CalFresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

8. ***Conduct annual community level and setting-based needs assessments during FY20, FY21 and FY22.***

- a. Conduct appropriate community level and setting-based needs assessments. Pre-Assessments will assess readiness, environment and client-need of school site and/or district in relation to nutrition standards as well as current site wellness policy and adherence to National School Lunch Program (NSLP), School Breakfast Program (SBP), Smart Snacks in Schools, Fresh Fruit and Vegetable Program, Afterschool Snacks, and state level nutrition requirements, if applicable. Post-Assessments will assess environment in relation to nutrition standards and/or impact on student body. Direct Education will be the intervention for changing the target behavior around healthy eating and physical activity. Planning and preparation for implementation will begin in FFY20 as approved curricula will be chosen, training completed and the IOE and Site Level Assessment Questionnaire (SLAQ) surveys completed. FFY21 & FFY22 will include conducting follow up IOE and SLAQ assessments, program evaluations and monitoring of activities will be performed. CalFresh Healthy Living activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system.

- b. Develop and implement nutrition standards guidelines for food and beverages served in settings for meals, vending, distribution, snacks, and nutrition assistance or other sales. Water Access and Appeal and School Wellness Policies are activities that will be included for K-12 schools and will require planning/preparation for implementation and monitoring to follow up on assessments, evaluation of activities. Water Access and Appeal will cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve and/or expand School K-12 initiatives for water access and appeal. School Wellness Policies will cultivate relationships with decision makers, nutrition services, office of education, community partners/coalitions in settings to present and educate on the benefits and impact of school wellness policies. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convenings to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs. By September 30, 2022, 80% of approved sites that have made changes to support healthy eating will have a sustainability plan.
- c. All CalFresh Healthy Living Program Site Level Assessments (SLAQ) will be reported in the Program Evaluation and Reporting System (PEARS). The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in CalFresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where CalFresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified CalFresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the CalFresh Healthy Living Evaluation Framework indicator from the Population Results section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate CalFresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

9. Community Engagement

a. Cultivate relationships and educate appropriate local champions/influencers and community members about Water Access Appeal and School Wellness Policy.

Identify local influencers (YPAR) projects, Student Nutrition Committees. Present assessments results and/or educate on the benefits and impact of school nutrition standards. Leverage relationships with youth leaders to generate support for existing nutrition standards and/or additional work around improved and/or expanded nutrition standards in schools among students. Engage youth consistently throughout planning, implementation, and maintenance of nutrition standards. Include Water Access and Appeal to cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 initiatives around water access and appeal. School Wellness Policies will be developed with decision makers, nutrition services, office of education, community partners/coalitions to assist in implementing the benefits and impact of school wellness policies overall. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convening to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs.

Program Supports: YPAR, Steps for building relationships, Public Health Institute, Center for Regional Change, County Agricultural Commissioners and Sealers of Weights & Measures contact information.

b. Cultivate relationships with and educate site, organizational, and/or community level local decision-makers and officials about Water Access Appeal and School Wellness Policy.

Identify key decision makers including district and school leadership. Present assessment results and/or educate on the benefits and impact of nutrition standards in schools. Leverage relationships and generate support for existing work and/or additional work around improved and/or expanded nutrition standards among leadership, staff, outside funders, etc. this could include additional work around local procurement, healthy classroom celebration policies, reducing food waste, universal breakfast, Farm to School systems, school foodservice requirements, produce sourcing, etc. Engage decision makers at the site, organizational, and/or community level consistently throughout planning, implementation, and maintenance of nutrition standards.

Program Supports: Dairy Council of CA, LSWP Collaborative, Local School Wellness Policy Final Rule, Alliance for a Healthier Generation Healthy Schools Program, CA Department of Food and Agriculture Office of Farm to Fork.

c. Engage community in priority planning and implementation. Engage community members in assessment and/or present assessment results if applicable about Water Access Appeal and School Wellness Policy.

Gather community feedback and input on the needs and desires of the community as well as facilitators and barriers related to nutrition standards in schools. Incorporate local champions, and community member's vision and high priority needs into the project planning through engaging them through meetings, listening sessions, surveys, etc. Community members may include members of wellness committees, parent/teacher associations, and local farmers, school-based health centers staff and administrators and students. Include Water Access and Appeal to cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 initiatives around water access and appeal. School Wellness Policies will be developed with decision makers, nutrition services, office of education, community partners/coalitions to assist in implementing the benefits and impact of school wellness policies overall. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convening to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs.

Program Supports: California School Nutrition Association local chapters, Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change, Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy, Parent Lesson Plans: Advocating for Healthier School Environment.

d. Conduct information sharing and gathering forums with appropriate stakeholders such as Kern County Nutrition Action Plan Collaborative and Steering Committee and/or local collaboratives.

Regularly meet, share and/or gather data from assessments, community engagement activities, implementation progress, successes, solutions for challenges, and report results with community stakeholders such as wellness committees, parent/teacher associations, local farmers, and others. Engage partners with common goals to leverage relationships support and funding opportunities. If appropriate, host a convening around specific timely topic.

Program Supports: Develop report cards, Scheduled workshops by ToP (Technology of Participation) provide training on group facilitation ToP Trainings.

e. ***Identify and meet with appropriate funded and unfunded partners for program planning and implementation (tracking of local funding for community change strategies).***

Establish, cultivate, and maintain relationships with funded and unfunded professional or community partners/coalitions at the district and site level to advance the development and implementation of improved nutrition standards. This can also include work around healthy classroom celebrations, local procurement, and breakfast policies.

Program Supports: Action for Healthy Kids Game on Wellness Policy Resources, Fresh Fruit and Vegetable Program, USDA Farm to School Resources, F2S Planning Kit, F2S Fact Sheets, F2S Toolkit, Marketing Standards, Change Lab wellness policy resources, Food Resource & Action Center, Breakfast after the Bell Breakfast Bell Toolkit, Afterschool Summer Nutrition Programs, CA Department of Food and Agriculture Office of Farm to Fork.

- f. All CalFresh Healthy Living Program Site Level Assessments (SLAQ) and Impact Outcome Evaluations will be reported in the Program Evaluation and Reporting System (PEARS). The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in Cal Fresh eligible participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where CalFresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified CalFresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the CalFresh Healthy Living Evaluation Framework indicator from the Population Results section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate CalFresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

10. FFY 20-22 Kernville USD Site List		
Kernville Union School District Kernville Family Resource Center		Cindy Filkosky Project Facilitator 760-379-2556 x609
Cal Fresh Services provided at these sites	Site Name	Address & Phone
Program Staff Location	Kernville Union School District Family Resource Center	5104 Lake Isabella Blvd Lake Isabella CA 93240 760-379-2556
Direct/Indirect Education & PSE	Woodrow W. Wallace Elementary (FRPM 75.2%)	3240 Erskine Creek Road Lake Isabella 93263 760-379-2621
Direct/Indirect Education & PSE	Kernville Elementary School (FRPM 61.1%)	13350 Sierra Way Kernville CA 93240 760-376-2249
Youth Engagement Team & PSE	Woodrow W. Wallace Middle (FRPM 69.6%)	3240 Erskine Creek Road Lake Isabella 93263 760-379-5953
Direct/Indirect Education & PSE	South Fork Elementary (FRPM 70.8%)	5225 Kelso Valley Rd Weldon CA 93283 760-378-4000
Direct/Indirect Education & PSE	K.N.U.C.K.L.E. U.P. Ministries at The Ark	3711 Golden Spur St. Lake Isabella CA 93240 760-549-7034
Direct/Indirect Education	Kern Valley High School	3340 Erskine Creek Rd. Lake Isabella CA 93240 760-379-2611
Direct/Indirect Education	Kern River Valley Branch Library	7054 Lake Isabella Blvd Lake Isabella CA 93240 760-549-2083

11. CalFresh Healthy Living Program Support Materials

Action for Healthier Kid
Action for Healthy Kids Game on Wellness Policy Resources
Afterschool Summer Nutrition Programs
Alliance for a Healthier Generation
Alliance for a Healthier Generation Healthy Schools Program
Alliance for Healthier Generation Smart Snacks Calculator
Breakfast after the Bell Breakfast Bell Toolkit
CA Department of Food and Agriculture Office of Farm to Fork
CA Department of Food and Agriculture Office of Farm to Fork
CA Project LEAN
California Farm to School Network Needs Assessment
California School Nutrition Association local chapters
CDPH Document Library
Center for Regional Change
Change Lab wellness policy resources
Consumer Confidence Report
County Agricultural Commissioners and Sealers of Weights & Measures
Dairy Council of CA
F25S Fact Sheets
F2S Planning Kit
F2S Toolkit
Food Resource & Action Center
Fresh Fruit and Vegetable Program
Harvest of the Month
Healthy People 2020
Impact Outcome Evaluation (IOE)
Local School Wellness Policy Final Rule

LSWP Collaborative
Marketing Standards
National Drinking Water Alliance
NEMS vending assignment tool
Parent Lesson Plans: Advocating for Healthier School Environments
Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy
Photo-evidence tool for assessment of water sources
Physical Activity Guidelines (PAG)
Power Play!
Project Lean California School Food Beverage Standards Calculator
Project Lean Smart Snacks
Public Health Institute
Rethink Your Drink
Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change
San Jose State Cal-Pro-Net outreach toolkit for school meals
School Health Index
School Site Level Assessment Questionnaire (SLAQ)
(SNAP-Ed) CalFresh Healthy Living Resource List & Tool Kit Interventions
State Water Resource Control Board CDE Water Resources
U.S. Food and Drug Administration Nutrition Facts Label
USDA Farm to School Resources
Well Sat 2.0 Assessment Tool
YPAR, Steps for building relationships



AMENDMENT I TO CONTRACT FOR SERVICES AGREEMENT

This is Amendment I to the Contract for Services Agreement ("Agreement") dated August 23, 2019 by and between Lamont Weedpatch Family Resource Center/Lamont Elementary School District/ Lamont Elementary School District and Community Action Partnership of Kern ("CAPK"). The effective date for this Amendment I will be September 28, 2020.

Sections 3 of the original Agreement read as follows:

The period of performance for this Agreement is October 01, 2019 through September 30, 2020. CAPK may discharge Subcontractor at any time by written notice effective when such notice is received by Subcontractor. Unless specifically agreed to between Subcontractor and CAPK, Subcontractor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.

Sections 5 of the original Agreement is revised to read as follows:

Payment shall be made when CAPK has determined that the Scope of Work contained in **Attachment A** has been completed for the period of the relevant monthly invoice. Subcontractor will submit monthly invoices on the 20th of each month up to an aggregate sum not to exceed \$152,336.00 with supporting documentation of actual expenses. Invoices shall be provided to CAPK by the tenth day of the following month containing the signature of approval of the authorized to act on behalf of Subcontractor. Additionally, said invoices shall contain the following:

- a. Claim for Payment: Title of Program; Subcontractor's name and mailing address; period of service.
- b. General Ledger: Detail report for the period of service with copies of all bills, receipts, and all other support documentation.
- c. Personnel Documentation: Relevant Time Logs
- d. Indirect Costs: Documentation of indirect cost rates used to calculate reimbursement of said costs.
- e. Supporting Data: Any other supporting documentation necessary to convey costs for reimbursement.

Terms are Net 45 from the date the original invoice is received at CAPK's Finance Division.

Note: Subcontractor shall mail all invoices, with required detail, to: Community Action Partnership of Kern,
Attn: Accounts Payable, 5005 Business Park North, Bakersfield, CA 93309.

Both parties wish to extend and continue said agreement; it is agreed that said agreement is extended for (1) additional year now expiring on September 30, 2021.

All other terms of the original Agreement remain binding except where they contradict Amendment I, which shall prevail.

VENDOR: LAMONT WEEDPATCH FAMILY RESOURCE CENTER/LAMONT ELEMENTARY SCHOOL DISTRICT

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: _____

Date: _____

Jeremy T. Tobias, Chief Executive Officer

Attachment A

The Community Action Partnership of Kern (CAPK) Cal Fresh Healthy Living Funded Partner Scope of Work for **LAMONT ELEMENTARY SCHOOL DISTRICT** / Lamont Weedpatch Family Resource Center will be the LEARN Domain for Before and After School Programs. The Policy System and Environment (PSE) Setting of Portion Size Limits is the PSE Strategies is the scope of work your organization will focus on.

As a funded CAPK Cal Fresh Healthy Living contracted partner you will participate in:

1. Quarterly Funded Partner Update Meetings by phone or in-person;
2. Host Site Review visits for CAPK's Cal Fresh Healthy Living Staff to review program compliance;
3. Submit Cal Fresh Healthy Living Monthly Invoices to CAPK (5005 Business Park North, Bakersfield CA 93309);
4. Attend Quarterly CAPK Community Nutrition Action Partnership (CNAP) Collaborative, CNAP Steering Meetings, and community meetings to support Cal Fresh Healthy Living program efforts;
5. Participate and attend in-person or online Cal Fresh Healthy Living trainings, webinars, and/or annual meetings;
6. Submit to CAPK Cal Fresh Healthy Living Project Coordinator proof of any required Cal Fresh Healthy Living Program Certifications for funded Lamont Elementary School District/Lamont Weedpatch Family Resource Center staff;
7. Provide Cal Fresh Healthy Living Direct and Indirect Nutrition Education at approved sites:
 - a. **Direct Education: *Conduct evidence-based direct education reaching unduplicated eligible Cal Fresh Healthy Living participants from 2020 to 2022.***

Direct Education (5 to 17 Years): Provide approved curriculum evidence-based direct education series that are appropriate for the target population with an educator actively engaging participants in the learning process through delivery of approved curriculum to promote healthy eating and physical activity. Provide evidence-based nutrition education regarding healthy appropriate portion size and healthy drink consumption to target population.

Direct Education (18 to 59 Years): Provide approved curriculum evidence-based education series appropriate for the target population with an educator actively engaging participants in the learning process through delivery of Cal Fresh Healthy Living strategies, and interventions consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity. Ensure staff providing any curriculums have adequate knowledge of nutrition education and standards as well as community food resource to promote referrals.

- b. **Indirect Education (5 to 59 Years): *Engage Cal Fresh Healthy Living eligible population annually using indirect education strategies and channels to share healthy eating and active living information from 2020-2022.***

Annually promote, support and reinforce messages consistent with DE and other activities within strategy. Participate and assist in promoting the Cal Fresh Healthy Living Statewide Days of Action, Kern partner community events such as Rethink your drink day, Healthy Snack Day,

Fruit and Veggie Fest, community and school events etc. Utilize state developed materials including Rethink Your Drink, Be Better, and/or other statewide media related to beverages. Activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity. Ensure school staff, teachers, administrators have adequate knowledge of nutrition education and standards as well as community food resource to promote referrals.

All Cal Fresh Healthy Living Education Program Activities will be reported in the Program Evaluation and Reporting System (PEARS). PEARS measures program progress and meets the CAPK and Cal Fresh Healthy Living Evaluation Framework Priority Indicators; Healthy Eating Behaviors (MT1); Food Resource Management Behaviors (MT2); and Physical Activity and Reduced Sedentary Behaviors (MT3) indicators of behavioral change in Cal Fresh Healthy Living participants.

c. ***Conduct annual community level and setting-based needs assessments for the Portion Size Limit Policy efforts during FY20, FY21 and FY22.***

All Cal Fresh Healthy Living Program Activities will be reported in the Program Evaluation and Reporting System (PEARS). PEARS measures program progress and meets the CAPK and Cal Fresh Healthy Living Evaluation Framework Priority Indicators; MT5. MT5 is a multi-component indicator of Nutrition Supports adopted in Environmental Settings. MT5 progress will be reported in PEARS as the Portion Size Limits policy across the settings in Kern County where Cal Fresh Healthy Living eligible populations eat, learn, live, play, shop, and work is implemented.

Planning and preparation will begin first quarter of FFY20. Trainings will be scheduled on the Youth Participatory Action Research (YPAR) tool. The YPAR tool will guide the youth team and help them develop a portion size campaign. Leadership skills, critical thinking, problem solving, nutrition and physical activities will be incorporated and led by youth leaders. FFY 21 & 22 will closely track changes that are implemented, annual Site Level Assessments Questionnaire (SLAQ) will be completed, as well as program evaluations, and/or monitoring of activities of the campaign. Cal Fresh Healthy Living activities, strategies, and interventions are to be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity. The Youth Participatory Action Research (YPAR), Community Tool Box Needs Assessment, and/or the Site Level Assessment Questionnaire (SLAQ) will be utilized to complete for annual assessments.

YPAR Pre-Assessment will identify current standards for portion sizes for foods and beverages. Collection and analyzing qualitative and quantitative data from primary and secondary sources will include engaging with Stakeholders (e.g. local decision makers, program partners, program participants). The Portion Size Limit Promotional policy priorities and local initiatives will determine appropriate strategies. Engagement will occur in the community and/or at After School program site for understanding of the current issues and relevance of the needs. Advisory groups may form to facilitate and maintain/sustain policy efforts.

YPAR Post-Assessment will include assessing the environment(s) in relation to portion sizes and/or client impact. Coordinating with CAPK and/or partnering with other existing services and resources such as the County Nutrition Action Plan (CNAP) and local community partners to further the reach and impact of the Portion Size Limit Policy. Partnerships will be critical to instituting the Portion Size Limit policy, system, and/or environmental change strategies in Kern communities. By September 30, 2022, 80% of approved sites that have made changes to support healthy eating will have a sustainability plan.

8. Community Engagement

a. Cultivate relationships and educate appropriate local champions/influencers and community members about the Portion Size Limit Policy.

Identify local influencers such as parents, youth leaders, restaurant owners, business owners, and/or business leaders. Present assessment results and/or educate on the benefits and impact of portion size limits. Leverage relationships with influencers to generate support for existing work and/or additional work around improved and/or expanded portion size limits among community members. Incorporate local champions and community members' vision and high priority needs into the project planning through engaging them through meetings, listening sessions, surveys, etc.

b. Engage community members in priority planning and implementation about the Portion Size Limit Policy.

Engage community members in assessment and/or present assessment results if applicable. Gather community feedback and input on the needs and desires of the community as well as facilitators and barriers related to limiting portion sizes. Engage community on policy viability (Feasibility).

c. Conduct information sharing and gathering forums with appropriate stakeholders about the Portion Size Limit Policy.

Regularly meet, share and/or gather data from assessments, community engagement activities, implementation progress, successes, solutions for challenges, and report results with community stakeholders. Engage partners with common goals to leverage relationships, support and funding opportunities. If appropriate, host convenings around portion sizes.

d. Meet and work with appropriate committees, youth partners, and workgroups engaged in planning, implementation, and maintenance about the Portion Size Limit Policy.

Attend, participate, and work with partners who have a vested interest in nutrition and health outcomes to support portion size work. Promote the Dietary Guidelines and Cal Fresh Healthy Living intervention strategies proven to change behavior and utilize intervention strategies from the Cal Fresh Healthy Living Interventions Obesity Prevention Tool Kit for States and follow the Cal Fresh Healthy Living Evaluation Framework. Interventions will focus on nutrition education,

Community Action Partnerships of Kern (CAPK)

Cal Fresh Health Living Grant

Scope of Work (SOW)

physical activity promotion with environmental supports, family resource management education, community events, training and technical assistance, utilizing media and public

relations, and coordination/collaboration with Community Based Organizations (CBOs). Intervention evaluations will follow Cal Fresh Healthy Living definitions of a Formative, Process, Outcome and/or Impact Evaluation to deliver evidence-based approaches that provide Cal Fresh Healthy Living participants nutrition education and obesity prevention services. Collaboration activities related to the Cal Fresh Healthy Living Program Activities will be reported as Partnerships in the Program Evaluation and Reporting System (PEARS).

9. FFY 20-22 Lamont Site List		
Lamont Elementary School District Contact:		Jennifer Wood Slayton LWFRCA Administrator Veronica Recendiz, Program Coordinator O: 661-845-2724 EM: vrecendiz@leusd.us
Sit Approved for CalFresh Healthy Living focus on PSE Portion Size Limits with S.A.S.H. Students	Mountain View Middle School	8001 Weedpatch Hwy Lamont 661-845-2291
Site Approved for CalFresh Healthy Living Outreach to Community Members	Lamont Weedpatch Family Resource Center	7839 Burgundy Ave Lamont 661-845-2724
All Elementary School Sites Approved for CalFresh Healthy Living; School Wellness Committee; Outreach to Teachers, Parents, Staff	Lamont Elementary School District	7915 Burgundy Ave Lamont 661-845-0751
Site Approved for CalFresh Healthy Living Outreach to Community Members	David Head Center	10300 San Diego St, Lamont CA

10. Cal Fresh Healthy Living Program Support Materials

Action for Healthier Kid
Action for Healthy Kids Game on Wellness Policy Resources
Afterschool Summer Nutrition Programs
Alliance for a Healthier Generation
Alliance for a Healthier Generation Healthy Schools Program
Alliance for Healthier Generation Smart Snacks Calculator
Breakfast after the Bell Breakfast Bell Toolkit
CA Department of Food and Agriculture Office of Farm to Fork
CA Department of Food and Agriculture Office of Farm to Fork
CA Project LEAN
California Farm to School Network Needs Assessment
California School Nutrition Association local chapters
CDPH Document Library
Center for Regional Change
Change Lab wellness policy resources
Consumer Confidence Report
County Agricultural Commissioners and Sealers of Weights & Measures
Dairy Council of CA
F25S Fact Sheets
F2S Planning Kit
F2S Toolkit
Food Resource & Action Center
Fresh Fruit and Vegetable Program
Harvest of the Month
Healthy People 2020
Impact Outcome Evaluation (IOE)
Local School Wellness Policy Final Rule

LSWP Collaborative
Marketing Standards
National Drinking Water Alliance
NEMS vending assignment tool
Parent Lesson Plans: Advocating for Healthier School Environments
Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy
Photo-evidence tool for assessment of water sources
Physical Activity Guidelines (PAG)
Power Play!
Project Lean California School Food Beverage Standards Calculator
Project Lean Smart Snacks
Public Health Institute
Rethink Your Drink
Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change
San Jose State Cal-Pro-Net outreach toolkit for school meals
School Health Index
School Site Level Assessment Questionnaire (SLAQ)
(SNAP-Ed) Cal Fresh Healthy Living Resource List & Tool Kit Interventions
State Water Resource Control Board CDE Water Resources
U.S. Food and Drug Administration Nutrition Facts Label
USDA Farm to School Resources
Well Sat 2.0 Assessment Tool
YPAR, Steps for building relationships



AMENDMENT I TO CONTRACT FOR SERVICES AGREEMENT

This is Amendment I to the Contract for Services Agreement ("Agreement") dated August 23, 2019 by and between Kern County Superintendent of Schools and Community Action Partnership of Kern ("CAPK"). The effective date for this Amendment I will be September 28, 2020.

Sections 3 of the original Agreement is revised to read as follows:

The period of performance for this Agreement is October 01, 2020 through September 30, 2021. CAPK may discharge Subcontractor at any time by written notice effective when such notice is received by Subcontractor. Unless specifically agreed to between Subcontractor and CAPK, Subcontractor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.

Sections 5 of the original Agreement is revised to read as follows:

PAYMENT FOR SERVICES. Payment shall be made when CAPK has determined that the Scope of Work contained in **Attachment A** has been completed for the period of the relevant monthly invoice. Subcontractor will submit monthly invoices on the 20th of each month up to an aggregate sum not to exceed \$269,709.88 with supporting documentation of actual expenses. Invoices shall be provided to CAPK by the tenth day of the following month containing the signature of approval of the authorized to act on behalf of Subcontractor. Additionally, said invoices shall contain the following:

- a. Claim for Payment: Title of Program; Subcontractor's name and mailing address; period of service.
- b. General Ledger: Detail report for the period of service with copies of all bills, receipts, and all other support documentation.
- c. Personnel Documentation: Relevant Time Logs
- d. Indirect Costs: Documentation of indirect cost rates used to calculate reimbursement of said costs.
- e. Supporting Data: Any other supporting documentation necessary to convey costs for reimbursement.

Terms are Net 45 from the date the original invoice is received at CAPK's Finance Division.

Note: Subcontractor shall mail all invoices, with required detail, to: Community Action Partnership of Kern,
Attn: Accounts Payable, 5005 Business Park North, Bakersfield, CA 93309.

Both parties wish to extend and continue said agreement; it is agreed that said agreement is extended for (1) additional year now expiring on September 30, 2021.

All other terms of the original Agreement remain binding except where they contradict Amendment I, which shall prevail.

VENDOR: KERN COUNTY SUPERINTENDENT OF SCHOOLS

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: _____

Date: _____

Jeremy T. Tobias, Chief Executive Officer

The Community Action Partnership of Kern (CAPK) Cal Fresh Healthy Living Funded Partner Scope of Work for ***Kern County Superintendent of Schools / Office of Mary C Barlow*** will be the LEARN Domain in the Policy System and Environment (PSE) Setting of Schools K-12. The Nutrition Standards for Schools K-12, Water Access and Appeal, and School Wellness Policy are the PSE Strategies your work will focus on.

As a funded CAPK Cal Fresh Healthy Living, contracted partner you will

1. Participate in Quarterly Funded Partner Update Meetings by phone or in-person;
2. Host Bi-Annual Site Review visits for CAPK's Cal Fresh Healthy Living Staff to review program compliance;
3. Submit Cal Fresh Healthy Living monthly invoices to CAPK (5005 Business Park North, Bakersfield CA 93309);
4. Attend Quarterly CAPK CNAP and other community meetings to support Cal Fresh Healthy Living program efforts;
5. Participate and attend the in-person or online Cal Fresh Healthy Living trainings, webinars annual meetings;
6. Submit to CAPK Cal Fresh Healthy Living Project Coordinator proof of any required Cal Fresh Healthy Living Program Certifications for funded staff;
7. Provide Cal Fresh Healthy Living Direct and Indirect Nutrition Education at approved sites:
 - a. ***Direct Education: Conduct evidence-based direct education series reaching at a minimum 3,000 unduplicated Cal Fresh Healthy Living participants from 2020 to 2022.***

Direct Education (5 to 17 Years): Provide monthly an approved curriculum evidence-based direct education series that is appropriate for the target population with an educator actively engaging participants in the learning process through delivery of approved curriculum to promote healthy eating and physical activity. Ensure staff providing the curriculum have adequate knowledge of nutrition education and standards as well as community food resource to promote referrals.

Direct Education (18 to 59 Years): Provide six (6) approved curriculum evidence-based education series appropriate for the target population with an educator actively engaging participants in the learning process through delivery of Cal Fresh Healthy Living strategies, and interventions consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity. Ensure school staff, teachers, administrators have adequate knowledge of nutrition education and standards as well as community food resource to promote referrals.

- b. ***Indirect Education (5 to 17 & 17 to 59 Years): Engage at a minimum 4,000 Cal Fresh Healthy Living eligible population annually using indirect education strategies and channels to share healthy eating and active living information from 2020 to 2022.***

Annually promote, support and reinforce messages consistent with DE and other activities within strategy. Participate and assist in promoting the Cal Fresh Healthy Living Statewide Days of Action, Kern partner community events such as Rethink your drink day, Healthy Snack Day, Fruit and Veggie Fest, community and school events etc. If the site is host to a school-based health center, consider coordinating nutrition education materials, messages and events. Activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity.

- c. All Cal Fresh Healthy Living Education Program Activities will be reported weekly in the Program Evaluation and Reporting System (PEARS). PEARS measures program progress and meets the CAPK and Cal Fresh Healthy Living Evaluation Framework Priority Indicators. The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in Cal Fresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where Cal Fresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified Cal Fresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the Cal Fresh Healthy Living Evaluation Framework indicator from the Population Results section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate Cal Fresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

8. *Conduct annual community level and setting-based needs assessments during FY20, FY21 and FY22.*

- a. Conduct appropriate community level and setting-based needs assessments. Pre-Assessments will assess readiness, environment and client-need of school site and/or district in relation to nutrition standards as well as current site wellness policy and adherence to National School Lunch Program (NSLP), School Breakfast Program (SBP), Smart Snacks in Schools, Fresh Fruit and Vegetable Program, Afterschool Snacks, and state level nutrition requirements, if applicable. Post-Assessments will assess environment in relation to nutrition standards and/or impact on student body. Direct Education will be the intervention for changing the target behavior around

healthy eating and physical activity. Planning and preparation for implementation will begin in FFY20 as approved curricula will be chosen, training completed and the IOE and Site Level Assessment Questionnaire (SLAQ) surveys completed. FFY21 & FFY22 will include conducting follow up IOE and SLAQ assessments, program evaluations and monitoring of activities will be performed. Cal Fresh Healthy Living activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system.

- b. Develop and implement nutrition standards guidelines for food and beverages served in settings for meals, vending, distribution, snacks, and nutrition assistance or other sales. Water Access and Appeal and School Wellness Policies are activities that will be included for K-12 schools and will require planning/preparation for implementation and monitoring to follow up on assessments, evaluation of activities. Water Access and Appeal will cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 initiatives around water access and appeal. School Wellness Policies will cultivate relationships with decision makers, nutrition services, office of education, community partners/coalitions in settings to present and educate on the benefits and impact of school wellness policies. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convenings to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet Cal Fresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs. By September 30, 2022, 80% of approved sites that have made changes to support healthy eating will have a sustainability plan. By September 30, 2022, 80% of approved sites that have made changes to support physical activity will have a sustainability plan.
- c. All Cal Fresh Healthy Living Program Site Level Assessments (SLAQ) and Impact Outcome Evaluations (IOE) will be reported in the Program Evaluation and Reporting System (PEARS). The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in Cal Fresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where Cal Fresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified Cal Fresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt

nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the Cal Fresh Healthy Living Evaluation Framework indicator from the Population Results section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate Cal Fresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

9. Community Engagement

a. Cultivate relationships and educate appropriate local champions/influencers and community members about Water Access Appeal and School Wellness Policy.

Identify local influencers (YPAR) projects, Student Nutrition Committees. Present assessments results and/or educate on the benefits and impact of school nutrition standards. Leverage relationships with youth leaders to generate support for existing nutrition standards and/or additional work around improved and/or expanded nutrition standards in schools among students. Engage youth consistently throughout planning, implementation, and maintenance of nutrition standards. Include Water Access and Appeal to cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 initiatives around water access and appeal. School Wellness Policies will be developed with decision makers, nutrition services, office of education, community partners/coalitions to assist in implementing the benefits and impact of school wellness policies overall. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convening to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet Cal Fresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs.

Program Supports: YPAR, Steps for building relationships, Public Health Institute, Center for Regional Change, County Agricultural Commissioners and Sealers of Weights & Measures contact information.

b. Cultivate relationships with and educate site, organizational, and/or community level local decision-makers and officials about Water Access Appeal and School Wellness Policy.

Identify key decision makers including district and school leadership. Present assessment results and/or educate on the benefits and impact of nutrition standards in schools. Leverage relationships and generate support for existing work and/or additional work around improved and/or expanded nutrition standards among leadership, staff, outside funders, etc. this could include additional work around local procurement, healthy classroom celebration policies, reducing food waste, universal breakfast, Farm to School systems, school foodservice requirements, produce sourcing, etc. Engage decision makers at the site, organizational, and/or community level consistently throughout planning, implementation, and maintenance of nutrition standards.

Program Supports: Dairy Council of CA, LSWP Collaborative, Local School Wellness Policy Final Rule, Alliance for a Healthier Generation Healthy Schools Program, CA Department of Food and Agriculture Office of Farm to Fork.

c. ***Engage community in priority planning and implementation. Engage community members in assessment and/or present assessment results if applicable about Water Access Appeal and School Wellness Policy.***

Gather community feedback and input on the needs and desires of the community as well as facilitators and barriers related to nutrition standards in schools. Incorporate local champions, and community member's vision and high priority needs into the project planning through engaging them through meetings, listening sessions, surveys, etc. Community members may include members of wellness committees, parent/teacher associations, and local farmers, school-based health centers staff and administrators and students. Include Water Access and Appeal to cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 initiatives around water access and appeal. School Wellness Policies will be developed with decision makers, nutrition services, office of education, community partners/coalitions to assist in implementing the benefits and impact of school wellness policies overall. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convening to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet Cal Fresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs.

Program Supports: California School Nutrition Association local chapters, Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change, Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy, Parent Lesson Plans: Advocating for Healthier School Environment.

- d. ***Conduct information sharing and gathering forums with appropriate stakeholders such as Kern County Nutrition Action Plan Collaborative and Steering Committee and/or local collaboratives.***

Regularly meet, share and/or gather data from assessments, community engagement activities, implementation progress, successes, solutions for challenges, and report results with community stakeholders such as wellness committees, parent/teacher associations, local farmers, and others. Engage partners with common goals to leverage relationships support and funding opportunities. If appropriate, host a convening around specific timely topic.

Program Supports: Develop report cards, Scheduled workshops by ToP (Technology of Participation) provide training on group facilitation ToP Trainings.

- e. ***Identify and meet with appropriate funded and unfunded partners for program planning and implementation (tracking of local funding for community change strategies).***

Establish, cultivate, and maintain relationships with funded and unfunded professional or community partners/coalitions at the district and site level to advance the development and implementation of improved nutrition standards. This can also include work around healthy classroom celebrations, local procurement, and breakfast policies.

Program Supports: Action for Healthy Kids Game on Wellness Policy Resources, Fresh Fruit and Vegetable Program, USDA Farm to School Resources, F2S Planning Kit, F2S Fact Sheets, F2S Toolkit, Marketing Standards, Change Lab wellness policy resources, Food Resource & Action Center, Breakfast after the Bell Breakfast Bell Toolkit, Afterschool Summer Nutrition Programs, CA Department of Food and Agriculture Office of Farm to Fork.

- f. All Cal Fresh Healthy Living Program Site Level Assessments (SLAQ) and Impact Outcome Evaluations will be reported in the Program Evaluation and Reporting System (PEARS). The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in Cal Fresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where Cal Fresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified Cal Fresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the Cal Fresh Healthy Living Evaluation Framework indicator from the Population Results section of

Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate Cal Fresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

10. FY 20-22 KCSOS Site List		
Kern County Superintendent of Schools (KCSOS) Contact:		Elizabeth Velasco, Prevention Services Facilitator 661-852-5662 EM: evelasco@kern.org KCSOS Office of Mary C. Barlow 1300 17 th Street Bakersfield 93301
Cal Fresh Healthy Living Services provided	Site Name	Address & Phone
Delano Union Elementary IOE - Intervention	Fremont Elementary	1318 Clinton Street Delano CA 93215 661-721-5050
Delano Union Elementary IOE – Control Site	Del Vista Math & Science Academy	710 Quincy Street Delano CA 93215 661-721-5040
Delano Union Elementary IOE – Intervention	Princeton Street Elementary	1959 Princeton Street Delano 93215 661-721-5080
Youth Engagement Team & PSE/SLAQ	Bridges Academy	301 E. 18 th St. Bakersfield CA 93305 661-852-5730
Youth Engagement Team & PSE/SLAQ	Kelly F. Blanton Education Center	300 E. Truxtun Ave., Bakersfield CA 93305 661-852-5700
Direct & Indirect Education	Independence through Grace https://www.itsgrace.org/schedule	1830 Truxtun Avenue, Suite 101 Bakersfield CA 93301 661-747-9007
Direct & Indirect Education	Albany Park Elementary School	235 West 20 th Ave Delano CA 93215 661-721-5020
Direct & Indirect Education	Morningside Elementary School	2100 Summer Dr Delano CA 93215 661-720-2700
Direct & Indirect Education	Pioneer School	1001 Hiett Ave Delano CA 93215 661-474-4911
Direct & Indirect Education	Standard Elementary School	115 Miner Ave Bakersfield CA 93308 661-392-2120
Direct & Indirect Education	Highland Elementary School	2900 Barnett St Bakersfield CA 93308 661-392-2115
Direct & Indirect Education	Wingland Elementary School	701 Douglas St Bakersfield CA 93308 661-392-2125
PSE/SLAQ, Direct & Indirect Education	Nueva Vista Language Academy	120 Garces Hwy Delano CA 93215 661-721-5070
PSE/SLAQ, Direct & Indirect Education	Buttonwillow Union Elementary	426000 CA-58 Buttonwillow CA 93206 661-764-5248
PSE/SLAQ, Direct & Indirect Education	Golden Oak Elementary	19 S Wall St Shafter CA 93263 661-746-8670
PSE/SLAQ, Direct & Indirect Education	Redwood Elementary	331 N Shafter Ave Shafter CA 93263 661-746-8650

11. Cal Fresh Healthy Living Program Support Materials

Action for Healthier Kid
Action for Healthy Kids Game on Wellness Policy Resources
Afterschool Summer Nutrition Programs
Alliance for a Healthier Generation
Alliance for a Healthier Generation Healthy Schools Program
Alliance for Healthier Generation Smart Snacks Calculator
Breakfast after the Bell Breakfast Bell Toolkit
CA Department of Food and Agriculture Office of Farm to Fork
CA Project LEAN
California Farm to School Network Needs Assessment
California School Nutrition Association local chapters
CDPH Document Library
Center for Regional Change
Change Lab wellness policy resources
Consumer Confidence Report
County Agricultural Commissioners and Sealers of Weights & Measures
Dairy Council of CA
F25S Fact Sheets
F2S Planning Kit
F2S Toolkit
Food Resource & Action Center
Fresh Fruit and Vegetable Program
Harvest of the Month
Healthy People 2020
Impact Outcome Evaluation (IOE)
Local School Wellness Policy Final Rule
LSWP Collaborative
Marketing Standards
National Drinking Water Alliance
NEMS vending assignment tool
Parent Lesson Plans: Advocating for Healthier School Environments
Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy
Photo-evidence tool for assessment of water sources
Physical Activity Guidelines (PAG)
Power Play!
Project Lean California School Food Beverage Standards Calculator
Project Lean Smart Snacks
Public Health Institute
Rethink Your Drink
Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change
San Jose State Cal-Pro-Net outreach toolkit for school meals
School Health Index
School Site Level Assessment Questionnaire (SLAQ)

SNAP-Ed Resource List & Tool Kit Interventions
State Water Resource Control Board CDE Water Resources
U.S. Food and Drug Administration Nutrition Facts Label
USDA Farm to School Resources
Well Sat 2.0 Assessment Tool
YPAR, Steps for building relationships



MEMORANDUM

To: Budget and Finance Committee
Carmen Segovia
From: Carmen Segovia, Director of Health & Nutrition
Date: October 21, 2020
Subject: *Agenda Item 6h*: CAPK WIC Revised Job Descriptions – **Action Item**

CAPK WIC is requesting approval of the two revised and re-pointed job descriptions: WIC Program Administrator and WIC Program Manager.

In September of this year the CAPK Budget and Finance Committee approved a new organizational structure for the CAPK WIC program. Since that time staff have worked with Human Resources (HR) to revise 2 job descriptions to reflect the approved changes within the new structure. Included with this memo are 2 job descriptions that have been reviewed and re-pointed by HR and are presented to the Committee for approval.

Funding for these 2 positions is included in the current and projected contract for CAPK WIC from CDPH WIC. The budget impact for FFY 20-21 is approximately \$3370. The impact on the CAPK WIC budget is projected to be sustainable.

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.

This is an ongoing project to reorganize and revise the organizational structure of CAPK WIC. The revised organization chart was approved by the Committee at the last meeting in September. The next step will be the approval of the attached job descriptions and salary range. CAPK WIC will return to this Committee in the future to review and approve the remaining leadership and support staff job descriptions and salary ranges.

Proposal

- 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

Recommendation:

Staff recommends approval of the CAPK WIC Program changes in position titles and the revision of the job descriptions.

Attachments:

WIC Program Administrator Job Description
WIC Program Manager Job Description



WIC Program Administrator

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

Salary Range: Grade 12

FLSA Status: Exempt

Date Approved:

SUMMARY:

Under the general direction of the Director of Health and Nutrition. Responsible for the administration and management of the CAPK WIC Program that provides supplemental food benefits and nutrition education for Women, Infants, and Children. Ensures that the CAPK WIC program is fully compliant with all State and Federal regulations, contract requirements, and CAPK policies. Monitor contract compliance, assuring all reporting and budgetary functions are completed with quality in a timely manner. Lead the department in short term and long-range planning including staffing and supply and equipment needs, location of offices, and the interpretation and implementation of WIC standards and procedures. Prepare and administer the WIC Budget with funds allocation by CDPH WIC. Performs all duties of a Nutritionist when necessary.

SUPERVISION RECEIVED:

Receives supervision from the Director of Health and Nutrition Services

SUPERVISION EXERCISED:

WIC Program Manager, Outreach/Public Relations Coordinator, Regional Breastfeeding Liaison, Local Vendor Liaison, and Equipment Supply Clerk

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Responsible for participating in the division's strategic leadership team to guide decision making and establish business processes to ensure a culture of program excellence.
2. Maintains and oversees a management system that ensures proper planning, efficient operation and ensure full compliance of the program requirements of the CAPK WIC Program.
3. Responsible for the implementation of the policies and procedures regarding determination of eligibility and nutritional risk of applicants applying for the WIC Supplemental Food Program in accordance with federal and state guidelines.
4. Maintains liaison with the State WIC Program and with the health care/community partners of Kern County and San Bernardino County.
5. Coordinate services with other health organizations, state and federal agencies and citizen groups.
6. Coordinate activity with the Outreach, Public Relations Coordinator to review activity and review achievements in increasing CAPK WIC participation.
7. Responsible for the procurement and maintenance of CAPK WIC equipment.
8. Prepare and submit reports as follows:
 - a) Responsible for long-range program planning for approval by the Division Director, Chief Program Officer, Chief Executive Officer, and the Board of Directors.
 - b) Responsible for nutrition education and budget expenditures.

- c) Responsible for developing the WIC budget for approval by the Division Director, Chief Program Officer, Chief Executive Officer and the Board of Directors.
- d) Responsible for monitoring annual budgets and fiscal control reports throughout the year.
- e) Monthly reports for program activities as required by the Agency
- f) Inventory reports as required by the agency and funding source.
- 9. Provide leadership by example, establishing and maintaining quality work standards throughout Agency components areas.
- 10. Plan, organize, direct, supervise, train, and evaluate the performance of the WIC staff.
- 11. Monitor in-service training; ensuring that all personnel have adequate training.
- 12. Provide assistance, guidance, and direction to program staff.
- 13. Assists the WIC Program Manager with directing WIC staff regarding the nutrition and administrative component of WIC in accordance with the federal and state guidelines.
- 14. Provide direct client services when necessary.
- 15. Oversees the overall development and implementation of the Breastfeeding Plan, the Nutrition Services Plan, The Quality Assurance Plan, and any other plans required by CDPH WIC.
- 16. Responsible for the overall development and monitoring of projects with the WIC program: The Regional breastfeeding Liaison, Breastfeeding Peer Counselor Program, Farmers' Market Nutrition Program, and the Local Vendor Liaison Program.
- 17. Works closely with the Director of Health and Nutrition and the Chief Program Officer to review achievements and discuss required changes in goals, objectives, or program emphasis.
- 18. Responsible for hiring staff and maintaining appropriate staffing levels.
- 19. Responsible for maintaining WIC facilities included but not limited to the security of the WIC offices and ensures that adequate safeguards are utilized for the protection of employees and WIC property.
- 20. Ensures compliance with all contractual requirements prescribed by CDPH WIC including fiscal, program, and operations.
- 21. Comply with labor laws and CAPK Human Resources policies.

B. Other Job Specific Duties:

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

MINIMUM QUALIFICATIONS:

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

Knowledge of:

Agency policies and procedures.

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

Departmental policies and procedures.

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

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

Ability to:

Manage multiple priorities with strong skills in planning and problem solving.
 Deal with conceptual matters.
 Plan, organize, allocate, and control substantial resources.
 Communicate effectively with people of diverse socioeconomic backgrounds.
 Supervise and motivate people.
 Work cooperatively with government and private sectors.
 Demonstrate good interpersonal skills.
 Attend evening and weekend meetings.
 Effectively present program information to the general public.
 Establish professional working relationships with staff, agencies and participants

EDUCATION AND EXPERIENCE:

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

- Bachelor's Degree in Nutrition or a related field.
- Shall possess and maintain the Registered Dietitian credential as approved by the Academy of Nutrition and Dietetics.
- Minimum of five (5) years' experience in the administration of a health or related program.
- Minimum of five (5) years of management/supervisory experience may be substituted by additional education or experience.

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Breastfeeding Education Coordinator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		

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

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



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

Salary Range: Grade 11

FLSA Status: Exempt

Date Approved:

SUMMARY:

Under direction of the WIC Program Administrator. Assists with the overall administration of the WIC Program. Acts as WIC Program Administrator as needed. Provides oversight and support to the CAPK WIC Program. Assists in the management of the day to day operation of the CAPK WIC Program. Provides supervision, leadership, training, and technical expertise for WIC program staff. Performs all duties of a WIC Nutritionist.

SUPERVISION RECEIVED:

Receives supervision from the WIC Program Administrator

SUPERVISION EXERCISED:

Supervises the Nutrition Education Supervisor, Breastfeeding Education/Peer Counselor Supervisor, Staff Development Supervisor, Operations Coordinator, Staff Training Coordinator Degreed Nutritionists and Receptionists

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. Assists in the daily operation of the WIC clinics including supervision of staff and client schedule.
2. Assists with overseeing a management system that ensures proper planning and efficient operation of the CAPK WIC Program. Responsible for the daily operations of the CAPK WIC program.
 - a) Responsible for developing weekly schedules and other reports necessary for WIC operations.
 - b) Attend/participate in meetings/conferences pertinent to the WIC Program
 - c) Prepare and present WIC information to community organizations.
 - d) Completes on-going reports based on measurable and objective criteria the Develops reports required by California Department of Public Health WIC Division (CDPH WIC) and used by CDPH WIC to evaluate caseload, funding need and compliance with program requirements.
 - i. Prepares assigned reports based on accurate, detailed data and submits them to CDPH WIC
 - ii. Assist as requested in the collection of accurate, detailed data used by the Program Administrator for the development of required reports and documents.
 - e) Collects and compiles information from monthly State Timesheets to determine budget allocations
3. Manages the everyday operations of the CAPK WIC program
 - a) Plan, organize, direct, supervise, train, and evaluate the performance of the WIC staff.

- b) Ensure all staff have a clear understanding of their job responsibilities and are provided with technical guidance and support and required.
 - c) Ensures that in-service trainings are conducted, ensuring that all personnel have adequate training.
 - d) Assist with coordinating clinic schedules and staffing needs.
 - e) Performs supervisory duties as assigned
4. Provide direct participant services
- a) Determine eligibility and/or Nutrition risk of participants for the WIC program.
 - b) Assess nutrition status of high-risk participants and develop individualized care plan.
 - c) Assist participant in selecting nutrition priorities and goals.
 - d) Provide follow up for high risk participants as needed.
 - e) Provides direct services as needed
 - f) Perform other related duties as assigned

B. Other Job Specific Duties:

- 1. Attends all meetings, trainings, and conferences as assigned.
- 2. Provides transportation for WIC equipment and/or supplies using a WIC vehicle or personal vehicle (with mileage reimbursement) if a WIC vehicle is not available.
- 3. Maintains safe and functional work environment.
- 4. Work alternative hours as required.
- 5. Is proactive in the program effort to recruit and enroll families that qualify for the WIC programs.
- 6. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

WIC program policies and procedures.
 Modern office practices, methods, procedures and equipment, including computers.
 Word processing, spreadsheet, database, and other related software applications.
 Customer service best practices.

Ability to:

Communicate effectively, verbally and in writing.
 Ability to manage multiple priorities with strong skills in planning and problem solving.
 Work independently with little direction.
 Meet schedules and timelines.
 Adjust to changes in requirements and work environment.
 Effectively present program information to the general public.
 Ability to supervise and motivate people.
 Establish professional working relationships with staff, vendors, participants, and public.
 Plan and organize work; compose clear, concise reports and recommendations.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in Nutrition or a related field
- Shall possess and maintain the Registered Dietitian credential as approved by the Academy of Nutrition and Dietetics.
- Minimum of four (4) years' experience in the administration of a health or related program.
- Four (4) years of management/supervisory experience may be substituted by additional education or experience.

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Breastfeeding Education Coordinator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	

Reaching (above shoulder level)					X	
Reaching (below shoulder level)					X	
	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X					



MEMORANDUM

To: Budget & Finance Committee

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: October 21, 2020

Subject: *Agenda Item 6i*: Fuel Card Policy – **Action Item**

Executive Summary

The following policy proposal is presented to the Community Action Partnership of Kern (“CAPK”) Budget and Finance Committee for approval. CAPK continues to strengthen internal controls for maximum efficiency and transparency. As such, the Finance Team has revised the current fuel card policy and procedure to ensure these controls are in effect.

Additionally, the Finance Team began evaluating the current fuel card provider, Chevron and Flyers. After research, the Finance Team selected Wells Fargo to facilitate the fuel credit cards for more flexibility in payment processing, easier portal, and more efficiently. The new Wells Fargo portal will allow for real-time monitoring as well as more employee accountability.

Recommendation:

Staff recommends the Board approve the new Fuel Card policy and procedure and authorize Finance to move the current fuel cards to Wells Fargo.

Attachment:

Fuel Card Policy



POLICY AND PROCEDURE

TITLE:	Fuel Card Policy
APPROVED:	[Enter Date of Board Approval]
APPLIES TO:	All Community Action Partnership of Kern Employees

POLICY:

It is the policy of Community Action Partnership of Kern (CAPK) that all company-controlled vehicles are assigned a fuel card. Employees authorized to use the fuel card accept all responsibility for the protection and proper use of the fuel card when in possession. Employees who are assigned the regular use of company vehicles will be required to sign a Fuel Card Employee Agreement acknowledging the requirements and proper use of the fuel card. Purchases on the fuel card are for business use only. This policy will set standards and guidelines on the use of fuel cards to ensure accountability and compliance according to federal and state requirements.

AFFECTED DEPARTMENTS:

This policy applies to all eligible CAPK employees.

DEFINITION:

None

GUIDELINES:

The Finance Department will be responsible for obtaining and issuing fuel cards to departments. Departments who are assigned a fuel card will be responsible for adhering to the procedures set forth. Employees will sign the Fuel Card Employee Agreement and will be filed in the Finance Department. Employees will obtain receipts for all fuel purchase and submit original receipts to the Finance Department for record keeping.

CARD HOLDER RESPONSIBILITIES:

The fuel card is to be used for business purposes only. The fuel card may not be used for personal use and may not be used to fuel personal vehicles. Employees are responsible for keeping the fuel card in a secure location at all times. Employees must always submit receipt of

transactions to the Finance Department for reconciling. All cards must be returned to the designated controller at the end of each day for safekeeping. Failure to adhere to this policy may result in disciplinary action.

REPLACEMENT CARDS:

Employees must immediately report any lost, stolen, or damaged fuel cards to their supervisor. The supervisor will notify the Finance Department. Any replacement cards will be coordinated and facilitated by the Finance Department. CAPK will be responsible for all transactions up to the time that the lost or stolen report is made.

PROCEDURE FOR CHECKING OUT FUEL CARD:

1. The designated Program Administrator will request to see the employee's driver license if the individual is not known.
2. On the fuel card log, the Program Administrator will enter the card number, employee name, and date and time of check-out. Program Administrator will initial the entry (Note: the employee does not initial or sign the log).
3. Complete the bottom section of the Fuel Card Employee Agreement and enter the card due date.
4. Instruct the employee to sign where indicated. Let employee know of required due date.
5. Offer a copy of the agreement to the employee. Give the fuel card to the employee along with the Vehicle Binder designated to the vehicle, which is secured in each vehicle.
6. Employee must turn in the fuel card before the end of the day. The Program Administrator will contact the employee if the fuel card has not been returned.



MEMORANDUM

To: Budget & Finance Committee

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: October 21, 2020

Subject: *Agenda Item 6j*: Line of Credit Reduction – **Action Item**

Executive Summary

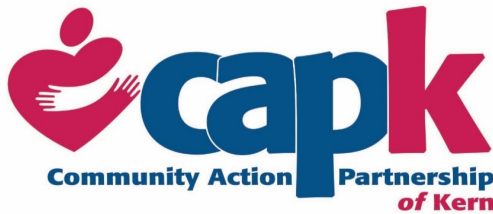
In response to the concerns regarding cash flow at the beginning of the COVID-19 crisis, Community Action Partnership of Kern (CAPK) elected to increase the available Line of Credit from \$2,000,000 to \$4,000,000. This increase was made effective on March 23, 2020. The Finance team was able to secure an increase in the Line of Credit in partnership with our bank within a week due to the strong financial condition of the agency.

During the COVID-19 crisis, CAPK's Finance team has carefully monitored and controlled cash flow. The Line of Credit was used once in July to handle the normal cyclical challenges for cash flow from the California Department of Education. The Finance team has continued to monitor and guide contract/grant invoicing and the subsequent receivables. We have not experienced delays in payments as originally expected in March.

Based on the regular inflow of funds, it is recommended that the Line of Credit is reduced back to the original \$2,000,000 limit. A reduction of the Line of Credit will result in less fees and costs associated with holding a larger line of credit. A reduction of the limit will result in a savings of approximately \$1,200 per quarter.

Recommendation

Staff recommends the Board delegate authority to the Chief Executive Officer (CEO) to proceed with authorizing a decrease in the agency Line of Credit from \$4,000,000 to \$2,000,000.



BUDGET AND FINANCE COMMITTEE

OCTOBER 21, 2020

FINANCIAL REPORT

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/20 - 02/28/21	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/20 - 02/28/21	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/20 - 02/28/21	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/20 - 02/28/21	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/20 - 02/28/21	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/20 - 02/28/21	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/20 - 02/28/21	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/20 - 02/28/21	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START EXPANSION	2,454,592	93.600	09HP000163-02	03/01/20 - 02/28/21	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START EXPANSION - CARES ACT	133,579		09HP000163-02C3	03/01/20 - 02/28/21		
EARLY HEAD START/HEAD START	27,045,025	93.600	09CH011132-02	03/01/20 - 02/28/21	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START - CARES ACT	1,549,338		09CH011132-02C3	03/01/20 - 02/28/21		
EARLY HEAD START SAN JOAQUIN	5,608,269	93.600	09-CH011406-01	02/01/20 - 01/31/21	117	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN - CARES ACT	275,067		09-CH011406-01C3	02/01/20 - 01/31/21		
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	2,082,493	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

**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
CSBG DISCRETIONARY (CRM)	32,000	93.569	20F-3015	1/1/20 - 12/31/20	175/175	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG CARES ACT DISCRETIONARY (RENTAL ASSISTANCE CRM)	40,370	93.569	20F - 3654	03/27/20 - 05/31/22	175/008	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 CALIFORNIA, 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

**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
NEOPB CAL FRESH HEALTHY LIVING	1,491,998	10.561	19-10324	10/01/19 - 09/30/20	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
ECONOMIC EMPOWERMENT	50,000	93.590	EE - KERN - 17 - 20	07/01/19 - 06/30/20	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE C	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 PRO	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 PRO 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

**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
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
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	348,000		19T - 9011	10/01/19 - 06/30/22	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

**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
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
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	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
SIERRA FOUNDATION - ASTHMA MITIGATION	500,000		N/A	08/01/20 - 05/15/23	290	STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SVCS. SIERRA FOUNDATION
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 SERV
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

**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
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
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

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					
451	SCVF Migrant Childcare Alternative Payment	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	<u>Food Bank</u>		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
461	CAFB Food Access for Farmworkers Initiative		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				

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

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>Energy</u>						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	<u>Small Business Development</u>						
456	Bank of the West				X		
	<u>East Kern Family Resource Center</u>						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
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		

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
186	2-1-1 Hospital Preparedness Program				X		
272	United Way - CESH				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
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				
09/30/20	n/a				

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

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

Note 3: Line of credit was required on July 30, 2020 in the amount of 600,000. The loan was repaid on Aug

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculated quarterly)

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/19 - 3/30/20	90 days	\$ 1,253.47	0.25%
04/01/20 - 6/30/20	90 days	\$ 2,583.33	0.25%
07/01/20 - 9/30/20	90 days	\$ 2,534.73	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 SEPTEMBER 30, 2020	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(104,221.83)
HEAD START/EARLY HEAD START	46,454.26
SUBTOTAL	(57,767.57)
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
CHILD DEVELOPMENT RESERVE No. 2	34,944.00
CHILD CARE FACILITIES	(80.00)
GENERAL CHILD CARE	203,782.43
MIGRANT A/P	1,405,795.02
MIGRANT CHILD CARE	(16,034.24)
MIGRANT SPECIALIZED SERVICES	9,843.43
SAN JOAQUIN COE GENERAL CHILD CARE	595,657.98
STATE PRESCHOOL	148,923.67
SUBTOTAL	2,382,831.99
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	192,462.09
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(99,906.19)
EF&S	70,351.50
EFAP	(770,523.62)
FOOD BANK	505,413.75
FOOD BANK CAPACITY PROGRAM	181,785.14
FOOD BANK - STATE	155,452.54
SOCAL GAS	0.00
TRADE MITIGATION	(72,127.04)
WONDERFUL FOUNDATION	44,109.43
SUBTOTAL	207,017.60
ENERGY	(335,418.41)
DOE WAP	(91,695.85)
LIHEAP	(1,079,043.33)
PG&E	(15,827.58)
DAP (Disorgement Assistance Program)	(25,073.57)
TRANSFER NEGATIVE BALANCE	1,547,058.74
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	282,589.77
AMERICORPS - CALIFORNIA VOLUNTEERS	(181,880.55)
BANK OF THE WEST	11,621.84
CAL FRESH	(31,415.49)
CALEITC	(174.05)
COST POOLS	18,669.29
COUNTY OF KERN 2020 CENSUS	(7,038.22)
COUNTY OF KERN CARES ACT	826,752.49
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	(9.74)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(246,907.07)
CSBG	91,513.22
CSBG CARES ACT	(34,457.07)
CSBG DISCRETIONARY	(46,172.90)
DIFFERENTIAL RESPONSE	(23,545.21)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	1,547,005.84
ECONOMIC EMPOWERMENT	(11,817.41)
EAST KERN FAMILY RESOURCE CENTER	4,450.72
KEDF MEAL DELIVERY RESTAURANT PROGRAM	(36,877.13)
FIRST 5 KERN 211	(42,159.40)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(24,695.93)
FIRST 5 HELP ME GROW	(50,136.79)
FRIENDSHIP HOUSE	17,380.47
FUNDRAISING	276,969.02
GAPP FUND	0.00
GENERAL FUND	189,629.11
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(5,861.83)
HOME VISIT INITIATIVE (CO OF KERN)	(87,019.74)
HUD-COORDINATED ENTRY SYSTEM	(31,826.04)
INDIRECT FUND	1,310,015.62
IRS - VITA	(30,276.02)
NALEO - 2020 CENSUS	7,109.58
NEOPB CAL FRESH HEALTHY LIVING	(162,977.61)
POSITIVE YOUTH DEV SVC	(8,285.87)
POSITIVE YOUTH M	(16,797.00)
SHAFTER YOUTH CENTER	15,758.17
SHARE OUR STRENGTH NO KID HUNGRY	133,298.80
SIERRA FOUNDATION - ASTHMA MITIGATION	100,000.00
SILICON VALLEY COM FOUND MIGRANT ALTERNATIVE PYMT	227,382.59
SO CA EDISON - 211 CUSTOMER RELATIONS	(958.24)
UNITED WAY 211	931.58
UNITED WAY CESH	22,302.38
UNITED WAY COVID-19 211 COMMUNITY RESPONSE	(407.84)
WELLS FARGO FOUNDATION	46,981.80
WIC	(666,711.67)
LESS: ENERGY NEGATIVE BALANCE	(1,547,058.74)
ADD: LINE OF CREDIT	
SUBTOTAL	1,839,572.45
TOTAL OPERATING CASH	4,373,654.47

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
September 30, 2020

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	09/30/20		5,511,881.25
LESS: OUTSTANDING CHECKS		1,137,830.10	
ADJUSTED BANK BALANCE AT	09/30/20		4,374,051.15
GENERAL LEDGER BALANCE AT	08/31/20		4,559,976.40
ADD: DEPOSITS		1,922,435.27	
US TREAS DRAWDOWNS		4,090,503.87	
FUNDS FROM OTHER GRANTS		427,320.88	
ADP /HEALTH EQUITY REFUND		220.83	
LINE OF CREDIT LOAN		-	
ONLINE DONATION		-	
REIMBURSEMENT OF ALTERED PAYEE			
LESS: CHECKS		2,750,483.50	
ADP PAYROLL 9/11/20		1,373,851.80	
ADP PAYROLL 9/25/20		1,422,789.17	
EFTS FOR HRA/HSA/ STD/403B		207,481.19	
REC LOAN PRINCIPAL/INT EXPENSES		33,900.06	
CREDIT CARD		18,343.17	
BANK FEES		1,179.21	
ACH VOUCHERS		818,378.00	
		-	
GENERAL LEDGER BALANCE AT	09/30/20		4,374,051.15

DIFFERENCE: -

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 10/09/2020
APPROVED BY: [Signature] TITLE: Chief Financial Officer DATE: 10/09/2020

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

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2020

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	09/30/20	801,566.99
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	09/30/20	801,566.99

BALANCE PER G/L	08/31/20	801,461.88
ADD:		
DEPOSITS		0.00
INTEREST		105.11
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	09/30/20	801,566.99

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: 10/07/20

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 10/07/20

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

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

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 09/30/20 607,385.64

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 09/30/20 607,385.64

BALANCE PER G/L 08/31/20 86,721.68

ADD: DEPOSITS 520,623.00

INTEREST 40.96

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

WIRE TRANSFER 0.00

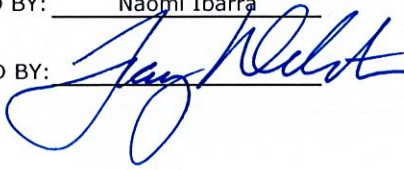
BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 09/30/20 607,385.64

* December 2009 name changed from Food Bank to DOE ARRA. DIFFERENCE: 0.00

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

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 10/07/20

APPROVED BY:  TITLE: Chief Financial Officer DATE: 10/07/20

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

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2020

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	09/30/20	29,167.95
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE	09/30/20	29,167.95

BALANCE PER GENERAL LEDGER	08/31/20	19,579.06
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	9,894.08	
PAYPAL DEPOSIT	0.00	
INTEREST	3.38	
LESS:		
APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	12.45	
BANKCARD FEES	296.12	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
BALANCE PER GENERAL LEDGER:	09/30/20	29,167.95

* 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: 10/07/20

APPROVED BY:  TITLE: Chief Financial Officer

DATE: 10/07/20

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

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2020

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: 09/30/20 7,522.06

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 09/30/20 7,522.06

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

ADD: DEPOSITS 0.00

INTEREST 0.99

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 09/30/20 7,522.06

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 10/07/20

APPROVED BY:  TITLE: Chief Financial Officer DATE: 10/07/20

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

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2020

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: **09/30/20** **2.11**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: **09/30/20** **2.11**

BALANCE PER G/L **08/31/20** **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 **09/30/20** **2.11**

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 10/07/20

APPROVED BY:  TITLE: Chief Financial Officer DATE: 10/07/20

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

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Gloria Barbero	Administrator - EHS San Joaquin	149.00
Yolanda Gonzales	Director of Head Start/State Child Development Programs	278.95
Freddy Hernandez	Director of Youth and Community Services	261.45
Traco Matthews	Chief Program Officer	9,367.47
Lisa McGranahan	Director of Human Resoures	50.00
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	24.95
Pritika Ram	Director of Administration	1,002.52
Carmen Segovia	Director of Health & Nutrition Services	14,087.56
Sheila Shegos	Director of Community Development	19,385.23
Jeremy Tobias	Chief Executive Officer	94.18
Emilio Wagner	Director of Operations	879.13
Tracy Webster	Chief Financial Officer	5,800.30
	Total	\$ 51,380.74



Statement Expenses

10/01/2020 10:57 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	AP, CAPK	Start Date:	09/01/2020
Card Number:	xxxx-xxxx-xxxx-7017	End Date:	09/30/2020
Status:	Open	Reminder Period:	10/01/2020 through 10/03/2020
Charges:	0.00 USD	Grace Period:	10/04/2020 through 10/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	10/07/2020 through 10/10/2020
Total Amount:	0.00 USD	Download Period:	10/11/2020 through 10/28/2020

Charges

There are no results.

---End of Report---



Statement Expenses

10/01/2020 10:59 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	BARBERO, GLORIA	Start Date:	09/01/2020
Card Number:	xxxx-xxxx-xxxx-7058	End Date:	09/30/2020
Status:	Open	Reminder Period:	10/01/2020 through 10/03/2020
Charges:	149.00 USD	Grace Period:	10/04/2020 through 10/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	10/07/2020 through 10/10/2020
Total Amount:	149.00 USD	Download Period:	10/11/2020 through 10/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/17/2020	09/18/2020	Smore.com Www.smore.com,PA		CAPK Pcard(CAPL Pcard)	No	149.00 USD / 149.00

Total Charges: 149.00 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

 10/01/2020 11:00 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	GONZALES, YOLANDA	Start Date:	09/01/2020
Card Number:	xxxx-xxxx-xxxx-7009	End Date:	09/30/2020
Status:	Open	Reminder Period:	10/01/2020 through 10/03/2020
Charges:	278.95 USD	Grace Period:	10/04/2020 through 10/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	10/07/2020 through 10/10/2020
Total Amount:	278.95 USD	Download Period:	10/11/2020 through 10/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Fsp Kern Cpr, Llc 661-858-4869,CA		CAPK Pcard(CAPL Pcard)	No	90.00 USD / 90.00
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/17/2020	09/18/2020	Target 00027151 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	109.95 USD / 109.95
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/26/2020	09/28/2020	Smore.com - Educator Www.smore.com,PA		CAPK Pcard(CAPL Pcard)	No	79.00 USD / 79.00

Total Charges: 278.95 USD

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

---End of Report---



Statement Expenses

 10/01/2020 11:00 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	HERNANDEZ, FREDDY	Start Date:	09/01/2020
Card Number:	xxxx-xxxx-xxxx-8889	End Date:	09/30/2020
Status:	Open	Reminder Period:	10/01/2020 through 10/03/2020
Charges:	261.45 USD	Grace Period:	10/04/2020 through 10/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	10/07/2020 through 10/10/2020
Total Amount:	261.45 USD	Download Period:	10/11/2020 through 10/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/23/2020	09/24/2020	Corpsummits 404-2208700,GA		CAPK Pcard(CAPL Pcard)	No	261.45 USD / 261.45

Total Charges: 261.45 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

 10/01/2020 11:01 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	MATTHEWS, TRACO	Start Date:	09/01/2020
Card Number:	xxxx-xxxx-xxxx-3726	End Date:	09/30/2020
Status:	Open	Reminder Period:	10/01/2020 through 10/03/2020
Charges:	9,367.47 USD	Grace Period:	10/04/2020 through 10/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	10/07/2020 through 10/10/2020
Total Amount:	9,367.47 USD	Download Period:	10/11/2020 through 10/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/15/2020	09/17/2020	Victors Mexican Grill Bakersfield, CA		CAPK Pcard(CAPL Pcard)	No	2,826.41 USD / 2,826.41
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/16/2020	09/17/2020	The Sequoia Sandwich Com Bakersfield, CA		CAPK Pcard(CAPL Pcard)	No	3,011.65 USD / 3,011.65
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/16/2020	09/18/2020	Victors Mexican Grill Bakersfield, CA		CAPK Pcard(CAPL Pcard)	No	2,826.41 USD / 2,826.41
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/22/2020	09/23/2020	The Sequoia Sandwich Com Bakersfield, CA		CAPK Pcard(CAPL Pcard)	No	619.65 USD / 619.65
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/29/2020	09/30/2020	The Sequoia Sandwich Com Bakersfield, CA		CAPK Pcard(CAPL Pcard)	No	83.35 USD / 83.35

Total Charges: 9,367.47 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

 10/01/2020 11:01 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	MCGRANAHAN, LISA	Start Date:	09/01/2020
Card Number:	xxxx-xxxx-xxxx-9914	End Date:	09/30/2020
Status:	Open	Reminder Period:	10/01/2020 through 10/03/2020
Charges:	50.00 USD	Grace Period:	10/04/2020 through 10/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	10/07/2020 through 10/10/2020
Total Amount:	50.00 USD	Download Period:	10/11/2020 through 10/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/18/2020	09/21/2020	Paypal Kleindenata 402-935- 7733,CA		CAPK Pcard(CAPL Pcard)	No	50.00 USD / 50.00

Total Charges: 50.00 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

 10/01/2020 11:02 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	MEADE, JERRY	Start Date:	09/01/2020
Card Number:	xxxx-xxxx-xxxx-5025	End Date:	09/30/2020
Status:	Open	Reminder Period:	10/01/2020 through 10/03/2020
Charges:	24.95 USD	Grace Period:	10/04/2020 through 10/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	10/07/2020 through 10/10/2020
Total Amount:	24.95 USD	Download Period:	10/11/2020 through 10/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/16/2020	09/17/2020	A B Cpr 619-281- 3304, CA		CAPK Pcard(CAPL Pcard)	No	24.95 USD / 24.95

Total Charges: 24.95 USD

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

---End of Report---



Statement Expenses

10/01/2020 11:02 AM PT

Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	RAM, PRITIKA	Start Date:	09/01/2020
Card Number:	xxxx-xxxx-xxxx-7074	End Date:	09/30/2020
Status:	Open	Reminder Period:	10/01/2020 through 10/03/2020
Charges:	1,002.52 USD	Grace Period:	10/04/2020 through 10/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	10/07/2020 through 10/10/2020
Total Amount:	1,002.52 USD	Download Period:	10/11/2020 through 10/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/31/2020	09/01/2020	The Bakersfield Circula 800-9535353,CA		CAPK Pcard(CAPL Pcard)	No	155.88 USD / 155.88
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/31/2020	09/01/2020	Venngage.com Toronto,ON		CAPK Pcard(CAPL Pcard)	No	468.00 USD / 468.00
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/31/2020	09/01/2020	Cross Border Trans Fee		CAPK Pcard(CAPL Pcard)	No	4.68 USD / 4.68
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/02/2020	09/03/2020	La Times Subscription 213-283-2274,CA		CAPK Pcard(CAPL Pcard)	No	23.96 USD / 23.96
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/21/2020	09/22/2020	Sq California Forward Gosq.com,CA		CAPK Pcard(CAPL Pcard)	No	350.00 USD / 350.00

Total Charges: 1,002.52 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

 10/01/2020 11:03 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	SHEGOS, SHEILA	Start Date:	09/01/2020
Card Number:	xxxx-xxxx-xxxx-0776	End Date:	09/30/2020
Status:	Open	Reminder Period:	10/01/2020 through 10/03/2020
Charges:	19,385.23 USD	Grace Period:	10/04/2020 through 10/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	10/07/2020 through 10/10/2020
Total Amount:	19,385.23 USD	Download Period:	10/11/2020 through 10/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/31/2020	09/01/2020	Sub Station Stockdale Bakersfield, CA		CAPK Pcard(CAPL Pcard)	No	2,760.00 USD / 2,760.00
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/31/2020	09/02/2020	Dos Tacos 661-8005035, CA		CAPK Pcard(CAPL Pcard)	No	1,500.00 USD / 1,500.00
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	08/31/2020	09/02/2020	Hodel's Country Dining Bakersfield, CA		CAPK Pcard(CAPL Pcard)	No	3,075.88 USD / 3,075.88
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440, CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440, CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440, CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440, CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440, CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440, CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency

	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
13.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
14.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
15.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
16.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
17.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
18.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
19.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
20.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
21.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
22.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
23.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
24.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc		CAPK Pcard(CAPL	No	15.00 USD / 15.00

		661-3682440,CA		Pcard)			
25.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
26.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
27.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
28.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
29.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
30.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
31.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
32.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
33.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
34.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
35.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
36.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
37.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
38.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00

39.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
40.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
41.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
42.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
43.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
44.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
45.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
46.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
47.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
48.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
49.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
50.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
51.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
52.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00

53.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
54.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
55.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
56.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
57.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
58.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
59.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
60.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
61.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
62.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
63.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
64.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
65.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
66.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00

67.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
68.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
69.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
70.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
71.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
72.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
73.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
74.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
75.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
76.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
77.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
78.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
79.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
80.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
81.	Transaction	Posting	Merchant	General Ledger	Unit	Receipt	Amount / Original

	Date 09/14/2020	Date 09/15/2020	Old River Grill, Inc 661-3682440,CA	Code	CAPK Pcard(CAPL Pcard)	Submitted ‡ No	Currency 15.00 USD / 15.00
82.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
83.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
84.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
85.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
86.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
87.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
88.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
89.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
90.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
91.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
92.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
93.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
94.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
95.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency

	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
96.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
97.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
98.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
99.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
100.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
101.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
102.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
103.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
104.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
105.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
106.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
107.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
108.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
109.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc		CAPK Pcard(CAPL	No	15.00 USD / 15.00

661-3682440,CA		Pcard)					
110.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
111.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
112.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
113.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
114.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
115.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
116.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
117.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
118.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
119.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
120.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
121.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
122.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
123.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00

124.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
125.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
126.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
127.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
128.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
129.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
130.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
131.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
132.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
133.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
134.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
135.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
136.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
137.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00

138.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
139.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
140.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
141.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
142.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
143.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
144.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
145.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
146.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
147.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
148.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
149.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
150.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
151.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00

152.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
153.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
154.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
155.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
156.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
157.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
158.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
159.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
160.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
161.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
162.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
163.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
164.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
165.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
166.	Transaction	Posting	Merchant	General Ledger	Unit	Receipt	Amount / Original

	Date 09/14/2020	Date 09/15/2020	Old River Grill, Inc 661-3682440,CA	Code	CAPK Pcard(CAPL Pcard)	Submitted ‡ No	Currency 15.00 USD / 15.00
167.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
168.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
169.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
170.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
171.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
172.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
173.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
174.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
175.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
176.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
177.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
178.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
179.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
180.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency

	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
181.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
182.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
183.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
184.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
185.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
186.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
187.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
188.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
189.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
190.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
191.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
192.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
193.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
194.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc		CAPK Pcard(CAPL	No	15.00 USD / 15.00

661-3682440,CA		Pcard)					
195.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
196.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
197.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
198.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
199.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
200.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
201.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
202.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
203.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
204.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
205.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
206.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
207.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
208.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00

209.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
210.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
211.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
212.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
213.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
214.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
215.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
216.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
217.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
218.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
219.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
220.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
221.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
222.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00

223.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
224.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
225.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
226.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
227.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
228.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
229.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
230.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
231.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
232.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
233.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
234.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
235.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
236.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00

237.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
238.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
239.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
240.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
241.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
242.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
243.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
244.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
245.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
246.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
247.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
248.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
249.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
250.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
251.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt	Amount / Original

	Date 09/14/2020	Date 09/15/2020	Old River Grill, Inc 661-3682440,CA	Code	CAPK Pcard(CAPL Pcard)	Submitted ‡ No	Currency 15.00 USD / 15.00
252.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
253.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
254.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
255.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
256.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
257.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
258.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
259.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
260.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
261.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
262.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 30.00 USD / 30.00
263.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
264.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
265.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency

	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
266.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
267.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
268.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
269.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
270.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
271.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
272.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
273.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
274.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
275.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
276.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
277.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
278.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
279.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc		CAPK Pcard(CAPL	No	15.00 USD / 15.00

661-3682440,CA		Pcard)					
280.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
281.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
282.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
283.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
284.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
285.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
286.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
287.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
288.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
289.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
290.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
291.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
292.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
293.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00

294.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
295.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
296.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
297.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
298.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
299.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
300.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
301.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
302.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
303.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
304.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
305.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
306.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
307.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00

308.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
309.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
310.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
311.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
312.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
313.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
314.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
315.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
316.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
317.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
318.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
319.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
320.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
321.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00

322.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
323.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
324.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
325.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
326.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
327.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
328.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
329.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
330.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
331.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
332.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
333.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
334.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
335.	Transaction Date 09/14/2020	Posting Date 09/15/2020	Merchant Old River Grill, Inc 661-3682440,CA	General Ledger Code	Unit CAPK Pcard(CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 15.00 USD / 15.00
336.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt	Amount / Original

	Date	Date		Code		Submitted ‡	Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
337.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
338.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
339.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
340.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
341.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	30.00 USD / 30.00
342.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
343.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Zorbas Charbroiled Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,530.00 USD / 1,530.00
344.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/14/2020	09/15/2020	Old River Grill, Inc Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	(15.00) USD / (15.00)
345.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/15/2020	09/17/2020	Rancho Grande Mexican Gri Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	3,000.00 USD / 3,000.00
346.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/16/2020	09/18/2020	Cafe 101 Wasco,CA		CAPK Pcard(CAPL Pcard)	No	1,459.35 USD / 1,459.35
347.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/22/2020	09/23/2020	Gracians Grill Tehachapi,CA		CAPK Pcard(CAPL Pcard)	No	960.00 USD / 960.00

Total Charges: 19,385.23 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

 10/01/2020 11:03 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	SEGOVIA, CARMEN	Start Date:	09/01/2020
Card Number:	xxxx-xxxx-xxxx-7025	End Date:	09/30/2020
Status:	Open	Reminder Period:	10/01/2020 through 10/03/2020
Charges:	14,087.56 USD	Grace Period:	10/04/2020 through 10/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	10/07/2020 through 10/10/2020
Total Amount:	14,087.56 USD	Download Period:	10/11/2020 through 10/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/01/2020	09/02/2020	National Wic Assoc www.nwica.org,DC		CAPK Pcard(CAPL Pcard)	No	300.00 USD / 300.00
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/02/2020	09/03/2020	Motis Brands Inc 888-6513431,WI		CAPK Pcard(CAPL Pcard)	No	1,142.48 USD / 1,142.48
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/03/2020	09/04/2020	Motis Brands Inc 888-6513431,WI		CAPK Pcard(CAPL Pcard)	No	980.10 USD / 980.10
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/03/2020	09/04/2020	Motis Brands Inc 888-6513431,WI		CAPK Pcard(CAPL Pcard)	No	980.10 USD / 980.10
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/03/2020	09/04/2020	Motis Brands Inc 888-6513431,WI		CAPK Pcard(CAPL Pcard)	No	980.10 USD / 980.10
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/04/2020	09/07/2020	Hertz Rent-a-car Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,804.15 USD / 1,804.15
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/04/2020	09/07/2020	Hertz Rent-a-car Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,665.95 USD / 1,665.95
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/04/2020	09/07/2020	Hertz Rent-a-car Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,665.95 USD / 1,665.95
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/09/2020	09/10/2020	Lassens Natural Foods-bk Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	116.61 USD / 116.61
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/16/2020	09/17/2020	Sp Enfamil		CAPK Pcard(CAPL Pcard)	No	98.96 USD / 98.96

Httpsshop.enf,IN				Pcard)			
11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/17/2020	09/18/2020	Paypal Californiab 402-935-7733,CA		CAPK Pcard(CAPL Pcard)	No	330.00 USD / 330.00
12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/22/2020	09/23/2020	Zoom.us 888-799- 9666 Www.zoom.us,CA		CAPK Pcard(CAPL Pcard)	No	549.90 USD / 549.90
13.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/23/2020	09/24/2020	Lassens Natural Foods-bk Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	67.36 USD / 67.36
14.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/23/2020	09/24/2020	Cvs/pharmacy #05495 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	153.96 USD / 153.96
15.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/25/2020	09/28/2020	Hertz Rent-a-car Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,083.98 USD / 1,083.98
16.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/25/2020	09/28/2020	Hertz Rent-a-car Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,083.98 USD / 1,083.98
17.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/25/2020	09/28/2020	Hertz Rent-a-car Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,083.98 USD / 1,083.98

Total Charges: 14,087.56 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

 10/01/2020 11:04 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	TOBIAS, JEREMY	Start Date:	09/01/2020
Card Number:	xxxx-xxxx-xxxx-7066	End Date:	09/30/2020
Status:	Open	Reminder Period:	10/01/2020 through 10/03/2020
Charges:	94.18 USD	Grace Period:	10/04/2020 through 10/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	10/07/2020 through 10/10/2020
Total Amount:	94.18 USD	Download Period:	10/11/2020 through 10/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/01/2020	09/02/2020	Garden District Flowers I Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	94.18 USD / 94.18

Total Charges: 94.18 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

 10/01/2020 11:05 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WAGNER, EMILIO	Start Date:	09/01/2020
Card Number:	xxxx-xxxx-xxxx-7041	End Date:	09/30/2020
Status:	Open	Reminder Period:	10/01/2020 through 10/03/2020
Charges:	879.13 USD	Grace Period:	10/04/2020 through 10/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	10/07/2020 through 10/10/2020
Total Amount:	879.13 USD	Download Period:	10/11/2020 through 10/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/01/2020	09/02/2020	Dnh Godaddy.com 480-5058855,AZ		CAPK Pcard(CAPL Pcard)	No	94.85 USD / 94.85
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/07/2020	09/08/2020	Vzwlss Prpay Autopay 888-294-6804,FL		CAPK Pcard(CAPL Pcard)	No	65.00 USD / 65.00
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/06/2020	09/08/2020	The Lego Store San Diego,CA		CAPK Pcard(CAPL Pcard)	No	64.63 USD / 64.63
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/19/2020	09/21/2020	Onestepgpscom 181-865-9203,CA		CAPK Pcard(CAPL Pcard)	No	209.25 USD / 209.25
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/21/2020	09/22/2020	Mindbody, Inc. 805-5462000,CA		CAPK Pcard(CAPL Pcard)	No	445.40 USD / 445.40

Total Charges: 879.13 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

 10/01/2020 11:06 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WEBSTER, TRACY	Start Date:	09/01/2020
Card Number:	xxxx-xxxx-xxxx-6993	End Date:	09/30/2020
Status:	Open	Reminder Period:	10/01/2020 through 10/03/2020
Charges:	5,800.30 USD	Grace Period:	10/04/2020 through 10/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	10/07/2020 through 10/10/2020
Total Amount:	5,800.30 USD	Download Period:	10/11/2020 through 10/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/04/2020	09/07/2020	Premier Learning Solut Httpswww.lear,PA		CAPK Pcard(CAPL Pcard)	No	(199.00) USD / (199.00)
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/04/2020	09/07/2020	Premier Learning Solut Httpswww.lear,PA		CAPK Pcard(CAPL Pcard)	No	(199.00) USD / (199.00)
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/16/2020	09/17/2020	Sq California Forward Gosq.com,CA		CAPK Pcard(CAPL Pcard)	No	175.00 USD / 175.00
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/23/2020	09/24/2020	The Sequoia Sandwich Com Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	3,011.65 USD / 3,011.65
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/24/2020	09/25/2020	The Sequoia Sandwich Com Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	3,011.65 USD / 3,011.65
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/26/2020	09/28/2020	Bestbuycom806326949373 888-bestbuy,MN		CAPK Pcard(CAPL Pcard)	No	86.59 USD / 86.59
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/27/2020	09/28/2020	Best Buy 00008565 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	(86.59) USD / (86.59)

Total Charges: 5,800.30 USD

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

---End of Report---

**COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2020 TO FEBRUARY 28, 2021 (7 OF 12 MONTHS OR 58.33%)**

Line Item	2020/21 Budget	3/1/20 - 09/30/20 Actual	% Expended	Available Budget
USDA Revenue (Note A)	619,546	341,350	55.1%	278,196
Head Start Subsidy	<u>1,080,077</u>	<u>589,869</u>	54.6%	<u>490,208</u>
Total Revenue	<u>1,699,623</u>	<u>931,219</u>	54.8%	<u>768,404</u>
Expenditures (Note B)				
Salaries	597,785	337,934	56.5%	259,851
Benefits	193,353	104,906	54.3%	88,447
Vehicle Gasoline, Repair/Maintenance	27,000	16,769	62.1%	10,231
Space Costs	48,202	74,438	154.4%	(26,236)
Supplies - Office & Food Service	86,000	40,378	47.0%	45,622
Equipment Repair/Maintenance & Lease	35,300	3,977	11.3%	31,323
Communication	13,000	9,069	69.8%	3,931
Risk Insurance	12,700	8,355	65.8%	4,345
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>269,616</u>	53.7%	<u>232,513</u>
Sub Total	1,517,069	865,871	57.1%	651,198
Adult Meals Prepared	28,497	31,948	112.1%	(3,451)
Indirect	<u>154,057</u>	<u>33,400</u>	21.7%	<u>120,657</u>
Total Expenditures	<u>1,699,623</u>	<u>931,219</u>	54.8%	<u>768,404</u>

	Prior Period	September 2020	Cumulative
Total Meals Prepared and Vended (Note C)	226,695	34,782	261,477
Total Meals Claimed	<u>138,978</u>	<u>17,849</u>	<u>156,827</u>
Difference	87,717	16,933	104,650

Percentage Claimed to Prepared/Vended		51.3%	60.0%
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Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/20 - 6/30/21 (2 OF 12 MONTHS = 16.67%)

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	\$ 519,622											\$ 951,120		
Add: Family Fees	-	-								-	-	-	\$ -		
Net Provider Payments	\$ 431,498	\$ 519,622	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 951,120	79.58%	
Maximum Reimbursable Amount (MRA) for Provider Payments													7,907,363		12.03%
Administration & Support Services Revenue															
Provider Payments	\$ 431,498	\$ 519,622	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 951,120		
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	\$ 91,530	\$ 110,223	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 201,753		
Program Administration/Support Services Costs	65,724	71,039											136,763	11.44%	
Indirect (10% x MTDC) Costs	48,939	58,283											107,222	8.97%	
Transfer Indirect to CSBG	-	-											-		
Total Operating Costs	\$ 114,663	\$ 129,322	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 243,985	20.42%	
Revenue Earned Over/(Under) Costs	\$ (23,133)	\$ (19,099)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (42,232)		
TOTAL COSTS - NET OF FAMILY FEES	\$ 546,161	\$ 648,944	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,195,105	100.00%	

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

Provider payments	951,120
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	<u>201,753</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 (3 OF 12 MONTHS = 25.0%)**

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	2/29/2021	Mar-21	Apr-21	May-21	Jun-21	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-0052)														
Adjusted Days of Enrollment - Certified	2,921	2,982	2,982										8,886	
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	\$ 147,728	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440,198	12.45%
Maximum Reimbursable Amount (MRA)													\$3,535,022	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	96.80%	99.43%	99.43%											99.04%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%											100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-0126)														
Adjusted Days of Enrollment - Certified	1,174	1,581	3,070										5,824	
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	\$ 153,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 290,331	6.65%
Maximum Reimbursable Amount (MRA)													\$4,367,697	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	97.90%	98.36%	98.18%											98.02%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%											100.00%
MIGRANT CHILD CARE (CMIG-0004)														
Adjusted Days of Enrollment - Certified	195	159	138										492	
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	\$ 6,837	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,386	9.59%
Maximum Reimbursable Amount (MRA)													\$254,377	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.30%	100.00%	97.62%											99.54%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%											100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 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	4,795,724
Travel Advance	3,475
Prepaid Expense	439,349
Inventory	1,419,797
Net Fixed Assets - Unrestricted	1,656,674
Net Fixed Assets - Restricted	<u>8,778,811</u>

Total Assets 21,381,904

LIABILITIES AND NET ASSETS

Accounts Payable	2,795,971
Accrued Expenses	894,006
Accrued Vacation	1,048,870
Line of Credit	-
Note Payable	1,852,804
Advance Payable	2,913
Deferred Revenue	<u>1,556,314</u>

Total Liabilities 8,150,879

Total Net Assets 13,231,025

Total Liabilities and Net Assets 21,381,904

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

REVENUE

Grant Revenue	65,438,531
Donations	31,410,450
Other Revenue	1,835,376
In-Kind	<u>190,735</u>

Total Revenue 98,875,093

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	2,386,513
Program Costs	10,096,209
Capital Expenditures	-
Indirect	5,871,779
Donated Commodities	31,218,738
In-Kind	<u>190,735</u>

Total Expenditures 98,126,731

Net Change in Assets 748,362

Net Assets, beginning 12,482,663

Net Assets, ending 13,231,025

Community Action of Partnership of Kern Agency Total

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

ASSETS

Cash in Bank	5,017,729
Cash - Vacation Reserve	801,567
Petty Cash	300
Accounts Receivable	661,255
Travel Advance	2,469
Prepaid Expense	487,872
Inventory	1,453,653
Net Fixed Assets - Unrestricted	1,474,326
Net Fixed Assets - Restricted	<u>8,545,227</u>

Total Assets 18,444,398

LIABILITIES AND NET ASSETS

Accounts Payable	977,936
Accrued Expenses	67,086
Accrued Vacation	801,176
Line of Credit	-
Note Payable	1,670,456
Advance Payable	321,825
Deferred Revenue	<u>1,403,975</u>

Total Liabilities 5,242,454

Total Net Assets 13,201,944

Total Liabilities and Net Assets 18,444,398

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

REVENUE

Grant Revenue	33,799,618
Donations	3,009,152
Other Revenue	3,427,603
In-Kind	<u>4,095,553</u>

Total Revenue 44,331,926

EXPENDITURES

Salaries	17,864,830
Benefits	5,071,033
Travel	118,040
Space Costs	3,495,466
Supplies	1,787,219
Consultant/Contract Services	1,730,773
Other Costs	1,660,016
Program Costs	4,643,076
Capital Expenditures	718,247
Indirect	3,176,753
In-Kind	<u>4,095,553</u>

Total Expenditures 44,361,007

Net Change in Assets (29,081)

Net Assets, beginning 13,231,025

Net Assets, ending 13,201,944

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 09-30-20 (58.3%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	35,295,491	16,522,735	18,772,756	47%
BENEFITS	10,824,659	4,743,833	6,080,826	44%
TRAVEL	925,612	110,815	814,797	12%
SPACE COST	11,015,674	2,919,911	8,095,763	27%
SUPPLIES	3,319,097	1,699,789	1,619,308	51%
EQUIPMENT	92,760	926,110	(833,350)	998%
CONSULTANT/CONTRACT SERVICES	4,856,366	1,284,402	3,571,964	26%
OTHER COSTS	3,595,745	1,497,168	2,098,577	42%
PROGRAM COSTS	14,048,842	4,593,974	9,454,868	33%
INDIRECT	8,006,619	3,200,274	4,806,345	40%
TOTAL	91,980,865	37,499,012	54,481,853	41%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 09-30-20 (58.3%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	24,696,802	12,033,714	12,663,088	49%
BENEFITS	7,909,663	3,641,779	4,267,884	46%
TRAVEL	417,754	43,617	374,137	10%
SPACE COST	9,500,942	1,961,128	7,539,814	21%
SUPPLIES	2,637,345	1,150,237	1,487,108	44%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,337,430	467,029	870,401	35%
OTHER COSTS	1,829,915	724,371	1,105,544	40%
PROGRAM COSTS	8,157,623	3,694,569	4,463,054	45%
INDIRECT	5,127,674	2,344,864	2,782,810	46%
TOTAL	61,615,148	26,061,307	35,553,841	42%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 09-30-20 (58.3%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,228,141	2,109,514	2,118,627	50%
BENEFITS	1,235,823	524,579	711,244	42%
TRAVEL	242,490	56,677	185,813	23%
SPACE COST	650,140	485,605	164,535	75%
SUPPLIES	258,822	290,033	(31,211)	112%
EQUIPMENT	87,760	920,840	(833,080)	1049%
CONSULTANT/CONTRACT SERVICES	561,751	211,521	350,230	38%
OTHER COSTS	384,691	299,091	85,600	78%
PROGRAM COSTS	4,130,882	783,916	3,346,966	19%
INDIRECT	1,059,657	402,360	657,297	38%
TOTAL	12,840,157	6,084,137	6,756,020	47%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 09-30-20 (58.3%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,082,216	839,337	1,242,879	40%
BENEFITS	543,661	208,818	334,843	38%
TRAVEL	146,000	5,004	140,996	3%
SPACE COST	315,785	112,833	202,952	36%
SUPPLIES	107,730	24,753	82,977	23%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,884,710	425,056	1,459,654	23%
OTHER COSTS	936,378	259,489	676,889	28%
PROGRAM COSTS	909,205	68,905	840,300	8%
INDIRECT	692,569	188,771	503,798	27%
TOTAL	7,618,254	2,132,965	5,485,289	28%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 09-30-20 (58.3%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,446,168	1,067,319	1,378,849	44%
BENEFITS	623,618	220,668	402,950	35%
TRAVEL	76,378	4,622	71,756	6%
SPACE COST	338,374	263,590	74,784	78%
SUPPLIES	176,583	182,258	(5,675)	103%
EQUIPMENT	5,000	5,270	(270)	105%
CONSULTANT/CONTRACT SERVICES	507,725	129,136	378,589	25%
OTHER COSTS	371,772	159,886	211,886	43%
PROGRAM COSTS	798,132	46,340	751,792	6%
INDIRECT	482,423	180,287	302,136	37%
TOTAL	5,826,173	2,259,376	3,566,797	39%

5,826,173

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 09-30-20 (58.3%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,567,468	360,566	1,206,902	23%
BENEFITS	438,247	117,983	320,264	27%
TRAVEL	42,990	896	42,094	2%
SPACE COST	208,233	96,755	111,478	46%
SUPPLIES	132,517	46,013	86,504	35%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	514,750	739	514,011	0%
OTHER COSTS	59,179	27,517	31,662	46%
PROGRAM COSTS	53,000	244	52,756	0%
INDIRECT	601,652	63,977	537,675	11%
TOTAL	3,618,036	714,690	2,903,346	20%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 09-30-20 (58.3%)

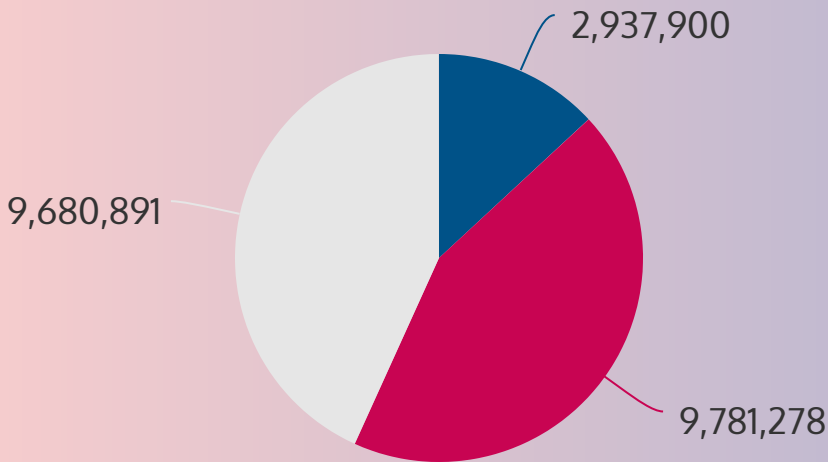
	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	274,696	112,284	162,412	41%
BENEFITS	73,647	30,006	43,641	41%
TRAVEL	-	-	-	0%
SPACE COST	2,200	-	2,200	0%
SUPPLIES	6,100	6,495	(395)	106%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	50,000	50,921	(921)	102%
OTHER COSTS	13,810	26,815	(13,005)	194%
PROGRAM COSTS	-	-	-	0%
INDIRECT	42,644	20,015	22,629	47%
TOTAL	463,097	246,537	216,560	53%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2020/21
BUDGET TO ACTUAL - 3/1/20 TO 9/30/20 (7 OF 12 MONTHS = 58.3%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 7,642,243	\$ 3,200,274	41.9%	\$ 4,441,969
Expenditures				
Salaries	3,710,632	1,529,166	41.2%	2,181,466
Benefits @ 24.2% actual	<u>906,536</u>	<u>339,934</u>	<u>37.5%</u>	<u>566,602</u>
Total Personnel Costs	4,617,168	1,869,100	40.5%	2,748,068
Operating Costs				
Travel	56,750	5,404	9.5%	51,346
Space Costs	193,300	130,786	67.7%	62,514
Supplies	119,400	87,511	73.3%	31,889
Consultant/Contract	1,004,366	462,685	46.1%	541,681
Other Operating Costs	<u>298,600</u>	<u>151,265</u>	<u>50.7%</u>	<u>147,335</u>
Total Operating Costs	1,672,416	837,651	50.1%	834,765
Total Expenditures	<u>\$ 6,289,584</u>	<u>\$ 2,706,751</u>	<u>43.0%</u>	<u>\$ 3,582,833</u>
Excess Indirect Revenue	<u>\$ 1,352,659</u>	<u>\$ 493,523</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 917,844	\$ 416,738	45.4%	\$ 501,106
Operations	1,937,318	925,754	47.8%	1,011,564
Executive	1,145,335	234,402	20.5%	910,933
Community Development	354,917	249,382	70.3%	105,535
Finance	1,757,619	877,638	49.9%	879,981
Youth and Community Svcs	<u>176,551</u>	<u>2,837</u>	<u>1.6%</u>	<u>173,714</u>
	<u>\$ 6,289,584</u>	<u>\$ 2,706,751</u>	<u>43.0%</u>	<u>\$ 3,582,833</u>

Prepared Date: 10/14/2020

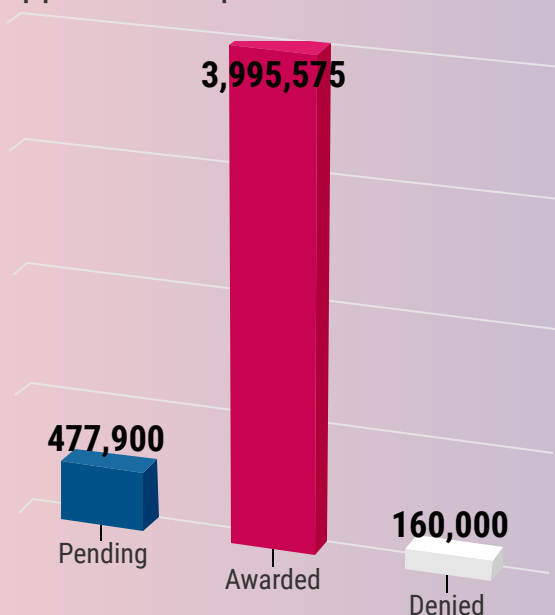


\$ Grant Funding Year-to-Date 2020

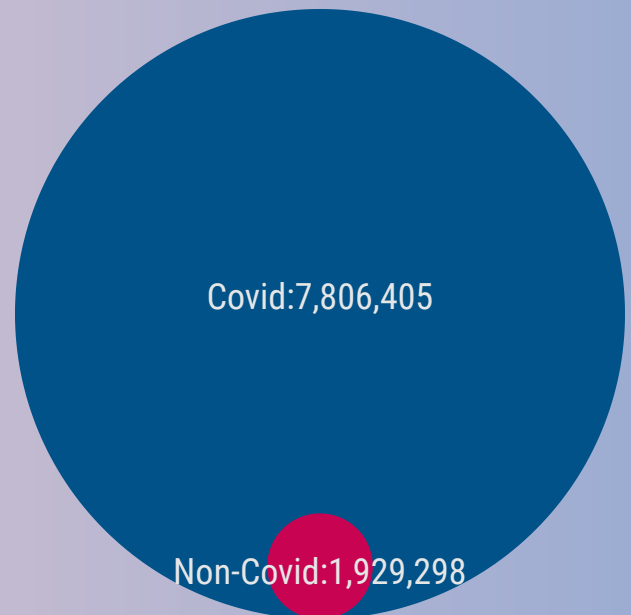
January 1, 2020 - September 30, 2020

■ Pending ■ Awarded ■ Denied

● App Status September 2020



Awarded COVID vs. Non-COVID Applications



Applications
September 2020

Funder	Name	Program	Amount Requested	Amount Awarded	Decision Date	Date Submitted	Status
Wonderful	Shafter Free Farmers Market 2020/2021	Food Bank	\$50,000	\$50,000	9/22/2020	8/27/2020	Awarded
Wonderful	Delano Free Farmers Market 2020/2021	Food Bank	\$50,000	\$50,000	9/22/2020	1/1/2021	Awarded
Wonderful	Wasco Free Farmers Market 2020/2021	Food Bank	\$50,000	\$50,000	9/22/2020	1/1/2021	Awarded
County of Kern	Emergency Solutions Grant-ESG CV 2	KLBNC	\$2,366,882	\$3,800,000	9/11/2020	8/14/2020	Awarded
Valley Republic Bank	COVID-19 pandemic relief	Food Bank	\$3,575	\$3,575	9/11/2020		Awarded
Pacific Gas and Electric Company (PG&E)	Better Together Giving Program	Food Bank	\$29,850	\$0	9/10/2020	8/18/2020	Awarded
Southern California Edison International (SCE)	Emergency and Disaster Outreach	Food Bank	\$5,000	\$0	9/8/2020	7/30/2020	Awarded
City of Bakersfield	Homeless Housing Assistance and Prevention Grant	KLBNC	\$0	\$42,000	9/2/2020		Awarded
Bank of America	Round 2 Economic Development and Social Mobility - 2020	VITA	\$60,000	\$0	9/29/2020	6/17/2020	Denied
Ca Department of Business Oversight (CDBO)	CalMoneySmart	VITA	\$100,000	\$0	9/4/2020	7/2/2020	Denied
California Natural Resources Agency	Prop 64 Youth community Access	FHCC/SYC	\$300,000	\$0		9/16/2020	Pending
Golden State Opportunity	EITC/CalEITC Outreach	VITA	\$42,900	\$0		9/18/2020	Pending
Feeding America	FY21 Feeding America Multi-Donor Senior Hunger	Food Bank, Seniors	\$100,000	\$0		9/29/2020	Pending
Southern California Edison International (SCE)	211 Customer Relations Management (CRM) Development Program 2	211 Kern	\$35,000	\$0		9/29/2020	Pending

Community Action Partnership of Kern Multiple Funding Requests

October 2020

Funding Information			
Funding Type	Private	CAPK Program	VITA
Funding Agency	Golden State Opportunity	Project Name	EITC/CalEITC Rural Outreach
CFDA	N/A	Target Population	Low-Income Tax Payers
Request	\$42,900	Division Director	Freddy Hernandez
Award Period	11/1/2020-6/30/2021	Program Manager	Jacqueline Guerra
Description	Funds will be used to expand outreach in rural Kern County to maximize use of the Federal and State Earned Income Credits.		

Funding Information			
Funding Type	Private	CAPK Program	211
Funding Agency	Southern California Edison	Project Name	211 Customer Relations Management Deve
CFDA	N/A	Target Population	N/A
Estimated Request	\$35,000	Division Director	Sheila Shgos
Award Period	10/01/2020 - 9/30/2021	Program Manager	Irene Forensco
Description	CAPK aims to develop specific methods and tools to assess needs and analyze, track, and use information to manage and improve services, enhance workflow, and collaborate across multiple programs and data bases. (1) create an integrated system among software systems used within the agency to includes programs, human resources, and finance; (2) standardized aggregate reporting and assess programs based on data; (3) track		

Funding Information			
Funding Type	Government	CAPK Program	Operational
Funding Agency	Kern County	Project Name	Kern Recovers Nonprofit Grant
CFDA	N/A	Target Population	Kern County residents
Estimated Request	\$20,000	Division Director	Pritika Ram
Award Period	10/1/20 - 10/15/20	Program Manager	
Description	Funds will be used to cover Covid-related expenses such as the purchase of PPE, thermometers, hand sanitizer and any programmatic expenses related to Covid.		

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

Date Presented/Approved

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