COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS MEETING
Per Governor's Executive Order N-25-20
Meeting to be held via Tele-Conference
(213) 204-2374 - Conference ID: 451 310 138#
Join Microsoft Teams Meeting
Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA
October 28, 2020
12:00 pm

AGENDA

I. Call to Order

a. Roll Call

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

II. Approval of Agenda

III. Approval of Meeting Minutes

a. Minutes of September 30, 2020 Board of Directors Meeting – ***Action Item (p. 4-10)***

IV. Introduction of Guests / Public Forum

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

V. Special Presentation:

a. No presentation.

VI. New Business

a. 2016-2021 Strategic Plan Update – Kathline Moessner, Senior Community Development Specialist – ***Action Item (p. 11-35)***

b. Resolution to Approve the Submission of the Community Development Block Grant (CDBG) Application to the City of Bakersfield for Warehouse Capacity Expansion at the Food Bank – Pritika Ram, Director of Administration – ***Action Item (p. 36-37)***

c. Resolution to Approve the Submission of the 2021 Low Income Home Energy Assistance Program (LIHEAP) Contract #21B-5012– Freddy Hernandez, Director of Youth & Community Services - ***Action Item (p. 38-40)***

d. Home Visiting Program Contract / Budget Revision – Esperanza Contreras, Partnership Administrator – ***Action Item (p. 41-43)***

e. Information Regarding Head Start Open Competitive Proposals for Contracts in Fresno County – Traco Matthews, Chief Program Officer – ***Info Item (Verbal Report)***

VII. Committee Reports

a. PRE Committee Report – Pritika Ram, Director of Administration – ***Action Item***
   i. Minutes from the October 14, 2020 Committee Meeting ***(p. 44-47)***
   ii. Virtual Learning Program Presentation ***(p. 48-58)***
   iii. September 2020 Program & Division Reports ***(p. 59-78)***
   iv. Application Status Reports & Funding Requests ***(p. 79-81)***
   v. September Head Start / State Child Development Enrollment Update & Meals Report ***(p. 82-83)***
   vi. Information Regarding Head Start Open Competitive Proposals for Contracts in Fresno County ***(Verbal)***

b. Personnel and Affirmative Action Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
   i. Minutes from the October 15, 2020 Committee Meeting ***(p. 84-85)***
   ii. 2020 Employee Appreciation Plan ***(p. 86-87)***
   iii. Payroll Transparency Initiative ***(p. 88-98)***
   iv. 2021 Holiday Schedule ***(p. 99)***

c. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
   i. Minutes from the October 21, 2020 Committee Meeting ***(p. 100-103)***
   ii. Head Start & Early Head Start Budget to Actual Reports ***(p. 104-117)***
   iii. Request to Approve Submission, with Resolution, of the Fiscal Year 2021-2022 Continued Funding Application for California Department of Education (CDE) Programs (CMAP, CSPP, CMIG, CMSS, CCTR) ***(p. 118-136)***
   iv. Application for Continued Funding of Kern Head Start & Early Head Start, with Resolution ***(p. 137-145)***
   v. Application for Continued Funding of Early Head Start Child Care Partnerships, with Resolution ***(p. 146-152)***
   vi. Federal Volunteer Income Tax Assistance (VITA) Program One-Year Award ***(p. 153-168)***
   vii. Call 2-1-1 Information & Referral Service Agreement with the County of Kern ***(p. 169-177)***
   viii. Subcontracts for the CalFresh Healthy Living Program ***(p. 178-205)***
   ix. CAPK WIC Revised Job Descriptions ***(p. 206-214)***
   x. Fuel Card Policy ***(p. 215-217)***
   xi. Line of Credit Reduction ***(p. 218)***
   xii. Financial Statements, September 2020 ***(p. 219-290)***
   xiii. Consent Items a-b ***(p. 291-293)***

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative – ***Action Item***
   i. October 2020 Policy Council Report ***(p. 294)***
   ii. September 22, 2020 Policy Council Minutes ***(p. 295-298)***

b. Approval of the Amended Policy Council Bylaws – Lisa Price, Governance Coordinator – ***Action Item (p. 299-311)***

IX. **Chief Executive Officer Report** – Jeremy Tobias, Chief Executive Officer – ***Action Item (Verbal Report)***

a. COVID-19 Update
b. Personnel & Affirmative Action Committee Meeting Frequency Beginning January 2021.

X. Board Member Comments

XI. Closed Session

a. Conference with Legal Counsel – Anticipated Litigation (Significant Exposure to Litigation Pursuant to Subdivision (b) of Section 54956.9): (1 case)

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, November 18, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, October 23, 2020. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS MEETING
Per Governor's Executive Order N-25-20
Meeting was held via Tele-Conference
(213) 204-2374 – Conference ID: 223 593 943#
Microsoft Teams Meeting
Members of the Public invited to join via tele-conference, or in person at
5005 Business Park North | Bakersfield, CA 93309
September 30, 2020

MEETING MINUTES

I. Call to Order

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

a. Roll Call

Roll Call was taken with a quorum present:

Present: Janea Benton, Jimmie Childress, Curtis Floyd, Craig Henderson, Nila Hogan, Michelle Jara-Rangel, Maritza Jimenez, Mike Maggard, Yolanda Ochoa, Marian Panos, Fred Plane, Guadalupe Perez, Ana Vigil (joined at 12:11 pm)

Absent: Jose Gurrola, Jonathan Mullings

Others Present: Jeremy Tobias, Chief Executive Officer; Lorraine Casillas, Yolanda Gonzales, Director of Head Start / State Child Development; Freddy Hernandez, Director of Youth & Community Services; Traco Matthews, Chief Program Officer; Lisa McGranahan, Director of Human Resources; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Sheila Shegos, Director of Community Services; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors Meeting Agenda for September 30, 2020. Carried by unanimous vote. (Maggard/Hogan).

III. Approval of Meeting Minutes

a. Minutes of the August 26, 2020 Board of Directors Meeting.

Motion was made and seconded to approve the minutes of the August 26, 2020 meeting. Carried by unanimous vote. (Hogan/Perez).

IV. Introduction of Guests / Public Forum

No one addressed the Board.

V. Special Presentations

There was no special presentation.

VI. New Business

a. Health Insurance Broker Proposal for the 2021 Plan Year – Lisa McGranahan, Director of Human Resources – ***Action Item***

Lisa McGranahan introduced Steven Hulbert from USI who provided an update on the health insurance options for the 2021 plan year. As reported last month, USI has requested quotes from a variety of insurance carriers for medical, dental and vision insurance. After careful consideration, USI and CAPK management staff recommend contracting with Aetna to offer medical and dental insurance, and continuing to contract with EyeMed for vision insurance.

Steve Hulbert said the Blue Shield renewal initially came in higher and later revised their quote down, but not enough to be competitive. Cost is a factor as the Agency funds approximately 70% of premium costs for employees & families. Steve pointed out that employees requested separating the medical and vision insurance option and that request will be honored in 2021.

Jeremy Tobias stated that another key factor in reviewing the quote from Aetna is that the core network is the same as Blue Shield and requires virtually no changes of primary care physicians. Aetna has also offered to provide a full 1-month premium holiday in 2021 and ½ month premium holiday in 2022.

The total cost of rate coverage would go down by about $91,000 from current year costs. Plus, the savings amount jumps up an additional $480,000 when you add the 1-month premium holiday. The total savings in year-one under the Aetna proposal would be about $574,000. Steve said that USI did a detailed analysis and the benefit plan with Aetna is virtually identical to the current Blue Shield plan. The RX formulary may have changed slightly, but overall, nearly the same.

Maritza Jimenez asked if there is just one plan that fits all for employees or are there other options. Steve explained that there are a few options available to staff that they can choose from that best fits their needs.

Curtis Floyd asked for the staff recommendation, and asked Jeremy to explain the reasons why. Jeremy Tobias provided numerous reasons, which included the 2-year plan option, a reduction in premiums with premium holidays, and there is virtually no change in provider options.

Motion was made and seconded to approve the Aetna medical and dental proposal and renewal with EyeMed vision for the 2021 plan year. Carried by unanimous vote (Henderson/Jimenez).

b. 2020 Employee Appreciation Plan – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster reported that in prior years, staff has participated in a half-day staff development activity during the month of December, organized by their department leaders. The staff development included lunch and team building activities and allowed for management to express their appreciation for their work over the past year. Due to COVID-19 restrictions, a staff development day is not an option, although, programs have budgeted for the expense. In lieu of the staff development day, the management staff recommends offering staff a ½ day holiday on Wednesday, December 23, 2020, vouchers to purchase turkeys in December, and gift card dissemination of equal funds to all staff on Friday, December 11, 2020.

Michelle Jara Rangel expressed concern about providing all staff with Turkey vouchers as some may have cultural or dietary restrictions and asked if there were other options. Tracy explained that vouchers are not taxable, but gift cards and other options are taxable and has to be run through payroll.

Mike Maggard asked if the half-day off would create a problem with our Head Start / Early Head Start childcare centers. Jeremy Tobias explained that we have traditionally closed the centers for a half-day every year for the staff to participate in an off-site staff development activity, which is built into the program calendar at the beginning of the year. We will simply substitute the half-day of staff development activities for a half-day off. Yolanda Gonzales added that the parents are provided advance notice in the event they must seek other childcare options and she also pointed out that enrollment is traditionally down significantly during that time of year due to family trips.

Curtis Floyd asked about the cost of the employee appreciation recognition in past years. Tracy replied that management budgets for approximately $25 per person.

Curtis Floyd further stated that he wants to make sure that management staff provides something that is meaningful to the employees to express appreciation, and that CAPK is going over and above and not standard for most businesses. Jeremy Tobias said that staff will bundle the entire package and bring it back next month. Ana Vigil and Curtis Floyd expressed their desire to support local businesses in areas where our staff is located.

Craig Henderson asked where the funds will come from. Tracy Webster replied that some of the programs allow for this type of expense and it has been budgeted for. For programs that do not allow this expense, the funds will come from the Discretionary Fund.

Given staff has agreed to bring a revised package back to the Board for approval, this item is tabled until the October 28, 2020 meeting.

c. Food Bank Expansion Planning Approval – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wagner provided an update on the Food Bank expansion planning and expressed the need to move forward with the Architectural and Construction Manager at Risk services. Emilio stated that the "all-in" project is estimated to cost roughly $3 million. The County of Kern has indicated they will provide CDBG funding and staff continues to seek other funding opportunities through grants. Additionally, the newly formed CAPK Foundation will engage in a Capital Campaign to raise funds for this purpose. Obtaining a low-interest bank loan will allow for the project to move forward. Emilio explained that on a twenty-year loan, the monthly loan payment is expected to be slightly less than what is currently being paid out for the rental of additional warehouse space.

Craig Henderson asked when construction would start. Emilio said approximately 4 months from now, with an estimated completion date of approximately 10 months later. Emilio said the construction will be in phases and staff will be presenting each phase to the Board throughout the construction project.

Motion was made and seconded to award contracts to IBI Group and Colombo Construction, and authorize staff to request proposals to seek financing options to be presented at a future meeting. Carried by unanimous vote (Benton/Perez).

d. Selection of Gift Card Vendor, Housing for the Harvest Program – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wagner reported that CAPK was awarded a contract through the County of Kern to administer the Housing for the Harvest program, whereby qualified participants will receive a $500 cash card for their use as part of the program. The program includes special hotel housing for farm workers that are quarantining due to COVID-19. CAPK will be administering the transportation to the motel, the meals, and the gift cards on behalf of the County of Kern. Staff solicited bids for the card vendor and Emilio reported that the most cost-effective option was with the vendor Perfectgift.com, which offers customizable Visa gift cards to include the CAPK logo at no additional charge.

Craig Henderson asked the purpose of the gift cards. Tracy Webster replied that it is a function of the grant program to be used by the individual or their family members to purchase essentials while the individual is quarantined for a period of 14 days, and would most likely have no income. The Board and staff engaged in discussion surrounding the security of the cards, how they are to be distributed and used, and the controls in place.

Motion was made and seconded to approve a blanket purchase order to exceed $250,000 with a not to exceed amount of $ 310,000. Carried by unanimous vote (Henderson/Vigil).

e. Community Action Partnership of Kern Foundation Appointment of Board of Directors – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram reported that the CAPK Foundation Ad Hoc Committee has engaged in recruiting the founding Board Members for the Foundation. The individuals recruited represent a wide range of industries that further our reach and diversity on the Board, and have connections to the community and / or have participated in philanthropic endeavors. The Ad Hoc Committee has identified nine individuals that meet the criteria and has recommended two members of the CAPK Board to participate on the Foundation Board. After the initial Board Members are seated, they will be responsible for recruiting any additional members if needed to complete the Board.

Jeremy Tobias disclosed that the interview with Michael Bowers was to have taken place prior to this meeting, however, Mr. Bowers had to re-schedule due to an emergency. It is expected that this meeting will be rescheduled within two weeks from now with the anticipation that Mr. Bowers will be deemed an acceptable candidate.

Motion was made and seconded to appoint the Founding Members of the Community Action Partnership of Kern Foundation and authorize the Chief Executive Officer to execute an action by incorporator, adopt the Bylaws, and appoint an initial set of Directors. Carried by unanimous vote (Maggard/Henderson)

f. HHAP: City of Bakersfield and Bakersfield Kern Regional Homeless Collaborative – Sheila Shegos, Director of Community Development – ***Action Item***

Sheila Shegos reported there are two Homeless Housing Assistance & Prevention (HHAP) contracts are presented for approval. The (HHAP) program was established in 2019 to address California's homeless crisis. The block grant to local jurisdictions, including cities, counties, and local COC's to support regional coordination and expand or develop local capacity to address immediate homelessness needs.

Both the City of Bakersfield and the Bakersfield Kern Regional Homeless Collaborative (BKRHC) have recommended allocations totaling $120,000 to fund one (1) full time employee and administrative costs for a two-year period beginning October 1, 2020 to September 30, 2022. A full-time navigator position, currently

funded through CESH funds though United Way, will end December 31, 2020. Funding through these contracts will ensure the CES program can continue to provide services in Kern County.

Motion was made and seconded to authorize the Chief Executive Officer to execute contracts with the City of Bakersfield and Bakersfield Kern Regional Homeless Collaborative for Homeless Housing Assistance and Prevention / HHAP Grant for Infrastructure Development – Coordinated Entry Services. Carried by unanimous vote (Benton/Hogan).

VII. Committee Reports

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

i. Minutes from the September 16, 2020 Committee Meeting
ii. July & August 2020 Program & Division Reports
iii. Application Status Reports & Funding Requests
iv. August 2020 Head Start / State Child Development Enrollment Update & Meals Report
v. 2019-2020 Early Head Start Partnership Self-Assessment
vi. 2019-2020 Early Head Start San Joaquin Self-Assessment

Pritika Ram reported that the Committee met on September 16, 2020 and said that Jacqueline Guerra, Program Manager for VITA, provided an overview of the VITA program. In addition to the standard monthly program reports, Pritika briefly reviewed the Application Status Reports and Funding Requests and noted that two of the 2019-2020 EHS Self-Assessment reports were presented and approved.

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

b. Executive Committee Report – Jeremy Tobias, Chief Executive Officer – ***Action Item***
i. Minutes from the September 17, 2020 Committee Meeting
ii. County of Kern: Housing for the Harvest Services Contract
iii. Housing for the Harvest Program: Request for Proposal for Selection of Meal Services Vendor
iv. HUD Coordinated Entry System (CES) Contract
v. The Housing Authority of the County of Kern Memorandum of Understanding (MOU): Rental & Mortgage Assistance Program.

Jeremy Tobias reported the Executive Committee met on September 17, 2020 and briefly reviewed the agenda items, all of which were approved by the Committee.

Motion was made and seconded to approve the Executive Committee Report and all items. Carried by unanimous vote (Henderson/Jimenez)

c. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
i. Minutes from the September 23, 2020 Committee Meeting
ii. Head Start & Early Head Start Budget to Actual Reports
iii. Community Development Financial Institution (CDFI) – CSBG Allocation for Feasibility Study
iv. Reorganization of the Human Resources Department
v. VITA and the State of California Franchise Tax Board: CalEITC Grant Extension
vi. Application for Continued Funding of Early Head Start San Joaquin
vii. Reorganization of the CAPK WIC Program

viii. Financial Statements, August 2020
ix. Consent Items a-b

Tracy Webster reported that the Committee met on August 19, 2020 and called attention to the action items presented and subsequently approved. Tracy further provided a brief update on the August Financial Statements and indicated that there were no noteworthy items.

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

VIII. Advisory Board Reports

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

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

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

IX. Chief Executive Officer Report

a. COVID-19 Update

Jeremy Tobias reported on four programs operating under COVID related funding.

The Rental Assistance Program, we received over 1,000 calls the first week and 250 so far, this second week. Numbers are high and we expect the trend to continue as we spend down the contract.

The SoCal Gas Meal Program to boost local restaurants for delivery to farmworkers. Over 900 hot and cold meals have been served to farmworkers in the fields. Gift cards provide to seniors with gift cards for meal services.

Housing for the Harvest, just getting underway. Ramping up our outreach efforts, and we should start seeing potential clients enter the program soon.

Food 2 Door Program, we are delivering boxes of food to seniors who are expected to shelter in place. Numbers to date are 3,611 individuals served through today.

Craig asked about positive test results for staff. Jeremy said that some staff has tested positive and have followed guidance on sheltering in place. Currently there are no known instances of serious illnesses among staff, however, family members of staff have experienced very serious illnesses as a result of COVID.

Fred asked if it is advisable to have all staff be tested to help with the County request to have everyone tested. Tracy said that unless there is exposure, we cannot require staff to take a test. We can make it available as an opportunity, but not required unless an exposure where it would be required.

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

X. Board Member Comments

- Mike Maggard welcomed Traco Matthews to the staff.
- Ana Vigil complimented the staff and expressed well wishes to all.

XI. Closed Session

Motion was made and seconded to enter closed session at 2:06 pm. Carried by unanimous vote (Henderson/Jimenez)

a. Employee Evaluation – Chief Executive Officer (Government Code Section 54957)

XII. Closed Session Report

Motion was made and seconded to return to open session at 2:13 pm. Carried by unanimous vote (Plane/Benton).

Jeremy Tobias provided the closed session report and stated that the Board of Directors voted to approve the creation of a 457(b) retirement plan for executive staff. The Board directed staff to work with the retirement plan consultants and submit plan documents to the Audit & Pension Committee on November 5, 2020 and the Board of Directors on November 28, 2020 for adoption of the plan.

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, October 28, 2020
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

The meeting adjourned at 2:15 p.m.

MEMORANDUM

To: Board of Directors

From: Kathline Moessner, Senior Community Development Specialist

Date: October 28, 2020

Subject: *Agenda Item VI(a)*: 2016-2021 Strategic Plan Update – **Action Item**

October 16, 2016, the CAPK BOD approved the 2016-2021 Strategic Plan. The plan identified five critical issues that are connected to the domains of Family, Community, and Agency. Six goals were then developed within these domains.

FAMILY

1. ORGANIZATION CURRENTLY FUNCTIONS IN PROGRAMMATIC SILOS. GOALS 1 & 2

Goal 1. CAPK will develop an agency-wide understanding of the needs of its priority populations and develop organizational goals that unify the efforts of programs throughout the agency.
Goal 2: Goal 2. CAPK will establish a system so that individuals and families can easily access the full spectrum of CAPK services.

COMMUNITY

2. COMMUNICATION EFFORTS ARE INADEQUATE.

Goal 3. There will be a general understanding of CAPK which drives people to access and support the organization's efforts.

3. ORGANIZATION DOES NOT PROACTIVELY ADVOCATE FOR POLICIES OR FUNDING.

Goal 4. CAPK will actively advocate on behalf of issues affecting its target populations.

AGENCY

4. ORGANIZATION SUFFERS FROM HIGH TURNOVER AND LOW MORALE.

Goal 5. CAPK will have an engaged and retained workforce.

Goal 6. CAPK will develop a strategic financing framework to ensure it is prepared for the future and has an adequate understanding of its financial position.

As we approach the last year of implementation—in a very challenging year of reinventing how we work, communicate, and serve our clients—work continues to assure that CAPK meets the six strategic goals. Although groups have not been meeting consistently, much progress has been made. As we move forward over this next (and last) year of implementation, new staff, board members, and leadership will play a critical role in completing the current plan and assisting with the development of our next Strategic Plan.

For the October 2020 update, Goal Leads (Division Directors) were asked to give the percent complete for each strategy under their goal. Next, a meeting was held to discuss progress, accomplishments, and next steps. The results of this meeting, as well as ***updates to the Board of Director suggestions from the August 2019 Board Retreat***, is in the attached 2016-2021 Strategic Plan Update Details document.

The Strategic Plan Goal Leads are presenting the following progress towards Goal completion for October 2020.

Goals	Progress	Key Accomplishments
Goal 1	80%	Completed two Community Assessments; identified 7 priority areas, allowing the agency to focus on homeless and housing.
Goal 2.	83%	The CRM system is being rolled out in several programs. This is a huge step forward for the agency. Allowing us to track client progress in real-time and collect UNDUPLICATED data!
Goal 3.	93%	Communication has improved internally and externally. The CAPK Web Site has been improved. The Branding Plan is complete, the Manager's Toolkit is available in SharePoint. With COVID and switching to virtual meetings, programs are meeting more often and external connections are easier. This will be added to the communications plan.
Goal 4	71%	System to monitor media and City and County council meetings for issues that affect our agency, community, and clients. Staff involved in CalCAPA. State and Federal Hill visits to promote issues directly affecting our clients.
Goal 5	88%	Instituted ADP online application system, instituted orientation video and program materials so new staff has increased awareness of who CAPK is, consistency in job descriptions, and improved applicant screening criteria.
Goal 6	96%	Instituted monthly Budget meetings with program managers and directors, involve directors and managers in new budget creation, met/exceeded the 1MM indirect fund goal, transferred funds for Indirect into Discretionary, and works with staff in developing budgets for new programs.
Total	**85%**	

Next Steps:

1. Goal Groups are reviewing/adding members and will establish a regular meeting schedule.
    - Continue working towards 100% goal completion.
2. Prepare for closing out the current Strategic Plan and development of the 2022 Strategic Plan.
    - Hired consultant, Research Development Associates (RDA), to assist with the 2022 Strategic Plan development.
3. Next progress report to be presented to the Board in April 2021.

Recommendation:

Staff recommends that the Board of Directors approve the 2016-2021 Strategic Plan Update

Attachment:

2016-2021 Strategic Plan Update Details

Strategic Plan 2016-2021
Progress Update October 2020

Family	**Critical Issue: Organization currently functions in programmatic silos.** CAPK programs are currently working in silos, impacting the organization's ability to strategically deploy resources in a manner that helps it achieve its organizational vision and mission.

Goal 1. CAPK will develop an agency-wide understanding of the needs of its priority populations and develop organizational goals that unify the efforts of programs throughout the agency.

Objectives	Strategies (March 2017 changes in Red)	June 2017	Aug 2019	Oct 2020	Comments/Next Steps
Objective 1.1: Review and analyze the needs of our target populations.	1.1.1 Identify and prioritize the needs of our target population by using information contained in the CAPK 2016-2017 Community Action Plan (CAP).	100%	100%	100%	1.1.1 Although Goal 1 was completed, community needs analysis continues, especially under the context of COVID. CAPK is currently in the process of completing the 2021 Community Needs Assessment and Community Action Plan (CAP) due by June 2021. Group 1 will compare findings to the 2019 assessment to identify and prioritize any changing community needs
	1.1.2 Conduct annual surveys of CAPK clients, employees, partner agencies, and the general public to identify and prioritize agency and programs' needs.	22%	100%	100%	1.1.2 In process of completing 2021 Surveys.
	1.1.3 Key information collected in Strategies 1 and 2 above will be shared with all agency employees, community members, and partners.	25%	100%	100%	1.1.3 Ongoing with 2021 Assessment and CAP

Objective 1.2: Develop organizational goals and shared outcomes between CAPK programs.	1.2.1 Use National Performance Indicators (NPIs) as a basis to establish organizational goals and how each program contributes to meeting the goals.	0%	100%	100%	1.2.1 Identified top needs in the 2018/2019 CAP. BOD recommended focusing on Housing and Homeless. Will look at the next CAP to be completed by June 2021 to identify other goals. 1.2.2 Dependent on Goal 2.
	1.2.2 Develop a process for all programs to collect and share needs data within the universal system developed in Goal 2.	0%	0%	0%	
Family	**Critical Issue: Organization currently functions in programmatic silos.** CAPK programs are currently working in silos, impacting the organization's ability to strategically deploy resources in a manner that helps it achieve its organizational vision and mission.				
Goal 2. CAPK will establish a system so that individuals and families can easily access the full spectrum of CAPK services.					
Objectives	Strategies **(March 2017 changes in Red)**	June 2017	Aug 2019	Oct 2020	Proposed strategy changes.
Objective 2.1: Establish a single point of entry for all CAPK services.	2.1.1 Establish an agency-wide task force to develop central intake and case management systems to ensure clients receive holistic, integrated, and seamless services that meet their needs and provide follow-up services. The task force will be called the CAPK Intake Committee. The committee will gather information about data collection practices, software used, data export capability, data security requirements, ability to link database systems, and determine the impact of future system upgrades.	100%	100%	100%	2.1.1 Develop central intake and case management systems to ensure clients receive holistic, integrated, and seamless services that meet their needs and provide follow-up services. The committee will gather information about data collection practices, software used, data export capability, data security requirements, ability to link database systems, and determine

					the impact of future system upgrades. a. Develop a software inventory matrix to include but not limited to; department, cost, connectivity, requirements, capabilities, and pain points. b. Collect all intake forms in use by programs. c. Develop and solicit RFP to select a consultant to assist with platform design and development
	2.1.2 The CAPK Intake Committee will determine the various methods of data acceptance during the intake process (in person, phone, online, other) and the initial universal questions.	50%	100%	100%	2.1.2 Evaluation of current software and processes to determine current gaps and program needs. a. Analyze current software matrix to determine options for integration and consolidation. b. Interviews with Program leads to determine how existing software is utilized and current gaps. c. Develop Program process flow diagrams highlighting software usage.

					d. Create user stories / requirements backlog for each program.
	2.1.3 The CAPK Intake Committee with the help of CAP 60 or other software programs. Will customize the CAPK Kiosk to mirror the Centralized Intake Form developed by the committee.	0%	25%	100%	2.1.3 Identify roadmap and vision to consolidate and streamline the technology landscape. a. Future State Architecture Diagram and Roadmap. b. Implementation timeline and estimates. c. Align key stakeholders to the vision and purpose of the software. d. Executive summary of key findings and recommendations.
	2.1.4 To the extent feasible and practical, CAPK will implement a Central Intake system by the end of 2019.	0%	25%	100%	2.1.4 Proof of Concept of a software platform to review with key stakeholders. a. Trial environment focused on selecting a future process. b. Reporting & Data Management POC. • The initial design, approach, and build of one report. c. Integration with TBD Systems.

					• Initial Design, approach, and build of one integration.
	2.1.5 The CAPK Intake Committee, with the help of CAPK IT, will determine the base level of family data that can be shared with other CAPK programs.	0%	Missing	15%	2.1.5 Implementation and phased roll-out of a software platform to all programs. a. Develop a customized database for service programs that do not have software for tracking client data. Shafter Youth Center, Friendship House, LBNC, Rental assistance. b. Integrate Dynamics with Customer insights to merge data and produce a holistic view of a client for reporting purposes. Using Power Bi for displaying information.

Strategic Plan 2016-2021
Progress Update October 2020

Community	**Critical Issue: Communication Efforts are Inadequate.** Employees, key stakeholders, other community-based organizations, and the general public do not have adequate information about the spectrum of CAPK services or how the organization is structured.

Goal 3. There will be a general understanding of CAPK which drives people to access and support the organization's efforts.

Objectives	Strategies (March 2017 changes in Red)	June 2017	Aug 2019	Oct 2020	Oct 14, 2020 Meeting Notes
Objective 3.1: Establish a communications plan that directs how CAPK will proactively communicate with its employees, the public, partner agencies, and key stakeholders in the community	3.1.1 Identify the best communication methods/templates and review current (past) CAPK internal/external communication plans.	33%	100%	100%	3.1.2 Communication Plan draft complete, update for 2020/COVID. Develop a rollout and training through multiple formats and contacts e.g. email, staff meetings, newsletter, outreach meetings, etc.
	3.1.2 Develop a customized communications plan (internal and external) for CAPK (using Virtual CAPK's online resources), and share with all CAPK employees and Board Members.	25%	75%	75%	
	3.1.3 Assess the structure of internal resources tasked with implementing the communications plan and make any adjustments needed to ensure appropriate implementation, e.g.: a. Respond in a more focused way to the needs of the various programs; b. Interact with the various program outreach teams to strategize and roll out a more cohesive branding strategy considering the individual	52%	80%	90%	3.1.3 Internal and external communications have improved through the use of Virtual Meetings. This has increased access for many. Will include in an overall Communication Plan. b. Completed Branding Plan and have a Manager's Toolkit set-up in SharePoint. In the process of

	programs and their place within the CAPK umbrella; c. Look for or access new opportunities for outreach, including testimonials from clients and staff); d. Implement an employee recognition committee to acknowledge various employees' milestones (anniversary dates, accomplishments, etc.)				setting up training for outreach staff and managers.
Objective 3.2: Implement internal communication activities to support knowledge transfer.	3.2.1 Strengthen internal communications efforts.	65%	0%	100%	3.2.1 Progress includes PRE Program presentations; Newsletter; Managers Toolkit; Agency-wide info in On-Boarding Packet
	3.2.2 Break down informational silos among programs.	50%	0%	75%	
	3.2.3 Use monthly joint Managers/Directors meetings to provide a forum for sharing of information.	50%	100%	100%	
	3.2.4 Revamp CAPK's Intranet so that: a. It is a user-friendly and interactive information hub for employees; b. It is easy to use for a number of administrators/editors who will be empowered to post and update useful information from	100%	100%	100%	

	their departments designed to facilitate communications and work efficiencies for all; c. The upkeep thereof is a SHARED responsibility for the sake of continuity and the safeguarding of agency information (contingency planning).				
	3.2.5 Create a new employee orientation video designed to introduce the various programs of CAPK to employees as they are on-boarded.	50%	100%	100%	
Objective 3.3: Implement external communication activities to increase awareness of and support for CAPK among all community stakeholders (clients, partners, funders, etc.).	3.3.1 Develop communications content items (include press releases, letters to the editor, and human-interest stories) to share with external audiences.	4%	100%	80%	3.3.2 Exploring non-traditional ways to network, due to COVID. 3.3.3 Develop analytics report for Social Media.
	3.3.2 Identify and attend networking events throughout CAPK's service area.	100%	100%	100%	
	3.3.3 Use social media to increase awareness of CAPK's programs, e.g., launch Facebook Page for East Kern Family Resource Center as a viable resource for CAPK information in East Kern County.	100%	100%	100%	

Strategic Plan 2016-2021
Progress Update October 2020

Community	Critical Issue: Organization does not proactively advocate for policies or funding.				
Goal 4. CAPK will actively advocate on behalf of issues affecting its target populations.					
Objectives	**Strategies (March 2017 changes in Red)**	**June 2017**	**Aug 2019**	**Oct 2020**	**Oct 14, 2020 Meeting Notes**
Objective 4.1: Track and respond to changes in local, state, and federal legislation affecting our service populations.	4.1.1 Identify mechanisms within National CAP, NASCSP, NCAF, and CAPLAW to track legislation, policies, and initiatives that affect CAP agencies.	63%	100%	70%	Objective 4.1, Outreach & Advocacy Coordinator (OAC), regularly review communications from these groups for new/changing legislation. Action: Develop mechanisms to assure OAC is getting all communications. 4.1.2 For CalCAPA, staff monitors developments of State legislative activities, however, more can be done to work directly with the State Association to ensure CAAs are updated in a timely manner and request to be part of any workgroups they develop for Advocacy purposes.
	4.1.2 Actively participate within CalCAPA's Legislative Committee to identify national and state legislation, regulations, and initiatives that affect California CAPs.	27%	100%	70%	
	4.1.3 Monitor local legislations or regulations that affect our service population.	10%	75%	90%	
	4.1.4 Assign staff to respond to legislation and regulations that affect CAPs and our service population.	5%	100%	100%	
Objective 4.2: Pro-actively develop and implement an	4.2.1 Assign staff to spearhead the development of a special Advocacy ***unit.***	18%	100%	60%	

advocacy agenda.	4.2.2 Develop a business plan for the Advocacy unit, identifying staff, resources, strategies, and advocacy goals for CAPK.	3%	50%	50%	4.1.3 Perform agenda review for city and county gov. 4.2.2 and 4.2.3. Acquire/review work in progress. 4.3.1 Ongoing. Daily review of news media—local, state and national issues—and review of political races and happenings in Kern County 4.3.2 Materials are in place. Correspondence schedule has not been formalized. Elected officials are regularly featured on CAPK social media but can be added to newsletter. 4.3.3 Regular meetings discussions with stakeholders happen virtually. In person events are rare due to COVID-19.
	4.2.3 Establish priorities and implement CAPK's Advocacy agenda.	0%	Missing	50%	
Objective 4.3: Identify, formalize, nurture, and maintain relationships with key policy stakeholders	4.3.1 Identify local, state, and federal policy stakeholders and research how they impact the work of CAPK and our service population.	25%	75%	100%	
	4.3.2 Develop individual strategies to recruit, inform, and/or educate stakeholders. Prepare presentation materials for in-person visits to policy stakeholders. Develop a monthly or bi-monthly schedule to correspond individually to elected officials and feature elected officials in CAPK newsletters.	0%	75%	50%	
	4.3.3 Schedule in-person meetings with stakeholders to discuss the importance of collaboration and how it is an effective strategy in meeting the needs of the people we serve. Maintain annual calendars to meet regularly with each stakeholder.	0%	75%	70%	

Strategic Plan 2016-2021
Progress Update October 2020

Agency	**Critical Issue: Organization suffers from high turnover and low morale.** The organization has struggled with workforce issues which stem from the size of the organization, the variety of different employee incentive structures (based on funding stream), and the lack of a strategic approach to talent management. The results are high turnover and low employee morale.

Goal 5. CAPK will have an engaged and retained workforce.

Objectives	Strategies (March 2017 changes in Red)	June 2017	Aug 2019	Oct 2020	Oct 14, 2020 Meeting Notes
Objective 5.1: Develop an organization-wide talent management plan.	5.1.1 Begin with a critical review of current positions; evaluating positions with an emphasis on scope of work, balance of work load, and the end product being a revised/final organizational chart. Divisions review grant's scope of work, performance standards and other regulations to determine and develop positions, with appropriate job descriptions to best accomplish the task. Revise organizational structure to efficiently accomplish the mission of the agency.	27%	25%	25%	5.1.1 This is a current action as well as an ongoing effort. Being new to the organization, this is a primary focus going into 2021
	5.1.2 Job description review that brings consistency in format, an expectation that follows a "position not person" mentality, qualifications, wage analysis, requirements for testing, F.L.S.A.	0%	100%	100%	5.1.2 This is a current project. The positions have been updated into a consistent format, however, there are duplicates as well as retired positions still in active status. This will be ongoing through 2021
	5.1.3 Provide revised job descriptions to each Division Director who then signs off for finalization.	0%	100%	100%	5.1.3 This is being done before each recruitment being posted. This will continue through 2021.

	5.1.4 Talent Management Plan: maintain, regularly evaluate, and follow same process for new positions.	0%	100%	100%	5.1.4 This will be revised and a new focus in 2021
Objective 5.2: Develop the internal systems necessary to recruit the best people and place them in the right positions.	5.2.1 Develop an efficient ADP electronic application system inclusive of an integrated online recruitment method for web-based sites such as: EDJOIN, Indeed, etc. The system would include an electronic basic skills testing based on position requirements and data gathering capability to assist in the sharing of applicants' qualifications to recruit for other open positions throughout the agency.	3%	100%	100%	5.2.1 A new online (LinkedIn and CAPK social media) campaign for posting begins 9/21/2020
	5.2.2 Evaluate screening process of applications to ensure consistency for all recruited positions. Applications would be screened for meeting the minimum qualifications for education and level of experience; being reviewed by HR and program management.	0%	100%	100%	
	5.2.3 Evaluate and revamp the current interview process. The interview process elicits specific information that will determine which candidate is most qualified to accomplish the scope of work of the position. The interview process will be based on the needed competencies specific to each position. These competencies will be based on the job descriptions developed to ensure that the scope	0%	100%	90%	5.2.3 This is a project that will roll into 2021. The competency database is built however not yet implemented

	of work dictated by each grants is efficiently and effectively accomplished.				
	5.2.4 Create position-specific electronic competency testing to assist in determining qualifications of applicants.	0%	100%	100%	5.2.4 Ongoing. This point should be carefully examined for future consideration
Objective 5.3: Establish an onboarding process that positions new employees for success.	5.3.1 Develop "new" CAPK orientation process. The orientation process should be the first stepping stone to establishing the culture of the agency. Orientation should instill pride in the agency and emphasize the privilege it is to be able to assist in the furtherance of our mission, as well as completion of required information and documentation needed for employment.	5%	100%	100%	5.3.1 Ongoing. Updates/new content underway with a go-live plan (phase 1) of October 2020
	5.3.2 Division-level Orientation: basic expectations of position, training plan orientation, peer resources.	10%	100%	100%	5.3.2 Ongoing.
	5.3.3 Transition agency mandated training to occur monthly. (training required of all CAPK EEs)		100%	100%	5.3.3 Ongoing. under revision with the addition of the Health and Safety role.
Objective 5.4: Create a consistently	5.4.1 Division/Position 6 Month Training Plan development for new hires and EEs entering into a new position to include: Civility Training,	7%	100%	100%	5.4.1 Ongoing

applied process for developing employees.	retention testing, follow up plan, and an auditing or compliance system to ensure managers are monitoring the success of the training. Develop written training plans for 6 month introductory period. All training plans need to be specific to position with documented timelines and follow up to ensure that all employees receive training to be competent in the essential functions of their position. Management accountability to ensure the completion of all training plans on a consistent manner at all levels of employment.				
	5.4.2 Develop Performance Evaluation tools based on needed competences of each position. Develop calibration methods that establish constancy in the evaluation of employee performance. Develop supervisorial accountability to ensure all employees are fairly evaluated (goal driven/non-subjective) and delivered in a timely manner.	0%	See Above	100%	5.4.2 Ongoing. This is a 2021 goal
	5.4.3 Develop an Employee Feedback Survey to monitor training effectiveness, EE retention, and any needed revisions.	0%	100%	100%	5.4.3 Update is a 2021 goal
Objective 5.5: Establish a culture of	5.5.1 Establish and Employee Recognition Committee to support a Recognition Program for improved EE morale.	100%	100%	50%	5.5.1 This is being evaluated currently for re-introduction

talent appreciation recognizes the contributions of all staff.	5.5.2 Develop an Incentive/Reward System that holds an intrinsic value for EEs and encourages camaraderie amongst the team.	67%	100%	100%	5.5.2 Ongoing. This is a 2021 goal
	5.5.3 Establish and issue a feedback mechanism to identify any shifts in organizational culture related to talent appreciation.	0%	100%	100%	5.5.3 Ongoing. This is a 2021 goal
Objective 5.6: Create and share a succession strategy that will reward employees for advanced placement.	5.6.1 Identify potential through tracking/documenting EE evaluations with "Above Standard" ratings to receive advantages in promotion.	0%	100%	100%	5.6.1 Ongoing. This is a 2021 goal
	5.6.2 Introduction to preferred positions for cross training that involves evaluating education requirements and strategies to reach goals of promotion (Professional Growth Plan)	0%	100%	50%	5.6.2 Ongoing. This is a 2021 goal
	5.6.3 Promotion: Policy to enable promoting successful candidates to be placed in positions without going through the interview process.	0%	50%	50%	5.6.3 Ongoing. This is a 2021 goal

Strategic Plan 2016-2021
Progress Update October 2020

Agency	**Critical Issue: Organization suffers from high turnover and low morale.** The organization has struggled with workforce issues which stem from the size of the organization, the variety of different employee incentive structures (based on funding stream), and the lack of a strategic approach to talent management. The results are high turnover and low employee morale.

Goal 6. CAPK will develop a strategic financing framework to ensure it is prepared for the future and has an adequate understanding of its financial position.

Objectives	Strategies (March 2017 changes in Red)	June 2017	Aug 2019	Oct 2020	Oct 14, 2020 Meeting Notes
Objective 6.1: Develop a long-range financial plan.	6.1.1 Identify all costs and projected revenue associated with ongoing support for each division within CAPK over a 5-year period of time.	0%	No Report	100%	Most of these strategies are established and on-going practices. 6.1.2 & 6.1.3 needs a detailed list of deferred maintenance and equipment/vehicle replacement to complete the strategy. Additional notes in the BOD Retreat Updates below.
	6.1.2 Develop a formal, comprehensive cost/benefit analysis for all expansion/capital projects, to include initial costs, ongoing maintenance budgets and potential benefits/revenue.	0%		80%	
	6.1.3 Combine data collected in strategies 6.1.1 and 6.1.2 to develop a 5-year projected revenue and anticipated expense financial plan framework.	0%		80%	
	6.1.4 Develop written guidelines for implementing financial plan and addressing funding changes, near-term and long-term.	0%		100%	

	6.1.5 Based upon results of needs analysis in Objective 1.1, identify programs with an opportunity to develop enhanced and/or new revenue streams.	0%		100%	
	6.1.6 Establish a robust committee to develop opportunities to generate $1MM in the discretionary fund as an initial tier goal.	0%		100%	
Objective 6.2: Build upon financial practices which provide CAPK with better budget flexibility.	6.2.1 Provide training to managers and/or designees to facilitate (program, division) budget development utilizing the financial plan.	0%		100%	
	6.2.2 Create a formalized process for budget adjustments.	0%		100%	
	6.2.3 Perform quarterly reviews of budget to actuals, making necessary changes and reporting to the CAPK board.	0%		100%	

Strategic Plan 2016-2021
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Board of DirectorRetreat August 2019:

Goal 1	Progress
Using the CAP Report, two top needs have been identified with the highest priorities for CAPK are: • Housing • Homelessness – Next Steps: • Create the CAPK Foundation. • Decide land use: build approximately 45 low to moderate-income (LMI) single-family homes or apartments. The goal should be to help individuals attain homeownership.	Appointed an Ad-Hoc Foundation Committee, consisting of Curtis Floyd, Janea Benton, and Fred Plane. Committee and staff along with legal counsel have filed the appropriate paperwork with the Secretary of State, identified the founding members of the Board, and will begin recruitment of the designated staff for the Foundation. (90%) Appointed an Ad-Hoc housing committee —Curtis Floyd, Jimmie Childress, Jose Gurrola, and executive-level staff. The committee is tasked to submit an actionable report to the full Board. Staff have reviewed and applied for funding, however, due to the lack of experience, it is difficult to obtain primary funding. An alternative agreed upon is to partner with the Housing Authority of Kern to improve our chances to secure funding. Further, a consultant conducted a housing needs assessment. (30%)
Goal 2	**Progress**
Hired Consultant to identify needs; interview program staff; prepare analysis; present to Division Directors; help to identify funding sources. Allocate costs to existing programs and the indirect fund. Progress with tying all databases to a centralized technology platform, Customer Relationship Management software. Complete the analysis and seek Board approval and funding.	CAPK has engaged with WIPFLI and is in the process of rolling out the CRM system. Please see the updates above. (83%)

Strategic Plan 2016-2021
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Goal 3	Progress
Develop a **communication/marketing plan that brands all programs with CAPK.**	In progress, adding virtual communications due to COVID.
Improve communication between staff/programs.	Can create a request similar to Marketing form, upload flyer/info and pushes out to all Outreach staff. Goal to have all programs attending "together" and materials shared among programs.
Dedicated person to facilitate program exhibits in the community One person to coordinate outreach events in the community so we don't have several CAPK programs/tables signing up for the same event.	
CAPK's programs must have a consistent message that demonstrates a cohesive team.	Branding Plan Complete, need to use to build culture.
Utilize technology to its fullest, Microsoft Office Suite, including adaptors.	Using technology for onboarding, ADP used for applications
Board Members be issued CAPK business cards with a list of all programs on the back of the card.	
From Jenae: Review internal communication to look at the structure for onboarding.	See goal three/marketing working with HR
Continuous messaging from the CEO and Division Directors. How often?	Can include in Newsletter, one per newsletter

Review Community Needs Assessment and client, staff, and stakeholder satisfaction surveys to see if the community understands what our name means and what services are offered Marketing materials need to tell about all programs and each program should be using them in the community. Elevator Speech, so everyone tells the same story. The takeaway from goal group 3 - the Board wants to see the plan for branding the programs and review the new marketing materials.	Will be part of upcoming surveys Manager's Toolkit Will add one to the Manager's Toolkit
Goal 4	**Progress**
Strengthen established relationships locally and nationally and increase engagement with local legislators. Complete a formal written advocacy plan and establish a calendar for visits with elected officials. Attend more conferences. Advocating for clients and issues important to CAPK. Continue to send good groups to conferences. Make sure the CAPK name recognition is increased.	See Goal 4 Updates above

Strategic Plan 2016-2021
Progress Update October 2020

Goal 5	Progress
Wipfli to prepare a salary survey and compensation structure and standardize job descriptions. The recruitment process will move from paper to paperless applications. Re-evaluate employee evaluation forms. Division Directors to ensure that evaluations are to be completed within 12 months. Present a complete employee benefits package for the Board to review. Develop and establish an agency-wide training program/orientation program for new employees. There is also an Employee Appreciation Committee that organized the Staff Development Day and meets periodically throughout the year. All policies will be reviewed by a consultant for best practices and will be presented to the Board	Many of these items have been completed (see Goal 5 update above). They will be further reviewed and updated by the new HR Director as 2021 division goals.

Strategic Plan 2016-2021
Progress Update October 2020

Goal 6	Progress
The composition of Goal Group 6 needs to include program representation and contain a fundraising component. New members need to be added to this goal group and establish new objectives. Obtain a new more robust financial system. Build reserves Research if Indirect Fund can be moved to the Discretionary Funds. Begin annual budget development 6 months out. Board can preview in January, two months before implementing on March 1st. Staff also needs to work together as a team with Finance to develop their budgets.	**Obtain a new more robust financial system.** Finance and Operations were exploring a change to the agency's financial system following a robust review of processes in January 2020. However, this project was placed on hold in March following the restrictions from the COVID-19 crisis. The Finance team has been working on a modified hybrid schedule to prevent infection and preserve the continuity of fiscal services. We hope to resume this project after the pandemic is finished and we can resume regular business practices. **Build reserves immediately.** The agency does not have enough unrestricted reserves to cover a month's worth of expenditures. The goal to build reserves is an ongoing strategic objective. In fiscal year 2019-20, the agency held an excess of approximately $918,000 of excess indirect revenue over expense. Before FY 2019-20, the agency has been able to retain approximately $1.5 million in excess indirect revenue. **Research if Indirect Fund can be moved to the Discretionary Funds.** In fiscal year 2019-20, we transferred approximately $1.5 million from the Indirect Fund to the Discretionary Fund. This will be an ongoing regular practice at the close of each fiscal year. **Begin annual budget development 6 months out. Board can preview in January, two months before implementing on March 1st.** The original budget submission to the Budget and Finance Committee was presented in January as an Informational item and brought back to the

	Board in February as an Action item. This will be a regular practice for all subsequent fiscal years. Additionally, the Finance Division has brought two budget revisions to the Board for approval in fiscal year 2020-21. This allows for greater transparency and accountability. **Staff also needs to work together as a team with Finance to develop their budgets.** The Finance Division has trained accountants to serve as specialists for the programs they serve. The accountants currently meet with program managers and directors on a monthly basis to discuss budget to actual analysis. This is allowing for improved fiscal technical assistance to program leaders.

MEMORANDUM

To: Board of Directors

From: Pritika Ram, Director of Administration

Date: October 28, 2020

Subject: *Agenda Item VI(b)*: Resolution to Approve the Submission of the Community Development Block Grant (CDBG) Application to the City of Bakersfield for Warehouse Capacity Expansion at the Food Bank – **Action Item**

Background:

Community Action Partnership of Kern (CAPK) is requesting up to $1,200,000 from the City of Bakersfield for the 2021-2022 Community Development Block Grant (CDBG) funding for the expansion of the CAPK Food Bank warehouse by 20,000 to 30,000 square feet. The remaining funds will be provided through CAPK activities and other funding sources, including County of Kern CDBG and a capital campaign.

The increase in need for emergency food assistance in Kern County existed prior to COVID-19; however, the impact of the pandemic on our programs, particularly the Food Bank, have been substantial. Along with our efforts to serve the community during the pandemic, the Food Bank has introduced new food programs which require additional operating space. The CAPK Food Bank added the Senior Food Program (CSFP) to serve low-income senior residents aged 60 years and older resulting in an increased caseload from 3,500 to 4,100 participants a month. Currently, the Senior Food Program is operating off-site on a leased property for additional space, which directly impacts costs and operational efficiencies. In addition, the Food Bank added the Food2Door program to serve seniors aged 65 and older who are vulnerable to serious complications due to COVID-19 resulting in an increase of 4,000 participants a month. This year we have seen a particular need for an increase in warehouse space as we continue rolling out new emergency programs. For these reasons, an increase in space and improved workflow is imperative in growing the Food Bank.

The CDBG application is due to the City of Bakersfield by November 30, 2020.

Recommendation:

Staff recommends the Board of Directors approve the Resolution approving the submission of the Community Development Block Grant (CDBG) application to the City of Bakersfield for Warehouse Capacity Expansion at the Food Bank.

Attachment:

Resolution Number 2020-19

RESOLUTION # 2020-19

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of Application for 2021-2022 City of Bakersfield Community Development Block Grant (CDBG) Funds

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

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes staff to submit an application to the City of Bakersfield, and hereby requests the City of Bakersfield provide financial assistance and the obligations that accompany said funds for the purpose of expansion of the CAPK Food Bank warehouse facility. Be it further resolved that Jeremy T. Tobias, Chief Executive Officer, is hereby authorized to request this course of action by completing any and all application documents for submittal to the City of Bakersfield on behalf of Community Action Partnership of Kern.

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

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

MEMORANDUM

To: Board of Directors

From: Freddy Hernandez, Director of Youth & Community Services

Date: October 28, 2020

Subject: *Agenda Item VI(c)*: Resolution to Approve the submission of the 2021 Low Income Home Energy Assistance Program (LIHEAP) Contract 21B-5012 – **Action Item**

On October 19, 2020, the California Department of Community Services and Development (CSD) provided the Energy Program with the 2021 LIHEAP contract. The contract provides funding to assist qualified low-income Kern County residents with Utility Assistance and Weatherization services. The contract period will be from November 1, 2020 through June 30, 2022 with an initial allocation of $7,032,133, which is 50% of the anticipated annual allocation. The remaining allocation shall be released when CSD receives funds from the Department of Health and Human Services (DHHS). As a comparison to the current 2020 contract, the initial allocation we received was for $4,415,991 with a final adjustment of $9,606,069. The initial award for 2021 is $2,616,142 dollars greater than 2020 and we expect to see the same for the final allocation.

The contract allows CAPK's Energy Program to assist eligible low-income Kern County households with their heating and colling energy costs, bill payment assistance, energy crisis assistance, weatherization and energy related home repairs at no cost to the participants. This program supports the federal and state efforts to answer the concerns of rising energy prices and to assist low-income households with heating and cooling costs. The work connects to CAPK's mission and Strategic Goal 4, advocating for the low-income community of Kern County who often struggle with the inability to weatherize their homes and pay high energy bills.

The contract format is the same as prior contracts, with a minor change where CSD has increased the per-unit cost requirement for pre-approval to lease or purchase equipment from $5,000 to $10,000. In order to execute this contract a Board Resolution must be submitted with the contract package.

Recommendation:

Staff recommends that the Board of Directors approve with Resolution, the 2021 LIHEAP contract number 21B-5012 and authorize the Chief Executive Officer to execute the contract and any future amendments.

Attachments:

Resolution #2020-20
CSD LIHEAP Contract #21B-5012

RESOLUTION # 2020-20

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2021 LIHEAP Contract

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, the State of California Department of Community Services and Development has made available LIHEAP funds for 2021; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2021 LIHEAP Contract to the Partnership; and

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2021 LIHEAP contract.

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 the Partnership's representative signatory with regard to the submission of the 2021 LIHEAP Contract and any subsequent amendments during the contract period.

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

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STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT STD. 213 (Rev 03/2019) CSD (Rev 07/2019)	AGREEMENT NUMBER **21B-5012**	PURCHASING AUTHORITY NUMBER (if applicable)

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

CONTRACTING AGENCY NAME
Department of Community Services and Development

CONTRACTOR NAME
Community Action Partnership of Kern

2. The term of this Agreement is: November 1, 2020 through June 30, 2022

3. The maximum amount of this Agreement is: Total $7,032,133.00

4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:
Preamble*
Article 1 - Scope of Work*
Article 2 - Contract Construction, Administration, Procedure*
Article 3 - Contract Changes*
Article 4 - Administrative Policies and Procedures*
Article 5 - Administrative and Program Expenditures Requirements*
Article 6 - Reporting Policies and Procedures*
Article 7 - Program Policies and Procedures*
Article 8 - Program Implementation*
Article 9 - Training, Licensing and Certifications*; Article 10 - Compliance Policies and Procedures*
Article 11 - Federal and State Policy Provisions*; Article 12 - General Terms and Conditions GTC 04/2017*
Article 13 - Definitions*; Article 14 - Table of Forms and Documents Incorporated by Reference*

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

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

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

MEMORANDUM

To: Board of Directors

From: Esperanza Contreras, Partnership Administrator

Date: October 28, 2020

Subject: *Agenda Item VI(d)*: County of Kern – Home Visiting Program Budget Revision – **Action Item**

CAPK was asked to continue services for the Home Visiting Program (HVP) Agreement in July of 2020 to serve one hundred thirty-six (136) CalWorks clients. The HVP agreement for FY 2020-21 was approved in the amount of $1,790,069.

The County of Kern has notified CAPK that it will receive additional funding allowing an expansion of service areas. In addition to the current agreement of $1,790,069, $1,670,555 is available to CAPK totaling $3,460,624 to expand services. This funding will be utilized to expand the current HVP services to Taft, Ridgecrest, East Kern and Shafter. This includes fourteen (14) additional staff as follows: 2 Program Coordinators, 3 Liaisons, 8 Home Visitors, and 1 Mental Health Specialist.

This agreement will provide service to two hundred fifty (250) cumulative clients. This is an increase of one hundred fourteen (114) clients from the current FY 20-21 agreement.

Recommendation:
Staff recommends the Board of Directors approve the Home Visiting Program Budget Revision and authorize the Chief Executive Officer (CEO) to execute the Agreements on behalf of CAPK.

Attachment:
Exhibit A HVP 1 Year Plan

CAPK AMENDMENT #1 *HVP* FY 20/21	
Line Item	**Budget Amount**
SALARIES	$1,798,592
PAYROLL TAXES & BENEFITS	$593,535
OPERATIONAL COSTS	$766,009
TOTAL DIRECT COSTS	$3,158,136
OVERHEAD OR INDIRECT COSTS	$302,488
TOTAL COSTS	$3,460,624

EXHIBIT "D"

CAPK AMENDMENT #1

HVP

FY 20/21

Line Items	Descriptive Narratives
SALARIES	**$1,798,592**
HVI Program Manager	Salaries and wages include program management responsible for the oversight of the program, cost-of-living adjustmentand merit increase; 2 program coordinators for staff supervision and support, 25 home visitors providing service delivery to clients, 4 Liaisons providing case management, enrollment and shared communication with DHS; 7 support services including attendance and enrollment, monitoring compliance and data analyst; 7 senior management staff providing program oversight.
25 Home Visitors	
2 Program Coordinators	
4 Liaisons	
1 Mental Health Specialist	
7 Senior Management (8.2% allocation)	
7 Support Staff(@ 8.2% allocation)	
Senior Management (@44% allocation)	
PAYROLL TAXES & BENEFITS	**$593,535**
	Benefits include FICA, State Disability, FUTA, workers compensationand benefits @33% of salaries and wages. Benefits include retirement, medical, dental, vision, and long term disability.
OPERATIONAL COSTS	**$766,009**
Rent/Utilities	Operational expenses are prorated amounts using CAPK allocation schedule bases on an accupied square footage allocation methodology. Cost allocated include rent, facility, utilities, phone/telecommunications, equipment/leases, professional services, supplies, marketing/advertising/printing and insurances. other costs include mileage reimbursement, professional development, consultant services for curriculum, conferences, computers, workspace supplies including furnishings for additional staff. Program curriculum, consumable items, incedential food costs. Consultant services for specialised needs, nurses, family engagement activities, activity kits, other educational materials material goods related to health and safety for each client/family (not to exceed $500 per family).
Facility	
Phone /Telecommunications	
Equipment /Leases	
Prefessional Services	
Supplies	
Marketing/Advertising/Printing	
Insurances	
Chils and Family services supplies	
Nutrition Services	
Child Services Consultants	
Parent Services	
Material Goods	
TOTAL DIRECT COSTS	**$3,158,136**
OVERHEAD OR INDIRECT COSTS	**$302,488**
	Certified Rate 0% Fixed Rate 10%
TOTAL COSTS	**$3,460,624**

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
October 14, 2020
12:00 pm

MEETING MINUTES

1. **Call to Order**

Committee Chair Nila Hogan called the meeting to order at 12:00 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Nila Hogan, Michelle Jara-Rangel, Maritza Jimenez, Marian Panos, Fred Plane

Absent: None

Others Present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Freddy Hernandez, Director of Youth & Community Services; Traco Matthews, Chief Program Officer; Lisa McGranahan, Director of Human Resources; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Sheila Shegos, Director of Community Development; Tracy Webster, Chief Finance Officer; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review & Evaluation Committee meeting agenda for October 14, 2020. Carried by unanimous vote (Jara-Rangel/Jimenez).

4. **Public Forum**

No one addressed the Committee.

5. **Program Presentation**

Head Start Virtual Learning Program – Carolyn Coffey, Administrator of Education & Support Services

Carolyn Coffey provided a presentation on the Virtual Learning Program, established as a result of the COVID-19 pandemic, and highlighted how staff is engaging with students and parents. Engagement methods include phone calls, emails, Learning Genie, Zoom, Teams, and other methods communication methods. Carolyn also described the processes for collecting child data and shared photos and a video to showcase the teachers and students.

Nila Hogan asked about the criteria for children participating in the at home virtual learning. Carolyn replied that this particular program was designed for the virtual learning children only, however, Home Base learning has been boosted as a result of the methods and standards developed for the Virtual Learning Program.

6. <u>New Business</u>

a. September 2020 Program & Division Reports – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram advised the Committee that staff plans to revise the reporting format effective January 2021 and will seek feedback and approval from the Committee at that time. The new format will include monthly reports by Emilio Wagner, Director of Operations, regarding the status of the Customer Relationship Management (CRM) project and how programs are benefitting from this new data collection and reporting process, in addition to program level performance metrics, such as Community Services Block Grant (CSBG) indicators Following this announcement, Pritika provided detailed reporting on the activities for the programs during the month of September.

Motion was made and seconded to approve the September 2020 Program & Division Reports. Carried by unanimous vote. (Plane/Jara-Rangel).

b. Application Status Reports & Funding Requests – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram provided a summary of the Application Status Report for September 2020 and stated that to date, $7,806,405 in COVID applications were awarded and $1,929,298 in non-COVID related applications were awarded. In the month of September, a total of $3,995,575 was awarded with an additional $477,900 pending decision. Pritika also noted there are three funding requests presented for consent, each under the $50,000 threshold. Pritika reported that the application for the City of Bakersfield CDBG grant will come before the full Board at the October 28th meeting.

Motion was made and seconded to approve the Application Status Reports & Consent Funding Requests for September 2020. Carried by unanimous vote. (Jimenez/Panos).

c. September 2020 Head Start / State Child Development Enrollment Update & Meals Report – Ginger Mendez, HS State Enrollment / Attendance Manager – ***Action Item***

Head Start Kern enrollment remains below the goal at 54% and 2.8% enrollment for children with disabilities but met the goal for over income enrollment at 6%. Early Head Start Kern enrollment decreased to 72% and remained the same as the previous month for children with disabilities at 8.3% and met the goal for over income at 5.8%. Early Head Start San Joaquin enrollment dropped slightly to 81% and exceeded the goal of enrollment for children with disabilities at 10.2% and met the goal for over income enrollment at 9.3%. Early Head Start

Partnership enrollment decreased to 40% and enrollment for children with disabilities increased to 2.8% and enrollment for over income met the goal at 6%.

Ginger reported that staff is conducting the Health & Safety Screening virtually through Teams to limit the number of staff at the child development centers. The Children File Reviews will begin in October to supplement the desktop monitoring that is currently being completed.

Central Kitchen prepared a total of 33,180 meals and snacks during the month of September. The Central Kitchen will begin deliveries of boxed lunches to the children enrolled in the virtual learning settings on October 12, 2020. The CACFP report for August reflects a total of 28,064 meals served, which is 55%. This percentage is based on Head Start / Early Head Start Kern total meals delivered, divided by meals claimed.

Marian Panos asked if there is a deadline for the HS/EHS programs to be fully enrolled. Yolanda Gonzales replied that the programs are under a plan of action with the Office of Head Start (OHS) for 12 months. Yolanda further stated that staff engages in monthly meetings with the OHS and it is understood that enrollment levels are directly impacted by the COVID-19 pandemic and that the plan of action ends in January 2021. Jerry Meade added that staff has had some difficulty in encouraging families to enroll in the virtual learning environment.

Michelle Jara-Rangel asked for a status update on the previously reported option to move 11 Partnership slots to active childcare centers. Jerry Meade said there has been little progress in obtaining new partnerships and staff is actively seeking to convert those slots to provide direct services. Once staff has worked through the logistics, a recommendation will be brought before the Board for approval. Jerry also said that CAPK would need to obtain approval from the OHS before proceeding with the conversion. The funding differences would require a budget revision and additional approval from the OHS. Michelle asked if the process has been started and Jerry said the challenge is finding classroom space, and staff is looking for potential options and will work towards reaching the goal.

Michelle asked if the County decides to open public schools by the end of the year, will CAPK open its centers for full enrollment? Jerry said that the HS/EHS programs would require approval from the Department of Health before opening the centers for full enrollment.

Motion was made and seconded to approve the September 2020 Head Start / State Child Development Enrollment Update & Meals Report. Carried by unanimous vote. (Jimenez/Panos).

d. Information Regarding Head Start Open Competitive Proposals for Contracts in Fresno County – Yolanda Gonzales, Director of Head Start / State Child Development

Traco Matthews stated that CAPK is interested in pursuing a competitive Head Start Grant in Fresno County, which is currently operated by the Fresno Economic Opportunities Commission (FEOC). The program is similar to CAPK and Traco provided statistics regarding the number of centers and current enrollment. This option is a result from audit findings with FEOC related

to fiscal issues. Traco stated that the available funding totals $41.7 million. It is expected that the Funding Opportunity Announcement (FOA) will be released within the week and staff would have 60 days to complete the application following the posting. Both Yolanda Gonzales and Jeremy Tobias have reached out to the Directors at FEOC to discuss CAPK's interest in this grant and have also reached out to other agencies near the area.

Michelle Jara-Rangel asked about the challenges that Fresno EOC is facing with their grant. Yolanda Gonzales said that in her conversation with the Director, she stated it is a good program, but audit findings were related to fiscal reporting. Yolanda pointed out her observation of their deficiencies, in that they have not made any changes over the years and there are no state contracts in place, nor have they applied for additional funding. Yolanda feels that CAPK can increase community partnerships and has already reached out to the Department of Social Services to request a Letter of Support. Yolanda will also reach out to the Foster Care System and Children with Disabilities to see how CAPK can make a difference by increasing the partnerships.

Michelle asked if CAPK were to be awarded the contract, will the FEOC staff be retained? Yolanda said there will be changes within the structure and CAPK will provide the opportunity for existing staff to apply for the positions, similar to what was done in San Joaquin. The goal is to minimize the breakage in services to the families, and Yolanda also said that a large portion of the funding is related to transportation and bus services, something that CAPK does not have with the HS/EHS programs.

7. Committee Member Comments

- No comments.

8. Next Scheduled Meeting

Program Review & Evaluation
Wednesday, November 4, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

9. Adjournment

The meeting adjourned at 1:09 pm.

Virtual Learning Program

Carolyn Coffey

Education and Support Services Administrator



Parents as Teachers







Engagement

Staff are using the following methods to engage families in Distance Learning:

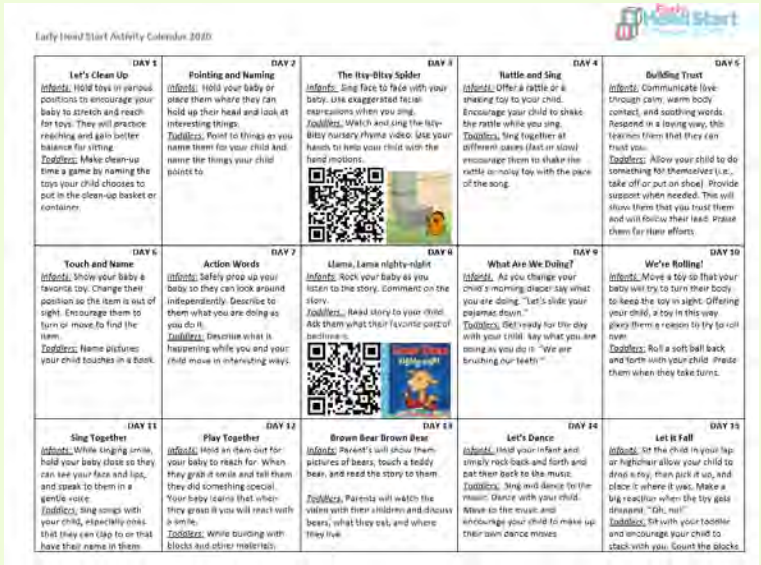
- Phone Calls
- Emails
- Learning Genie
- ZOOM
- Teams
- Smore Online Newsletters
- Ready Rosie and Ready Baby
- Social Media





Curriculum for Virtual Learning

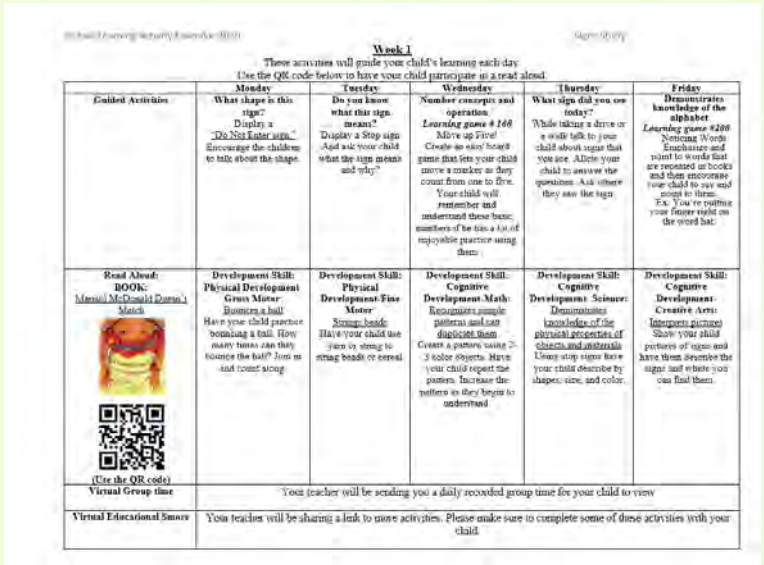
Early Head Start



Early Head Start Activity Calendar 2020

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Let's Clean Up *Infants:* Hold toys in various positions to encourage your baby to stretch and reach for toys. They will practice reaching and gain better balance for sitting. *Toddlers:* Make clean-up time a game by naming the toys your child chooses to put in the clean-up basket or container.	**Pointing and Naming** *Infants:* Hold your baby or place them where they can hold up their head and look at interesting things. *Toddlers:* Point to things as you name them for your child and name the things your child points to.	**The Itsy-Bitsy Spider** *Infants:* Sing face to face with your baby. Use exaggerated facial expressions when you sing. *Toddlers:* Watch and sing the Itsy-Bitsy nursery rhyme video. Use your hands to help your child with the hand motions.	**Rattle and Sing** *Infants:* Offer a rattle or a shaking toy to your child. Encourage your child to shake the rattle while you sing. *Toddlers:* Sing together at different paces (fast or slow) encourage them to shake the rattle as noisy toy with the pace of the song.	**Building Trust** *Infants:* Communicate love through calm, warm body contact, and soothing words. Respond in a loving way, this teaches them that they can trust you. *Toddlers:* Allow your child to do something for themselves (i.e., take off or put on shoe). Provide support when needed. This will show them that you trust them and will follow their lead. Praise them for their efforts.
DAY 6	DAY 7	DAY 8	DAY 9	DAY 10
Touch and Name *Infants:* Show your baby a favorite toy. Change their position so the item is out of sight. Encourage them to turn or move to find the item. *Toddlers:* Name pictures your child touches in a book.	**Action Words** *Infants:* Safely prop up your baby so they can look around independently. Describe to them what you are doing as you do it. *Toddlers:* Describe what is happening while you and your child move in interesting ways.	**Llama, Llama nighty-night** *Infants:* Rock your baby as you listen to the story. Comment on the story. *Toddlers:* Read story to your child. Ask them what their favorite part of bedtime is.	**What Are We Doing?** *Infants:* As you change your child's morning diaper say what you are doing. "Let's slide your pajamas down." *Toddlers:* Get ready for the day with your child. Say what you are doing as you do it. "We are brushing our teeth!"	**We've Rolling!** *Infants:* Move a toy so that your baby will try to turn their body to keep the toy in sight. Offering your child, a toy in this way gives them a reason to try to roll over. *Toddlers:* Roll a soft ball back and forth with your child. Praise them when they take turns.
DAY 11	DAY 12	DAY 13	DAY 14	DAY 15
Sing Together *Infants:* While singing smile, hold your baby close so they can see your face and lips, and speak to them in a gentle voice. *Toddlers:* Sing songs with your child, especially ones that they can clap to or that have their name in them.	**Play Together** *Infants:* Hold an item out for your baby to reach for. When they grab it smile and tell them they did something special. Your baby learns that when they groan it you will react with a smile. *Toddlers:* While building with blocks and other materials	**Brown Bear Brown Bear** *Infants:* Parents will show them pictures of bears, touch a teddy bear, and read the story to them. *Toddlers:* Parents will watch the video with their children and discuss bears, what they eat, and where they live.	**Let's Dance** *Infants:* Hold your infant and simply rock back and forth and bat them back to the music. *Toddlers:* Sing and dance to the music. Dance with your child. Move to the music and encourage your child to make up their own dance moves.	**Let it Fall** *Infants:* Sit the child in your lap or highchair allow your child to drop a toy, then pick it up, and place it where it was. Make a big reaction when the toy gets dropped. "Oh, no!" *Toddlers:* Sit with your toddler and encourage your child to stack with you. Count the blocks

Head Start



Week 1

These activities will guide your child's learning each day.
Use the QR code below to have your child participate in a read aloud.

	Monday	Tuesday	Wednesday	Thursday	Friday
Guided Activities	**What shape is this sign?** Display a "Do Not Enter sign." Encourage the children to talk about the shape.	**Do you know what this sign means?** Display a Stop sign. And ask your child what the sign means and why?	**Number concepts and operation** ***Learning game # 168*** Move up First! Create an easy board game that lets your child move a marker as they count from one to five. Your child will remember and understand these basic numbers of be into a lot of enjoyable practice using them.	**What sign did you see today?** While taking a drive or a walk talk to your child about signs that you see. Allow your child to answer the questions. Ask where they saw the sign.	**Demonstrates knowledge of the alphabet** ***Learning game #200*** Noticing Words Emphasize and point to words that are repeated in books and then encourage your child to say and point to them. Ex. You're putting your finger right on the word hat.
Read Aloud: BOOK: Meesh(McDonald Burns') Match (Use the QR code)	**Development Skill: Physical Development Gross Motor** Bounces a ball Have your child practice bouncing a ball. How many times can they bounce the ball? Jimi m and count along	**Development Skill: Physical Development-Fine Motor** Strings beads Have your child use yarn or string to string beads or cereal	**Development Skill: Cognitive Development-Math:** Recognizes simple patterns and can duplicate them Create a pattern using 2-3 color objects. Have your child repeat the pattern. Increase the pattern as they begin to understand	**Development Skill: Cognitive Development- Science:** Demonstrates knowledge of the physical properties of objects and materials Using stop signs have your child describe by shapes, size, and color.	**Development Skill: Cognitive Development- Creative Arts:** Interprets pictures Show your child pictures of signs and have them describe the signs and where you can find them.
Virtual Group time	Your teacher will be sending you a daily recorded group time for your child to view				
Virtual Educational Smore	Your teacher will be sharing a link to more activities. Please make sure to complete some of these activities with your child.				







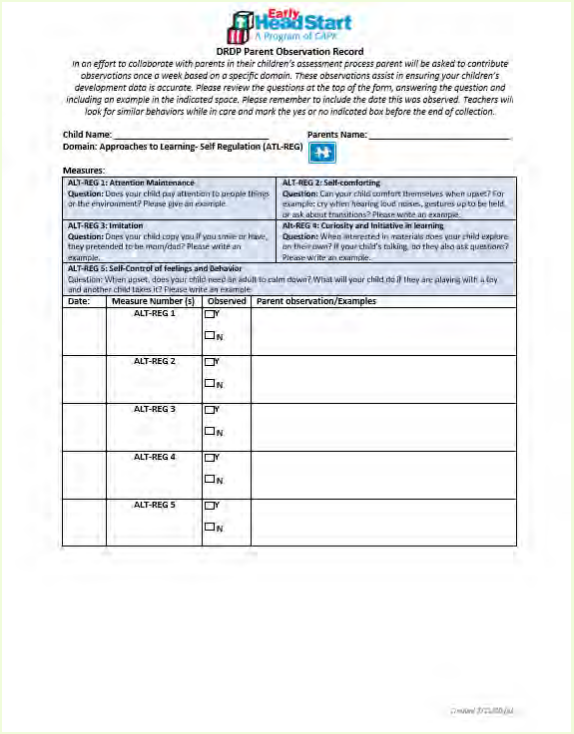
Collecting Child Data

- Ongoing parent communication/minimum 1x per week
- Parent Observation Forms
- Desired Results Developmental Profile Child Assessment (DRDP 2015)
- Child Plus Mobile (Data)





Parent Observation Forms



Early Head Start
A Program of CAPK

DRDP Parent Observation Record

In an effort to collaborate with parents in their children's assessment process parent will be asked to contribute observations once a week based on a specific domain. These observations assist in ensuring your children's development data is accurate. Please review the questions at the top of the form, answering the question and including an example in the indicated space. Please remember to include the date this was observed. Teachers will look for similar behaviors while in care and mark the yes or no indicated box before the end of collection.

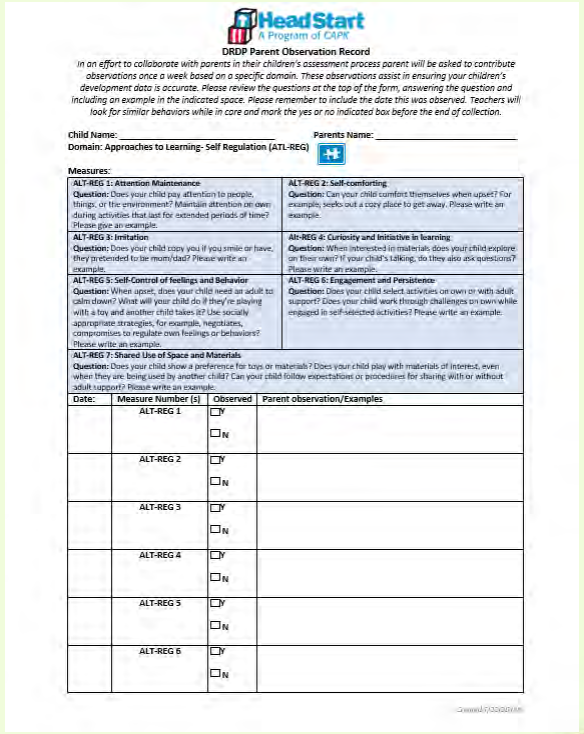
Child Name: _____ **Parents Name:** _____

Domain: Approaches to Learning- Self Regulation (ATL-REG)

Measures:

ALT-REG 1: Attention Maintenance **Question:** Does your child pay attention to people things or the environment? Please give an example.	**ALT-REG 2: Self-comforting** **Question:** Can your child comfort themselves when upset? For example; cry when hearing loud noises, gestures up to be held, or ask about transitions? Please write an example.
ALT-REG 3: Imitation **Question:** Does your child copy you if you smile or have, they pretended to be mom/dad? Please write an example.	**Alt-REG 4: Curiosity and Initiative in learning** **Question:** When interested in materials does your child explore on their own? If your child's talking, do they also ask questions? Please write an example.
ALT-REG 5: Self-Control of feelings and Behavior Question: When upset, does your child need an adult to calm down? What will your child do if they are playing with a toy and another child takes it? Please write an example:	

Date:	Measure Number (s)	Observed	Parent observation/Examples
	ALT-REG 1	☐Y ☐N	
	ALT-REG 2	☐Y ☐N	
	ALT-REG 3	☐Y ☐N	
	ALT-REG 4	☐Y ☐N	
	ALT-REG 5	☐Y ☐N	



Head Start
A Program of CAPK

DRDP Parent Observation Record

In an effort to collaborate with parents in their children's assessment process parent will be asked to contribute observations once a week based on a specific domain. These observations assist in ensuring your children's development data is accurate. Please review the questions at the top of the form, answering the question and including an example in the indicated space. Please remember to include the date this was observed. Teachers will look for similar behaviors while in care and mark the yes or no indicated box before the end of collection.

Child Name: _____ **Parents Name:** _____

Domain: Approaches to Learning- Self Regulation (ATL-REG)

Measures:

ALT-REG 1: Attention Maintenance **Question:** Does your child pay attention to people, things, or the environment? Maintain attention on own during activities that last for extended periods of time? Please give an example.	**ALT-REG 2: Self-comforting** **Question:** Can your child comfort themselves when upset? For example; seeks out a cozy place to get away. Please write an example.
ALT-REG 3: Imitation **Question:** Does your child copy you if you smile or have, they pretended to be mom/dad? Please write an example.	**Alt-REG 4: Curiosity and Initiative in learning** **Question:** When interested in materials does your child explore on their own? If your child's talking, do they also ask questions? Please write an example.
ALT-REG 5: Self-Control of feelings and Behavior **Question:** When upset, does your child need an adult to calm down? What will your child do if they're playing with a toy and another child takes it? Use socially appropriate strategies, for example, negotiates, compromises to regulate own feelings or behaviors? Please write an example.	**ALT-REG 6: Engagement and Persistence** **Question:** Does your child select activities on own or with adult support? Does your child work through challenges on own while engaged in self-selected activities? Please write an example.
ALT-REG 7: Shared Use of Space and Materials **Question:** Does your child show a preference for toys or materials? Does your child play with materials of interest, even when they are being used by another child? Can your child follow expectations or procedures for sharing with or without adult support? Please write an example.	

Date:	Measure Number (s)	Observed	Parent observation/Examples
	ALT-REG 1	☐Y ☐N	
	ALT-REG 2	☐Y ☐N	
	ALT-REG 3	☐Y ☐N	
	ALT-REG 4	☐Y ☐N	
	ALT-REG 5	☐Y ☐N	
	ALT-REG 6	☐Y ☐N	

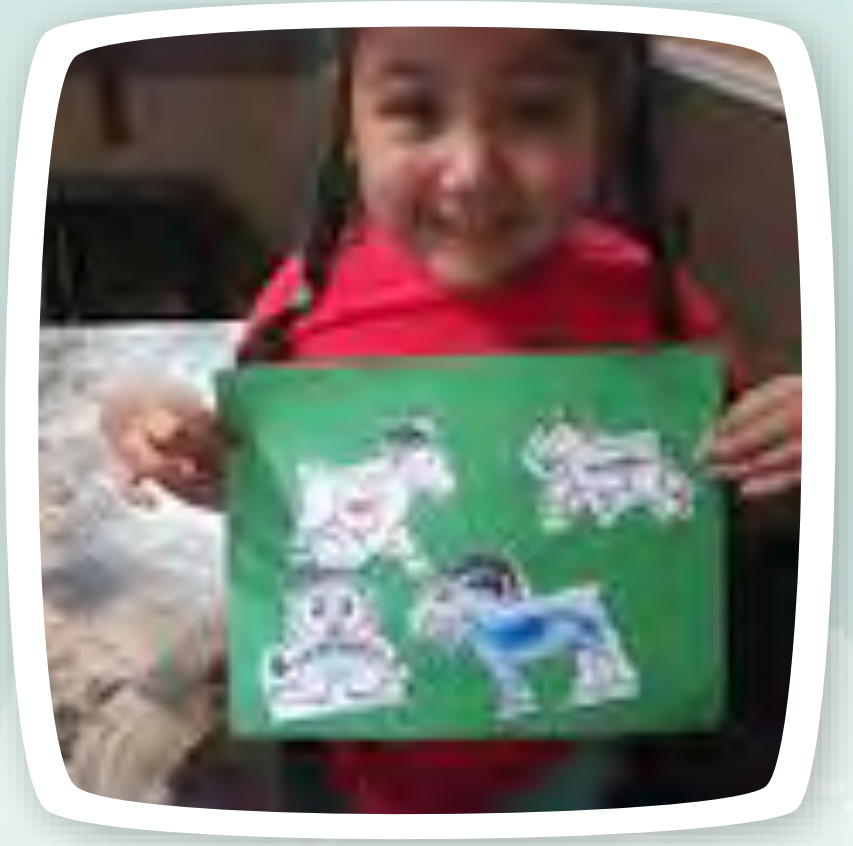








Hatch Learning with Ignite



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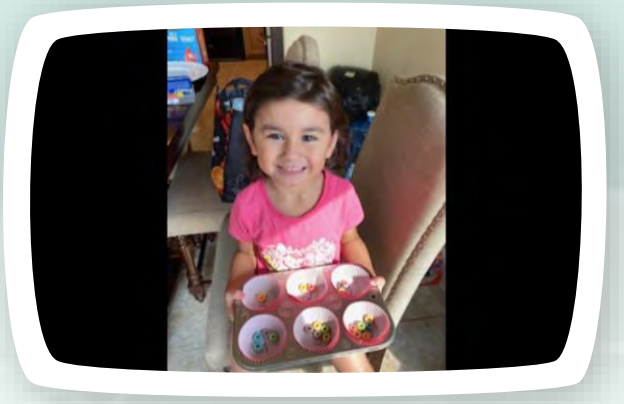
Learning at Home




Camila
Camila
Cat





Work Samples













First Day of School Greetings



Thank You

Carolyn Coffey

Education and Support Services Administrator





COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Sheila Shegos		**Month/Year: September, 2020**
Program/Work Unit: 2-1-1 Kern County	**Staffing:** 24	**Program Manager:** Irene Fonseca

Services: Provides 24/7 information and referral services via phone or CAPK 2-1-1 website to residents of Kern County. 2-1-1 provides call handling services for Kings, Tulare, and Stanislaus Counties. 2-1-1 serves as the call center for the CAPK Energy Program and VITA Program. 2-1-1 is the entry point to homeless services by way of the Coordinated Entry System—2-1-1 screens callers experiencing homelessness and connects them with CES Homeless Navigators who links the client to necessary services. 2-1-1 in collaboration with First 5 of Kern, is an access point for parents of children ages 0-5 to complete an online developmental assessment to aid in early intervention of identified delays. 2-1-1 also offers over the phone Calfresh application assistance to eligible Kern County residents, via the GetCalfresh.org website. Effective September 2020, 2-1-1 offers over the phone Medi-Cal application assistance via C4Yourself.org.

Activities	Description			
Information & Referral Services	**Incoming**	**Answered**	**Unanswered**	**Referrals**
Kern County	7,508	6,583	925(12%)	10,505
Kings County	297	216	81(3%)	*
Tulare County	2,486	1,767	719(3%)	*
Stanislaus County	1,168	933	235 (2%)	*
Total	11,459	9,499	1,960(13%)	

*2-1-1 Kern does not have access to the iCarol database for these counties. Per the agreements, 2-1-1 Kern provides referrals but does not track them. The information goes directly to the iCarol databases for the individual counties.

Most Requested Services	Food Assistance	Rent Payment Assistance	Homeless Shelter
Top 3 Unmet Needs	Rent Payment Assistance	Home Delivered Meals	Homeless Shelter

Other Services		Month	YTD
LIHEAP	Calls Answered	3,599	23,483
Weatherization	Calls Routed through 2-1-1	296	2,704
Mental Health	Calls Answered	271	2,373
Website Visitors	Duplicated Visitors to CAPK's 2-1-1 Kern web page	18,467	193,167
VITA	Calls Routed through 2-1-1	0	9,880
Rental Assistance	Calls Answered	1,574	1,574

CalFresh Application	Over the Phone Application Assistance via GetCalfresh.org website (Supplemental Nutrition Assistance Program- SNAP/food stamps)	**Applications**	**Approved**	**Pending**
		43	**N/A**	**N/A**

Outreach Activities	Outcomes
• South Valley Neighborhood Partnership • Kern High Community Specialist	• TEAMS Presentation for the Arvin/Lamont FRC Collaborative. Shared Capk and 2-1-1 Program information • TEAMS Presentation for Kern High School District Community Specialists. Shared Capk and 2-1-1 Program information

Highlights: 2-1-1 Kern continues to answer COVID disaster related calls for all counties. In the months of September, 2-1-1 Call Specialists provided over four thousand disaster related referrals to Kern County residents. Call Specialists have triaged and transferred over six hundred callers to the Kern Public Health COVID line for COVID related health concerns.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community/ Fred Hernandez		**Month/Year:** September 2020
Program/Work Unit: AmeriCorps, KYMC	**Total Program Staffing:** 1 staff and 21 AmeriCorps Members (ACM's)	**Program Manager/Supervisor:** Carrie Farwell
Services: ACM's provide academic mentoring & teacher support to Vineland School District and CAPK After School Programs.		

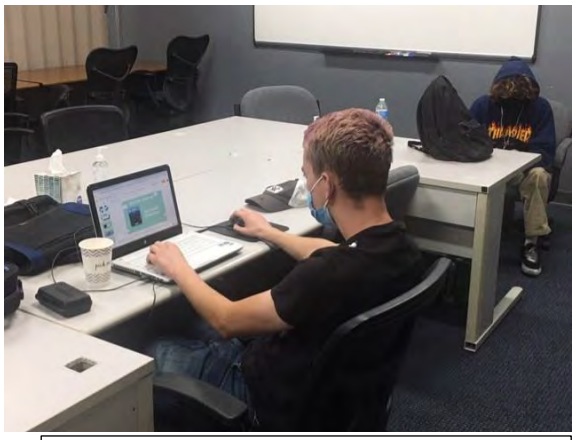
Activities		
	YTD Reporting Period January - December	
Description	**Month**	**YTD**
CAPK FRIENDSHIP HOUSE, DISTANCE LEARNING SUPPORT *ACM's provide check in support, distance learning support, and some homework assistance.* **DATA:** 2 ACM's provided 175 hours and supported 11 students	7	N/A
CAPK SHAFTER YOUTH CENTER, DISTANCE LEARNING SUPPORT *ACM's provide check in support, online support, help with safe student rotation, after school enrichment and homework help.* **DATA:** 2 ACM's served 279 hours and supported 10 students		
TYM4CHANGE, YPAR (Youth Participatory Active Research Team) *Responsible for conducting surveys, providing research & collecting & synthesizing data, and archiving information. Responsible for maintaining AmeriCorps photos and social media. YPAR created promotional flyers and videos for the Vineland Enrichment Modules.* **DATA**: 9 ACM's provided 175 hours		
VINELAND ELEMENTARY & SUNSET MIDDLE SCHOOL *Members provide distance learning support for teachers and students; take attendance, provide homework help, make phone calls home, distribute packets, and grade homework.* **VINELAND DATA:** 4 ACM's provided 329 hours **SUNSET DATA:** 4 ACM's provided 242 hours **DISTRICTWIDE CUMMULITIVE DATA:** supported 38 students with homework, made 87 phone calls to families, 208 assignments graded, 20 small groups facilitated, 21 packets prepared, 37 packets distributed, 2 tests monitored, 2 groups facilitated		
VINELAND SCHOOL DISTRICT ENRICHMENT PROJECT (MODULES) **DATA:** 17 ACM's spent 676 hours meeting, planning, and preparing for online enrichment modules. Provided 4 modules for 19 Middle School students every day for 2.5 weeks. Modules Included: How to Draw Comics, How to Write a School Zine, C.A.L.M. Conservancy of Animals & the Environment, and Recyclable Art.		

Noteworthy: **Please visit our FB and Instagram Pages @ Kern Youth Making Change**

AMERICORPS ENRICHMENT MODULES



5TH & 6TH Grade Flyer



Andrew, an AmeriCorps Member building an enrichment class/module.

7th & 8th Grade Flyer



Students attending an online enrichment class



COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** September/2020
Program/Work Unit: CalFresh Healthy Living	**Total Program Staffing**: 10	**Program Manager/Supervisor:** Tammy Fisher
Program/Work Unit Description: CAPK with funded and unfunded community partners that reflect the geographic, cultural, and ethnic diversity of Kern County help establish healthy eating habits and a physically active lifestyle, in accordance with the Supplemental Nutrition Assistant Program Education (SNAP-Ed) guidance mandated by the Food and Nutrition Act under Section 28, with an interest in improving nutrition, physical activity, public health, the built environment, and health care where CalFresh Healthy Living participants work, eat, live, shop, learn and play.		

Activities	Description	Status	
		Month	YTD
CAPK CalFresh Healthy Living Program Partnerships	• CAPK Health Educators via Zoom attended eight virtual Community Collaboratives in Kern County.	8	32
CAPK CalFresh Healthy Living SHOP	• Health Educators provided Indirect Education at 12 community events in partnership with CAPK FOOD BANK reaching 1,141 individuals. • The Nutrition Environment Food Pantry Assessment Tool was completed at one CAPK FOOD BANK site. • Health Educators presented updates on SHOP PSE strategies at CNAP Steering Committee.	1,141 1 1	14,448 17 5
CAPK CalFresh Healthy Living LIVE	• Health Educators completed assessment of Adventist Health Clinics in Shafter, Wasco and Taft. • Health Educators started weekly CalFresh Healthy Living nutrition education via Face Book Live at Buttonwillow and Wasco Branch Libraries reaching 455 total participants to date.	3 10	7 19
CAPK CalFresh Healthy Living Trainings	• Health Educators attended the four-day virtual Central Valley Promising Practice Exchange where workshops showcased funded partner agencies promising practices along with fostering local and regional connections, technical assistance, and networking opportunities with peers.	4	18
CAPK CalFresh Healthy Living County Nutrition Action Plan (CNAP)	• The CNAP Quarterly Collaborative via ZOOM highlighted a presentation by Kern County Aging and Adult Services Department and 42 total partners participated.	1	10

Other Items of Note:

1. CAPK CalFresh Healthy Living website is updated monthly at www.capk.org/programs/calfresh
2. CAPK CalFresh Healthy Living Face Book is updated weekly at https://www.facebook.com/CAPKCalFresh/
3. The first year of the CAPK CalFresh Healthy Living 3-year reimbursable grant is complete on 9/30/2020.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/Freddy Hernandez		**Month/Year:** September 2020
Program/Work Unit: East Kern Family Resource Center	**Total Program Staffing**: 6	**Program Manager/Supervisor: Stacy Ralston**
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services Case Managed Families	Differential Response F5K School Readiness Economic Empowerment	8 4 20	165 28 41
Children enrolled in center-base program		6	21`
Adults in Court Mandated Parenting Classes		5	11
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	72	484
Emergency Supplies Closet and Other Services	Food (individuals)	25	86
	Clothing (individuals)	11	176
	Photocopies (individuals) HEAP Application Supporting Docs	380 1	1,935 231

Other:

1. Services were limited due to COVID-19.
2. Staff conducted modified home visits meeting with clients outside of their homes and adhering to CDC guidelines as far as wearing a face mask and following the social distancing requirements.
3. Stacy Ralston was hired as the new program supervisor
4. One DR Case manager resigned. Position is currently being posted internally.
5. The First 5 case manager is currently providing ongoing case management services to 24 families.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/ Freddy Hernandez		**Month/Year: September 2020**
Program/Work Unit: Energy	**Total Program Staffing**: 37	**Program Manager/Supervisor:** Todd Payne
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also, installation of interim water tanks for low-income households affected by the drought.		

YTD Reported from 01/02/2020 to 9/30/2020

		Status	
Activities	**Description**	**Households Served**	
		Month	**YTD**
1. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2020)	• Utility bill payments	**480**	**3915**
2. Low Income Home Energy Assistance Program (CARESACT Utility Assistance – 2020)	• Utility bill payments	**599**	**756**
1. Low Income Home Energy Assistance Program (DAP) Weatherization Assistance (2020)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	**-0-**	**1**
	• Energy-efficient appliance installation	**-0-**	**2**
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2020)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	**7**	**26**
	• Energy-efficient appliance installation	**13**	**46**
3. Department of Energy Weatherization Assistant Program (DOE-WAP) (2018)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	**-0-**	**4**
	• Energy-efficient appliance installation	**-0-**	**4**
5. Total Value of Services (utility payments only)		**$549,530**	**$2,775,969**
		Results	
6. Energy calls received (from 2-1-1)		**3898**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**1,035**	**-0-**
8. Number of LIHEAP applications Completed		**1,079**	**-0-**
9. Number of LIHEAP applications in Progress		**240**	**-0-**
10. Outreach Events attended	All Outreach events are cancelled due to COVID-19 Pandemic	Give presentations, distribute brochures, tote bags, ink pens and energy savings wheels.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Executive/Pritika Ram		**Month/Year**: September 2020
Program/Work Unit: Outreach and Grants Team	**Total Staffing**: 4	**Program Manager/Supervisor:** Pritika Ram
Services: Grant research on funding resources and opportunities, proposal preparation, and special projects. Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.		

Advocacy	• Spent time in Lamont grape fields with State Senator Melissa Hurtado for Fueling our Communities • Participated in virtual issues session with Congressman T.J. Cox and David Bradley of the National Community Action Foundation to discuss impact of federal legislation in the San Joaquin Valley.
Outreach	• Organized and hosted media event and food delivery for SoCalGas Fueling our Communities grant in Lamont. Attended and photographed delivery of Hodel's lunches to farmworkers. • Coordinated additional Fueling our Communities media story in Lamont with food delivery to the fields. • Interviewed clients and staff of M Street Navigation Center on video for the virtual kick-off of the Hire-Up job training program. • Posted Social Media fire safety materials and e-mailed a newsletter for PG&E grant. • Coordinated the donation of masks, sanitizer and child back-to-school PPE kits from BYD in Lancaster. Donation used at the M Street Navigation Center. • Conducted video interviews for Food Bank Expansion Campaign. • Created new H.R. Welcome folder for new employee orientations. • Developed Website, flyer and other promotional tools for Housing for the Harvest grant. • Photographed check passing event for $ 3,575 to CAPK from Valley Republic Bank. • Supported Kern County and Continuum of Care Rental and Mortgage Assistance program. • Coordinated media interviews for Fueling our Communities, Rental Assistance and Housing for the Harvest. • Provided social media assistance to Friendship House to promote Medi-Cal. • Assisted Cal Fresh Healthy Living to put educational videos online and on social media.
Grants-In Progress	• Union Bank
Research	• Affordable Housing • Rental assistance to avoid evictions
Projects	• CAPK Food Bank Case for Support • Strategic Plan Update • Community Needs Survey and CAP Planning • CSBG Mid-Year Data Collection • CAPK Foundation

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** September 2020
Program/Work Unit: Food Bank	**Total Staffing**: 27	**Program Manager:** Jaime Orona
Services: Partners with 147 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.		

		Status	
Activities	**Description**	**Month**	**YTD**
USDA Commodities	Individuals Served (August)	60,001	420,075
	Poundage Received all Programs	2,006,276	25,364,573
	Total Poundage Distributed, All Sites	2,585,841	24,119,545
	Total Distributed pounds 2019	1,553,539	15,557,899
Food Sourcing	**Produce Received: 203,557 pounds of produce (donated or purchased) & 10 different produce items:** · Bolthouse: Carrots & cold Beverages · Grimmway: Potatoes, romaine, leafy greens & carrots · Target: Mixed produce · Varsity Produce: Onions · Walmart: Mixed produce · Wonderful: Citrus **Farmers Markets: New Life, Delano, Wasco, & Catholic Charities. A total of 162,000 pounds of fresh produce, bread & beverages. Reaching 3,000 Families**		
Food Drives:	**CSFP Produce Distribution:**		

- CAPK Food Bank held 21 Emergency box distribution throughout Kern County. Distributed 7,350 boxes in the month of September.
- 9/3 - CAPK Food Bank held their 6th drive-thru Farmers Market in Delano, distributed 31,891 lbs. to 525 individuals.
- 9/10 - CAPK Food Bank held their 6th drive-thru Farmers Market in Wasco, distributed 26,088 lbs. to 414 individuals.
- Food 2 Door started distribution on August serving 3,612 clients home bound.
- Our CSFP program held 27 distributions for the month of September and distributed 35-pound boxes of healthy and non-perishable food to 4,313 seniors throughout Kern County. CSFP team is doing a great job of having drive-thru distribution at most sites.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community/ Freddy Hernandez:		**Month/Year:** September 2020
Program/Work Unit: Friendship House	**Total Program Staffing: 6**	**Program Manager/Supervisor:** Lois Hannible
Services: After-school, summer, and Learning Pods programs, pre-employment program for youths, sports, mentoring services, Medi-Cal information, enrollment & retention services, and access to social services.		

Activities	**Participants**	
Description	**Month**	**YTD**
After-School/Learning Pod Program Tutoring, homework assistance, recreation.	9	43
Summer Program Recreational activities, educational games, and activities.		19
STEM (Science, Technology, Engineering, Math) Program The STEM program teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.	21	40
Positive Youth Development Services- Mentor program for at-risk youth. One on One/group mentoring services, outreach, and afterschool activities are provided to community youth. Aggression Replacement Training (ART) classes are also provided.	9	43
Positive Youth Development Services- Medi-Cal Health Enrollment Navigator Project Medi-Cal information is provided to families informing them of free or low-cost health insurance that is available to those that qualify.	4,419 flyers distributed & reached 1,812 people through social media & email	4,419 flyers distributed & reached 1,812 people through social media & email

Other:

- The CAPK Friendship House is excited to welcome three new staff members: Reyes Arreola, who is the Program Educator for the Health Navigator Medi-Cal Program, and Brushay Taylor & Nalani King who are the Activity Specialists for the afterschool, summer, and Learning Pods programs.

- The CAPK Medi-Cal Health Navigator program teamed up with the Food Bank to provide Medi-Cal information to those visiting the farmer's market food distribution in Delano.



COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Lisa McGranahan		**Month/Year: September 2020**
Program/Work Unit: HR/Staffing	**Total Division Staffing**: 10	**Program Manager/Supervisor:** Barbara Imdorf, Dawn Bledsoe
Services: All functions and activities related to staffing, employee benefits (including the pension plan) administration, labor law compliance, human resources management, and SEIU Contract.		

		Status	
Activities	**Description**	**Month**	**YTD Reporting Period Jan-Dec.2020**
Employee Count	Regular	916	
	Subs/Temps	17	
	Total Staff	933	
New Hires	**All divisions and programs**		
	Regular	13	224
	Subs/Temp	1	67
	New Hire Totals	14	291
Leaves of Absence	Full-time Leave	29	
Terminations	**All divisions and programs**		
	Voluntary	6	241
	Involuntary	3	84
	Total Terminations	9	325
Staffing	**Vacancy**	52	581
	Total Online/ADP Applications Received	2,245.00	13,868
Payroll	**Total Hours Paid**	135,867.85	
	Total Gross Payroll	2,822,225.81	

Projects:	***Completed:***
ADP Recruitment *Employee Survey*	

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Program: M Street Navigation Center		Month/Year: September 2020
Program Manager: **Laurie Hughey**	**Program Staffing: 15**	**Division/Director:** **Community Development/Sheila Shegos**

A total of 81 homeless individuals were served from the following zip codes:

Zip Code	Number of Residents	Zip Code	Number of Residents
93301	13	93241	1
93304	5	46368	1
93305	13	93274	1
93306	2	93501	1
93307	5	93255	1
93308	7	60653	
93309	3	90032	
93311	1	93560	1
93213	3	93263	1
93215	1	85714	1
93205	1	Unknown	19
		TOTAL	**81**

M Street Partner Highlights:

Staffing- One FT Custodian Position offered, pending passing pre-employment completion hiring. (16) staffing

COVID Updates- Zero residents and staff have tested positive for COVID. One resident and one staff tested for COVID. Results were negative,

Public Defender – Will start assisting residents with criminal record expungement, increasing opportunities for self-reliance.

Kern Behavioral Health & Recovery Services – Will start Substance Use Disorder/SUD services one day per week at the shelter in the coming weeks ahead.

City Serve and Bakersfield College – Are planning a community event for their Hire-Up project that offers educational classes and jobs for Homeless residents through the homeless collaborative.

Other Highlights:

- M Street has 465 social media followers.
- Holiday meal planning is underway, with help from local churches.
- CityServe providing dinner and fellowship twice a month.
- Staff training with Kern Behavioral Health & Recovery Services for September included ROI and Referrals, Conflict, Solution Focused Techniques and ROI/Referral Review

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

PROGRAM DELIVERABLES:	Sept 2020	August 2020	July 2020	June 2020	May14 2020
M Street Overnight Residents (Includes exits)	81	88	110	182	36
Total Meals Delivered	4895	4795	4600	3191	1455
Total Meals Served	2693	2543	2313	1294	505
Left-Over Sack-Meals Distributed to Community (Flood/Volunteers)	2202	2252	2287	1897	950
Assigned Beds	50	50	49	48	36
Open/Available Beds	2	2	1	16	25
Volunteers	27	24	21	18	5
Volunteer Service Hours	85.25	183.75	285	124.25	16
Donations, Monetary	$220	NA	NA	NA	NA
Donations, In-Kind: (*men's, women's clothing, flip flops, water, laundry detergent, fabric softener, dish soap, household cleaner, shampoo, conditioner, body wash, hand soap, mouthwash, make-up, hygiene supplies, Raid, art supplies, Board games, knotted scarves and hat.*					
Exits, Permanent Housing	3	4	3	3	0
Exits, Voluntary, Involuntary	33	39	24	24	9
Longest Length of Stay (days)	104	139	128	49	--
Total Critical Incidents	40	48	38	42	8
• Health & Safety	34	27	21	29	--
• Harm to Self & Others/Aggressive Behavior	6	14	16	13	--
• Unexcused Absences (Overnight)	0	2	1	0	--
• Mandated Reporter	0	0	0	0	--
Showers	645	594	1232	181	--
Case Management Services	139	136	440	100	--
DHS Services Enrollment					
• Cal Fresh / Food Stamps	9	3	2	9	--
• Medi-Cal Insurance (In process with DHS assistance)	NA	NA	NA	NA	NA
• Cash Assistance (In process with DHS assistance)	NA	NA	NA	NA	NA

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** September 2020
Program/Work Unit: Migrant Childcare AP Program (MCAP) **&** Ag Childcare Program	**Total Staffing**: 19, *Vacancies- 3 Family Specialists, 1 Reimbursement Specialist, 1 Service Clerk*	**Program Manager/Supervisor:** Susana Magana

Services: The Migrant Childcare Alternative Payment Program is a voucher-based childcare program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue childcare services as they migrate throughout the state following agricultural work. The program's current Fiscal Year is July 1, 2020, to June 30, 2021. **This report is for the service month of August 2020, which was processed in the month of September 2020.*

MCAP	County	Total # of Children	# of childcare providers
Childcare reimbursements	Kern*	370	80
	Madera	97	19
	Merced	3	2
	Tulare	194	41
	Kings	61	10
	Fresno	128	29
	Total	852	181

AG Childcare Program	County	Total # of Children	# of childcare providers
Childcare reimbursements	Kern only	21	9

*Kern totals include services provided outside of the six entry counties. The case management for those families working and residing outside the six entry counties are handled by the regional office in Bakersfield.

Current Activities:

MCAP

The MCAP office is still operational Monday to Friday from 7am-5pm. To comply with social distancing staff has been split into two shifts and is telecommuting part of the day. Our office lobby is open by appointment only.

Program manager is working closely with the California Alternative Payment Program Association CEO and the CA Department of Education (CDE) staff to ensure the needs of the MCAP program are being considered, as CDE continues issuing emergency Covid-19 regulation management bulletins.

AG Childcare

The AG Childcare Program is a new program that was funded by a private donation. The donor requested to remain anonymous. The donation was provided to CAPK to provide childcare subsidy to Kern farm working families not meeting the MCAP migrant eligibility requirement. The program is being administered out of the MCAP office, but it is a separate program. The donation equals 21 childcare slots from August 2020 to July 2021. All 21 childcare slots are full.

Upcoming Activities

Due to Covid-19 outreach activities, meetings and trainings have been cancelled until further notice.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** Sept 2020
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	**Total Division Staffing:** 23	**Program Manager/Supervisor:** Dan Ripoli, Douglas Dill, Kerri Davis, Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.		

Operations Report begins March 1st

		STATUS	
Activities	**Description**	**Received**	**Completed to Date**
Business Services			
Purchase Orders Processed		207	715
Contracts/Leases Processed		50	415
Request for Proposals (RFP)	Independent Audit Services –Finance Occupational Health – HR –Risk Management Diversity Training -HR	In Progress In Progress In Progress	
Leases	Chrisman Road (Head Start) 277 E. Front Street. Buttonwillow (WIC) 2739 Diamond Ave. (WIC) 10300 ½ San Diego St. (Head Start) 7000 Doe Avenue (MCAP) 1850 Wardrobe Avenue (MCAP) Mojave Veteran's Bldg. Rental Agreement (WIC) 115 N. Walnut St. (EHS SJ) 15682 K Street, Mojave 234 4th Street, Stockton EHS	In Progress In Progress In Progress Completed In Progress In Progress In Progress In Progress In Progress In Progress	
Contracts	HSI Amendment I Stine & Oswell (Head Start) HSI Amendment I Broadway (Head Start) Wellworks For You (Finance) Colombo Construction (Head Start) Blue Ribbon Automotive (Head Start) McWilliams and Walden, Inc. (Head Start) Motor City (HeadStart) Big O Tires (Operations) Turks Kern Copy (Maintenance) Turks Kern Copy (LBNC) Tel Tec (Various Program) Phase #2 RM Industries Amendment VI (Agency Wide) Great Western Installations ($44,305.88 M St. Nav Center) Computer Linx (M St. $706.96) Rice Agency (M St.$6,500) Vital Signs ($699.12 HS San Diego St)	In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress Completed Completed In Progress Completed Completed Completed In Progress Completed	

	Premiere Services Change Order ($9,800)	Completed
	Delta Bay Builders (EHS Stockton $65,000)	In Progress
	Vital Signs ($1,329.60)	In Progress
	Tel-Tec Contract (MCAP)	In Progress
	ACI (HS Alicante $10,752.45)	In Progress
	Docebo Learning Platform ($34,500 HS)	Completed
	RM Industries Amen VII(COVID-19 Services Various Locations)	Completed
	Ken Smith Construction, Inc.	Completed
	PLC System Services (Food Bank Coolers $30,472.68)	In Progress
	United Refrigeration Air Conditioning ($875 Food Bank)	In Progress
	Crown Lift Trucks (Food Bank $420.35)	Completed
	WIPFLI ($25,000)	Completed
	EMCOR Mesa Energy (Food Bank $2,466)	Completed
	Escuelita Hernandez (Partnership) Amendment I	In Progress
	Child & Family Psychology Clinic	In Progress
	CALEITC Subcontract Renewal	In Progress
	KCSOS Amendment I (Cal Fresh $269,709.88)	In Progress
	Kernville Union School District Amen I (Cal Fresh $185,868.68)	In Progress
	Lamont Elementary School District Amen I(Cal Fresh $152,336.00)	In Progress
	C.A.C.C. Subcontract Agreement (Comm. Dev. $500,000)	In Progress
	PLC Change Order (M. St. $5,473)	In Progress
	Mission Linen (Head Start Addendum)	In Progress
	Adelante Strategies (Comm. Dev. $49,500)	In Progress
	Teachstone (HS Renewal	In Progress

Maintenance & Operations		**Work in Progress**	**Closed To Date**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles. 3/1/2020 to Date	135	1398
Projects			
	• East Cal: EHS interior renovations are complete. Program has now asked to remodel the Kitchen and add double child sink cabinets in two classrooms. We have acquiring bids and are waiting for the contract to be issued. Estimated completion 11/1/2020	In Progress	
	• Primeros Pasos: We are procuring to remove the worn-out AstroTurf, playground equipment and shade structure and replace the shade structure with a lower structure and installing sod to replace the old AstroTurf. We are waiting for the contract to be issued.	In Progress	
	• Construction has started on 7/24/2020 at Alberta Dillard to convert the single classroom into two classrooms and removing the existing concrete stage. Completion date is approx. mid-September.	Complete	
	• We are in the process of moving ERSEA from BPN to Kaiser STE #101, moving HR to BPN, moving Community Development to	In Progress	

	Kaiser STE #220 and making adjustments to accommodate BPN. • We have started construction at Martha J Morgan in the two center classrooms to convert them into EHS classrooms and we are building an Office for the FSW. Estimated completion is 10/15/2020	In Progress	
Information Technology		**Received**	**Closed To Date**
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	2149	2025
Projects	• AT&T E-rate Category 1 Installation • Mitel Upgrades • Head Start computer upgrades • Head Start Network and Wifi upgrades Category 2	In Progress In Progress In Progress In Progress	
Risk Management		**Reported**	**01/01/2020 to Date**
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Lost Time • Non-Industrial (not work related) • Under Investigation • Confirmed Work related COVID	3 1 2 0 0 0 0 1	33 10 5 0 2 0 0 32
General Liability		0	0
Property Incidents		1	14
Vehicle Incidents		0	10
Projects	Workers' Compensation Renewal Charter for Operational Risk Management Advisory Committee Safety & Security Policies for Front Desk Workplace Violence Prevention Program Operational Risk Committee Submitted for approval Vehicle Safety Program Safety Meetings Monthly Maintenance & Energy Homeless Shelter Liability and W/C Insurance New safety Program for Homeless Shelter ATD Developing Respiratory Protection Program for LBNC Update safety programs to include Homeless Shelter & Staff Developing Returning to Work Plan after COVID Assisting Programs to develop reopen plans and protocols Staff Training on the proper wearing of mask Facial Covering Policy Suspected or Confirmed Cases of Covid-19 In the Workplace Plan Updating Personal Protection Equipment Program Wildland Fire Smoke	Completed Completed Completed Completed On-going Completed On-going Completed Completed Completed In progress Completed Completed On-going Completed Complete On-going On-going	

Other:

- The CAPK Business Services department has been busy assisting with WIC's fiscal year-end closeout. Business Services is working closely with the programs meeting funding deadlines for multiple purchases and preparing contracts for the Food Bank programs, assisting with the kick-off, contract preparation, and purchasing for new programs under Community Development.

- The CAPK Business Services department has been assisting with user training for the new purchase requisition system and training programs on procurement processes. They as well have been assisting and supporting with purchasing COVID related items for the programs.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community/Freddy Hernandez		**Month/Year:** September 2020
Program/Work Unit: Shafter Youth Center	**Total Program Staffing: 3** SYC 2 AmeriCorps	**Program Manager/Supervisor:** Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities	Participants	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.	10	20
Evening Program – Open Basketball, Zumba, Fitness Boot Camp, Mental Health Support Group Mtg, Tai Chi CLOSED DUE TO COVID-19	0	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.	21	

Other:

- After School Program continues to operate. We now call it Learning Pod Instruction. Students are attending full day services, as early as 7:30 am, until 5 pm. Students bring their school issued Chromebooks and log in for instruction with their teachers. Students are adhering to social distancing, wearing their masks, constant hand washing and following the protocol of health screening with temperature check upon arrival. CAPK staff and AmeriCorps members are sanitizing work areas, equipment and high traffic items on a routine basis. At this time, we are serving 10 students, with a waiting list that grows a little every day. We are looking at logistical changes that will allow us to offer more seats to the community. We are adding a new team member and look forward to growing our program and shrinking the waiting list.





COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth and Community Services /Freddy Hernandez		**Month/Year:** September 2020
Program/Work Unit: VITA	**Staffing:** 1	**Program Manager:** Jacquelyn Guerra

Services: Train and certify volunteers, provide free tax preparation and electronic filing for low-moderate income individuals and families and assist clients with ITIN (Individual Tax Identification Number) renewals and applications.

Description	September	YTD Totals
Federal Refund	$14,272	$3,614,257
Federal Earned Income Credits	$12,976	$2,392,287
Federal Total	**$27,248**	**$6,006,547**
State Refund	$1,165	$731,046
State Earned Income Credits (CAL EITC)	$1,331	$393,064
State Total	**$2,496**	**$1,154,110**
Total State & Federal Refunds and Credits	**$29,744**	**$7,160,654**
# of Paper Returns, Prior Years & Online Submissions (Not Available in System)	**17**	**360**
Total Tax Returns	**26**	**4,129**

- Pending grant-IRS 2020/2021.
- Denied Valley Strong grant of $10,000
- The IRS grant was extended to 9/30/2020, which will assist in reaching our tax return goals.
- In addition to the tax returns completed in person at CAPK locations, 108 Kern County taxpayers used our online self-service tax software at www.myfreetaxes.com.
- Since the opening of season on 1/27/2020, 188 tax returns were processed by way of paper as well as prior year tax returns processed bringing CAPK VITA's current total of completed tax returns to **4,129**.
- Currently, we are recruiting for the VITA Site Coordinator position.
- VITA met with STRATA CU to discuss using their available office space as a seasonal VITA site, plans are to use all 3 locations weekly throughout the tax season.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year: September, 2020**
Program/Work Unit: WIC	**Total Program Staffing**: 66 staff 2 vacancies	**Program Manager:** Kathlyn Lujan

Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County.

		Participation 10/1/18 – 9/30/19			
Description		**Case Load**	**Month**	**Central Valley Avg.**	**State Avg.**
Total 14,658	All services September, 2020	**16,160**	**September, 90.71%**	**N/A**	**89.51%**

Participation by WIC site	**Location**	**Participants**	**Location**	**Participants**
	Arvin	6	Mojave	122
	Bakersfield		Oildale	387
			Ridgecrest	732
	E. California	1626	Rosamond	582
	Niles Street	1898	Shafter	1220
	Montclair	420	Tehachapi	415
	Friendship House	119	Wasco	1564
	Panama	1357		
	Boron	10	San Bernardino County	
	Buttonwillow	70	Adelanto	1856
	California City	535	Big Bear	235
	Delano	864	Crestline	289
	Edwards Air Force	66	Needles	172
	Lost Hills	113	Phelan	0

Projects

CAPK WIC continues to have a Facebook and Instagram presence. Facebook has 791 followers and Instagram has 990 followers.

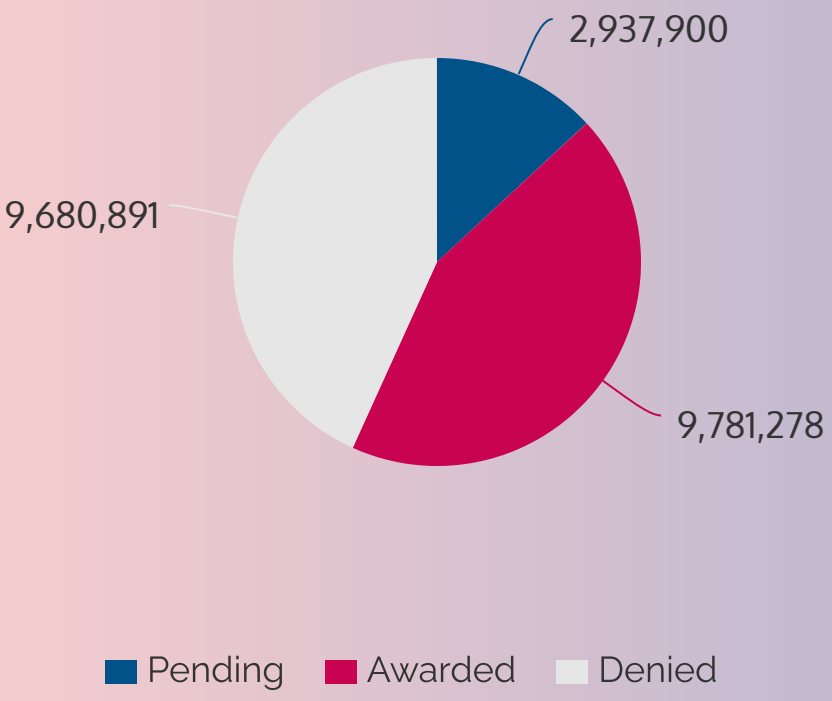
CAPK WIC continued to serve participants by phone through the month of September. CAPK WIC has modified the way it does business by not traveling to outside clinics because all the work can be done remotely by phone. The waivers from the California Department of Public Health will continue throughout the pandemic and up to one month after the pandemic has been declared over.

The Breastfeeding Education Coordinator attended the virtual National WIC Association Breastfeeding and Nutrition Education Biannual Conference. The WNA/Peer Counselors attended a half day virtual training on Updates in Breastfeeding.

CAPK WIC joined two new collaboratives: Community Health Initiative of Kern County and the Outreach Enrollment Retention and Utilization Committee. The Nutrition Education Coordinator was interviewed as a nutrition expert on 23abc News.

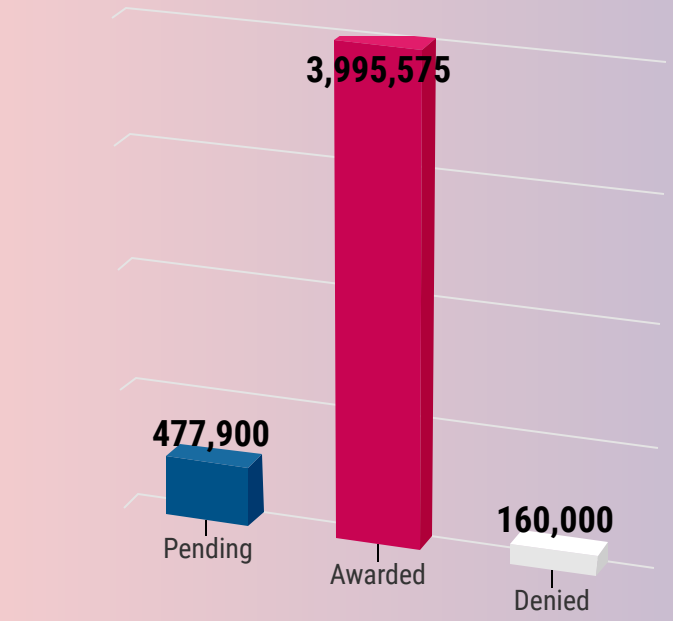
Most staff continue to work from the WIC offices.

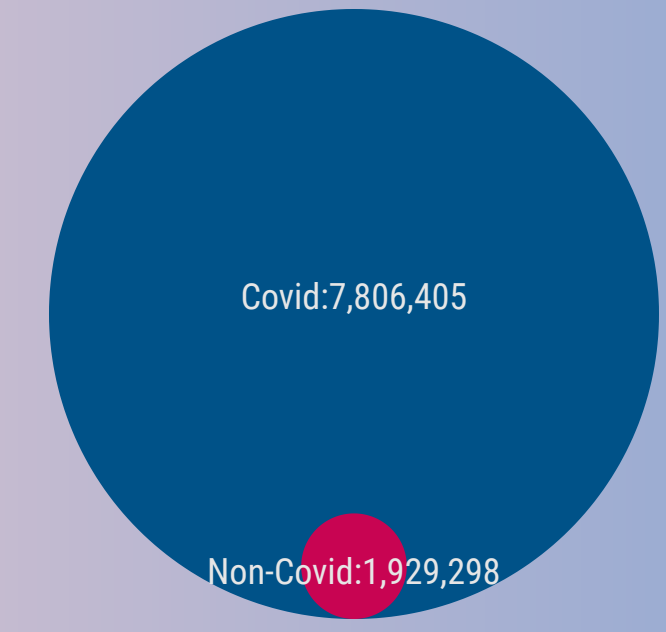
Application Status Report
September 2020



Grant Funding Year-to-Date 2020

January 1, 2020 - September 30, 2020





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: _____

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** September 2020
Program/Work Unit: Head Start/Early Head Start	**Program Manager/Supervisor:** Ginger Mendez/Jerry Meade
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Funded Enrollment	Reportable Enrollment	Percentage	Enrollment Breakdown	Disabilities Goal 10%	Over Income Goal <10%
Head Start Kern ***Full Year, all month** ***Part Year began 8/17/2020**	**1317**	**706**	**54%**		**2.8%**	**6%**
Early Head Start Kern	**446**	**323**	**72%**		**8.3%**	**5.8%**
• EHS Center Based	243			179/243		
• EHS Home Based	123			112/123		
• EHS Home Based-Interim	80			32/80		
Early Head Start San Joaquin	**313**	**254**	**81%**		**10.2%**	**9.3%**
Early Head Start Partnership	**152**	**61**	**40%**		**2.8%**	**6%**
* Angela Martinez	24			0/24	0%	**0%**
• Bakersfield College	32			11/32	3.1%	**3%**
• Blanton	16			14/16	6.3%	**0%**
• Garden Pathways	11			8/11	0%	**9%**
• Taft College	42			24/42	4.8%	**12%**
• Escuelita Hernandez	16			4/16	0%	**12.5%**
• Seeking Partner	11			0/11	0%	**0%**

Division Staffing			
Currently Employed	**Vacant Positions**	**Continuous Family Leave**	**Intermittent Family Leave**
609	34	23	87

Compliance
To ensure we limit the amount of staff in our child development centers, Health and Safety Screeners are being conducted virtually through Teams. Children file reviews will begin in October to supplement the desktop monitoring that is currently being completed.

Central Kitchen September 2020				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Head Start / Early Head Start Centers	33,180	11,956	9,521	11,783

Highlights: The Central Kitchen prepared counts, food and supply order in preparation for October food boxes for children receiving virtual learning. Procedures were created and approved for the Central Kitchen to conduct boxed food deliveries to the children that are in a virtual learning setting and appropriate document for reimbursement. Food and supply orders were placed and received; the Central Kitchen is ready to generate 1066 boxed meals beginning Oct. 12, 2020.

CACFP						
August 2020						
Total Meals Requested				Meals Allocated		% of Meals Served
Central Kitchen	Vendor Meals	**Total Meals**		CACFP/USDA	HS/EHS	August 2020
28,064	7,151	35,215		15,889	19,326	**55%**

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PERSONNEL & AFFIRMITAVE ACTION COMMITTEE MEETING
October 15, 2020
12:00 pm

MEETING MINUTES

1. **Call to Order**

Committee Chair Fred Plane called the meeting to order at 12:10 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Jonathan Mullings, Yolanda Ochoa (joined at 12:17 pm), Fred Plane

Absent: Jose Gurrola

Others Present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Freddy Hernandez, Director of Youth & Community Development; Traco Matthews, Chief Program Officer; Lisa McGranahan, Director of Human Resources; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Pritika Ram, Director of Administration; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Personnel & Affirmative Action Committee Agenda for October 15, 2020. Carried by unanimous vote. (Mullings/Plane).

4. **Public Forum**

No one addressed the Committee.

5. **New Business**

a. 2020 Employee Appreciation Plan – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster reported that following the initial proposal at the September 30th Board of Directors Meeting, staff revisited the proposed options to recognize the employees for their service to CAPK for 2020, especially how so many have stepped up to continue to provide services to the community during the COVID-19 pandemic, often putting themselves at risk. The revised proposal includes a ½ day paid holiday on December 23rd, a CAPK branded gift item, and an employee COVID-19 stipend in the amount of $100 paid through payroll and distributed as a gift card to all employees on Friday, December 11th. The stipend is intended to offset the personal cost of PPE, sanitizer, and other safety costs assumed by the employee during the COVID-19 pandemic.

Fred Plane asked about the fiscal impact to CAPK. Tracy said the estimated cost is approximately $90,000 and will be allocated through the allowable programs. For programs that do not allow for this expense, the Discretionary Fund will cover the expense. Tracy informed the Committee that the 2021 Employee Appreciation Day will not take place next May so there will be a significant cost savings to the Discretionary Fund.

Motion was made and seconded to approve the 2020 Employee Appreciation Plan. Carried by unanimous vote (Mullings/Plane).

b. Payroll Transparency Initiative – Eric Kelley, Payroll / HRIS Administrator – ***Action Item***

Eric Kelley reported that the Payroll Department began an initiative to bring more transparency to CAPK's pay practices and enable greater employee engagement. As a result, the Cell Phone Stipend policy was modified to include changing the frequency of the cell phone stipend payments from monthly to bi-weekly for more timely payment. Eric also presented a brief slide show to outline the Payroll Transparency Initiative, which included orientation, communication, and self-service options and stated that many of these options are available on mobile devices.

Motion was made and seconded to approve the revised Cell Phone Stipend Policy. Carried by unanimous vote (Mullings/Plane)

c. 2021 Holiday Schedule – Lisa McGranahan, Director of Human Resources – ***Action Item***

Lisa McGranahan provided a copy of the proposed 2021 Holiday Schedule and requested Committee approval.

Motion was made and seconded to approve the 2021 Holiday Schedule. Carried by unanimous vote (Mullings/Ochoa).

6. Committee Member Comments

- No comments.

7. Next Scheduled Meeting

Personnel & Affirmative Action Committee
Date to be Determined
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

8. Adjournment

The meeting adjourned at 12:29 pm.

MEMORANDUM

To: Personnel & Affirmative Action Committee

From: Tracy Webster, Chief Financial Officer

Date: October 15, 2020

Subject: *Agenda Item 5a*: 2020 Employee Appreciation Plan – **Action Item**

Executive Summary:

The intent to implement a robust 2020 Employee Appreciation strategy was discussed in the September Board meeting. Due to the COVID-19 pandemic, CAPK staff have assumed greater responsibilities and an increased workload in response to new safety requirements. Simultaneously, the agency has expanded its reach into the community in response to the impact of COVID-19 in the local community. During the Shelter in Place order issued by Governor Newsom in March through June, many of CAPK's programs ramped up for increased services. CAPK staff often placed themselves at a higher risk for exposure during this time. Despite the hardships, staff adapted to new ways to serve the community while taking part in daily COVID screenings, wearing a face mask, and maintaining social distancing.

In previous years, staff have participated in a half-day staff development activity in December organized by their respective department leaders. These development days included team building activities and lunch. The purpose of these staff development days was for directors and managers to express their appreciation and celebrate the successes of the year. Unfortunately, the safety restrictions have made it unsafe for staff to gather during the month of December for a half-day of staff development although programs have budgeted for the expense this year.

In accordance with our Strategic Plan Objective 5.5, the benefits of this initiative will not only increase staff morale, but also help in retaining current staff members, affirms the commitment staff have made to CAPK, cultivates a stronger company culture, and incentivizes staff to continue contributing to the success of the agency.

Proposal:

CAPK Management is proposing several employee appreciation strategies to deploy at the end of 2020. These strategies include the following:

1. Half-day holiday time on Wednesday, December 23, 2020.
2. CAPK branded lunch bag with branded contactless door opener, wet wipes, USB car charger, and phone cable wrap phone stand.
3. Employee COVID-19 stipend in the net amount of $100 paid through payroll in the form of a gift card distributed to all staff on Friday, December 11, 2020. The stipend is intended to offset the personal cost of PPE, sanitizer, and other safety costs assumed by the employee during the coronavirus crisis.

It was recommended by the Board that a restaurant gift card is distributed to employees in order to show appreciation to staff and help the local economy. However, staff explored this option and identified that such gesture would be reportable for taxation and the effort to distribute uniformly would be difficult. CAPK staff live in 23 cities across the state of California as follows:

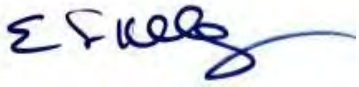
Adelento	*Delano*	*McFarland*	*Stockton*
Arvin	*Hanford*	*Mojave*	*Taft*
Bakersfield	*Lamont*	*Needles*	*Tehachapi*
Big Bear Lake	*Lodi*	*Ridgecrest*	*Tracy*
California City	*Madera*	*Rosamond*	*Wasco*
Crestline	*Manteca*	*Shafter*	

Recommendation:

CAPK Management recommends the Board of Directors delegate authority to the Chief Executive Officer (CEO) to proceed with the proposed 2020 Employee Appreciation plan in alignment with program and discretionary budgets.

MEMORANDUM

To: Personnel Committee



From: Eric Kelley, Payroll/HRIS Administrator

Date: October 15, 2020

Subject: *Agenda Item 5b*: Payroll Transparency Initiative – **Action Item**

Executive Summary

To ensure accurate and fair pay to all employees, payroll began an initiative to bring more transparency to Community Action Partnership of Kern's ("CAPK") pay practices and enable greater employee engagement in the pay process.

As a result, the following policy proposal is presented to the Personnel Committee for approval. The Cell Phone Stipend policy was modified to include changing the frequency of cell phone stipend payments from monthly to bi-weekly for more timely payment. This modification also enables payroll to eliminate manual calculation of prorated monthly amounts.

In this effort of continuous improvement, employee self-service has been enhanced, improved pay statements are now available, along with the convenience of allowing the employee to use an agency computer or personal mobile device to access pay information.

Recommendation:

Staff recommends the Committee approve the revised CAPK Cell Phone Stipend policy.

Attachments:

Cell Phone Stipend Policy
Payroll Transparency Initiative Presentation
Understanding your Pay Handout

Cellular Telephone Purchase Reimbursement and Monthly Cellular Service Allowance Procedure

Purpose

To establish guidelines and specify the procedure for a discretionary biennial cellular telephone purchase reimbursement and issuance of a monthly monetary allowance (paid biweekly) for cellular service to employees in positions for which the business use of a privately owned cellular telephone is necessary**.**

Procedure

It is Community Action Partnership's (CAPK's) policy to ensure that any mandated purchase or use of an employee's personal cellular telephone, in conjunction with official business, be compensated in the form of a prorated purchase reimbursement amount and/or taxable biweekly cellular service allowance to cover the cost. It will be the division director's responsibility to determine the individual positions that require the use of a cellular device; what, if any, purchase reimbursement is due; and what monthly allowance amount will be provided: voice calling/voice mail only, voice calling and texting, or voice calling, texting, and data/internet use. Cellular phone use is not a requirement of all positions.

The division director may elect to make use of agency owned cellular telephones as he/she deems necessary for the satisfactory completion of assigned duties as required by the nature of the employee's work or as needed for safety purposes. All CAPK cellular telephones are checked out from the Information Technology Department (IT) to the division director. The cellular phone must be checked in and out according to IT and the program's procedures**.**

All employees approved to utilize their personal cellular telephone and deemed eligible for reimbursement or an allowance are required to sign the Cellular Telephone Reimbursement/Allowance Authorization/Stop form acknowledging they have read this procedure and will adhere to all procedures outlined within.

Cellular Phone Purchase Reimbursement

CAPK will reimburse the employee for the purchase of a cellular telephone once every two (2) years from the date of original purchase (see the "Purchase Reimbursement Amounts" section below). The reimbursement amount and purchase of a cellular telephone will be at the discretion of the division director and based on staff responsibility. All reimbursement amounts will be adjusted at the discretion of the Executive Director.

Monthly Service Allowance

CAPK will provide designated employees a monthly allowance (paid biweekly) for the service cost of a personal cellular telephone used in conjunction with authorized CAPK business (See the "Monthly Service Allowance Amounts" section below). In order for an allowance to be authorized, employees may be required to install and operate certain applications or view and/or respond to calls/messages/calendar items, etc. or access web pages, as required, up to the limits of their allowance. Additionally, the phone may be required to run specific services such as location tracking or provide alerts during work hours.

The employee must ensure that the device and associated services are working as required. Any disruptions in service may cause CAPK to cease any service allowance until service is restored. In the case of a service disruption, the employee must immediately advise the division director and a Cellular Telephone Reimbursement/Allowance Authorization/Stop must be completed indicating a stop to the allowance.

The service allowance will begin or end effective the first full pay period following the form is received as indicated by the stamped date on the form entered by HR or payroll personnel.

Changes in Position, Termination of Employment, or Employees on Leave

The allowance will be discontinued beginning the first full pay period following any employee who transfers into a position that is ineligible for a monthly cellular service allowance, terminates, or is on leave for the entirety of the pay period.

REIMBURSEMENT/ALLOWANCE AMOUNTS

PURCHASE REIMBURSEMENT AMOUNTS* (biennial):

A. Standard Telephone with voice calling/voice mail only	$75.00
B. Standard Telephone with texting capabilities	$125.00
C. Smart Phone with texting, email and data/internet capabilities	$200.00

BIWEEKLY SERVICE ALLOWANCE AMOUNTS

A. Telephone service with voice/voice mail only	$35.00 per month (paid biweekly @ $16.15)
B. Telephone service with texting capabilities	$45.00 per month (paid biweekly @ $20.77)
C. Telephone service with texting, email, data/internet and calendaring capabilities. Phone may be required to run specific apps utilizing location or other services during business hours as required.	$75.00 per month (paid biweekly @ $34.62)

*Phones will be reimbursed at actual cost or reimbursement rate, whichever is lower.

CELLULAR TELEPHONE REIMBURSEMENT/ALLOWANCE AUTHORIZATION/STOP

NAME_____DIVISION_____

ACCOUNT CODE _____PROGRAM_____

CELL PHONE # (_____)_____-_____

Cellular Purchase* **	☐ Standard Telephone with voice only	(Up to $75.00)
	☐ Standard Telephone with texting capabilities	(up to $125.00)
	☐ Smart phone with texting, email and data/internet capabilities	(up to $200.00)

*All purchase reimbursements must be accompanied with an original receipt and check request form.
** Phones will be reimbursed at actual cost or reimbursement rate. Whichever is lower.

Begin Allowance

Service Amount Per Month***	☐ Telephone with voice/voice mail only	($35.00 per month)
	☐ Telephone with texting capabilities	($45.00 per month)
	☐ Telephone with texting, email, data/Internet and calendaring capabilities.	($75.00 per month)

***Paid in biweekly installments

Stop Allowance

☐ Telephone with voice only

☐ Telephone with texting capabilities

☐ Telephone with texting, email, data/Internet and calendaring capabilities.

I, _____, have read and understand the Cellular Telephone Procedure and agree to adhere to the rules and regulations within the Procedure as well as all State and Federal Regulations governing the use of cell phones.

_____ _____
EMPLOYEE SIGNATURE DATE

_____ _____
DIRECTOR OR DESIGNEE APPROVAL DATE

Procedure

Complete the Cellular Telephone Reimbursement/Allowance Authorization/Stop form.

1. On the line for NAME, use your full name as it appears on your pay check or social security card.
2. On the line for DIVISION, use the name of the division that approval was received from.
3. On the line for ACCOUNT CODE, indicate the accounting code for the grant, activity and function. This is the code that will be used to charge the cell phone purchase and cell phone service per diem. If more than one grant or activity or function is to be charged, indicate how much of the charge is to go to each.
4. Check the box for the type of cellular phone purchase and/or monthly service amount.
5. Using the same name as 1, print your name on the declaration sentence.
6. Sign and date the form.
7. Obtain the Division Director's or his/her designee's signature and date.

• For cell phone purchase reimbursements, determine if/when the last time the employee received a cellular phone purchase reimbursement. Ensure that at least twenty-four months have passed since the last reimbursement and attach documentation if necessary. Complete a Check Request form approved by an authorized individual; attach a copy of the completed approved Cellular Telephone Reimbursement/Allowance Authorization/Stop form and the original purchase receipt. Ensure that the receipt shows the name of the vendor, the amount of the purchase and the date of the purchase. A copy of the receipt or a memo stating this information will not be considered as proper supporting documentation. Submit the approved Check Request and attachments to the Finance Division for reimbursement payment.

• For monthly cell phone service allowances, submit the original Cellular Telephone Reimbursement/Allowance Authorization/Stop form to HR/Payroll. The allowance will begin the pay period following the latter: the approval signature date of the division director indicated on the Cellular Telephone Reimbursement/Allowance Authorization/Stop form or the stamped "Received" date the form is delivered to HR/Payroll. No allowances will be paid retroactively due to late form submission. Allowances are not prorated unless required by position funding source. If proration is required, attach contract language governing allowances to each request to ensure proper handling. Allowances are considered taxable income.

Payroll Transparency Initiative

To ensure fair and accurate pay to all employees, the CAPK payroll team has embarked on efforts to bring more visibility to our pay practices and trigger greater employee engagement in the payroll through

- **Orientation**
- **Communication**
- **Self-service**

Payroll Transparency Initiative (cont.)

Orientation

- Guided enrollment in ADP Workforce Now (WFN) via PC, tablet, or mobile
- Position and pay visibility within WFN
- “Understanding Your Pay” brochure

Payroll Transparency Initiative (cont.)

Communication

- Timekeeping screens provide alerts to critical missing information impacting pay
- Additional compensation (stipends/incentives) shown on the timecard
- Accruals onscreen and on the pay statement
- Dual timecard approval (employee/supervisor) confirms viewing of information

Payroll Transparency Initiative (cont.)

Self-service

- Online updating (with appropriate approval) of contact, tax, and banking information
- View and print capability of pay, benefit and Total Rewards statements.

Payroll Transparency Initiative (cont.)

Improvements Underway/Future

- Migrating the monthly phone stipend to a biweekly stipend
- Leverage employee scheduling
- Promote understanding and use of analytical reporting to leadership and front-line managers

UNDERSTANDING YOUR PAY

2020 Edition PAYROLL TAXES AND EMPLOYMENT LAW CAN COST YOU MONEY. LEARN WHAT YOU NEED TO KNOW!



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MEMORANDUM

To: Personnel & Affirmative Action Committee

From: Lisa McGranahan, Director of Human Resources

Date: October 15, 2020

Subject: *Agenda Item 5c*: Proposed 2021 Holiday Schedule – **Action Item**

Below is the proposed Agency Holiday Schedule for 2021.

2021 Holiday Schedule

Date	Holiday
Friday, January 1, 2021	New Year's Day
Monday, January 18, 2021	Martin Luther King Jr. Day
Monday, February 8, 2021	Lincoln's Birthday
Monday, February 15, 2021	President's Day
Monday, May 31, 2021	Memorial Day
Monday, July 5, 2021 (Observed)	Independence Day
Monday, September 6, 2021	Labor Day
Thursday, November 11, 2021	Veteran's Day
Thursday, November 25, 2021	Thanksgiving Day
Friday, November 26, 2021	Day After Thanksgiving
Friday, December 24, 2021	Christmas Eve
Monday, December 27, 2021 (Observed)	Christmas Day
Friday, December 31, 2021	New Year's Eve

Date	Holiday
Monday, January 3, 2022 (Observed)	New Year's Day

Recommendation:
Staff recommends approval of the proposed Agency Holiday Schedule.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
Per Governor's Executive Order N-25-20
Meeting was held via Tele-Conference
(213) 204-2374 – Conference ID: 405 310 102#
Join Microsoft Teams Meeting
October 21, 2020
12:00 pm

MEETING MINUTES

1. Call to Order

Committee Chair Janea Benton called the meeting to order at 12:05 PM via tele-conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

2. Roll Call

Roll Call was taken with a quorum present.

Present: Janea Benton, Jonathan Mullings and Ana Vigil

Absent: Guadalupe Perez

Others Present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Traco Matthews, Chief Program Officer; Lorraine Casillas, Director of Finance; Lisa McGranahan, Director of Human Resources; Pritika Ram, Director of Administration; Carmen Segovia; Director of Health & Nutrition; Freddy Hernandez, Director of Youth & Community Services; and other CAPK staff.

3. Approval of Agenda

Motion was made and seconded to approve the Budget & Finance Committee Meeting Agenda for October 21, 2020. Carried by unanimous vote (Mullings/Vigil).

4. Public Forum

No one addressed the Committee.

5. Special Presentation

No special presentation.

6. New Business

a. Head Start & Early Head Start Budget to Actual Reports – ***Info Item***
    1. Kern Head Start Budget to Actual for the Period Ended September 30, 2020.
    2. Kern Early Head Start Budget to Actual for the Period Ended September30, 2020.
    3. San Joaquin Early Head Start Budget to Actual for the Period Ended September30, 2020.
    4. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended September30, 2020.

Heather McCarley presented the Budget to Actual Reports noted above. The Committee engaged in discussion with staff, however, no action was required.

b. Request to Approve the 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 / State Child Development - **Action Item**

   Jerry Meade presented the above action item for approval.

   Motion was made and seconded to approve, with resolution, the staff's recommendation. Carried by unanimous vote (Vigil/Mullings).

c. Application for Continued Funding of Kern Head Start and Early Head Start – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item***

   Jerry Meade presented the above action item for approval. As a side note, Jeremy Tobias added that an opportunity to submit a bid for the Head Start program run by the Fresno Economic Opportunities Commission (EOC) is forthcoming. Staff is evaluating whether or not to apply for some or all of the program. Staff will present this option to the board as an agenda item next week.

   Motion was made and seconded to approve, with resolution, the staff's recommendation. Carried by unanimous vote (Mullings/Vigil).

d. Application for Continued Funding of Early Head Start Child Care Partnerships – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item***

   Jerry Meade presented the above action item for approval.

   Motion was made and seconded to approve, with resolution, the staff's recommendation. Carried by unanimous vote (Vigil/Mullings).

e. Federal Volunteer Income Tax Assistance (VITA) Program One-Year Award – Freddy Hernandez, Director of Youth and Community Services – ***Action Item***

   Freddy Hernandez presented the above action item for approval. Committee members applauded this program and said it is especially valued by individuals living in rural areas. Increased outreach is planned for the coming tax year.

   Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Mullings/Vigil).

f. Call 2-1-1 Information and Referral Service Agreement with the County of Kern – Irene Fonseca, 2-1-1 Program Manager – ***Action Item***

   Irene Fonseca presented the above action item for approval. When asked if there has been an uptick in calls since COVID-19, Irene responded that there has been a substantial increase with a high number of requests for COVID testing sites, rental assistance, and requests for food distribution.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Mullings/Vigil)

g. Subcontracts for the CalFresh Healthy Living Program, Tammy Fisher, CalFresh Healthy Living Program Manager – ***Action Item***

Tammy Fisher presented the above action item for approval.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Mullings/Benton).

h. CAPK WIC Revised Job Descriptions – Carmen Segovia, Director of Health & Nutrition – ***Action Item***

Carmen Segovia presented the above action item for approval.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Benton/Mullings).

i. Fuel Card Policy – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item for approval.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Vigil/Mullings).

j. Line of Credit Reduction – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item for approval. The Committee complimented staff on the success of managing the cashflow without having to draw from the line of credit during COVID-19.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Mullings/Benton).

k. Financial Statements, September 2020 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the September Financial Statements for approval and stated there were no noteworthy items to report.

Motion was made and seconded to approve the Financial Statements for September 2020. Carried by unanimous vote (Vigil/Mullings).

7. <u>Consent</u>

a. Application Status Reports for September 2020
b. Consent Funding Request Profiles

Committee Chair Janea Benton and member Ana Vigil left the meeting at 1:05 pm. With no quorum present, this item will be held over to the November meeting.

8. Committee Member Comments

- None

9. Next Scheduled Meeting

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

10. Adjournment

The meeting was adjourned at 1:06 pm.

MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manger

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 budge 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%**

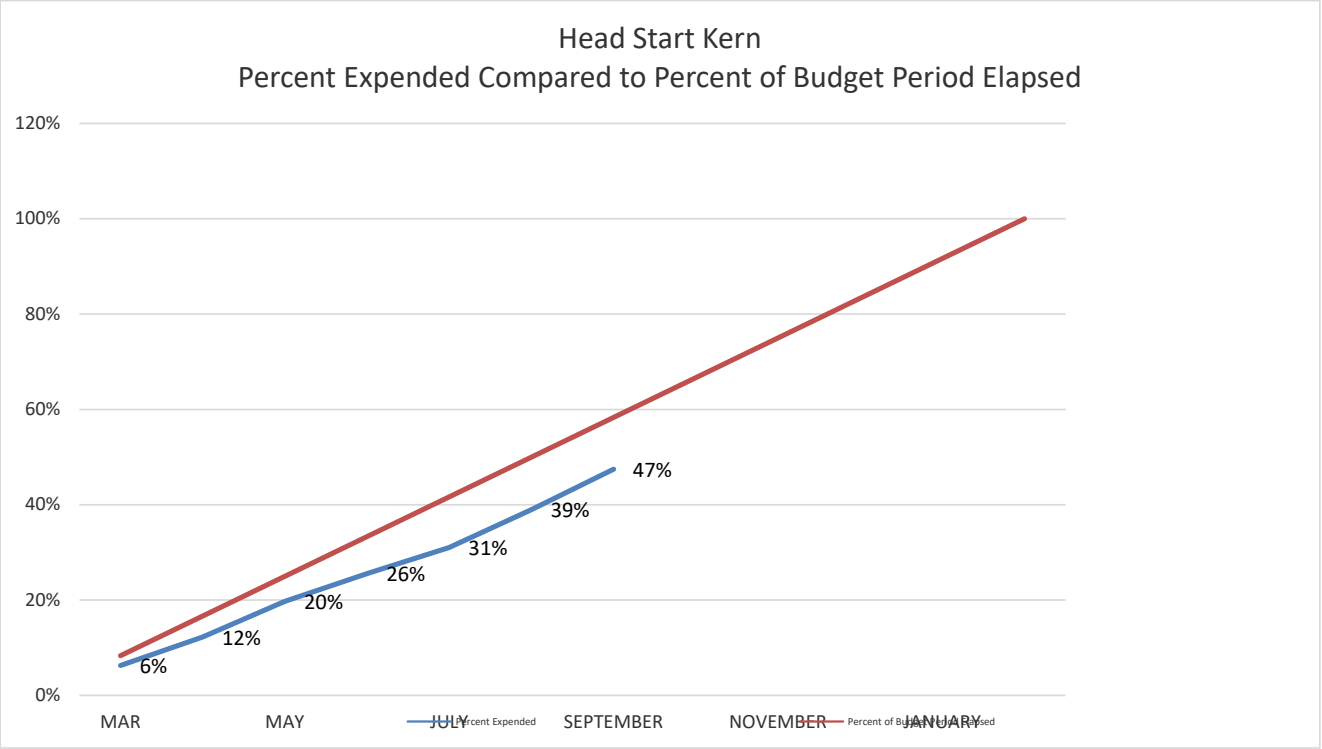
HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

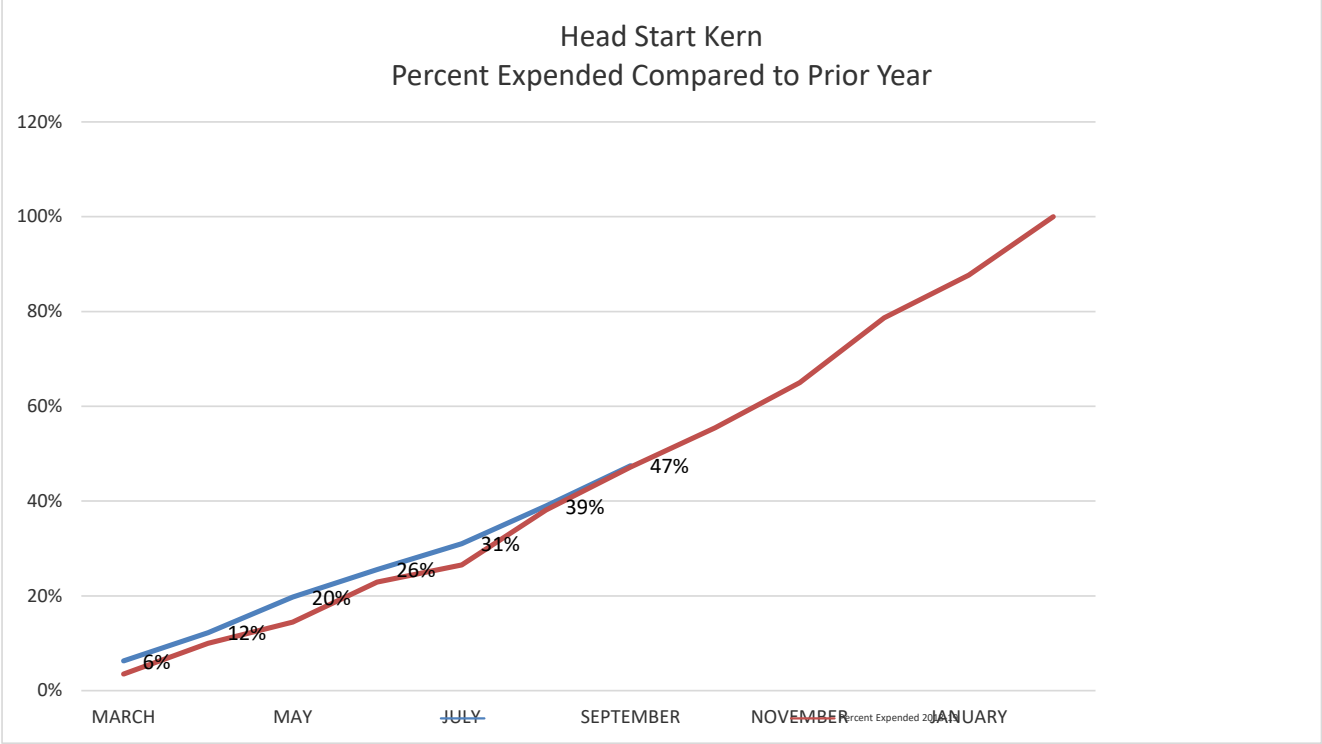
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	285,011	1,282,627	18%	82%
CALIF DEPT OF ED	5,130,608	3,807,994	1,322,614	74%	26%
TOTAL NON-FEDERAL	**6,698,246**	**4,093,005**	**2,605,241**	**61%**	**39%**

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**	


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
6%
12%
20%
26%
31%
39%
47%
MAR
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
Percent Expended
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
6%
12%
20%
26%
31%
39%
47%
MARCH
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
Percent Expended 2021

MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manger

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 budge 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

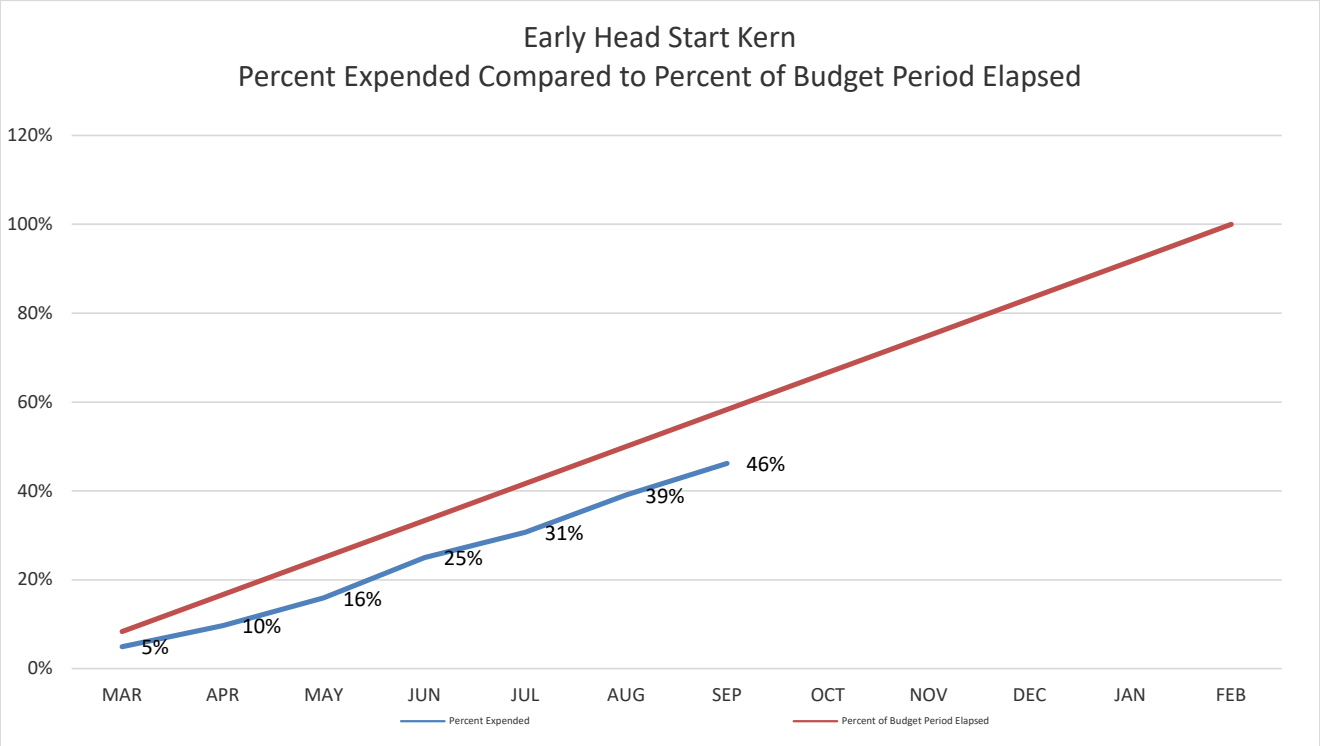
Overall expenditures are at 17% of the budget.

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
120%
100%
80%
60%
40%
20%
0%
MAR
APR
MAY
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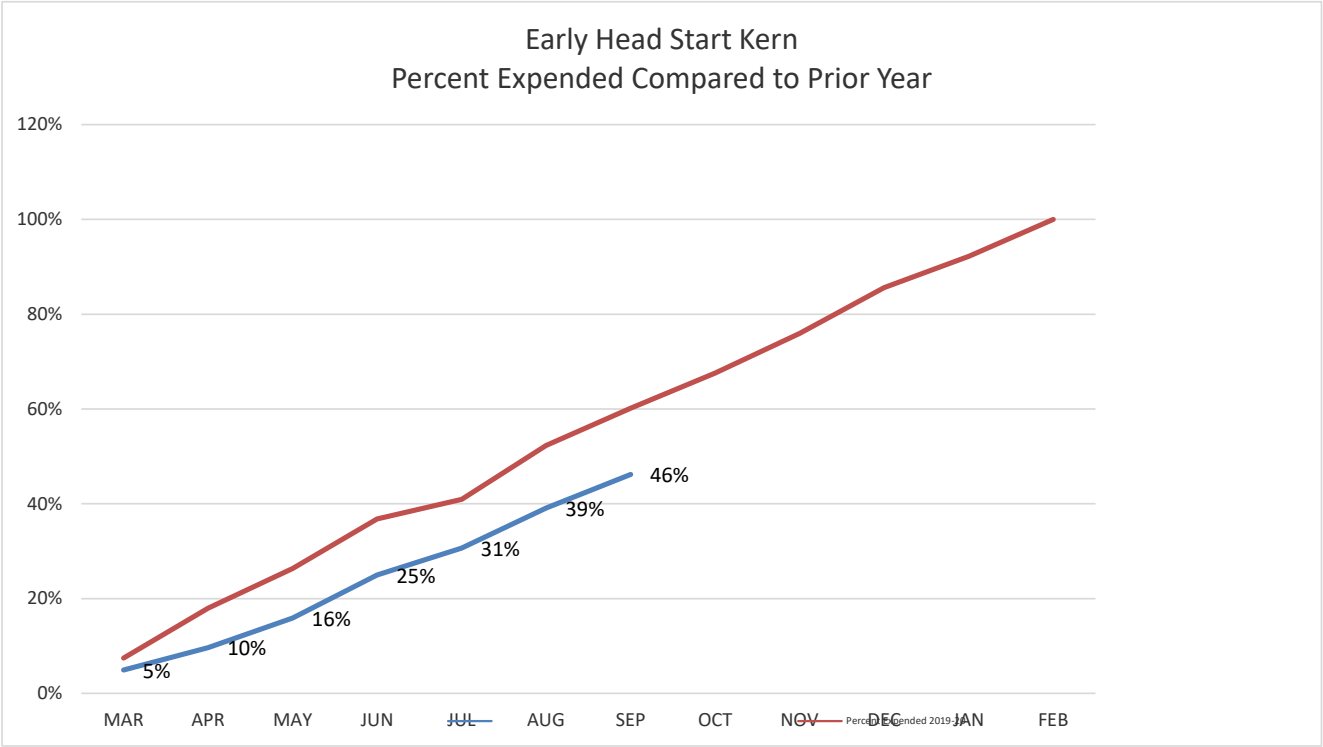
AUG
SEP
OCT
NOV
DEC
JAN
FEB
5%
10%
16%
25%
31%
39%
46%
Percent Expended
Percent of Budget Period Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
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40%
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MAR
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JAN
FEB
5%
10%
16%
25%
31%
39%
46%

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2020 through February 28, 2021
Report for period ending **September 30, 2020** (Month 7 of 12)

Percent of budget period elapsed: 50%

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%**
GRAND TOTAL		**881,257**	**807,444**	**696,248**	**848,136**	**211,646**	**255,300**	**392,974**	**4,093,005**	**6,698,246**	**61%**

*May include estimates

MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manger

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 budge 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%**

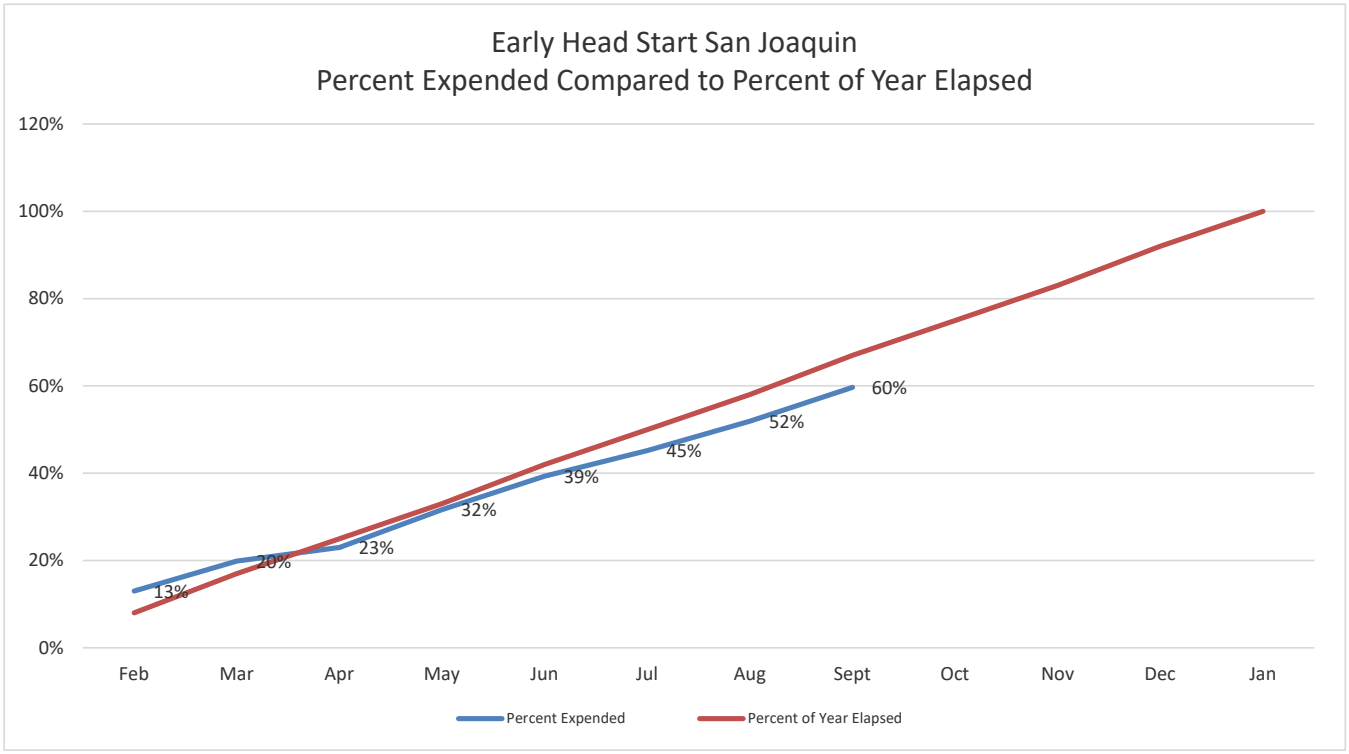
GRAND TOTAL EHS FEDERAL FUNDS	**5,883,336**	**3,373,066**	**2,510,270**	**57%**	**43%**

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
120%
100%
80%
60%
40%
20%
0%
Feb
Mar
Apr
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Jun
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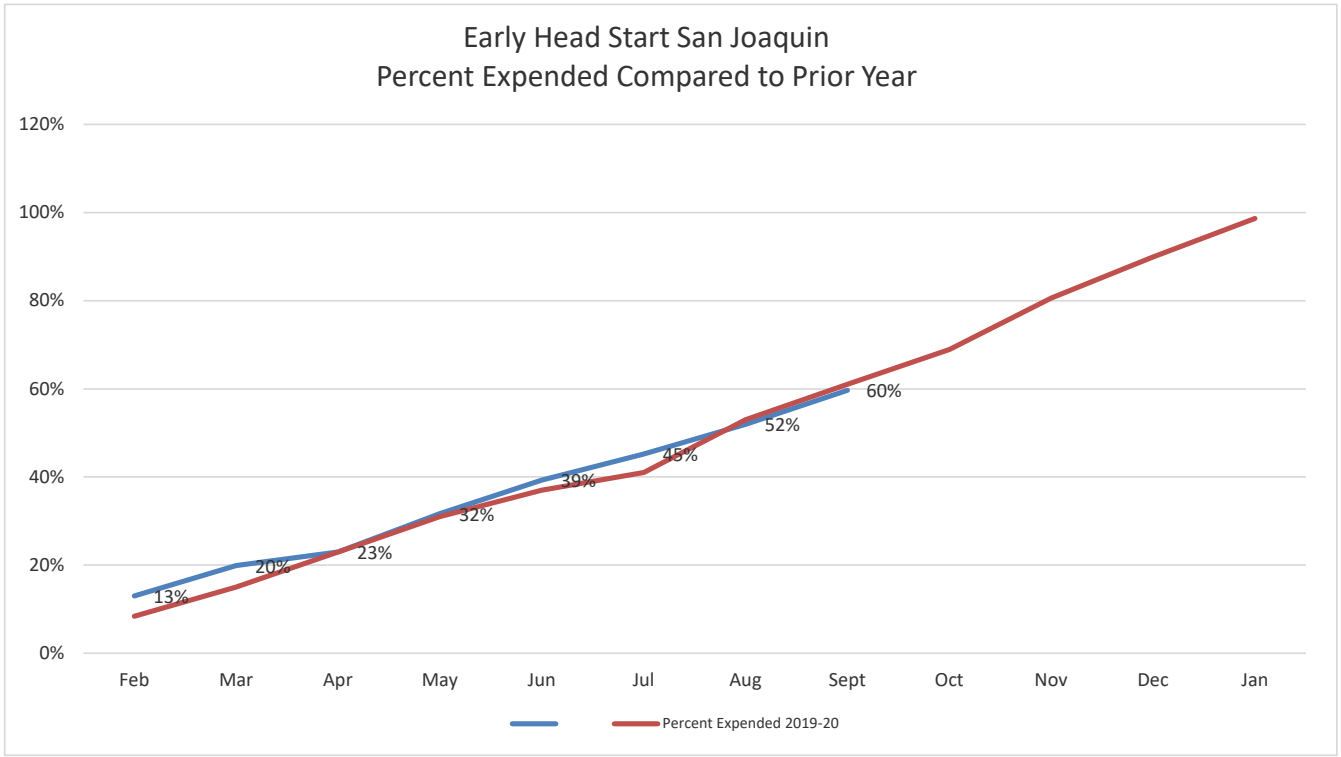
13%
20%
23%
32%
39%
45%
52%
60%
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
Feb
Mar
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Nov
Dec
Jan
13%
20%
23%
32%
39%
45%
52%
60%
Percent Expended 2019-20

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

From: Heather McCarley, Finance Manger

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 budge 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

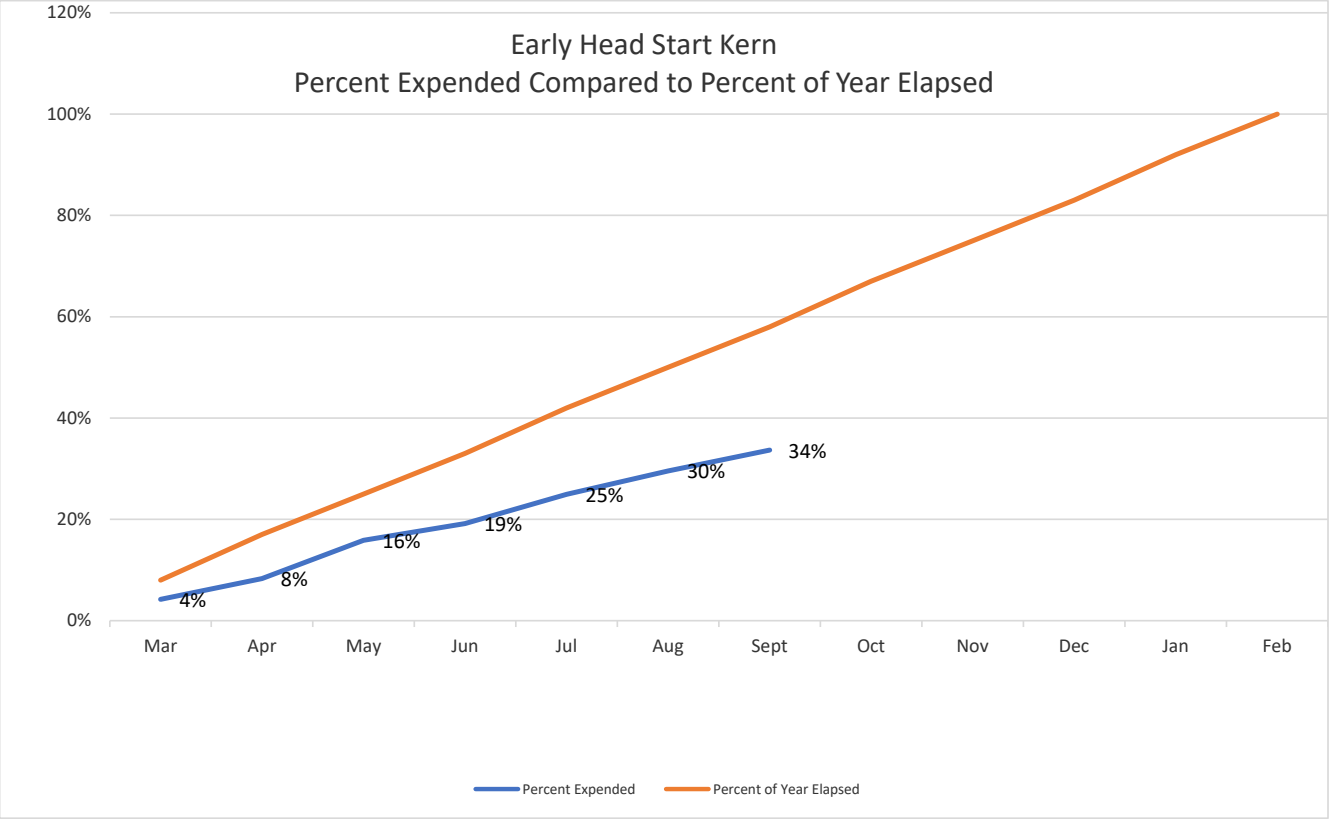
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	704,216	225,942	478,274	32%	68%
FRINGE BENEFITS	208,046	42,366	165,680	20%	80%
SUPPLIES	28,175	19,839	8,336	70%	30%
CONTRACTUAL	1,009,556	314,827	694,729	31%	69%
OTHER	143,707	103,862	39,845	72%	28%
INDIRECT	203,138	66,695	136,443	33%	67%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

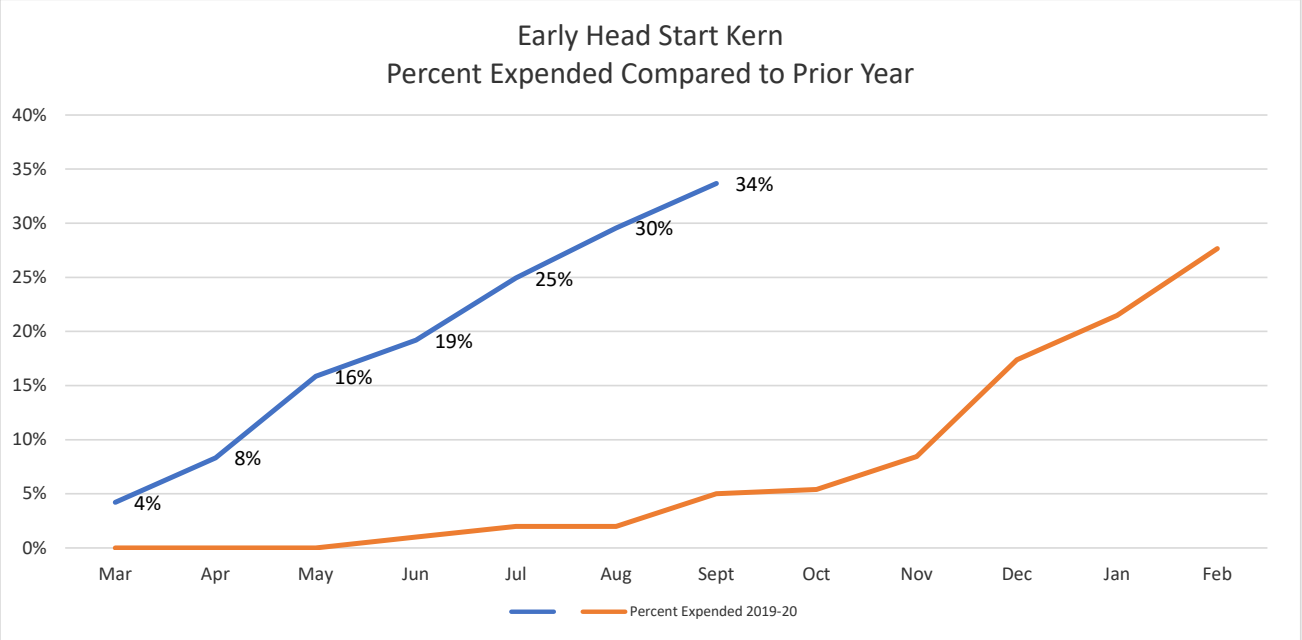
NON-FEDERAL SHARE

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


Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
4%
8%
16%
19%
25%
30%
34%
Percent Expended
Percent of Year Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
40%
35%
30%
25%
20%
15%
10%
5%
0%
Mar
Apr
May
Jun
Jul
Aug
Sept
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Nov
Dec
Jan
Feb
4%
8%
16%
19%
25%
30%
34%
Percent Expended 2019-20

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 Kerm

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 Kerm

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 23rd U.S. Congressional District Representative – Congressman Kevin McCarthy
MARIAN PANOS City of Bakersfield Mayor's Office Representative – Mayor Karen Goh
JOSE GURROLA 14th State Senate District Representative – Senator Melissa Hurtado
MIKE MAGGARD Kern County Board of Supervisors Representative
JANEA BENTON 32nd State Assembly District Representative – Assemblymember Rudy Salas
LOW-INCOME SECTOR (CATEGORY II – FIVE SEATS)
YOLANDA OCHOA East Kern County Representative (5th Term Ends July 2025)
ANA VIGIL North Kern County Representative (2nd Term Ends May 2021)
GUADALUPE PEREZ Metro Bakersfield Representative (1st Term Ends June 2022)
MARITZA JIMENEZ South Kern County Representative (1st 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 Kerm

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.

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

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

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 California *Education Code (EC); California Code of Regulations*, Title 5 *(5 CCR)*; 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 Kerm

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 Kerm

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 Kerm

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 Kerm

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

July Days of Operation: 21

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	*	*	*	*

August Days of Operation: 22

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	*	*

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	*	*	*	*	*	*

October Days of Operation: 19

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	*	*	*	*

November Days of Operation: 19

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	*

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	*	*	*	*	*

January Days of Operation: 19

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	*	*	*	*	*

February Days of Operation: 18

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	*	*

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

April Days of Operation: 21

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	*	*	*	*

May Days of Operation: 21

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	*	*

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

July Days of Operation: 21

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	*	*	*	*

August Days of Operation: 22

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	*	*

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	*	*	*	*	*	*

October Days of Operation: 19

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	*	*	*	*

November Days of Operation: 19

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	*

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	*	*	*	*	*

January Days of Operation: 19

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	*	*	*	*	*

February Days of Operation: 18

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	*	*

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

April Days of Operation: 21

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	*	*	*	*

May Days of Operation: 21

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	*	*

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

July Days of Operation: 21

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	*	*	*	*

August Days of Operation: 22

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	*	*

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	*	*	*	*	*	*

October Days of Operation: 19

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	*	*	*	*

November Days of Operation: 19

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	*

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	*	*	*	*	*

January Days of Operation: 19

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	*	*	*	*	*

February Days of Operation: 18

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	*	*

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

April Days of Operation: 21

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	*	*	*	*

May Days of Operation: 21

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	*	*

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

July Days of Operation: 21

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	*	*	*	*

August Days of Operation: 22

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	*	*

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	*	*	*	*	*	*

October Days of Operation: 19

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	*	*	*	*

November Days of Operation: 19

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	*

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	*	*	*	*	*

January Days of Operation: 19

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	*	*	*	*	*

February Days of Operation: 18

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	*	*

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

April Days of Operation: 21

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	*	*	*	*

May Days of Operation: 21

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	*	*

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

July Days of Operation: 21

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	*	*	*	*

August Days of Operation: 22

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	*	*

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	*	*	*	*	*	*

October Days of Operation: 21

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	*	*	*	*

November Days of Operation: 19

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	*

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	*	*	*	*	*

January Days of Operation: 19

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	*	*	*	*	*

February Days of Operation: 18

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	*	*

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

April Days of Operation: 21

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	*	*	*	*

May Days of Operation: 21

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	*	*

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 Kerm

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 learing
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**	
BUDGETED EXPENDITURES	**34,138,160**	**37,372,880**	**3,234,720**	

REVENUES

STATE & FEDERAL REVENUES	2020-2021 BUDGET	2021-2022	VARIANCE increase (decrease)	Comments
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**

	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

		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

	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.

		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 insurace 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**	**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 ChildPlus. To further leverage the technology within ChildPlus, staff will now utilize the immunization tracking application to receive the reminders it provides, strengthening our ability to collect data in a timely manner.	**N/A**
	Objective B: Prior to June 2021, develop and pilot data monitoring system to effectively ensure quality data is 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**	**Progress**	**Challenges**
	Objective A: With the use of the Health and Safety	Efforts to implement the Health and Safety Screening Tool were	Minor scheduling/ communication

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.

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**

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**

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	Internal Revenue Service 401 W. Peachtree St. Stop 402-D Atlanta, Georgia 30308	Email address	**Azell.I.Turner@irs.gov**
		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		Approved for the Internal Revenue Service by **Frank Nolden**	
Jeremy T. Tobias Name *(Print)*		Name *(Print)*	
Chief Executive Officer Title *(Print)*		**Director, Stakeholder Partnerships, Education & Communication** Title *(Print)*	
Signature	Date	Signature	10/1/2020 Date

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

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 theThe 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/execomp.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/execomp.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

(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.

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

By: _____

Chairman
Board of Supervisors

"COUNTY"

COMMUNITY ACTION PARTNERSHIP OF KERN

By: _____

Jeremy T. Tobias, Chief Executive Officer
Community Action Partnership of Kern

"PARTNERSHIP"

APPROVED AS TO CONTENT:
County Administrative Office

By: _____

Ryan J. Alsop
County Administrative Officer

APPROVED AS TO FORM:
Office of County Counsel

By: _____

Deputy County Counsel

CLAIM FOR PAYMENT

COUNTY OF KERN
STATE OF CALIFORNIA

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

ADDRESS 5005 Business Park North, Bakersfield, CA 93309

SOCIAL SECURITY OR FEDERAL TAX ID NO.

INSTRUCTIONS TO CLAIMANT:

(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.

FOR FILING STAMP ONLY

CLAIMANT SIGNATURE DATE

BELOW FOR COUNTY USE ONLY

Expenditure Authorized and Approved By:

AUTHORIZED DEPARTMENTAL SIGNATURE **SUPERVISOR**

Department No.	Claim No.	Signature Date		Contract No.	P/F	Fund No.
3-6	7-15 000	013	008		014	

Issue Date	Vendor No.	Descriptive Purpose of Claim - Limit to 30 Spaces
009	023	011

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 _____

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

P.A.S. 580 1151 (REV. 3/87)

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

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

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, F25S 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

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

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

Community Action Partnership of Kern (CAPK)

CalFresh Health Living Scope of Work (SOW) September 2019

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,

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 LWFRC 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

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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, F25S 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 17th 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. 18th 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 20th 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

From: Carmen Segovia, Director of Health & Nutrition

Date: October 21, 2020

Subject: *Agenda Item6h:* 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 repointed 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					

WIC Program Manager

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

Salary Range: Grade 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

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 RESPONSIBLIES:

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

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
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/20 - 02/28/21	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/20 - 02/28/21	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/20 - 02/28/21	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/20 - 02/28/21	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/20 - 02/28/21	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/20 - 02/28/21	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/20 - 02/28/21	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/20 - 02/28/21	595	DONATIONS
RESTRICTED						
EARLY HEAD START EXPANSION EARLY HEAD START EXPANSION - CARES ACT	2,454,592 133,579	93.600	09HP000163-02 09HP000163-02C3	03/01/20 - 02/28/21 03/01/20 - 02/28/21	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START EARLY HEAD START/HEAD START - CARES ACT	27,045,025 1,549,338	93.600	09CH011132-02 09CH011132-02C3	03/01/20 - 02/28/21 03/01/20 - 02/28/21	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN EARLY HEAD START SAN JOAQUIN - CARES ACT	5,608,269 275,067	93.600	09-CH011406-01 09-CH011406-01C3	02/01/20 - 01/31/21 02/01/20 - 01/31/21	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041800	04/02/19 - 04/01/20	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	94,012 122,216	21.009	19VITAA0228	08/01/18 - 07/31/19 08/01/19 - 07/31/20	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,520,187	93.569	20F - 3015	01/01/20 - 12/31/20	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG CARES ACT	2,082,493	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

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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
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 DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) CARES ACT	2,291,443		20U-2561	07/01/20 - 04/30/21	122-40	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399 250,000	81.042 81.042	17C-4010 20C-6008	06/01/18 - 06/30/20 07/01/20 - 06/30/21	123-65 123-60	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085	93.575	CCTR - 9050	07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 9050	07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000	93.575	CMAP - 9000	07/01/19 - 06/30/20	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	164,081	93.575	CSPP - 9121	07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	357,247	93.596	CSPP - 9121	07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION

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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
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 PRC	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 PRC 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

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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
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		CMAP - 9000	07/01/19 - 06/30/20	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,659,082		CCTR - 9050	07/01/19 - 06/30/20	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	3,846,369		CSPP - 9121	07/01/19 - 06/30/20	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	262,661		CMIG - 9004	07/01/19 - 06/30/20	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	39,399		CMSS - 9004	07/01/19 - 06/30/20	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	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

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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
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

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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
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 - EKFRC COVID-19 RAPID RESPONSE	10,000		MOU# COVID-413-7	04/13/20-06/30/20	533-005	CALIFORNIA FAMILY RESOURCE CENTER ASSOCIATION, PREVENT CHILD ABUSE CALIFORNIA
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/21	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
211 KINGS COUNTY	22,868 22,868		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017 63,017		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	66,000 70,019		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-234	UNITED WAY OF STANISLAUS COUNTY
SOUTHERN CA EDISON - 211 CUSTOMER RELATIONS MANAGEMENT (CRM) DEVELOPMENT PROGRAM	35,000		N/A	1/1/20 - 10/1/20	429	SOUTHERN CALIFORNIA EDISON
PREP WORKS - YOUTH CENTERS			N/A		444	STARBUCKS
PREP WORKS PROGRAM			N/A		448	WELLS FARGO FOUNDATION
EAST KERN EMERGENCY CLOSET	PENDING		N/A	PENDING	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	PENDING		N/A	PENDING	454	DIGNITY HEALTH
FOOD BANK FREE FARMERS MARKET - WASCO	66,000		N/A	01/01/20 - 12/31/20	467	THE WONDERFUL COMPANY FOUNDATION
DAP (DISGORGEMENT ASSISTANCE PROGRAM)	346,238		20D - 1012	10/01/19 - 12/31/20	484	SERVICES AND DEVELOPMENT, BARCLAY'S BANK SETTLEMENT WITH FETC
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST

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

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
107	EHS Expansion	X					
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
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				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
461	CAFB Food Access for Farmworkers Initiative		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				

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

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

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

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
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 6302(
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.*
*** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.*
**** January 2018 name changed from HOPE Program Account to On-line Donations Account.*

Difference: **0.00**

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 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.

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WELLS FARGO

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.

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WELLS FARGO

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

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WELLS FARGO

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

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WELLS FARGO

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

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

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WELLS FARGO

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

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WELLS FARGO

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

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WELLS FARGO

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

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

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WELLS FARGO

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

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	08/31/2020	09/01/2020	Sub Station Stockdale Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	2,760.00 USD / 2,760.00
2.	08/31/2020	09/02/2020	Dos Tacos 661-8005035,CA		CAPK Pcard(CAPL Pcard)	No	1,500.00 USD / 1,500.00
3.	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.	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
5.	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
6.	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
7.	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
8.	09/14/2020	09/15/2020	Old River Grill, Inc 661-3682440,CA		CAPK Pcard(CAPL Pcard)	No	15.00 USD / 15.00
9.	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**	**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
26.	**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
27.	**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
28.	**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
29.	**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
30.	**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
31.	**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
32.	**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
33.	**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
34.	**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
35.	**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
36.	**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
37.	**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
38.	**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

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

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

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

82.	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

83.	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

84.	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

85.	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

86.	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

87.	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

88.	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

89.	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

90.	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

91.	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

92.	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

93.	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

94.	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

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

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

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

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

167.	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

168.	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

169.	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

170.	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

171.	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

172.	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

173.	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

174.	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

175.	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

176.	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

177.	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

178.	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

179.	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

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

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

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

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

252.	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

253.	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

254.	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

255.	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

256.	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

257.	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

258.	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

259.	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

260.	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

261.	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

262.	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

263.	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

264.	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

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

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

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

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

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WELLS FARGO

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

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

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WELLS FARGO

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

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WELLS FARGO

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

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

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WELLS FARGO

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

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	09/04/2020	09/07/2020	Premier Learning Solut Httpswww.lear,PA		CAPK Pcard(CAPL Pcard)	No	(199.00) USD / (199.00)
2.	09/04/2020	09/07/2020	Premier Learning Solut Httpswww.lear,PA		CAPK Pcard(CAPL Pcard)	No	(199.00) USD / (199.00)
3.	09/16/2020	09/17/2020	Sq California Forward Gosq.com,CA		CAPK Pcard(CAPL Pcard)	No	175.00 USD / 175.00
4.	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.	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.	09/26/2020	09/28/2020	Bestbuycom806326949373 888-bestbuy,MN		CAPK Pcard(CAPL Pcard)	No	86.59 USD / 86.59
7.	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---

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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	1,080,077	589,869	54.6%	490,208
Total Revenue	1,699,623	931,219	54.8%	768,404
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	502,129	269,616	53.7%	232,513
Sub Total	1,517,069	865,871	57.1%	651,198
Adult Meals Prepared	28,497	31,948	112.1%	(3,451)
Indirect	154,057	33,400	21.7%	120,657
Total Expenditures	1,699,623	931,219	54.8%	768,404

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

Percentage Claimed to Prepared/Vended		51.3%	60.0%

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 Reimburseable 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	201,753

Note 2: The maximum reimburseable 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	239,617	2.50%
Maximum Reimbursable Amount (MRA)	9,584,682	100.00%

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	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	
Revenue Earned	$ 144,717	$ 147,753	$ 147,728	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 440,198	**12.45%**
Maximum Reimburseable Amount (MRA)													**$3,535,022**	
Flex Factor														
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	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	
Revenue Earned	$ 58,501	$ 78,791	$ 153,040	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 290,331	**6.65%**
Maximum Reimburseable Amount (MRA)													**$4,367,697**	
Flex Factor														
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)														
	195	159	138										492	
Reimbursement Rate per Child per Day	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	
Revenue Earned	$ 9,664	$ 7,886	$ 6,837	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 24,386	**9.59%**
Maximum Reimburseable Amount (MRA)													**$254,377**	
Flex Factor														
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 reimburseable amount is per the 2020/21 State contracts.

Division/CFO: Tracy Webster, CFO **Month/Year:** September-2020

Program/Work Unit: Not Applicable **Director of Finance:** Lorraine Casillas

Services: Overall financial and accounting functions of the organization

Activities	September-2020		Year to Date 03/1/20 -09/30/20	
Description	**Number**	**Amount**	**Number**	**Amount**
Bank Deposits	15	1,880,630	93	19,396,575
Wire Deposits	20	581,615	87	3,796,087
Head Start/IRS Drawdowns	5	3,976,420	37	17,862,569
Vendor Checks Issued	582	2,177,329	5,629	18,357,412
Payroll Disbursed		2,796,641		18,626,356
Grant Reports Prepared	23		187	
Americorp Fed				
Americorp State				
CalFresh Program				
CalFresh SSI				
Census				
CESH				
CSBG				
CSBG Cares				
Differential Response				
Economic Empower				
EFAP FFCRA				
Goodwill				
Homeless LBNC				
HUD				
Home Visit Program				
LIHEAP				
MCAP Fiscal Report & Caseload				
Postive Youth				
Postive Youth Medi-Cal				
San Joaquin COE General Child Care				
Share our Strenth No Kid Hungry				
VITA				
WIC				

Total Division Staffing 21 positions

CFO
Director of Finance
Finance Manager
Payroll Manager
Accounting Manager
Accountant (3)
Accounting Specialist
Accounting Technician (4)
Benefits Specialist
Benefits Technician
Fiscal Technician (2)
Payroll Specialists (3)
Administrative Assistant to CFO

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	8,778,811
Total Assets	21,381,904
LIABILITES 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	1,556,314
Total Liabilites	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	190,735
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	190,735
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	8,545,227
Total Assets	18,444,398
LIABILITES 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	1,403,975
Total Liabilites	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	4,095,553
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	4,095,553
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%

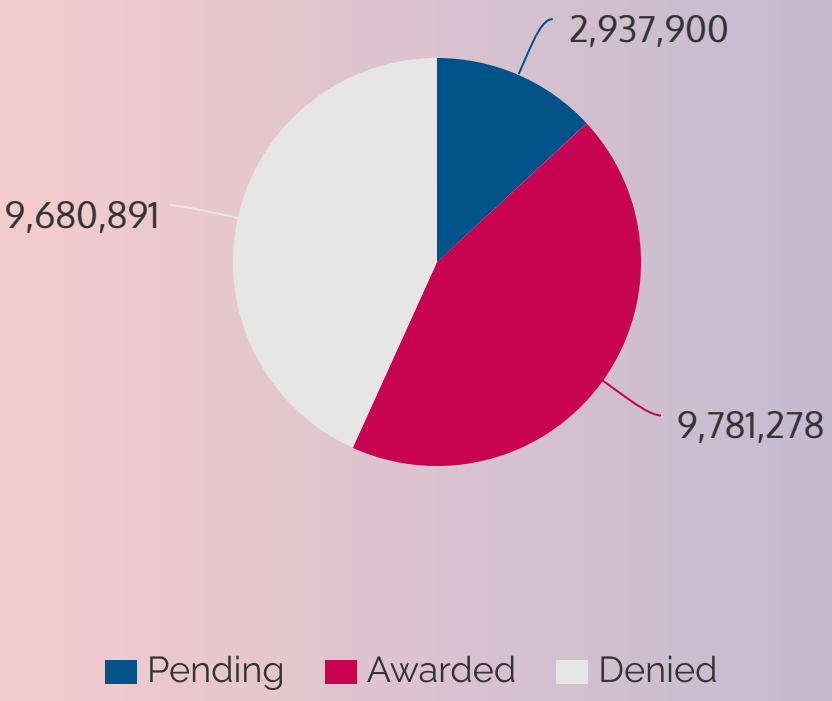
COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2020/21
BUDGET TO ACTUAL - 3/1/20 TO 9/30/20 (7 OF 12 MONTHS = 58.3%)

	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	906,536	339,934	37.5%	566,602
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	298,600	151,265	50.7%	147,335
Total Operating Costs	1,672,416	837,651	50.1%	834,765
Total Expenditures	**$ 6,289,584**	**$ 2,706,751**	**43.0%**	**$ 3,582,833**
Excess Indirect Revenue	**$ 1,352,659**	**$ 493,523**		

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	176,551	2,837	1.6%	173,714
	$ 6,289,584	$ 2,706,751	43.0%	$ 3,582,833

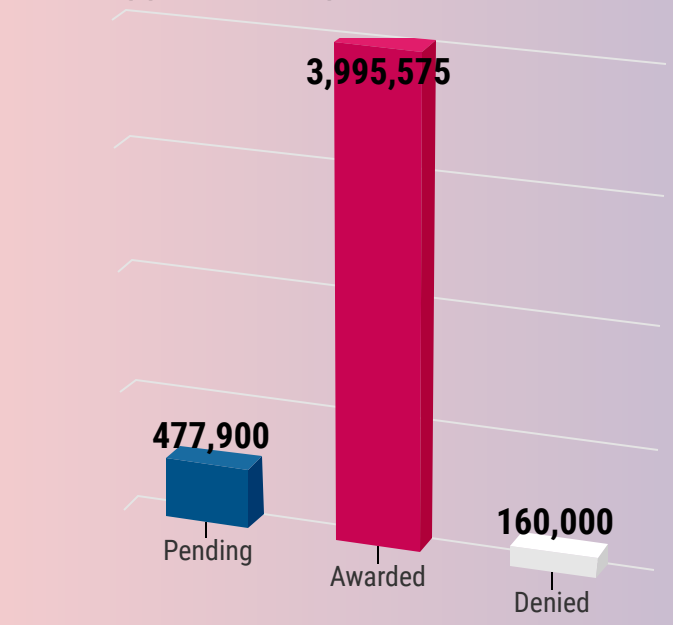
Prepared Date: 10/14/2020

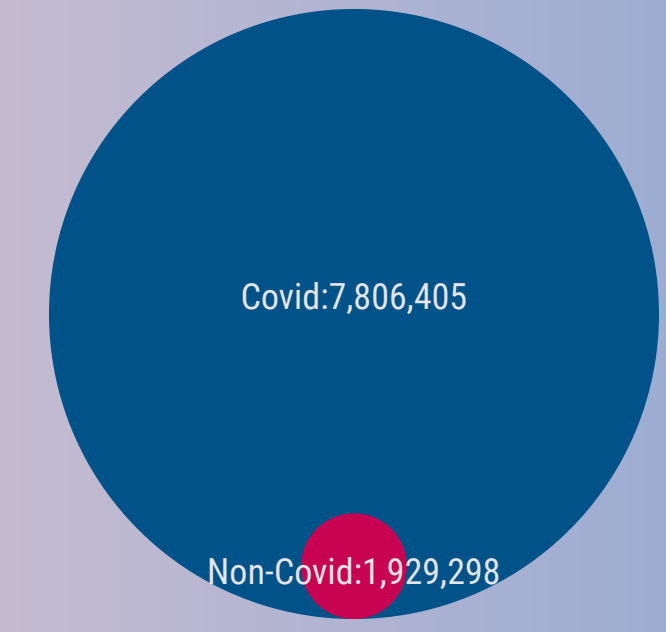
Application Status Report
September 2020



Grant Funding Year-to-Date 2020

January 1, 2020 - September 30, 2020





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: _____

MEMORANDUM

To: Board of Directors

From: Lisa Price, Program Governance Coordinator

Date: October 28, 2020

Subject: *Agenda Item VIII(a)*: October Policy Council Report – **Action Item**

The Policy Council last met on September 22, 2020 at which time quorum was established. This meeting was conducted via teleconference, per California Governor Executive Order N-25-20.

The Early Head Start San Joaquin refunding application was presented to Policy Council. Specific goals and objectives of the program as well as the progress and challenges of such, were reviewed and discussed with members. Additionally, budget detail for the San Joaquin 2020-2021 funding year was also presented. Upon conclusion of such, unanimous approval was received by Policy Council for submission of the Early Head Start San Joaquin refunding application to the Office of Head Start.

The next Policy Council meeting is scheduled for November 24, 2020, this will be the first meeting of the 2020-2021 term.

Recommendation:
The Policy Council requests Board approval of the October Report and the Policy Council meeting minutes from September 22, 2020.

Attachment:
Policy Council Meeting Minutes from September 22, 2020

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
September 22, 2020
Teleconference ID: 457 895 802#
Per Governor's Executive Order N-25-20

1. Call to Order
   Chairperson Nila Hogan called the meeting to order at 5:32 p.m.
   a. Moment of Silence
   b. Reading of the Promise of Community Action
   "Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other."

2. Roll Call/Set Quorum
   Secretary Kaylonie Howard conducted roll call; quorum was established.
   Policy Council Members Present: Nila Hogan, Destiny Thompson Butler, Hernan Lozano, Nicole Cabe, Kaylonie Howard, Andrea Martinez, Isabelle Diaz, Isabel Everly, Brittany Dunbar, Bianca Garibay

3. Approval of Agenda *ACTION
   a. A motion was made by Nicole Cabe to approve the agenda dated September 22, 2020; seconded by Destiny Thompson Butler. Motion carried unanimously.

4. Approval of Minutes Chairperson *ACTION
   a. A motion was made by Isabelle Diaz to approve the minutes of August 25, 2020; seconded by Isabel Everly. Motion carried unanimously.

5. Presentation of Guests /Public Forum
   The following guests were in attendance: Yolanda Gonzales, Director Head Start/State Child Development; Jerry Meade, Assistant Director of Head Start/State Child Development-Program; Gloria Barbero Assistant Director of Head Start and State Child Development-San Joaquin; Sylvia Ortega, Quality Assurance Administrator; Esperanza Contreras, Partnership Administrator; LeTisha Brooks, Program Administrator; Janey Felsoci, Program Manager; Jackie Escobar, Professional Development Manager; Vanessa Cortez, Administrative Analyst; Nicole Nino, Family Engagement Specialist/Home Base Supervisor; Lisa Price, Program Governance Coordinator
   a. *The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the Policy Council will take no action other than that referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*
   None

6. Standing Committee Reports
   a. School Readiness Committee
      The School Readiness Committee met virtually on September 15, 2020 to discuss health and nutrition. The COVID-19 Health Protocol was shared with members along with Child Care Licensing immunization requirements. The new mealtime process was reviewed, with members encouraged to have family style dining at home when possible. Additional School Readiness updates included the Education Team working on enrolling children and families for a new online program to assist with developmental assessments. There are also Teacher Wellness newsletters being sent to centers with wellness meetings being offered. Family Engagement is registering parents for Ready Rosie. The Inclusion Team is creating goal setting and observation sheets for children who have an IEP/IFSP. Virtual training has been conducted by the Health

Team with the Nutrition team busy working on special diets at centers. The next Policy Council School Readiness Meeting will be held via teleconference on October 20, 2020 at 5:30 p.m.

b. Planning Committee
The Planning Committee met on September 1, 2020. Sylvia Ortega presented the Head Start/Early Head Start Kern self-assessments reviewing all key findings with members. Planning Committee members approved the self-assessments. Enrollment information across all grants was also shared with the committee. Child Adult Care Food Program (CACFP) information was also reviewed. It was noted that the agency's compliance standards have been successfully sustained during this time of the COVID-19 pandemic. Reviews are and will continue to be conducted through monitoring, minimizing the risk of transmission to children and staff.

c. Budget & Finance Committee
The Budget & Finance committee met on September 15, 2020 through teleconference. Budget to actual financial documents for all grants as well as Parent Activity Funds and Parent Local Travel and Reimbursement was also shared. The subcommittee will meet again for its final meeting of the 2019-2020 term on October 20, 2020 at 5:30 p.m. via teleconference.

d. Bylaws Committee
The Bylaws Committee met via teleconference on September 8, 2020. The current draft version of the bylaws which included recommendations by administration was reviewed and approved. It was shared that there were not any significant changes made to the document. Most notable was the inclusion of teleconference meetings and voting as well as additional responsibilities to the position of Policy Council Board of Directors Representative. There were also minor formatting and grammatical edits made to the document. The Policy Council Bylaws will be presented to the CAPK Board of Directors for approval at their October meeting. The next Bylaws Committee meeting is scheduled for October 8, 2020 via teleconference at 5:30 p.m.

7. Presentations
None

8. New Business *ACTION
a. San Joaquin Goals & Objectives and Refunding Application ~ Jerry Meade, Assistant Director of Head Start & State Child Development-Program
Jerry Meade reviewed the goals and objectives for the Early Head Start San Joaquin program. In doing so, measurable objectives, progress on such as well as any challenges encountered were shared specific to each of the four goals. Significant strides were made in the majority of areas. A challenge was noted in in Goal I , *Consistency of Process/ Systems*. This was due to delays created by the COVID-19 pandemic in electing and implementing a system to utilize the desired pilot program (ACORN/Tableau). In the interim, the program will continue to develop policies and procedures with data driven framework. Budget detail for the 2021-2022 San Joaquin fiscal year was also provided and reviewed. Upon conclusion of the presentation, a motion was made by Nicole Cabe to approve the submission of the San Joaquin Goals & Objectives and Refunding Application to the Office of Head Start. Destiny Thompson Butler seconded; motion carried unanimously.

9. Communications
a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2020 through August 31, 2020
b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2020 through August 31, 2020
c. Early Head Start San Joaquin Budget vs. Actual Expenditures, February 1, 2020 through August 31, 2020
d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2020 through August 31, 2020
e. Parent Local Travel & Child Care through August 31, 2020
f. Parent Activity Funds through August 31, 2020
g. Kern Head Start and Early Head Start Non-Federal and In-Kind Report, March 1, 2020 through August 31, 2020

h. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2020 through August 31, 2020
i. Head Start PRE-Report ~ July 2020; August 2020
j. Policy Council Termination ~ Dalila Castillo, August 27, 2020
k. Final Rule on Designation Renewal System (DRS), ACF-PI-HS-20-05; Issuance Date: August 27, 2020
l. Policy Council Planning Meeting Minutes ~ September 1, 2020 (English/Spanish)
m. Policy Council Bylaws Meeting Minutes ~ September 8, 2020 (English/Spanish)
n. Policy Council Bylaws
o. Be Counted in the 2020 Census – California Department of Public Health (English/Spanish)
p. Mobile Immunization Clinic ~ September 2020 (English/Spanish)
q. Fire Prevention – Voice of Safety September 2020
r. Ballet Folklorico 2020 Virtual Performance – September 9, 2020 – October 6, 2020
s. Community Connections Virtual Trainings ~ October 2020
t. Medi-Cal Flyer ~ Department of Human Services (English/Spanish)
u. Free Dental Screening 0-5 years ~ The Kern County Children's Dental Health Network
v. San Joaquin Public Health Services
w. 2020 Farmers Market Guide for San Joaquin County
x. Planning Subcommittee Meeting Dates
y. School Readiness Subcommittee Meeting Dates
z. Bylaws Subcommittee Meeting Dates
aa. Budget & Finance Subcommittee Meeting Dates
bb. Policy Council Meeting Dates

Motion was made by Nicole Cabe to receive and file items (a) through (bb).

10. Program Governance Report/Training ~ Lisa Price

Lisa Price thanked members for taking the time out of their evening to join the meeting, noting the end of this term is drawing near. She spoke to a few items contained in the Policy Council packet. Lisa asked members to review the fire safety/prevention handout in the packet. This is especially important as there are currently many fires burning, some even within close proximity. The absolute importance of having a plan in place to ensure safety for one's family was also stated. Information was also shared with regard to drive up dental services. Lisa noted that concern was expressed during the recent School Readiness subcommittee regarding the inability to schedule dental visits for children in a timely manner. It was the hope that this free drive up dental opportunity for children 0-5 years of age could be of benefit to families. Lisa also spoke briefly with regard to voter registration, encouraging members to register and/or simply check their registration status. Census information was also touched on. It was noted information regarding this topic and the importance of such has been shared with members over the past several months in a variety of ways. Members were also encouraged to share all information presented with others. In closing, Lisa gave an update on the Policy Council interest survey for the 2020-2021 term. She stated that this survey will be sent out within a S'more Newsletter. She encouraged members who are eligible and interested in potentially serving another term to complete the survey. Attendees were again thanked for their participation and attendance.

11. Director's Report (HS/State Child Development) ~ Yolanda Gonzales

Yolanda thanked members for their approval of the San Joaquin action items. She added that this has been a very unusual year, not one we are used to. She expressed appreciation for the commitment from Policy Council members. Yolanda shared that during this time, staff continues to implement all health and safety protocols at centers to help parents feel comfortable in leaving their children as we continue to provide high quality services. Yolanda encouraged members to share their story with other parents as Lisa prepares to send out the Policy Council interest survey. Yolanda shared with the group that she is currently in San Joaquin sharing that it is always a delight to be there. She reported that Gloria and her administrative team in San Joaquin continue to work very hard as they too follow protocol to ensure health and safety measures for COVID-19. San Joaquin is also busy renovating some of their sites just as we are in Kern. It was shared that we are very close to opening our new Angela Martinez Center (in Kern) and are very excited about that,

adding there is a lot of licensing taking place. Yolanda once again thanked members for their dedication and ongoing support and helping to continue to provide an excellent program. She also urged everyone to continue to be safe. In closing, Yolanda shared that she looks forward to having members return next term whether it be their second or third year she knows they will be happy in continuing to support the Council and our program.

12. Policy Council Chairperson/Announcements ~ Nila Hogan
    Nila Hogan indicated that she appreciates the staff and all that they do, adding she knows parents are really appreciative and that she likes to take this time to reiterate that. Nila also expressed appreciation to Policy Council members noting that most everyone has been showing up, even though it's been tough. Nila again expressed gratitude that members were able to attend this evening.

13. Adjournment ~ Chairperson
    Prior to adjournment closing comments were shared by members who graciously thanked staff. Meeting was adjourned at 5:58 p.m.

MEMORANDUM

To: Board of Directors

From: Lisa Price, Program Governance Coordinator

Date: October 28, 2020

Subject: *Agenda Item VIII(b)*: Approval of the Amended Policy Council Bylaws – **Action Item**

The latest version of the Policy Council Bylaws was approved in 2017. The Policy Council Bylaws Committee has recognized areas in need of revisions and/or updates. In accordance with The Head Start Act, Section 642 Item 16(E), the proposed Bylaws are presented to the CAPK Board of Directors for approval.

The Policy Council Bylaws Committee met on several occasions during the 2019-2020 term to review and update the 2017 Policy Council Bylaws. The final draft of this document, with recommended revisions and updates, was approved by the Bylaws Committee on September 8, 2020. Subsequently, on September 22, 2020, the document was presented to the full Policy Council and approval was obtained.

Changes were made as follows:

- Article VI – *Policy Council Meetings*, Section 1, language was added indicating Policy Council, as well as all standing committees, will not convene during the month of July. This is based upon historical data indicating the ability to establish quorum. ***(Bylaws p.6)***
- Article VII – *Voting Rights,* Section 1(g) added to support voting rights through a web based/teleconference meeting environment. **(*Bylaws p.7*)**
- Article VIII – *Standing Committees*, Section 4(a), language added to reflect Board of Directors subcommittee membership requirement. **(*Bylaws p.8)***
- Article VIII – *Standing Committees*, Section 10, removal for redundancy, as this is stated (verbatim) in Article VIII Section 1(c). **(*Bylaws p.8-9*)**

Additionally, minor grammatical and formatting changes were made to the document for consistency.

Recommendation:
Staff recommends Board approval of the proposed Policy Council Bylaws.

Attachment:
Policy Council Bylaws

COMMUNITY ACTION PARTNERSHIP OF KERN
Head Start/State Child Development

POLICY COUNCIL
BYLAWS

Bylaws Committee Reviewed: September 8, 2020
Policy Council Approval: September 22, 2020
Board of Directors Approval:

ARTICLE I
NAME

The name of this organization will be Community Action Partnership of Kern Head Start/State Child Development Policy Council, hereafter known as the "Policy Council."

ARTICLE II
PURPOSE AND FUNCTIONS

SECTION 1. Purpose

An agency must establish and maintain a formal structure for program governance that includes a governing body and a Policy Council at the agency level. Policy Councils are responsible for the direction of the agency's Head Start and Early Head Start programs.

1. **General Procedures**
   - **a.** 1301.3 (a) Each agency must establish and maintain a Policy Council responsible for the direction of the Head Start program.
   - **b.** 1301.3 (b) A program must establish a Policy Council in accordance with section 642 (c)(2)(B) of the Head Start Act. Parents of children currently enrolled in each program option must be proportionately represented on the Policy Council.
   - **c.** 1301.6 Impasse Procedures. Each agency's governing body and Policy Council jointly must establish written procedures for resolving internal disputes between the governing body and Policy Council in a timely manner that include impasse procedures.

2. **Human Resource Management – Must approve or disapprove:**
   - **a.** 642(2)(D)(vi) Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.

ARTICLE III
MEMBERSHIP

SECTION 1. Membership

1. **Composition**
   - **a.** The Policy Council will be comprised of:
     Community Representatives – may be former Head Start parents or from the community. At least fifty-one percent (51%) of the Policy Council will be parents of children currently enrolled in the Head Start/State Child Development program.
   - **b.** A parent is defined as "a Head Start/Early Head Start child's mother or father, other family member who is the primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree."

SECTION 2. Types of Membership

A parent must have a child currently enrolled in the Head Start/State Child Development program to be a member of the Regional Parent Committee (RPC). The RPC was developed to ensure the Policy Council is proportionately represented in each program option. The Policy Council membership shall consist of the following:

Region 1	Region 2	Region 3	Region 4	Home Base	EHS CC Partnership	EHS San Joaquin	Community Representative		CAPK Board of Directors
4 Parents	4 Parents	4 Parents	4 Parents	2 Parents	1 Parent	2 Parents	1 Past Parent	2 Community Agency	1 BOD Member

a. Regional Parent Committee meetings will be held as needed to elect members to the Policy Council.
b. If a member's child changes to another program option or region during the program year, they will remain on Policy Council until the position is filled. Once the position is filled, the current member will be terminated and encouraged to seek election with new parent committee.
c. In the event the member's child ages out of the Head Start/Early Head Start Kern, Early Head Start Child Care Partnerships, or the Early Head Start San Joaquin program, the member will continue their membership until the end of the Policy Council term.

1. Community Representatives

Community Representatives may be selected from the local community: businesses, public or private community, civic, and professional organizations as well as others who are familiar with resources and services for low-income children and families, including for example, parents of formerly enrolled children. 642(2)(B)(ii)(II)

a. Two (2) Community Representatives appointed by a community agency. Responsibilities will include a monthly verbal report on agency events and support to the Head Start program.
b. One (1) Community Representative-Past Parent Representative. The Past Parent elected to the Policy Council must not have a child or children currently enrolled in the Head Start/State Child Development Program. The Past Parent Representative must be in an elementary school Parent Teacher Association or Parent Teacher Organization. Responsibilities will include a monthly verbal report, sharing information that supports School Readiness for Head Start parents.
c. Community Representatives may serve on the Policy Council for a total of five (5) years (collective total as a parent Policy Council Member and/or Community Representative Policy Council Member.) Representatives must stand for election annually.

Community Representatives must apply and be approved by the Policy Council before they can be seated. Community Representatives will provide a monthly verbal report on current events that support the Head Start Program.

If any Community Representative becomes a Head Start parent during a Policy Council year, their current membership will be terminated. When a vacancy occurs, they may seek election with their new parent committee.

2. Board of Director's Representative:

One (1) member of the Board of Directors of the Community Action Partnership of Kern will be appointed to serve on the Policy Council each year. The appointed Board Member may serve as the Board of Director's Representative for up to five (5) years (collective total as a parent Policy Council Member, Community Representative Policy Council Member and/or Board of Director's Community Representative.)

SECTION 3. Seating and Training of Members

Parent representatives and community representatives are seated as official voting Policy Council members at the first Policy Council meeting following completion of their Policy Council orientation and training.

a. An annual orientation and training for **ALL** Policy Council members shall be provided within 30 (thirty) days after elections or as needed. Training must be attended prior to the following Policy Council Meeting. If training is not attended the member will be removed, and a vacancy will be available at the next RPC meeting. Only those Parent Representatives and Community Representatives who complete training shall be seated.

SECTION 4. Vacancy

When a Parent Representative position is vacated, the affected Regional Parent Committee will elect a new representative.

SECTION 5. Resignation

A member must give the Program Governance Coordinator a written or verbal statement of resignation.

SECTION 6. Termination/Absence

Membership may be terminated because of three (3) consecutive absences between Policy Council and/or subcommittee meetings throughout the year for any reason, *except absences for attending a Community Action Partnership of Kern function*, *or EXTREME weather conditions*. Policy Council Members will assume responsibilities until approval of termination is made by the Council.

Termination Appeal Process

1. Submit a written letter of appeal to the Program Governance Coordinator within ten (10) working days of receiving the notification of termination.
2. The Program Governance Coordinator will place the appeal on the following Policy Council agenda for full Policy Council vote.
3. The Policy Council's recommendation will be in effect for the remainder of the current Policy Council year.
4. If an appeal is approved, the termination/absence record will recommence.

SECTION 7. Term of Membership

Head Start Policy Council Representatives are limited to a combined total of three (3) one (1) year terms. Parent Representatives must stand for election annually. Once a parent has served a total of three (3) years and their child is no longer enrolled in the program they may seek re-election as a Past Parent Community Representative for an additional two (2) years. Any member holding membership for four (4) months or more on the Policy Council will be considered to have served one (1) full year.

SECTION 8. Conduct and Conflict of Interest

Any member of the Policy Council who fails to act in the best interest of the Policy Council, or the agency, may be removed by a two-thirds (2/3) vote of the membership in attendance, provided the member has been notified of the proposed action.

No person who serves on Policy Council may be employed by CAPK nor may they have a financial conflict of interest with the agency. The responsibilities of the council and its committees shall be independent of the staff. Individuals serving on the Policy Council may apply for employment with the agency at any time. Any Policy Council representative who accepts employment with CAPK must resign from the Policy Council immediately.

No person shall be employed with Community Action Partnership of Kern while a member of his/her family or a roommate serves on the Policy Council or any non-staff committee or delegate division of the agency. A member of the immediate family shall include any of the following; spouse, parent, step-parent, child, step-child, sister, step-sister, brother, step-brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, and/or domestic partner.

ARTICLE IV
OFFICERS

SECTION 1. Officers of the Policy Council

a. The Policy Council shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Parliamentarian.
b. These officers shall perform the duties prescribed by these bylaws.
c. Currently enrolled parents may hold any office.
d. Officers will be elected by a majority vote at the first Policy Council meeting of the new school year and shall serve from election until the seating of new officers the following term.
e. If a standing officer is elected to another executive position, that person will be automatically terminated from his/her former position.
f. No member shall hold more than one office at a time.
g. If the Vice-Chairperson, Secretary, Treasurer or Parliamentarian resigns or is removed from his/her office, an election will be held at the next Policy Council meeting after the official resignation announcement or removal process is voted upon. The Policy Council Chairperson must appoint a Policy Council member to fill a vacant office on an interim basis until the next Policy Council meeting where a quorum is present, and an election for that office can be conducted.
h. If the Chairperson resigns or is removed from his/her office, the Vice-Chairperson will assume the office of Chairperson for the remainder of the term of office.

SECTION 2. Functions

1. Chairperson

a. The Chairperson shall preside over and conduct all meetings of the Policy Council in addition to those of the Executive Committee.
b. Assist in the development of the agenda with the Program Governance Coordinator and the Director of Head Start/State Child Development no later than ten (10) days prior to the meeting.
c. Refrain from entering debates during the Policy Council meeting.
d. Call the meeting to order on time, follow the agenda and have the ability to clarify the business at hand at all times.
e. Will explain each motion as needed.
f. May vote to break ties.
g. May acknowledge and approve urgent matters acting on behalf of the Policy Council.
h. Appoint members to standing committees and special committees, as necessary.
i. Appoint members to temporarily assume duties of absent officers.
j. In the event of resignation or termination of any Policy Council officer, the Chairperson may appoint a Policy Council representative to fill the vacancy on an interim basis until the next regular Policy Council meeting (see Article IV, Section I).

2. Vice-Chairperson

a. The Vice-Chairperson will chair the Planning Committee.
b. The Vice-Chairperson shall act in the absence of the Chairperson or whenever the Chairperson temporarily vacates/steps down from their position.
c. Perform other duties as may be assigned to him/her by the Chairperson.

3. Secretary

a. The Secretary will chair the School Readiness Committee.
b. Call roll and maintain a record of members' attendance at Policy Council meetings.
c. Keep a record of all Policy Council minutes.
d. In collaboration with staff, Policy Council recorder may be asked to assist with the final documentation of minutes and motions, if needed.
e. Ensure that Policy Council members sign in when attending meetings.
f. Perform other duties as may be assigned to him/her by the Chairperson.

4. Treasurer

a. The Treasurer will chair the Budget & Finance Committee.
b. Ensure a monthly Parent Activity Fund report is distributed to the Policy Council.
c. Perform other duties as may be assigned to him/her by the Chairperson.

5. Parliamentarian

a. The Parliamentarian will chair the Bylaws Committee.
b. Shall be able to define the Policy Council bylaws and advise the Council on such, as necessary.
c. Shall be aware of the format desired by the Chairperson at meetings and assist in keeping within that format.
d. Assist in preserving order during Policy Council meetings and as may be directed by the Chairperson.
e. Perform other duties as may be assigned to him/her by the Chairperson.

SECTION 3. Training of Officers

Training will be provided by appropriate agency staff or consultants within one (1) month of an officer's election. Training will include the functions, duties, responsibilities of the officers and may include how to make a motion, the Ralph M. Brown Act, and Robert's Rules of Order as Newly Revised, etc. Follow-up training will be provided by agency staff/consultants as needed.

ARTICLE V
PARENT REPRESENTATIVES TO THE HEAD START CALIFORNIA PARENT CONFERENCE AND NATIONAL HEAD START ASSOCIATION CONFERENCE

a. Pending the annual budget, elections may take place to attend Head Start California Parent Conference or National Head Start Parent Conference *for members who have not previously attended a training*. Alternates may be selected.
b. *If a 2nd or 3rd year Policy Council Member previously attended a conference and an opening is available, they may be considered to attend.*
c. Each member will be required to provide a verbal report of their experience to the Policy Council.

ARTICLE VI
POLICY COUNCIL MEETINGS

SECTION 1. Meetings

Regular Policy Council meetings will be held monthly as determined by the Policy Council. Standing committee meetings will be held based on the committee's vote. There are no Policy Council or standing committee meetings scheduled during the month of July. Any matters will be heard at Executive Committee meetings, as necessary.

a. All meetings may be conducted, but are not required, to follow Ralph M. Brown Act or Robert's Rules of Order, newly revised.
b. Notices of each regular meeting shall be sent to all Policy Council members at least five (5) working days in advance, with a copy of the agenda for the meeting and the minutes from the previous Policy Council meeting.

c. **Special Call Meetings** may be called by the Chairperson or the Director of Head Start/State Child Development. Quorum will be established at fifty percent (50%) plus one (1) of the Policy Council Executive Board.
d. Policy Council members must be notified at least twenty-four (24) hours prior to a special call meeting by staff, with an explanation of the reasons for calling the special meeting.
e. Meetings may be conducted using a web based and/or teleconference communication system when deemed necessary.
f. If a Policy Council meeting is to be held via teleconference the conference call number and sign in code must be provided to all members and made public.
g. All Policy Council meetings are open to the public.
h. The Chairperson, Program Governance Coordinator and Director of Head Start/State Child Development will meet to develop the agenda.

SECTION 2. Quorum

a. A quorum for the conducting of business will consist of fifty percent (50%) plus one (1) of the Policy Council members.
b. The Policy Council may not act on any items unless a quorum is present.

ARTICLE VII
VOTING RIGHTS

SECTION 1. Vote

a. The Policy Council will vote by a show of hands or stating "aye."
b. A Policy Council member may vote only if present at a meeting during which a vote is taken and may not vote by proxy or absentee ballot.
c. A Policy Council member who is out of the room or leaves the room during the time an action item is being discussed may not return to the room and vote.
d. The Chairperson may vote only to break a tie.
e. The Executive Committee may act and vote on behalf of the Policy Council between official Policy Council meetings if a quorum of Policy Council members cannot be met. Every effort will be made via mail and phone to remind Policy Council members of meetings.
f. The Chairperson, acting on behalf of the Policy Council may acknowledge and approve urgent matters.
g. Members joining the Policy Council meeting on a web-based or teleconference communication system will vote by a show of hands or by a verbal response to include the members' name.

ARTICLE VIII
STANDING COMMITTEES

SECTION 1. Standing Committees

a. Each Policy Council member must participate on one (1) standing committee. Policy Council members may sit on a maximum of two (2) standing committees during the Policy Council year. Standing committees shall develop written recommendations and will be reflected in the committee meeting minutes and placed on the next Policy Council agenda. Minutes shall be available upon request except for meetings involving discussions of agency employees or potential employees, which are deemed confidential.

- Head Start Representative for CAPK Board of Directors - One (1) member
- Budget and Finance-Seven (7) members
- Planning –Seven (7) members
- Bylaws –Seven (7) members
- School Readiness –Five (5) members

b. The Executive Committee shall be comprised of five (5) members. The Chairperson, Vice-Chairperson, Secretary, Parliamentarian, and Treasurer of the Policy Council. The Executive Committee will determine its meeting schedule.

c. In the event a standing committee is unable to carry out its assigned functions in a timely manner (i.e. inability to maintain membership, inability to obtain meeting quorum, etc.), the Policy Council will be responsible for all functions described in Article II.

SECTION 2. Quorum

a. A quorum of a standing committee shall consist of fifty percent (50%) plus one (1) of the membership of the committee.

b. A standing committee may not conduct business unless a quorum is present.

SECTION 3. Voting

a. A committee member may only vote when present at a meeting during which a vote is taken and may not vote by proxy or absentee ballot.

b. A majority vote is required to approve an issue/recommendation.

c. A committee chairperson may vote only to break a tie.

SECTION 4. Function of the Board of Directors Representative

Policy Council members will be given the opportunity to nominate and vote for a representative of the Policy Council to be seated on the Board of Directors.

a. The elected Policy Council member will need to be available to attend all monthly Board of Director's meetings and assigned subcommittee meetings to represent the Head Start program.

b. The elected member will meet with the Program Governance Coordinator five (5) days prior to the board meeting to review and prepare for a verbal report provided to the board.

c. In the event the current member is unable to fulfill duties as a Board Representative, the position will re-open for election of a new representative at the following Policy Council meeting.

SECTION 5. Function of the Budget and Finance Committee

The Treasurer will chair the Budget and Finance Committee. The Budget and Finance Committee will perform the following functions:

Work with the Governing Board and agency staff in developing/reviewing the following for recommendation to the Policy Council for approval/disapproval:

1. 1301.3 (c)(1) in reference to section 642(2)(D)(iii) as specified in the Head Start Act. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
2. 1301.3 (c)(1) in reference to section 642(2)(D)(iv) as specified in the Head Start Act. Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
3. 1301.3 (e) A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

SECTION 6. Function of the School Readiness Committee

The Secretary will chair the School Readiness Committee. The School Readiness Committee will perform the following functions:

Work with agency staff to review current School Readiness goals based on most recent Desired Results Developmental Profile data collected during annual assessment timeframes.

1. Each committee member will review current curriculum studies within the classroom.

2. Each committee member will be given the opportunity to provide feedback based on current curriculum practice and to compare to current School Readiness goals.
3. Each committee member will be given the opportunity to review and make recommendations to current School Readiness goals as needed or on an annual basis.

SECTION 7. Planning Committee

The Vice-Chairperson will chair the Planning Committee. The Planning Committee will perform the following functions:

Work with the Assistant Director-Program or designee, agency staff, Policy Council, and the Governing Board to ensure that members are aware of established agency time frames and procedures for program planning.

The following Governance responsibilities are cited from the Head Start Program Performance Standards 1301.3 Policy Council in reference to the Head Start Act, as amended 642(2)(D)(i-iv)(vi)

1. (i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
2. (ii) Program recruitment, selection and enrollment priorities.
3. (iii) Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
4. (iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
5. (vi) Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph(1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.

SECTION 8. Bylaws Committee

The Parliamentarian will chair the Bylaws Committee. The Bylaws Committee will perform the following functions: 1301.3(c)(1) Policy Council is responsible for activities specified at section 642(2)(D)(v)(vii) of the Head Start Act.

1. (v) Bylaws for the operation of the policy council.
2. (vii) Developing procedures for how members of the policy council of the Head Start agency will be elected.
3. Review and recommend changes to the bylaws.
4. Interpret the bylaws when questions arise.
5. Ensure amendments are rewritten into the bylaws on an annual basis.

SECTION 9. Ad Hoc Committees

Ad hoc committees will be formed for a specific case, situation or purpose when deemed necessary. Representatives may volunteer or will be appointed by the Chairperson.

ARTICLE IX
REIMBURSEMENT OF EXPENSES

Policy Council members and Community Representatives shall be entitled to reimbursement for childcare and/or transportation expenses, as outlined in the agency's Program Governance Reimbursement Policy.

ARTICLE X
DISCIPLINARY ACTION

SECTION 1. Definition
Disciplinary action is designed to correct and/or abate any inappropriate actions made by Policy Council members. Disciplinary action may result from a concern, problem, complaint, or grievance brought against Policy Council members. Disciplinary action is applicable to all Policy Council members.

SECTION 2. Inappropriate Actions
Inappropriate actions shall include:

- **a.** Violation(s) of the Policy Council Bylaws.
- **b.** Violation of Center and/or Policy Council chain of command regarding concerns, problems, or complaints.
- **c.** Personal misconduct when representing the Policy Council or Community Action Partnership of Kern.
- **d.** Falsification of or making material omissions on forms, records, or reports.
- **e.** Actual or threatened physical violence toward another employee, client, child, or parent.
- **f.** Possessing or bringing firearms, weapons, illegal drugs, or chemicals onto agency property, including vehicles.
- **g.** Using, possessing, or being under the influence of alcohol or controlled substances, as defined by law, while conducting Policy Council business or on agency property.
- **h.** Theft, unauthorized use, and possession or removal of Head Start or agency funds, property, records, or other materials or items belonging to another employee or client.
- **i.** Destroying or damaging Head Start, employee, or client property or records.
- **j.** Violating safety rules or practices or engaging in conduct that creates a safety or health hazard.
- **k.** Unauthorized disclosure of confidential information about the agency or any of its clients to the news media or the general public. Any disclosure of confidential client information to anyone, including other employees (refer to "*Oath of Confidentiality*").
- **l.** Smoking on agency property, in buildings and/or vehicles.
- **m.** Engaging in unlawful activity.
- **n.** Directly or indirectly engaging in outside business or financial interests or activities which conflict in any way with the interest of the agency.
- **o.** Sexual harassment or other unlawful harassment of an employee, Policy Council or Governing Board member, parent, or community representative.
- **p.** Inciting conflict or hostilities.
- **q.** Bringing false accusations to the Policy Council or any of its committees.
- **r.** Slanderous or libelous remarks against members of the Policy Council, Board of Directors, parents or agency staff or clients.
- **s.** Failure to respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion, sexual preference, or disability.

SECTION 3. Disciplinary Action Process
Disciplinary actions may be initiated by submitting a **written statement** to the Director of Head Start/State Child Development, Program Governance Coordinator, and/or the Policy Council Chairperson. The written statement shall identify the inappropriate actions (see Article X, Section 2.) Written statements must be submitted within ten (10) working days following the occurrence. An acknowledgment of receipt shall be made within five (5) working days by the Director of Head Start/State Child Development.

SECTION 4. Recommendations

The Policy Council member in question shall receive a copy of the written allegations concerning his/her actions and shall be given an opportunity to discuss the statement with the Chairperson and the Director of Head Start/State Child Development prior to any action being taken. The Chairperson will respond to the Policy Council in one (1) or more of the following ways:

- **a.** Recommend that the involved parties discuss the issues and work toward a resolution.
- **b.** Provide a written recommendation to the involved parties outlining corrective action to be taken.
- **c.** Recommend termination by the Policy Council.
- **d.** Dismiss the allegation as unfounded or not within the responsibility of the Policy Council.

The Policy Council's final vote will remain in effect for subsequent years.

ARTICLE XI
CONCERNS, PROBLEMS, AND COMPLAINTS

SECTION 1. Definition

- **a.** ***Concerns.*** Concerns shall be defined as any issue about which there is an interest, uncertainty, or apprehension relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program *(see Section 3)*.
- **b.** ***Problems.*** Problems shall be defined as any issue about which there is a question raised for inquiry, consideration, or solution relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program (*see Section 3)*.
- **c.** ***Complaints.*** Complaints shall be defined as a formal **written** allegation against a person or organization relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program.

SECTION 2. Who May Bring Concerns, Problems, and Complaints to the Policy Council?

Any member of the general community and Policy Council members may bring concerns, problems and/or complaints to the Policy Council through appropriate channels. Complaints shall follow an established protocol for communication. Concerns are to be reviewed, investigated as necessary, and recommendations presented to the Policy Council by the Director of Head Start/State Child Development.

SECTION 3. Concerns, Problems, and Complaints

- **a.** Appropriate channels for General Community:
  1. Submit in writing to the Policy Council Chairperson and/or attend a Policy Council meeting. If a person from the community would like to speak to the Policy Council, they will have five (5) minutes to inform the Council. A person from the community must submit in writing, within ten (10) working days, the concern or complaint they are having with Community Action Partnership of Kern's Head Start/State Child Development Program.
  2. The Policy Council Executive Committee will respond within ten (10) working days to the concern or complaint.
  3. If the Policy Council Executive Committee cannot resolve the concern or complaint, it will be sent to Administration for resolution. **Board of Directors will make a final decision on an as needed basis.**
- **b.** Appropriate channels for Policy Council Representatives.
  1. Submit in writing or talk to the Program Governance Coordinator. If you need help submitting the concern or problem in writing, assistance can be obtained from the Program Governance Coordinator.
  2. The Program Governance Coordinator and/or Head Start/State Child Development Director will contact the Policy Council Representative within ten (10) working days.

ARTICLE XII
IMPASSE

SECTION 1. Procedure for Resolution of Impasse between the Governing Body and Policy Council

The Policy Council and Community Action Partnership of Kern Board of Directors shall follow the arbitration process outlined in Head Start Performance Standards 1301.6(b)(c).

1. (b) If the agency's decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.
2. (c) For all programs except American Indian and Alaskan Native programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.

ARTICLE XIII
PARLIAMENTARY AUTHORITY

The Policy Council has adopted Robert's Rules of Order as parliamentary authority, however, retains the power to deviate from this formal structure when considered necessary by the Policy Council Chairperson, Parliamentarian or Staff Sponsors.

Responsibility

The Program Governance Coordinator will be responsible for implementing this policy and tutoring all staff who need the knowledge and skills necessary to assist in implementation.

ARTICLE XIV
AMENDEMENT TO THE BYLAWS

These bylaws may be amended by sending a copy of the proposed amendments to each Policy Council member at least five (5) working days before the meeting. The Policy Council will conduct a first reading of the proposed amendment. The Policy Council may debate/discuss and revise any amendment. A vote for adoption of the amendments must be approved by fifty percent (50%), plus one (1) of the members present at the Policy Council meeting.