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: 287 455 285#
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
November 18, 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 October 28, 2020 Board of Directors Meeting – ***Action Item (p. 4-8)***

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. Food Bank Expansion Case for Support – Lisa McKay, Senior Community Development Specialist ***(p. 9-38)***

VI. New Business

a. Resolution to Approve the Submission of the Food Waste Prevention and Rescue Grant Program Application to the California Department of Resources Recycling and Recovery – Lisa McKay, Senior Community Development Specialist – ***Action Item (p. 39-40)***

b. Fresno Head Start & Early Head Start Application for Funding – Jerry Meade, Assistant Director of Head Start – Programs – ***Action Item (p. 41-42)***

VII. Committee Reports

a. PRE Committee Report – Pritika Ram, Director of Administration – ***Action Item***
   i. Minutes from the November 4, 2020 Committee Meeting ***(p. 43-44)***
   ii. WIC Presentation
   iii. October 2020 Program & Division Reports ***(p. 45-66)***
   iv. Application Status Reports & Funding Requests ***(p. 67-68)***
   v. October Head Start / State Child Development Enrollment Update & Meals Report ***(p. 69-70)***

b. Audit & Pension Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
   i. Minutes from the November 5, 2020 Committee Meeting ***(p. 71-72)***
   ii. Q3 Pension Plan Update ***(p. 73-189)***
   iii. 457(b) Plan Adoption ***(p. 190-206)***
   iv. Department of Community Services and Development (CSD) Community Services Block Grant (CSBG) Modified On-Site Monitoring Report - Final ***(p. 207-212)***

c. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
   i. Minutes from the November 12, 2020 Committee Meeting ***(p. 213-215)***
   ii. Head Start & Early Head Start Budget to Actual Reports ***(p. 216-227)***
   iii. Resolution to Approve the Submission of the 2021 Community Services Block Grant (CSBG) Contract #21F-4015 from the Department of Community Services and Development (CSD) ***(p. 228-231)***
   iv. Food Bank Proposed Reorganization & Job Descriptions ***(p. 232-247)***
   v. Financial Statements, October 2020 ***(p. 248-297)***
   vi. Community Resource Project: Energy Upgrade California Program Agreement ***(p. 298-309)***
   vii. Consent Items a-c ***(p. 310-314)***

VIII. CAPK Foundation Report

a. Community Action Partnership of Kern Foundation Monthly Report: November 2020 – Pritika Ram, Director of Administration – ***Action Item (p. 315-316)***

IX. Advisory Board Reports

a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative – ***Action Item***
   i. November 2020 Policy Council Report ***(p. 317)***
   ii. October 27, 2020 Policy Council Minutes ***(p. 318-321)***

X. Chief Executive Officer Report – Jeremy Tobias, Chief Executive Officer – ***Action Item***

a. COVID-19 Update ***(Verbal Report)***
b. 2021 Board of Directors and Standing Committee Meeting Calendar ***(p. 322)***

XI. Board Member Comments

XII. Closed Session

XIII. Closed Session Report309

XIV. Next Scheduled Meeting

Board of Directors Meeting
January 27, 2021 *(Tentative)*
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

XV. 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, November 13, 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
October 28, 2020

MEETING MINUTES

I. Call to Order

Vice Chairman Fred Plane called the meeting to order at 12:02 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Jimmie Childress, Nila Hogan, Michelle Jara-Rangel, Maritza Jimenez, Mike Maggard, Jonathan Mullings, Yolanda Ochoa (joined at 12:13), Marian Panos, Fred Plane, Guadalupe Perez, Ana Vigil (joined at 12:16)

Absent: Janea Benton, Curtis Floyd, Craig Henderson, Jose Gurrola

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 October 28, 2020. Carried by unanimous vote. (Hogan/Jimenez).

III. Approval of Meeting Minutes

a. Minutes of the September 30, 2020 Board of Directors Meeting.

Motion was made and seconded to approve the minutes of the September 30, 2020 meeting. Carried by unanimous vote. (Mullings/Childress).

IV. Introduction of Guests / Public Forum

No one addressed the Board.

V. Special Presentations

There was no special presentation.

VI. New Business

a. 2016-2021 Strategic Plan Update – Kathline Moessner, Senior Community Development Specialist – ***Action Item***

Kathline Moessner presented the above action item for approval and provided a detailed reporting of the status of goals achieved.

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

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***

Pritika Ram requested approval for the above action item.

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

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***

Freddy Hernandez requested approval for the above action item.

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

d. Home Visiting Program Contract / Budget Revision – Esperanza Contreras, Partnership Administrator – ***Action Item***

Esperanza Contreras requested approval for the above action item. There was discussion about the opportunity to offer slots in Bakersfield if the enrollment could not be met in Shafter.

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

e. Information Regarding Head Start Open Competitive Proposals for Contracts in Fresno County – ***Info Item***

Traco Matthews reported that an opportunity to submit a bid for the Head Start program currently operated by the Fresno Economic Opportunities Commission (EOC) is forthcoming. Staff is evaluating whether to apply for some or all of the program.

Traco said that CAPK has been encouraged to apply and asked for comments from the Board. Staff and the Board engaged in a discussion that covered staffing, concern about bidding on a neighboring CAP program,

CAPK's ability to leverage multiple collaborations to increase the value of services, and the possibility of bidding on just a part of the program. Fred suggested that staff involve Board Members in the planning process, as was done in previous applications. Yolanda Gonzales said that there is a draft narrative in place. Jerry Meade added that staff has completed draft community assessments, investigated current licenses, and we are noticing significant opportunities to provide better quality services by applying some of the principles used in Kern. The preliminary report can be shared with an ad-hoc committee appointed by the board.

f. Coronavirus Relief Fund (CRF) Grant Allocation – 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 (Mullings/Jimenez).

VII. Committee Reports

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

i. Minutes from the October 14, 2020 Committee Meeting
ii. Virtual Learning Program Presentation
iii. September 2020 Program & Division Reports
iv. Application Status Reports & Funding Requests
v. September Head Start / State Child Development Enrollment Update & Meals Report
vi. Information Regarding Head Start Open Competitive Proposals for Contracts in Fresno County

Pritika Ram provided a summary report of the items presented at the PRE Committee on October 14, 2020. All action items were approved as submitted.

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

b. Personnel & Affirmative Action Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
i. Minutes from the October 15, 2020 Committee Meeting
ii. 2020 Employee Appreciation Plan
iii. Payroll Transparency Initiative
iv. 2021 Holiday Schedule

Tracy Webster provided a summary report of the items presented at the Personnel & Affirmative Action Committee on October 15, 2020. All action items were approved as submitted.

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

c. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
i. Minutes from the October 21, 2020 Committee Meeting
ii. Head Start & Early Head Start Budget to Actual Reports
iii. Request to Approve, with resolution, the Submission of the Fiscal Year 2021-2022 Continued Funding Applications for California Department of Education (CDE) Programs (CMAP, CSPP, CMIG, CMSS, CCTR)
iv. Application for Continued Funding of Kern Head Start & Early Head Start, with Resolution

v. Application for continued Funding of Early Head Start Child Care Partnerships, with Resolution
vi. Federal Volunteer Income Tax Assistance (VITA) Program One-Year Award
vii. Call 2-1-1 Information & Referral Service Agreement with the County of Kern
viii. Subcontracts for the CalFresh Healthy Living Program
ix. CAPK WIC Revised Job Descriptions
x. Fuel Card Policy
xi. Line of Credit Reduction
xii. Financial Statements, September 2020
xiii. Consent Items a-b

Tracy Webster provided a summary report of the items presented at the Budget & Finance Committee on October 21, 2020. All action items from i-xii above were approved as submitted, except for item xiii which was tabled until the November meeting due to lack of quorum.

Motion was made and seconded to approve the Budget & Finance Committee Report and all items from i-xii. Carried by unanimous vote (Jara-Rangel/Panos).

VIII. Advisory Board Reports

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

Nila Hogan provided the Head Start Policy Council Report for the month of October and provided a summary from the September 22, 2020 meeting minutes.

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

b. Approval of the Amended Policy Council Bylaws – Lisa Price, Governance Coordinator – ***Action Item***

Lisa Price presented the above action item for approval.

Motion was made and seconded to approve staff's recommendation. Motion Carried by unanimous vote (Panos/Hogan).

IX. Chief Executive Officer Report

a. COVID-19 Update

Jeremy Tobias reported that COVID cases are generally trending flat, but there is a possibility of another surge in cases in the coming months. All CAPK employees are doing their part to help keep the curve flat in Kern County.

as for the COVID related funding streams, we currently stand at just over $16 million in COVID related one-time funding that has been awarded to CAPK, which is close to 20% of CAPK's annual operating budget. Staff has done a tremendous job in navigating the new challenges. Jeremy also provided an update on the programs recently initiated as a result of the COVID-19 funding received.

b. Personnel & Affirmative Action Committee Meeting Frequency Beginning January 2021.

Jeremy Tobias reported that staff recommends moving the Personnel Committee to a monthly meeting. Overall, it will help streamline agendas and workload for the Budget & Finance Committee. This change will be reflected in the new annual meeting schedule being developed for 2021.

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

X. Board Member Comments

- No comments

XI. Closed Session

Motion was made and seconded to enter closed session at 1:06 pm. Carried by unanimous vote (Hogan/Ochoa)

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

Motion was made and seconded to return to open session at 1:12 pm. Carried by unanimous vote (Jimenez/Mullings).

Jeremy Tobias provided the closed session report and stated that staff updated the Board on a previous issue with a discovery of an operational error in the employer related contributions for some part-time employees in the 401(a) retirement plan. As previously authorized by the Board, a voluntary compliance plan was submitted to the IRS and has now been approved and authorized by the IRS. Board authorized staff to proceed with funding of the contributions and earnings that were identified in the voluntary compliance plan and the closed out of this issue.

XIII. Next Scheduled Meeting

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

XIV. Adjournment

The meeting adjourned at 1:13 p.m.

MEMORANDUM

To: Board of Directors

Lisa McKay

From: Lisa McKay, Senior Community Development Specialist

Date: November 18, 2020

Subject: *Agenda Item V(a)*: Presentation of the CAPK Food Bank Expansion Case for Support, Lisa McKay, Senior Community Development Specialist – **Info Item**

Background

Community Action Partnership of Kern (CAPK) has completed a recent draft of the Food Bank Expansion Case for Support. This document outlines the history of the CAPK Food Bank and the work we do county wide, as well as our current need for more warehouse space. The purpose of the Case for Support is to be a tool for the CAPK Foundation Board to begin work on their first fundraising campaign: that of the Food Bank Expansion.

Attachment:
Feed Kern Now - Case for Support



Community Action Partnership of Kern

FEED KERN NOW

Food Bank Expansion Campaign

2020 Case for Support

FEED KERN NOW



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HELPING PEOPLE, CHANGING LIVES

Community Action Partnership of Kern (CAPK) is the official anti-poverty agency for Kern County and has been working to provide an integrated network of services since 1965. CAPK ations and one of more than 1,000 community action agencies nationwide. Our agency helps participants pursue their educational goals, secure employment, maintain adequate housing, counteracts hunger and malnutrition, provides childcare and preschool education, and other personal and family development opportunities.

It's CAPK's mission to "Provide and advocate for resources that will empower members of the communities we serve to be self-sufficient and our vision that we build a future where communities are economically stable centers of potential with abundant resources for all people."

A COMPELLING LOOK AT HUNGER

Food is essential to survival. It's one of the most basic human needs—something so basic that many of us don't give it much thought. Those who go hungry think about food, or their lack of food, all the time.

In the United States, the food insecurity rate is 11.5%. This means 37,227,000 people living in our country are food insecure. These individuals rely on help from family, friends, and community organizations, like food banks.

Nutrition is about survival for children and infants. But it's also much more than that. A healthy diet plays an important role in healthy development. Food insecurity in children means a greater chance of mental and physical health issues, poor academic achievement, and chronic illness. For adults, good nutrition means good health. Food insecure adults are at a greater risk to develop serious disease like diabetes and high blood pressure.

The good news is hunger is solvable. Food banks throughout the nation have taken on the great task of feeding their communities. Through complex partnerships, grant funding, and an army of volunteers, these organizations work to feed the neediest in our nation.



More than 37 million people living in our country are food insecure.

CAPK FOOD BANK

The CAPK Food Bank was established in 1982 to provide food and other resources to economically disadvantaged members of our community. CAPK Food Bank's work has expanded as the need to feed Kern County grows rapidly.

The CAPK Food Bank is part of the Feeding America Network, the nation's largest domestic hunger-relief organization. The Feeding America Network consists of 200 food banks and 60,000 food pantries. Since its creation, the CAPK Food Bank has established local partnerships with vital food industry donors, as well as an extensive network of more than 150 pantry and commodity sites. The CAPK Food Bank supports a wide network of neighborhood schools, churches, social service agencies, community centers, and other charities in the neighborhoods where Kern County's hungry and vulnerable residents live and work.



A food bank volunteer stands in front of non-perishable dry goods in the original warehouse.

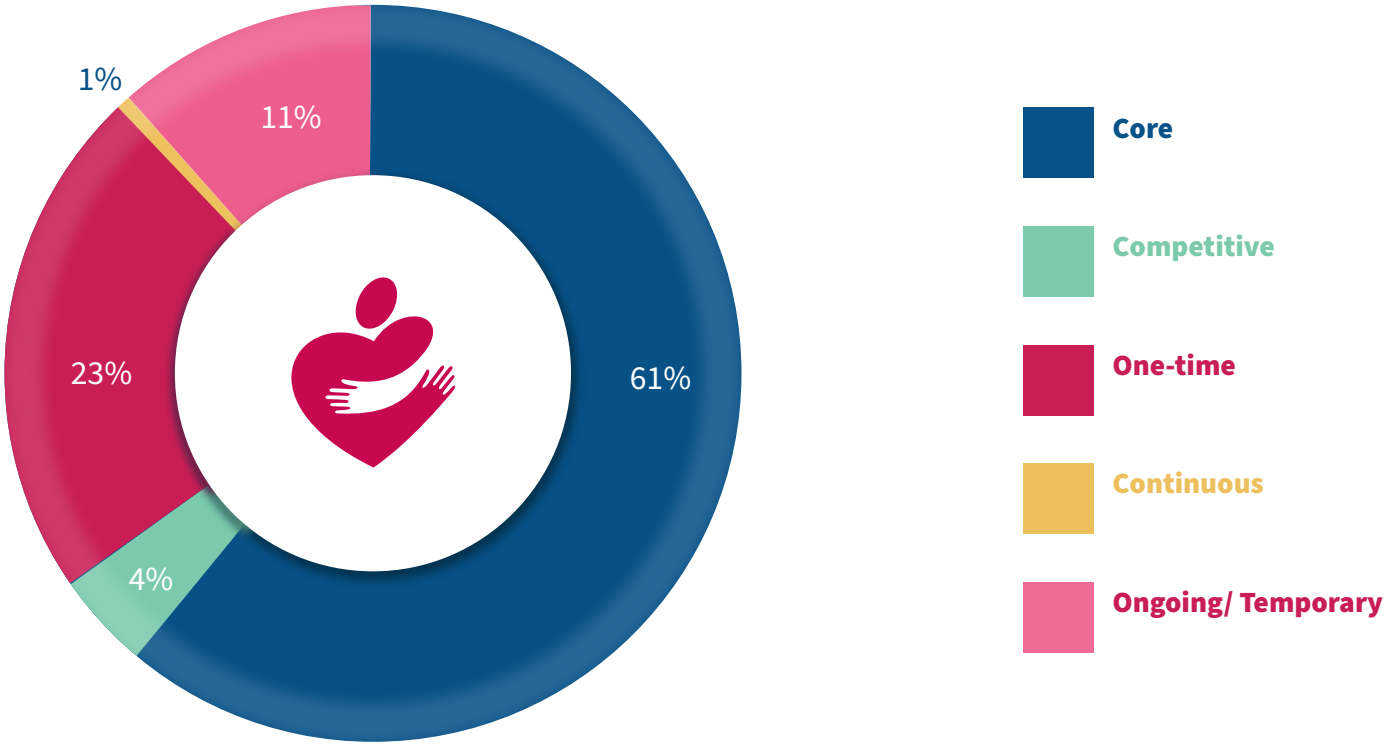


WHAT IS THE DIFFERENCE BETWEEN A FOOD BANK AND A FOOD PANTRY?

A **food bank** is the entity that collects and distributes food to hunger-relief charities and agencies. Food banks store millions of pounds of food and other items in their warehouses.

The **food pantry** arrives at the food bank to receive its food distributions and then acts as the arms into the community—putting the food into people's hands. Food pantries rely on food banks to source, collect, and store fresh foods for their clients.

OUR FUNDING



The CAPK Food Bank is funded by federal, state, and local grants and by generous donations and contributions of our community. Our core sources of fiscal support come from the U.S. Department of Agriculture in the form of the following three programs:

The Emergency Food Assistance Program (TEFAP) is a federal program that helps supplement the diets of low-income Americans by providing them with emergency food assistance at no cost. The program provides 100% American-grown USDA foods and administrative funds to states to operate. TEFAP distributes roughly half a billion dollars in USDA foods to food banks every year.

The Emergency Food and Shelter Program (EFSP) began in 1983 with a $50 million federal appropriation. The program was created by Congress to help meet the needs of hungry and homeless people throughout the United States and its territories by allocating federal funds for the provision of food and shelter.

The Commodity Supplemental Food Program (CSFP), known in Kern County as CAPKs Senior Food Program, works to improve the health of low-income persons at least 60 years of age by supplementing their diets with nutritious USDA Foods. USDA distributes both food and administrative funds to participating states and Indian Tribal Organizations to operate CSFP.

We also receive funding from the Community Service Block Grant (CSBG), which is funded under the U.S. Department of Health and Human Services, Administration for Children and Families. This program is designed to provide a range of services to assist low-income families and individuals in attaining the skills, knowledge, and motivation necessary to achieve self-sufficiency. CSBG funds services and activities that have a measurable impact on the causes and conditions of poverty in local communities across the nation.

The CAPK food bank also receives state funding from the California Department of Social Services through the State Emergency Food Assistance/Cal Food program. This program allocates funding to TEFAP food banks for the purchase, storage, and transportation of food grown and produced in California.

Our food bank also receives state funding through the Emergency Food for Families Fund (Tax Check-off) program. This program was established through a voluntary contribution check-off on the State income tax form to benefit The Emergency Food Assistance Program (TEFAP).

The streams of support listed above are part of our core funding and account for sixty-one percent of our operational revenue. Many of our other sources of funding change often or are uncertain, which means we are continually looking for operational funds.



OPERATIONS BY THE NUMBERS

47 commodity sites

105 pantry sites

18 paid staff

456 volunteers

Thirty-seven years after it opened its doors, the CAPK Food Bank continues to feed the community in times of prosperity and in times of great economic doubt. With eighteen paid staff and 456 annual volunteers , each team member ensures that food donations are received, sorted, boxed and delivered, and distributed to CAPK Food Bank partners. Every year, the amount of food delivered grows. In 2019, the CAPK Food Bank distributed more than twenty million pounds of food throughout Kern County. In 2020, we've already exceeded that. The CAPK Food Bank is operating at capacity for partner sites and volunteers, making it necessary to expand the warehouse in order to meet the increasing food needs for Kern County.

HOW DOES THE CAPK FOOD BANK WORK?

Securing Food

Food is secured from donations and local food producers.



Received Food

Food is received from the USDA, state and local agencies, donations, and local food producers.



Sorting and Storing Food

Food is refrigerated, sorted, and boxed for pickup, and delivery.



Shipping & Distributing Food

The food is distributed to 152 partner agencies that cover all of Kern County.



Supporting the People We Serve

The partner agencies then hand off the food for families and individuals who need it.



WHY EXPAND NOW?

COVID-19 has had a tremendous impact on our state and region. Just over 11 percent of Californians are out of work[i] and 13.1% are unemployed in Kern County[ii] as of August. There are now individuals visiting our Food Bank who never thought they would need our services before. Our nation is hurting and we anticipate the effects of job loss will carry over far into the next year. Current CDC projections estimate that we might be able to resume normal life in the third quarter of 2021. That's a long time for vulnerable seniors to remain quarantined without a safe way to receive food and that's an even longer time for businesses and schools to be operating in a limited capacity. The long-term fiscal effects of the pandemic are unknown, but we know we can address our community's most basic need: the need for food. In our almost forty years of serving Kern County, we've learned that providing food for people brings hope to our neighbors in need.



A masked volunteer loads a truck with food during the 2020 Coronavirus pandemic.

Catastrophes have a way of bringing communities together. We've seen people from all walks of life reaching out for assistance during these uncertain times—many for the first time in their lives. We see the growing demand first-hand—with the need increasing year after year. We see it increasing year after year. We know that we must reach beyond our organization for the help we need to expand the CAPK Food Bank warehouse and Feed Kern Now.



Client Testimonial:

Laura Carrillo, ***CAPK Food Bank Client and Volunteer***

Laura is a volunteer at the CAPK Food Bank who first began volunteering at the Farmer's Markets. When the pandemic hit, her circumstances changed. After working for the same family as a housekeeper for over thirty years she was laid off. Now she's a food bank client.

"I've never gone through any kind of hardships until now, in the pandemic. Right now, things are hard for us. Getting food from the Food Bank might seem like a simple thing—I know it felt like a simple thing when I was just a volunteer—but now, as a client, I can tell you it's such a huge deal for so many people. It changed me, knowing that I don't have to worry about having food on the table for my family—that is the biggest blessing a person can have."



FOOD BANK PROGRAMS

Emergency Food Assistance Program

Operating through forty-seven USDA commodity sites and 105 pantries the CAPK Food Bank provides emergency food assistance throughout Kern County to food insecure residents.

CSFP, or Senior Food Program

The CAPK Senior Food Program is a USDA-funded program designed to provide low-income seniors with a 30-lb box of healthy food items such as milk, cereal, protein, fruits, and vegetables each month. This program helps vulnerable seniors from having to choose between food and other basic needs.

Farmer's Markets

Our Farmer's Markets distribute food in Arvin, Lamont, and at the Kern County Fairgrounds, and in partnership with area churches and charities. In addition, for several years The Wonderful Company has been providing additional financial support to the communities of Delano and Wasco at our existing Farmer's Market locations. The Wonderful Company will be expanding their financial support to cover the Shafter area in the coming months.

CAPK Farmer's Markets held monthly distributions between March and September 2019. They served 7,623 families and gave out 550,991 pounds of fresh produce. These Farmer's Markets are stocked thanks to donations from local agricultural producers. Through their generous donations, we can provide families in need with fresh juices, potatoes, citrus, leafy greens, broccoli, onions, and so much more of Kern County's harvest.

Snack Attack

The Food Bank provides healthy foods to after-school programs. With this program we are able to serve over 2,500 kids on a monthly basis at Corporation for Better Housing, Friendship House, Garden Pathways, and Stay Focused.

BackPack Buddies Program

CAPK's BackPack Buddies (BPB) program works to alleviate hunger by providing children who do not have enough to eat at home with wholesome, ready-to-eat foods before weekends and holiday breaks during the school year. The program helps counteract health and behavior effects of child hunger such as weakened immunity, low height for age, slower cognitive development, lack of concentration, aggression, poor academic performance, and more. Food items from the CAPK Food Bank (either purchased or donated canned or packaged proteins, fruits and vegetables, grains, and shelf-stable dairy products) are provided discreetly in drawstring reusable backpacks to prescreened low-income children who fit the profile for chronically hungry or who qualify for free or reduced-price school meals and live in food insecure households: i.e., households where consistent access to adequate food is limited due to a lack of finances or resources.



Emergency Programs

Food2Door

In partnership with the County of Kern Coronavirus Aid, Relief, and Economic Security Act, the Food2Door program was established to reduce the risk of Covid-19 transmission in seniors ages 65 and older who are the most vulnerable to serious illness from the disease. Each senior enrolled in the program receives a 70-pound food box filled with cereal, juice, canned fruits and vegetables, canned meats, beans, rice, peanut butter and pasta, along with cleaning supplies and personal protective equipment (PPE) that will last all month. Boxes are supplemented with fresh produce and dairy products from the state-funded Senior Farmer's Market Nutrition Program.

The Food2Door program's aim is to cut down trips to the grocery store for this population. Volunteers package hundreds of boxes each day and six drivers make deliveries throughout Kern County, bringing food and hope to resident's doors.

Drought Emergency Food Assistance Program (DEFAP)

From 2014 through 2017, the CAPK Food Bank distributed pre-packaged boxes of food to help families with loss of income due to unemployment or reduced work schedules caused by the California drought. These boxes were for families throughout Kern and were distributed in Arvin, Bakersfield, Buttonwillow, Delano, Lamont, Taft, and Wasco.

"The CAPK Food Bank does great work in our community. We want our community members to feel reassured, knowing that if they have a food need all they need to do is call 2-1-1 and we'll connect them to any of our sites so they can find food resources locally. We have a lot of clients whose budget can only stretch so far and they may need just an extra week of food supplies or maybe just a few items that can make the difference between keeping the utilities on or getting power shut off. We want the community to know that we're here for them. We're here to help."

-Jaime Orona, *Food Bank Program Manager*



A HISTORY OF THE CAPK FOOD BANK

1982
Doors opened at the **original Food Bank location**--a former train depot in Downtown Bakersfield on Truxtun Avenue.

2003
A 20,000 sq. ft. warehouse and office space was built and became the **new Food Bank location**.

2007
Successful fundraising brought on **new cold storage space** to increase capacity of fresh and frozen goods.

2009
Significant increase in **warehouse storage** racks for dry good storage.

2010
A 20,000 cubic feet walk-in **refrigeration unit** was installed.

2013
A 20,250 cubic feet **walk-in freezer** was installed. Along with the previous refrigeration installation, its total cold storage tripled.

2017
Solar panels were installed to counter the $50,000 increase in utility costs due to the newly installed cold storage units.

2018
CAPK began the planning process of the Food Bank **expansion.**

2020 Food2Door program began, **increasing the need** for warehouse space again. A second warehouse was leased to encompass the storage and packing needs of the large program.

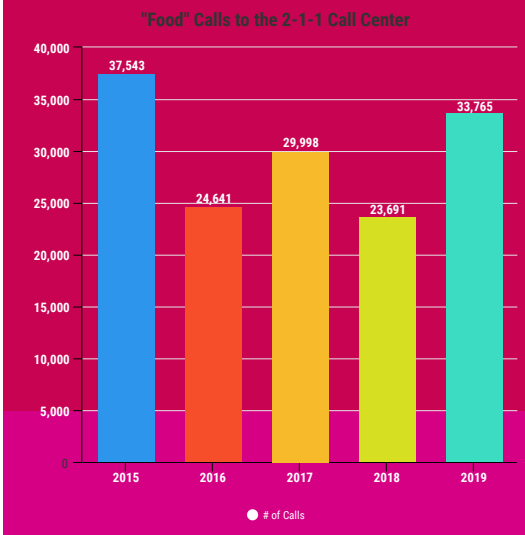
TOTAL POUNDS DISTRIBUTED ANNUALLY



A GROWING NEED

Food banks across the nation play a crucial role in the daily struggle for survival of a significant number of families and individuals. In 2018, CAPK's 211 Kern County Information and Referral Help Line received 23,691 calls for food assistance—the number one cause of calls to the service. Food assistance was still the most requested service for the 2-1-1 Help Line in 2019 and 2020. Expanding the CAPK Food Bank's warehouse will allow CAPK to respond to existing and emerging community needs for food.

FOOD IS THE TOP "UNMET NEED" IN KERN COUNTY



According to 2-1-1 Call Center Data from the CAPK database, the **top unmet need** for the last four years has been **food**, with almost 150,000 calls for assistance during that time. **Homelessness assistance** ranked second and **utility assistance** ranked third.



THE EDUCATION GAP

Kern County has consistently had a lower attainment of college degrees—associates and higher—than what is seen statewide. The lack of higher education can decrease chances of upward mobility, according to The PEW Charitable Trust, and in some cases can even cause those who were raised in the middle-income ladder to move down. According to 2019 U.S. Census Community Data for Kern County, only 3.4% of residents with a bachelor's degree or higher live in poverty while 47.6%[iii] of those who only have a high school diploma or GED live in poverty. A lack of higher education plays into the ongoing, and often generational, poverty in our region.



FOOD INSECURITY IN CHILDREN

Eighteen percent of California children face food insecurity, based on a 2017 report from Kidsdata.org. This equates to more than 1.6 million children. In Kern County, the percentage is even higher. Nearly 24% of our area's children live in homes without enough healthy food to eat. Kern ranks as one of the top 10 counties in California where children live in food insecure households. Children of color and children in utero are also greatly affected by food insecurity.



WHO ARE THE CAPK FOOD BANK CLIENTS?

- 1 in 5 households we serve has a member who has served in the U.S. military.
- 1 in 3 households we serve has a member with diabetes.
- 1 in 10 adults we serve is currently a student.
- 31% of households we serve have to choose between paying for education and food every year.
- 66% of households we serve have to choose between paying for medical care and food every year.
- 69% of households we serve have to choose between paying for food and utility bills every year.
- 79% of households we serve buy cheaper food in an effort to feed their family.
- 54% of those we serve are children.



Source: Feeding America, 2015



Nearly 1 in 5 California children don't have enough food.

Source: Feeding America, 2020



FOOD INSECURITY IN SENIORS

Throughout the nation, an emerging issue is food insecurity in older adults. More than 2.9 million food-insecure households included an adult 65 or older in 2018. Roughly 1.3 million seniors were food insecure and 510,000 were very low food insecure[iv]. Food insecurity can have a negative impact on the health of older adults. Conditions such as diabetes, depression, hypertension, asthma and many other health outcomes are associated with food insecurity in senior adults. In addition, food insecure adults have more frequent hospitalizations and visits to physician's offices and emergency rooms than their food secure counterparts.

Nearly 1 in 12 seniors are threatened by hunger .

Kern County had a senior poverty rate of 14%, or 20,397 residents living in poverty in 2019. Those who do not live in poverty are often on fixed incomes and—with rising housing, healthcare, utilities, and other basic living costs—are often forced to sacrifice meals in order to make ends meet.

CAPK Food Bank's Senior Food Program meets the needs of our senior population by distributing approximately 150,500 pounds of nutrient-rich food every month. Through the Food2Door program that number has been increased to more than 400,000 pounds every month. More than 8,000 seniors benefit from these programs monthly.

CAPK doesn't have room to run this critical program out of the existing Food Bank. It spends an additional $4,449.00 a month to lease a 6,000 sq. ft. building—located one-half mile away from the main warehouse—to receive, store, and assemble more than 8,000 senior food boxes each month. The separate warehouse arrangement is not efficient operationally and takes valuable resources—money, time, volunteers—to travel back and forth between locations. We've incorporated this massive amount of food box creation into our current plans for expansion.



Rudy Plaza, *Food2Door Recipient*

Rudy and his wife are recipients of the Food2Door program. This program is important to families like theirs because they fall into the age bracket where they are most vulnerable to serious illness due to COVID-19. Rudy's wife also has IV cancer, making her even more susceptible to the serious effects from the disease.

"My wife and I have been married for forty years and we've come to a point now in our senior years where we could use a little help. Like most seniors, we aren't able to get out and shop as often as we used to because of COVID, so this is a great help to us right now. With my wife being sick, we isolate ourselves to keep our family safe. These food boxes help bring good nutrition to us, which happens to be really important for my wife right now, being that she's sick. This program means a lot to people like us; it's more than just food. You're reaching out to people like us—who've been isolated for some time—and really making a difference."

FOOD INSECURITY IN FARMWORKERS



Kern County is known for its agricultural production. With great expanses of fragrant citrus trees and grape vineyards, hundreds of thousands of acres of gorgeous blooming almond and pistachio orchards, and mile upon mile of world-famous carrots, our region helps feed the nation and the world. In 2017, Kern County edged out Tulare County to become the top agricultural county in the nation for the first time, bringing in $7.2 billion in crop revenue.

Despite this great abundance of produce, fresh foods, and juices, the farmworkers who labor all day in the hot sun are often unable to pay for enough food to feed their household. According to a recent report published by the Department of Labor, the average total income of farm workers is between $17,500 to $19,999 a year for individuals and $20,000 to $24,999 for a family [v]. The federal poverty level for a family of three is $19,790, which means thirty-three percent of all farm workers had a family income below the federal poverty line. In addition, many families rely on just one income due to large childcare costs, but one income isn't enough to feed a family. As a result, fifty-four percent of farmworkers said someone in their household received some form of benefit from a needs-based program in the previous two years.

Many of our Farmer's Markets and food bank sites reach areas where migrant families live and work, making fresh food accessible to them and their families.



THE HUNGRIEST CITY IN AMERICA

The Food Research and Action Center (FRAC) report (2016-17), released in August 2018, designated Bakersfield as the "Hungriest City in America" with a food hardship rate of 23.2 %[vi]. This equates to over 88,000 of the 383,579 people in Bakersfield not getting enough to eat.

Kern County has higher levels of poverty and lower median incomes when compared to the state of California. Nearly twelve percent of California's population was living in poverty in 2019 while over twenty percent of Kern County residents were living poverty[vii] .

There are many contributing factors to poverty and food insecurity. Factors like stagnant wages, low part-time wages or temporary work, coupled with the growing cost of living and little access to affordable housing, contribute to the web of poverty in Kern County.

This often means many low-income working families must make a choice between paying rent or mortgage and buying food. Typically, the food budget is the first to be reduced, forcing families to fall back on unhealthy choices like fast food or groceries with poor nutritional quality. Families may cut down to just two meals a day or even a single hot meal a day to make their budget stretch. All of this can lead to increased stress, poor school or work performance, and in some cases child abuse, neglect or domestic violence.

Kern County is a very philanthropic community blessed with some of the most generous individuals, small businesses, corporations, charities, and churches. We are a community of big-hearted people who like to take care of each other. CAPK has been fortunate enough to partner with many people and organizations over the years who've gone above and beyond to support the work we do. We're grateful to call Kern County our home and to have the support of so many. We believe we owe this community the chance to support the expansion of CAPK's efforts to overcome hunger and Feed Kern Now.

Bakersfield was named the "Hungriest City in America" according to a report by the Food Research and Action Center.

THE FEED KERN NOW CAMPAIGN

The CAPK Food Bank is currently operating at maximum capacity, jeopardizing our ability to meet the food needs of the most vulnerable and food insecure residents in our community. Expanding the CAPK Food Bank will greatly increase its ability to do more, with the determination and vision to alleviate hunger across communities served. The addition of 40,000 square feet to the existing 20,000 square foot CAPK Food Bank warehouse will more than triple the square footage, providing the following solutions:

Increase in Storage

The CAPK Food Bank tries to accept all food offered to meet the immense food needs in Kern County. With the CAPK Food Bank operating at capacity, additional space is needed to receive and store food donation until they can be distributed through the network of partner distribution sites.

An integral part of CAPK's ability to meet food needs is through private donation, including fruits and vegetables from local growers. To meet the increasing food needs throughout the county, more space is needed to accept even larger quantities of these foods. Once expanded, CAPK's Food Bank will have the ability to accept more food donations to meet current and expanded needs. After the expansion is complete, CAPK's Food Bank will be able to add even more partner distribution sites to its list, so more of the City of Bakersfield and underserved and rural communities in Kern County can be fed.

The CAPK Food Bank tries to accept all food offered to meet the immense food needs in Kern County. With the CAPK Food Bank operating at



ca¬pacity, additional space is needed to receive and store food donation until they can be distributed through the network of partner distribution sites. With recent additional partners and food drives such as the Kern County Fair Feed the Need Campaign that resulted in nearly 50,000 pounds of canned goods and over 6,000 pounds of donated frozen meat from the live¬stock auctions collected in 2018, and other drives and donations that re-sult in tens of thousands of pounds of canned and dry food, storage space is at a premium. CAPK doesn't have room to run all of their critical programs out of the existing Food Bank warehouse. We currently lease three additional warehouses to meet the needs of our programs. For the essential Food2Door program for seniors, we spend an additional $4,449.00 a month to lease a 6,000 sq. ft. building—located one-half mile away from the main warehouse—to receive, store, and assemble more than 8,000 senior food boxes each month. The separate warehouse arrangements are not efficient opera¬tionally and takes valuable resources—money, time, volun¬teers—to travel back and forth between locations. We've incorporated the need to move this outside warehouse storage space into our current plans for expansion.

Emergency and Community-Wide Disasters

Food banks are more than just placeholders for food. In a crisis situation, food banks are often asked to receive emergency supplies and items during community-wide disasters. As seen through past and current emergency situations—wildfires, drought, freezes, economic downturns, earthquakes, and the COVID-19 pandemic—the need to be prepared for emergencies should always be addressed. During these events, the CAPK Food Bank might take in bottled water, baby food, cleaning supplies, hygiene items, pet food and supplies, and personal protective equipment (PPE). The Food Bank needs to have space to receive these critical supplies at a moment's notice.



Our warehouse, loaded with dry goods from COVID-19 shipments, is packed beyond capacity in September 2020.



Volunteers

CAPK's Food Bank volunteers are vital to our operations. The Food Bank relies on more than 450 annual volunteers and eighteen full-time staff to complete its operations. Volunteers do everything from sorting food, preparing senior and emergency food boxes, assisting with food distributions, to making phone calls that allow the Food Bank to perform at maximum efficiency. Our volunteers come from all over Kern County. Corporate and other community organizations, schools, and faith-based service organizations regularly contact the CAPK Food Bank to provide volunteer opportunities and service. Our Food Bank also works with several agencies to provide opportunities for local work programs. Some of these programs provide temporary volunteers, but others provide job seekers the potential for future employment and self-improvement. Space limitations at the warehouse regularly decrease our ability to offer volunteer opportunities. Expansion would allow an increase in volunteers, which would in turn support operations and food distributions.



A group of interfaith volunteers work together to distribute food.

Volunteer Testimonial:

Jasmine Martinez, *CAPK Food Bank Volunteer*

Jasmine volunteers at the CAPK Food Bank where she assists with the Food2Door program. She's a mother to two daughters who can still recall her own experience with food insecurity as a child.



"I remember being small and coming to a food bank with my mom, having to go to distributions to look for food—it was hard, but now being able to help a family get food for their next meal, it's an awesome feeling. I love that I'm able to see the amount of food that goes out to the community. I love that I feel like I'm giving back. It makes me feel great. It's a good feeling to know there are people out here who need help and I'm able to give a little bit of myself to get them the help they need."

Jasmine's most rewarding moments are the small personal ones.

"Sometimes a client calls in and says, 'You don't know me, but I came to the food bank and I just want to say I appreciate the work you do and the food we received.' Other times clients will come in and give us handmade gifts or homemade food to say thanks. I love that. It's amazing to me."

CAPK Food Bank Expansion Plan

The CAPK Food Bank is currently operating out of four different warehouses and outside refrigeration storage units just to keep up with the food insecurity demand in Kern County. We've exceeded the capacity of our original 20,000 square foot building and lease three additional warehouses in order to store dry and refrigerated goods, and to provide space for volunteers and staff to pack shipments and boxes. We need more room to store dry goods, space for more inside refrigeration, additional docks for trucks, and more offices for our growing staff.

To account for this growth, the CAPK Food Bank has been working to develop plans that will allow us to accommodate our immediate need for growth as well as long-term projected growth. We currently have property for an additional 40,000 square foot expansion to the east of our Feliz Drive location. Our current Food Bank warehouse design allows for an efficient workflow inside the building. As a result, we plan to model the expansion project after the original warehouse layout.

Our plans also include adding two additional truck docks for receiving shipments and distributing in the morning and afternoon. Our current warehouse design has two dock spaces for incoming shipments and a separate dock space for our pantry and commodity site trucks to pick up their orders. Our current plans will also account for an increased flow of traffic on the nearby streets and inside the warehouse property to ensure our deliveries can drop off smoothly and our partner sites can get their orders without internal congestion.

The expansion will also add office space for additional Food Bank staff and increase the square footage of the existing restrooms in order to accommodate the growing staff and volunteers. We will also be adding a "clean room" so our staff can repackage large bags of dried goods into smaller, easier-to-distribute packages in a completely sanitary environment. These changes will provide the improvements we need to feed Kern in a more efficient way.

The expansion project also incorporates energy efficient elements, such as evaporative coolers, skylights, solar and LED lights which will cut back on the expense of operating the larger facility.



An aerial view of the current CAPK Food Bank warehouse



Volunteers load a box of pantry food items into a client's vehicle in East Bakersfield.



Expansion Plan Budget

Expense	Amount
Phase I (Site Development)	$2,970,000
Phase II (Pallet Racks & Loading Docks)	$180,000
Phase III (Walk-in Refrigeration & Freezer)	$400,000
Phase IV (Solar Panels)	$350,000
Project Grand Total	$3,900,000

THE COST TO FEED KERN NOW

Expansion Plan Phasing

The Feed Kern Now expansion plan is broken up into four phases. Phase I is the bulk of the work--everything from acquiring the architect and construction manager, to site work, to permits, surveys and studies, to building the expansion onto the existing warehouse. Phase II will bring in a internal installation of new pallet racks for the new warehouse space and two new loading docks. Phase III-phase will bring in a new 18,000 cubic foot walk-in refrigeration system and an 18,000 cubic foot walk-in freezer system. And finally, Phase IV will install solar panels on the newly expanded warehouse.

Pathways of Change

CAPK isn't just the Food Bank. We provide fifteen programs and dozens of services to Kern County. Our mission is to help members of the communities we serve be self-sufficient. By partnering with us on this campaign, you're not only helping to Feed Kern Now, but you're investing in an organization that has been helping people and changing lives for fifty-five years.

The work of Community Action Partnership of Kern touches the lives of nearly local 100,000 residents in Kern County by distributing twenty-one millions of pounds of food each year, delivering nutrition to 16,000 women, infants and children; serving 779,790 meals to Head Start children and youth center participants; providing utility assistance for 7,745 families; offering after school and summer programs for 340 at-risk youth; delivering early childhood education and preschool to some 2,425 children; and answering over 102,000 phone calls for human and social services referrals.

Giving Back

CAPK Food Bank also provides full-time jobs to eighteen people. We employ volunteers who are part of a work program that gives them the chance to become paid employees of the CAPK Food Bank. We need additional staff but are currently at capacity and don't have anywhere to add new workspaces. Providing a level of economic return to our community is important to our agency.

LOOKING FORWARD

Feeding Kern County is our goal for the next several decades and beyond. But what does that look like? What's next for the CAPK Food Bank?

As we expand our warehouse, we will be able to expand the number of pantry sites we work with in Kern County and continue to maximize our efforts locally. Our Senior Food program has set its sights on expanding into the Earlimart area, where we will replicate the work we already do for seniors who need our help. And that's not all. Jaime Orona, our Food Bank Program Manager, has even bigger goals. "In the next five years, I want to double or triple the size of our food bank. I want us to eventually become one of the largest food banks in California. Some of the larger food banks have a first responder component to their offerings and that's one of the directions I'd like to take our food bank. I'd like to be well rounded, not just in food, but in emergency services. If there's a disaster that strikes, we want to be able to go and reach them quickly. We want to be able to serve our community in any emergency capacity."





CAPK FOOD BANK ANNUAL BUDGET

Updated document coming to board soon.

REVENUE		
Community Services Block Grant	$	328,061
Other Government Revenue	$	941,781
Private Revenue	$	30,000
Other Revenue	$	163,140
Donations	$	140,000
Total Revenue	$	1,602,982
EXPENSES		
Personnel:		
Wages	$	635,877
Benefits	$	203,481
Total Personnel	$	839,358
Operating Costs:		
Travel	$	31,700
Space Costs	$	61,350
Supplies	$	27,829
Equipment Purchase	$	-
Consultant/Contract Services		
Other Operating costs	$	497,019
Direct Program Costs	$	-
Total Operating Costs	$	617,898
Total Program Costs	$	1,457,256
Indirect cost		$145,726
Total budget		$1,602,982

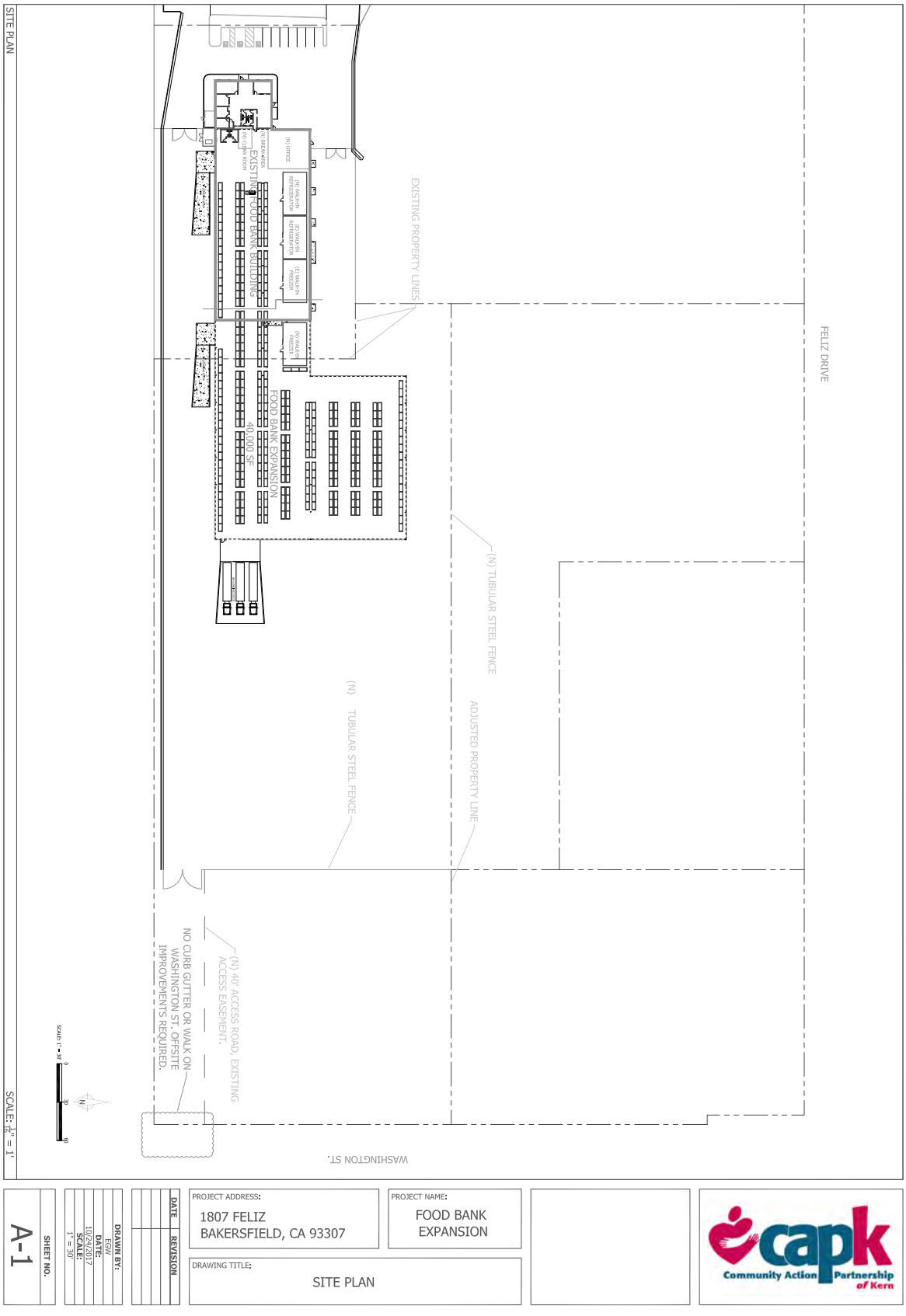
DRAFT

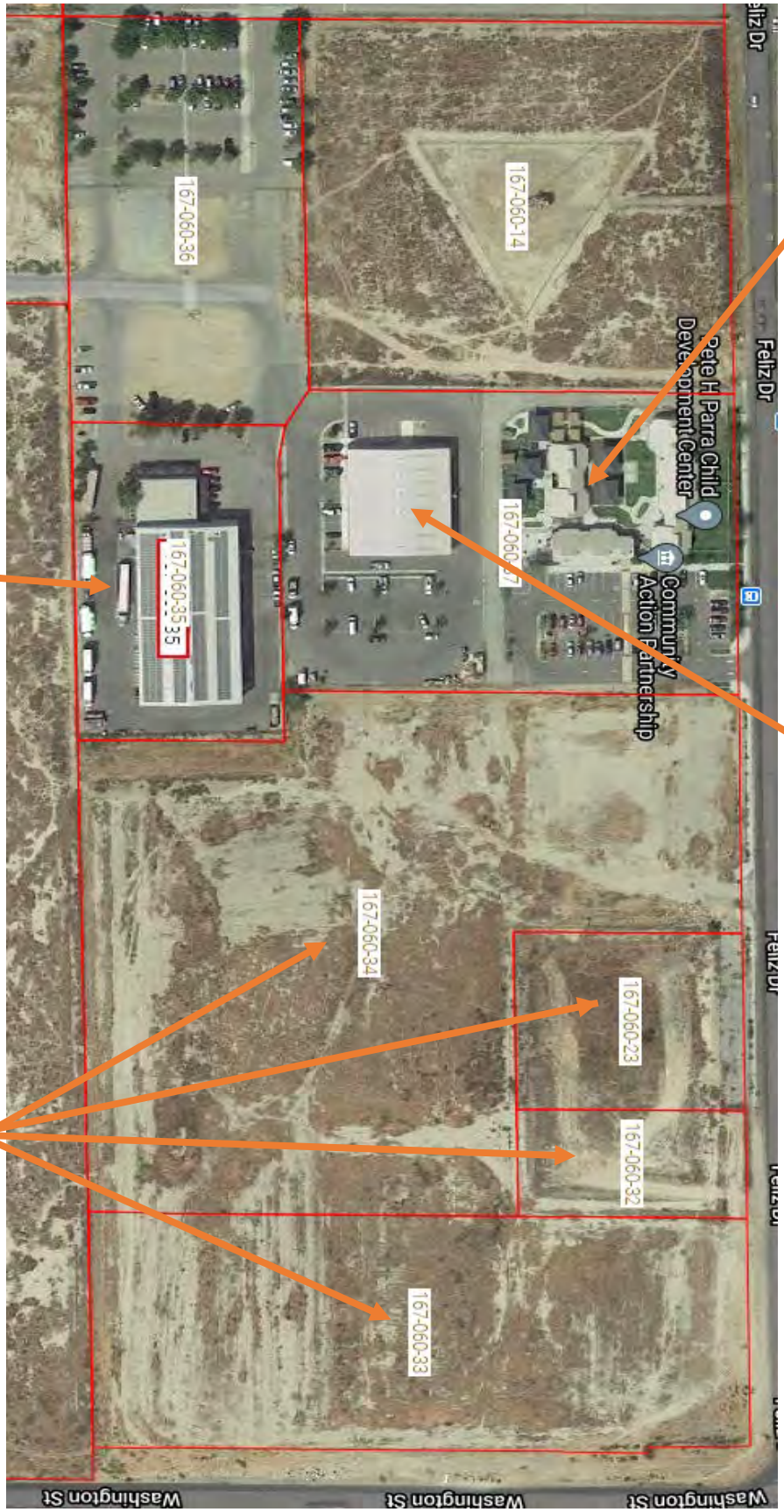
COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2019/20

	Program Services					Support Services	
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	TOTAL
Revenue							
Government Revenue	$ 55,485,283	$ 7,449,370	$ 5,746,308	$ 1,159,312	$ 1,489,531	$ -	$ 71,329,804
Head Start Subsidy for CACFP	(616,917)	616,917	-	-	-	-	
Private Revenue	-	135,000	-	390,000	-	-	525,000
Other Revenue	18,251	241,667	-	-	-	1,205	261,123
Donations	-	245,000	-	-	-	95,000	340,000
Total Revenue	**$ 54,886,617**	**$ 8,687,954**	**$ 5,746,308**	**$ 1,549,312**	**$ 1,489,531**	**$ 96,205**	**$ 72,455,927**
Expenditures							
Salaries	24,084,209	3,648,579	1,592,186	807,941	680,074	4,000	30,816,989
Benefits	7,856,788	1,115,935	416,928	221,237	180,940	825	9,792,653
Travel	323,485	118,450	106,561	39,380	16,790	-	604,666
Space Cost	6,451,640	571,134	252,069	94,385	123,125	4,200	7,496,553
Supplies	1,974,004	213,074	82,222	55,481	16,575	2,200	2,343,556
Equipment	-	98,000	-	1,000	-	-	99,000
Consultant/Contract	1,219,180	8,985	1,446,739	88,550	2,250	-	2,765,704
Other Operating Costs	1,377,998	599,558	647,998	95,417	58,551	26,260	2,805,782
Program Costs	7,120,305	1,685,551	683,802	17,350	6,500	-	9,513,508
Depreciation	359,900	2,800	-	-	-	-	362,700
Indirect	4,119,108	625,888	517,803	128,571	404,726	3,748	5,799,844
Total Expenditures	**$ 54,886,617**	**$ 8,687,954**	**$ 5,746,308**	**$ 1,549,312**	**$ 1,489,531**	**$ 41,233**	**$ 72,400,955**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 54,972**	**$ 54,972**



BUILDING PLANS




CAPK Pete Parra Child Development Center
CAPK Food Bank
CAPK Warehouse
CAPK Vacant Parcels
167-060-36
167-060-14
167-060-35
167-060-34
167-060-23
167-060-32
167-060-33
Pete H Parra Child Development Center
Community Action Partnership
Feliz Dr
Washington St

2020 BOARD OF DIRECTORS

CAPK is governed by a volunteer tri-partite Board of Directors comprised of fifteen representatives: five from the public sector, five low-income representatives, and five from the private sector/community.

The Board of Directors is responsible for determining program policies, plans and priorities, evaluating progress against performance, approving all program proposals and budgets, and enforcing compliance with all grant conditions.

Curtis Floyd, ***Chair***
Law Offices of Curtis Floyd

Fred Plane, Vice Chair
23rd U.S. Congressional District Representative

Nila Hogan, Secretary
Head Start Policy Council Representative

Janea Benton, Treasurer
32nd State Assembly District Representative

Jimmie D. Childress
Retired Teacher / Contractor

Jose Gurrola
14th State Senate District Representative

Craig Henderson
The Henderson Group

Michelle Jara-Rangel
Owens Valley Career Development Center

Maritza Jimenez
South Kern County
Representative

Mike Maggard
Kern County Board of Supervisors Representative

Pastor Jonathan Mullings
Truth Tabernacle

Yolanda Ochoa
East Kern County
Representative

Marian Panos
City of Bakersfield
Mayor's Office Representative

Guadalupe Perez
Greater Bakersfield
Representative

Ana Vigil
North Kern County
Representative



Meeting People at Their Point of Need

Community Action Partnership of Kern

shall provide and advocate for resources that will empower members of the communities we serve to be self-sufficient.

Head Start / State Child Development

Head Start & Early Head Start

Head Start provides high-quality, early childhood education to children from zero to five years-old through part-day, full-day, and home-based options. The program has a holistic approach, not only addressing the needs of the child, but teaching parents to become advocates and self-reliant providers for their children through its Parent Policy Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joaquin counties

Home Visiting Program

The CAPK Home Visiting Program links new parents who face poverty with trained staff who visit their home to connect them with resources and build skills that will help parents create a strong future for themselves and their children.

Services to Families and the Community

2-1-1 Kern County

2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. 2-1-1 Kern has a database of 3,000 social service agencies that is available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org.

Homeless Services

CAPK operates the 150-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals and an array of mental health, medical care and economic resources to unsheltered individuals with pets and partners. 2-1-1 Kern is also the Homeless Coordinated Entry Services provider in partnership with the Bakersfield-Kern Regional Homeless Collaborative.

Migrant Childcare

CAPK's Migrant Childcare Program is a voucher-based system that allows parents to choose the best childcare option for their situation. The program serves migrant, agriculturally working families in California through six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno.

Energy Weatherization & Utility Assistance

The Energy Program assists income-eligible Kern County residents with utility bill payment, free weatherization, and energy education at no cost to the participant. Weatherization services include weather stripping; repair or replacement of windows and doors, heating/cooling appliances, stoves, refrigerators, and more.

Volunteer Income Tax Assistance (VITA)

VITA offers no-cost tax preparation and e-filing for low and moderate-income individuals and families. VITA also assists eligible clients to take advantage of the Earned Income Tax Credit (EITC), increasing their tax return and boosting the local economy. All VITA services are provided by IRS-certified staff and volunteers.

East Kern Family Resource Center

East Kern Family Resource Center is a regional service center based in Mojave that assists individuals and families from the desert and Tehachapi Mountain communities, focusing on families with children who are at risk of abuse and neglect, or possibly unprepared to enter kindergarten successfully.

Friendship House Community Center & Shafter Youth Center

Friendship House, located in Southeast Bakersfield, and the Shafter Youth Center in the City of Shafter serve Kern children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

AmeriCorps

CAPK's AmeriCorps program, Kern Youth Making a Change, connects AmeriCorps mentors with students in Bakersfield, Arvin, and Lamont who need positive role models. AmeriCorps staff also identify critical needs in low-income communities and mobilize solutions.

Health and Nutrition Services

Food Bank

CAPK's Food Bank provides food assistance to low-income families and individuals through a network of more than 130 partnering food distribution sites throughout Kern County. The Food Bank also offers the Senior Food and BackPack Buddies program at CAPK youth centers, schools, and other community sites.

Women, Infants, and Children (WIC)

The WIC program provides education, breast-feeding support and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breast feeding. CAPK WIC operates in 18 sites throughout Kern County, 4 locations in San Bernardino County, and through one mobile WIC clinic to reach hard-to-serve populations.

Central Kitchen

Central Kitchen prepares and delivers breakfasts, lunches, and snacks for all children enrolled in CAPK's Head Start/State Child Development Programs. Central Kitchen coordinates the Summer Food Service Program for youth aged 18 and under. It also provides meals to our Homeless Services program

CalFresh Healthy Living

CAPK CalFresh Healthy Living improves the nutrition health of low-income Kern County residents by providing access to nutrition education, physical activity education, and training that will help build a healthy, knowledgeable community.

For services, dial 2-1-1 or visit www.capk.org
for administration, call (661) 336-5236

ENDNOTES

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Community Action Partnership of Kern

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.

CAPK Administration Office
5005 Business Park North
Bakersfield, CA 93309
(661) 336-5236

Visit us online
www.capk.org

MEMORANDUM

To: Board of Directors

Lisa McKay

From: Lisa McKay, Senior Community Development Specialist

Date: November 18, 2020

Subject: *Agenda Item VI(a)*: Resolution to Approve the Submission of the Food Waste Prevention and Rescue Grant Program Application to California Department of Resources, Recycling, and Recovery – **Action Item**

Background

Community Action Partnership of Kern (CAPK) is requesting up to $300,000 from California Department of Resources, Recycling, and Recovery for the Food Waste Prevention and Rescue Grant Program (Greenhouse Gas Reduction Fund) for support for food rescue projects for the CAPK Food Bank, which will include the purchase of a heavy duty refrigerated truck, an electric pallet jack, and to hire an Outreach Specialist and Warehouse Specialist.

The CAPK Food Bank will be continuing their work "rescuing" food from local partners in order to distribute this food to people, which would otherwise be destined for landfills. The rescued food is currently being distributed to local pantries who can quickly turnover the fresh foods to local clients. In keeping with the purpose of this grant, the leftover fresh rescued food will then be picked up by a local rancher who feeds his livestock the rescued food "waste", thus reducing greenhouse gas emissions.

The Food Waste Prevention and Rescue application is due to the California Department of Resources, Recycling, and Recovery by November 20, 2020.

Recommendation

Staff recommends the Board of Directors approve, with Resolution, the submission of the Food Waste Prevention and Rescue grant application to the California Department of Resources, Recycling, and Recovery for support and expansion of the existing food rescue work done at the CAPK Food Bank.

Attachment:
Resolution Number 2020-23

RESOLUTION # 2020-23

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the Food Waste Prevention and Rescue Grant Program Application to California Department of Resources, Recycling, and Recovery

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on November 18, 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

WHEREAS, CAPK requests the California Department of Resources, Recycling, and Recovery provide financial assistance and the obligations that accompany said funds for the purpose of support and expansion of the CAPK Food Bank food rescue program.

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes staff to submit an application to the California Department of Resources, Recycling, and Recovery for the period of five years. Be it further resolved that the Chief Executive Officer is hereby authorized to request this course of action by completing and executing any and all application documents for submittal to the California Department of Resources, Recycling, and Recovery on behalf of Community Action Partnership of Kern.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 18th day of November 2020.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

MEMORANDUM

To: Board of Directors

From: Jerry Meade, Assistant Director – Programs

Date: November 18, 2020

Subject: Agenda Item VI(b) Fresno County Head Start and Early Head Start Application for Funding – **Action Item**

On October 28th, 2020, the Office of Head Start (OHS) released a competitive Funding Opportunity Announcement for Fresno County due January 5th, 2021. OHS request the submission of an application on or before the deadline; approval from the Board of Directors is a required component. The intent of the application is to support the local community by restoring the delivery of local Head Start services; CAPK will also improve the quality of services received through compliance-based policies and procedures and the distribution of local resources through community-based partnerships. OHS will award selected agencies with the funds to carry out this initiative between 2021 and 2026.

CAPK will manage the development, implementation, and evaluation of early learning theories that are researched-based to promote school readiness for children and their families. The award ceiling is $41,700,206 and the award floor is $500,000. CAPK will request $41,700,206 to submit a program delivery option with centers and home-based services across the county. A budgeted 10% allocation of award funds to our indirect category will represent a potential enhancement to other CAPK resources. This program supports state and county efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families. Staff is utilizing a Board ad-hoc committee (Fred Plane and Marian Panos) to assist in the application development process. Final narrative edits will be completed, and the application will be submitted on December 23rd, 2020.

Recommendation

Staff recommends the Board of Directors approve, with resolution, the submission of the application for funding of Head Start and Early Head Start Fresno HHS-2021-ACF-OHS-CH-R09-1860 for the 2021-2026 budget periods.

Attachment:

Resolution #2020-24

Distributed at meeting:
2021-2022 Fresno Budget Detail

RESOLUTION # 2020–24

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Funding Application for the Fresno Head Start and Early Head Start Grant

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on November 18th, 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 Fresno Head Start and Early Head Start Grant #HHS-2021-ACF-OHS-CH-R09-1860, is an open and competitive grant opportunity for funding between 2021 and 2026; and

WHEREAS the Head Start and State Child Development Division is requesting to apply for $41,700,206 in program operation costs; and

WHEREAS the Office of Head Start requires that an authorized signatory be named for the Fresno Head Start and Early Head Start application; 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 funding application for Fresno Head Start and Early Head Start; 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 funding application for Fresno Head Start and Early Head Start, #HHS-2021-ACF-OHS-CH-R09-1860

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 18th day of November 2020.

_____ _____

Curtis Floyd, Chair Date
CAPK Board of Directors

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
November 4, 2020
12:00 pm

MEETING MINUTES

1. **Call to Order**

Committee Chair Nila Hogan called the meeting to order at 12:01 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, Marian Panos (joined at 12:12 pm), Fred Plane

Absent: Maritza Jimenez

Others Present: Jeremy Tobias, Chief Executive Officer; Fred 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; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review & Evaluation Committee meeting agenda for November 4, 2020. Carried by unanimous vote (Plane/Jara-Rangel).

4. **Public Forum**

No one addressed the Committee.

5. **Program Presentation**

WIC Program Presentation – Kathlyn Lujan, WIC Program Administrator

Kathlyn Lujan provided a presentation on the Women, Infants and Children (WIC) program that included the mission, to nourish, educate, support and empower families. Recent changes within the program include the new WIC cards that allow staff to issue funds remotely and provides the clients with greater freedom when shopping. Also new to the program is the WIC App that helps clients to keep track of their appointments and remaining food balance on their WIC cards. Nutrition and counseling are also included in the services that WIC provides. Kathy also provided statistics to indicate the success of the program in communities and stated that the WIC staff serves approximately 15,000 participants per month.

6. New Business

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

Pritika Ram presented a summary of the above reports for approval.

Motion was made and seconded to approve the October 2020 Program & Division Reports. Carried by unanimous vote. (Plane/Panos).

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

Pritika Ram presented the above Application Status Report for approval.

Motion was made and seconded to approve the Application Status Report for October 2020. Carried by unanimous vote. (Panos/Jara-Rangel).

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

Ginger Mendez presented the above reports for approval.

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

7. Committee Member Comments

- No comments.

8. Next Scheduled Meeting

Program Review & Evaluation
To be Determined
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

9. Adjournment

The meeting adjourned at 12:49 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development Sheila Shegos		**Month/Year: October 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	4,137	3,606	531(13%)	9,193
Kings County	246	203	43(17%)	*
Tulare County	1,394	1287	107(7%)	*
Stanislaus County	810	772	38 (2%)	*
Total	6,587	5,868	719(11%)	

*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	Rent Payment Assistance	Food Pantry	Homeless Shelter
Top 3 Unmet Needs	Mortgage Assistance	Home Delivered Meals	Homeless Shelter

Other Services		**Month**	**YTD**
LIHEAP	Calls Answered	2,969	26,452
Weatherization	Calls Routed through 2-1-1	248	2,952
Mental Health	Calls Answered	215	2,588
Website Visitors	Duplicated Visitors to CAPK's 2-1-1 Kern web page	13,924	207,091
VITA	Calls Routed through 2-1-1	0	9,880
Rental Assistance	Calls Answered	1,470	3,044

CalFresh Application	Over the Phone Application Assistance via GetCalfresh.org website (Supplemental Nutrition Assistance Program- SNAP/food stamps)	**Applications Submitted**
		49

Outreach Activities	**Outcomes**
• TEAMS Presentation for Health Net- Kern Collaboration on Home and Community Based Services	• Shared CAPK Agency and 2-1-1 Program information along with community COVID resources and agency response to COVID

Highlights: In the month of October, 2-1-1 closed out the Fueling Our Communities grant provided by SoCal Gas and Kern Economic Development. This grant was aimed at providing meals to Seniors and Farmworkers while also supporting local restaurants whose business has been affected by the pandemic. Through this grant, CAPK was able to serve 3,174 Farmworkers by delivering restaurant prepared meals to their worksite. We also served 2,548 Seniors by providing them with a gift card to a local restaurant in their area.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community/ Fred Hernandez		**Month/Year:** October 5-18, 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 & enrichment modules to students & supported teachers at 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 134 hours and supported 17 students	8	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 142 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 147 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 145 hours **SUNSET DATA:** 4 ACM's provided 118 hours **DISTRICTWIDE CUMMULITIVE DATA:** supported 44 students with homework, made 212 phone calls to families, 127 assignments graded, 14 small groups facilitated, 13 packets prepared, 2 groups facilitated, 11 students monitored during testing. Assisted with a Vineland Food Distribution prepared 200 boxes and distributed 75 boxes.		
VINELAND SCHOOL DISTRICT ENRICHMENT PROJECT (MODULES) **DATA:** 17 ACM's spent 691 hours meeting, planning, and preparing for online enrichment modules. Provided 7 modules for 46 Middle School students 55 minutes a day for 2.5 weeks. Module Topics: C.A.L.M. Conservancy of Animals & the Environment, Re-Use, Reduce & Recycle-Recyclable Art, Radionovelas, When I Grow Up, Capes Up, Vapes Down (TUPE), and Sugar Skulls & Skeletons.		

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

Please visit our YouTube Video
https://www.youtube.com/watch?v=aQbe8CPsy9M
to view our new promotional video created by AmeriCorps Members, as part of the Film and Marketing Crew. We used this to promote the modules to students in 5th -8th grade.

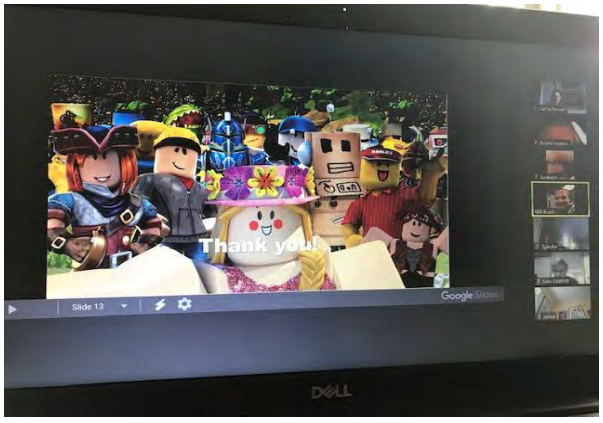
AmeriCorps members also created this Promotional Flyer, which was sent home to 100 students to promote the classes.





Members preparing food boxes for Vineland School District Families

When I Grow Up Module: Distance Learning
Guest Speaker Will Busch, Quality Assurance for Roblox





AmeriCorps Member from the Radionovela Module.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** October, 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 four virtual Community Collaboratives in Kern County. Kennedy Valadez presented on CA SNAP-Ed CalFresh Healthy Living program during the Shafter Head Start Collaborative. • Outreach and partner planning began for *The Virtual Healthy Snack Day* on 11/16/2020. This is an annual SNAP-Ed funded Statewide Day of Action across the State of California.	4 -	36 1
CAPK CalFresh Healthy Living SHOP	• Health Educators provided Indirect Education at 14 community events in partnership with CAPK FOOD BANK reaching 2,363 individuals. • The Nutrition Environment Food Pantry Assessment Tool was completed at two CAPK FOOD BANK sites.	2,363 2	16,811 19
CAPK CalFresh Healthy Living LIVE	• Health Educators are providing SNAP-Ed approved curriculum nutrition education series at 11 community partner sites.	4	11
CAPK CalFresh Healthy Living Trainings	• Health Educators attended 3 virtual trainings this month around Food Systems Resiliency, Food Justice, and PEARS training.	3	21
CAPK CalFresh Healthy Living County Nutrition Action Plan (CNAP)	• The Quarterly CNAP Steering Committee via ZOOM was attended by 12 partners this month. Members discussed items for the FY 2021 CNAP Kick-Off on 12/11/2020.	1	11

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: Community Development/Sheila Shegos		**Month/Year: October, 2020**
Program/Work Unit: Coordinated Entry Services (CES)	**Total Program Staffing: 5**	**Program Manager/Supervisor:** Rebecca Moreno

Services: Facilitates Coordinated Entry and Assessments for Kern in compliance with HUD CoC requirements, and enveloping processes and procedures that maximize BKRHC member resources: collaborates with community partners and seeks to serve the full County of Kern.

Activities	**Description**						
Coordinated Entry Services	**Incoming**	**YTD**	**Outbound**	**YTD**	**Referrals**	**YTD**	**Pending**
Homeless	442	6390	416	6030	86	2098	26
Rental Assistance	1491	3065	1365	2174	1365	1433	123
Total	1933	9455	1781	8204	1452	3531	152

Breakdown of Combined CES Calls	Total	YTD
Alliance Against Family Violence	2	53
Currently Active with a Service Provider-Redirect to Service Provider	34	443
Bakersfield Homeless Center	11	191
Community Action Partnership of Kern (Rental Assistance)	208	867
Clinica Sierra Vista	1	7
Declined Services/Assessment	124	1235
Does not Meet Program Criteria	45	598
Duplicate Call	209	1366
Flood Bakersfield Ministries	42	617
Kern Housing Authority (Rental Assistance application sent previously)	112	116
Out of Service Area	4	40
Over Income 80% AMI	4	120
Rental Assistance Program	520	945
Resubmit Referral to Service Provider	28	234
Self-Resolved	21	73
Status Check	194	898
Unable to Contact	194	1691
Updated Contact Information/ Location	6	189
Shelter Inquiries	1	9
Program Inquiries (Rental, Non-Housing)	21	44
Pending Calls	152	152
Total:	**1933**	**9897**

In March, California was issued a Stay at Home order by Governor Newsom. Many people begin to lose their jobs and were facing financial struggles. The CES team saw an increase in calls for Rental Assistance, in March we had 808 calls. The months following many in our community received assistance from the Federal/State governments, CES dropped to our average call volume of 700-750. However, we began to see an increase in our calls as the increase in COVID-19 cases hit our community. The CES team was experiencing record number of calls for our program. On September 21, 2020, the Rental/ Mortgage Assistance Program begin to accept applications. CAPK's Energy department was able to assign 3 staff members to temporarily assist the CES team with the added call volume.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/Freddy Hernandez		**Month/Year:** October 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	26 3 19	191 31 60
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	49	533
Emergency Supplies Closet and Other Services	Food (individuals)	11	97
	Clothing (individuals)	13	189
	Photocopies (individuals) HEAP Application Supporting Docs	320 0	2,255 231

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. Linda Kirkland will continue with Economic Empowerment 25% of her time but transition to fill the case management position open within the Differential Response Program. This will become effective Nov. 1,2020
4. A part time Economic Empowerment case management position will be posted internally the last week of October.
5. The EKFRC will be starting a new collaborative the 3rd Tuesday of each month. Due to Covid-19, collaboratives will be a hybrid model of Zoom and in person. Tehachapi Mountain Vineyard Church has agreed to be the host location.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/ Freddy Hernandez		**Month/Year: October 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 10/23/2020

		Status	
Activities	**Description**	**Households Served**	
		Month	**YTD**
1. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2020)	• Utility bill payments	**400**	**4315**
2. Low Income Home Energy Assistance Program (CARESACT Utility Assistance – 2020)	• Utility bill payments	**512**	**1268**
1. Low Income Home Energy Assistance Program (DAP) Weatherization Assistance (2020)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	**2**	**3**
	• Energy-efficient appliance installation	**3**	**5**
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2020)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	**5**	**31**
	• Energy-efficient appliance installation	**12**	**58**
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)		**$465,738**	**$3,241,707**
		Results	
6. Energy calls received (from 2-1-1)		**3706**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**717**	**-0-**
8. Number of LIHEAP applications Completed		**912**	**-0-**
9. Number of LIHEAP applications in Progress		**135**	**-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**: October 2020
Program/Work Unit: Outreach and Grants Team	**Total Staffing**: 4	**Program Manager/Supervisor:** Pritika Ram

Services: Grant research on funding resources and opportunities, proposal preparation, and special projects. Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.

Outreach and Grants Team Activities

The Outreach Team launched the CAPK In Action Newsletter in October as an every-other-week window into all the work CAPK is doing. Outreach staff also finalized and launched the new CAPK website refresh and designed a Directors and Managers Toolkit on SharePoint to centralize all agency branding and outreach materials including logos, memo templates, letterhead and a host of other resources. Outreach also developed photo, graphics and video resources to support the Food Bank Expansion Case for Support work of the Grants Team.

The Grants Team has been working with East Kern Family Resource Center to identify community needs and funding opportunities. The team has also been involved in gathering and reporting information for the October Strategic Plan update. Grants also began creating a scope of work for a feasibility study related to a potential CDFI. Work on the City of Bakersfield Community Development Block Grant (CDBG) grant has begun. The Grants Team is also working on finalizing the Food Bank Expansion Case for Support.

Advocacy	• Worked to set up virtual meetings with Representatives T.J. Cox and Kevin McCarthy for National Community Action Foundation Conference.
Outreach	• Brought the Refreshed CAPK Website online working with Marcom Group. • Submitted request for book donation from Molina Foundation • Promoted the Hire-Up partnership with BC and the homeless services community • Celebrated Weatherization and Energy Efficiency Month with social media posts • Connected CAPK Food Bank to donation of 21 cases of orange juice • Provided promotional assistance for Housing for the Harvest and Rental Assistance Programs • Sent out Census social media blasts in final days of the count • Shot photos and video for LIHEAP promotion • Replaced Social media banners with branded banners as part of an ongoing effort. • Filmed interviews with Home Visiting Program clients and staff • Assisted 2-1-1 and Homeless Services with printing flyers • Building Branding and Outreach Calendar 2021 • Purchasing new videography equipment
Grants-In Progress	• Union Bank, VITA Financial Empowerment • California Community Grants Program, Financial Empowerment • Citizen's Bank, VITA Equipment • Citizen's Bank, Virtual Food Drive for the Food Bank • City of Bakersfield Community Development Block Grant
Research	• Affordable Housing • Rental assistance to avoid evictions • Food Waste and Rescue Reimbursement Grant • Needs Assessment: East Kern Family Resource Center • Request for Proposal – Marketing
Projects	• CAPK Food Bank Case for Support • Preparing a Request for Proposal ~~for Community~~for Community Development Corporation (CDC) and Community Development Financial Institute (CDFI) • CAPK 2020 Satisfaction Surveys • CAPK 2021 Community Needs Assessment • Strategic Plan Update 2016-2021 • Board Development – Planning 2021

	• Program One-Sheet Infographics • GrantHub training Curriculum and Schedule • CAPK Community Action Plan • CAPK Foundation • Customer Relationship Management – Technology • Community Services Block Grant (CSBG) Training & Reporting 2020

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** October 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)	62,101	480,076
	Poundage Received all Programs	2,332,986	27,370,849
Estimated for October, Report collected before end of month.	Total Poundage Distributed, All Sites	2,185,041	26,705,386
	Total Distributed pounds 2019	1,823,663	17,111,438
Food Sourcing	**Produce Received: 203,557 pounds of produce (donated or purchased) & 9 different produce items:** · Bolthouse: Carrots · 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 19 Emergency box distribution throughout Kern County. Distributed 7,350 boxes in the month of October.
- 10/1 - CAPK Food Bank held their 6th drive-thru Farmers Market in Delano, distributed 29,891 lbs. to 505 individuals.
- 10/8 - CAPK Food Bank held their 6th drive-thru Farmers Market in Wasco, distributed 27,214 lbs. to 4 individuals.
- Food 2 Door started distribution on August serving 4,294 clients home bound.
- Our CSFP program held 28 distributions for the month of October and distributed 35-pound boxes of healthy and non-perishable food to 4,301 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/Freddy Hernandez		**Month/Year:** October 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.	2	45
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.	2	42
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.	2	45
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.	3,155 flyers distributed & reached 120 people through social media & email	7,574 flyers distributed & reached 1,932 people through social media & email

Other:

- In addition to distance learning, CAPK Friendship House youth participants are taking part in a plethora of exciting activities, which includes dance, engineering, painting and more.







COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Lisa McGranahan		**Month/Year: October 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	919	
	Subs/Temps	17	
	Total Staff	936	
New Hires	**All divisions and programs**		
	Regular	6	230
	Subs/Temp	0	67
	New Hire Totals	6	297
Leaves of Absence	Full-time Leave	22	
Terminations	**All divisions and programs**		
	Voluntary	12	253
	Involuntary	1	85
	Total Terminations	13	338
Staffing	**Vacancy**	18	599
	Total Online/ADP Applications Received	603	14,471
Payroll	**Total Hours Paid**	136,677.30	
	Total Gross Payroll	2,895,896.96	

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

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Program: M Street Navigation Center		Month/Year: October 2020
Program Manager: **Laurie Hughey**	**Program Staffing: 16**	**Division/Director:** **Community Development/Sheila Shegos**

A total of 105 homeless individuals were served from the following zip codes:

Zip Code	Number of Residents	Zip Code	Number of Residents
93301	13	93206	1
93304	2	95618	1
93305	13	93215	2
93306	1	92201	1
93307	10	93534	1
93308	13	93501	1
93309	4	93268	**2**
93311	2	32058	1
93213	1	46368	1
93215	1	85714	1
93205	2	Unknown	31
		TOTAL	105

M Street Partner Highlights:

Staffing- (16) staffing

COVID Updates- Zero residents and staff have tested positive for COVID. Three staff tested for COVID. Results for two negative third one results pending.

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 an Educational Collaborative, starting Oct. 26. The class is for 4 weeks, and focusing on Life skills. This course is in preparation for the Project Hire-Up cohort #3 starting in Jan 2021.

Other Highlights:

- M Street has 493 social media followers.
- Holiday meals will be provided by CityServe volunteers.
- CityServe is providing dinner and fellowship twice a month.
- Staff training with Kern Behavioral Health and Recovery Services for October included Debriefing, Motivating clients and Human Trafficking.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

PROGRAM DELIVERABLES:	Oct 2020	Sept 2020	August 2020	July 2020	June 2020	May 2020
M Street Overnight Residents (Includes exits)	105	81	88	110	182	36
Total Meals Delivered	5285	4895	4795	4600	3191	1455
Total Meals Served	2324	2693	2543	2313	1294	505
Left-Over Sack-Meals Distributed to Community (Flood/Volunteers)	2961	2202	2252	2287	1897	950
Assigned Beds	59	50	50	49	48	36
Open/Available Beds	1	2	2	1	16	25
Volunteers	27	27	24	21	18	5
Volunteer Service Hours	118.75	85.25	183.75	285	124.25	16
Donations, Monetary	$50	$220	NA	NA	NA	NA
Donations, In-Kind: (men's, women's clothing, shoes, pumpkins, water, laundry detergent, snacks, holiday decorations.*						
Exits, Permanent Housing	3	3	4	3	3	0
Exits, Voluntary, Involuntary	47	33	39	24	24	9
Longest Length of Stay (days)	165	104	139	128	49	--
Total Critical Incidents	29	40	48	38	42	8
• Health & Safety	26	34	27	21	29	--
• Harm to Self & Others/Aggressive Behavior	3	6	14	16	13	--
• Unexcused Absences (Overnight)	0	0	2	1	0	--
• Mandated Reporter	0	0	0	0	0	--
Showers	201	645	594	1232	181	--
Case Management Services	123	139	136	440	100	--
DHS Services Enrollment						
• Cal Fresh / Food Stamps	0	9	3	2	9	--
• Medi-Cal Insurance (In process with DHS assistance)	NA	NA	NA	NA	NA	NA
• Cash Assistance (In process with DHS assistance)	NA	NA	NA	NA	NA	NA

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** October 2020
Program/Work Unit: Migrant Childcare AP Program (MCAP) & Ag Childcare Program	**Total Staffing**: 19, *Vacancies- 3 Family Specialists, 1 Reimbursement Specialist, 1 Admin 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 September 2020, which was processed in the month of October 2020.*

MCAP	County	Total # of Children	# of childcare providers
Childcare reimbursements	Kern*	370	80
	Madera	100	19
	Merced	5	2
	Tulare	204	41
	Kings	61	10
	Fresno	137	29
	Total	877	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.

Program is currently actively recruiting for the Admin Clerk position. The Program manager is working with HR to update the job descriptions for Family Service Specialist and the Subsidized Reimbursement Specialist position to reflect the duties and responsibilities of these positions and will be recruiting for these positions in November 2020.

AG Childcare

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:** Oct 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		147	862
Contracts/Leases Processed		55	415
Request for Proposals (RFP)	Independent Audit Services –Finance	In Progress	
	Occupational Health – HR –Risk Management	In Progress	
	Diversity Training -HR	In Progress	
Leases	Chrisman Road (Head Start)	In Progress	
	277 E. Front Street. Buttonwillow (WIC)	In Progress	
	7000 Doe Avenue (MCAP)	In Progress	
	Mojave Veteran's Bldg. Rental Agreement (WIC)	In Progress	
	15682 K Street, Mojave	In Progress	
	234 4th Street, Stockton EHS	In Progress	
	5055 California Ave.	In Progress	
	425 E. Fairview (HS)	In Progress	
	1314 Oswell St. (HS)	In Progress	
	525 Yosemite Ave. (MCAP)	In Progress	
	10300 ½ San Diego St. (Head Start)	In Progress	
	1600 Poplar Ave. (HS)	In Progress	
	2739 Diamond Ave. (WIC)	Completed	
	115 N. Walnut St. (EHS SJ)	Completed	
	1850 Wardrobe Avenue (MCAP)	Completed	
Contracts	HSI Amendment I Stine & Oswell (Head Start)	In Progress	
	HSI Amendment I Broadway (Head Start)	In Progress	
	Wellworks For You (Finance)	In Progress	
	Colombo Construction (Head Start)	In Progress	
	Blue Ribbon Automotive	In Progress	
	McWilliams and Walden, Inc.	In Progress	
	Motor City	In Progress	
	Big O Tires	In Progress	
	Turks Kern Copy (Maintenance)	In Progress	
	Turks Kern Copy (LBNC)	In Progress	

	Tel Tec (Various Program) Phase #2	In Progress
	RM Industries Amendment VI (Agency Wide)	In Progress
	Rice Agency (M St.$6,500)	In Progress
	Tel-Tec Contract (MCAP)	In Progress
	ACI (HS Alicante $10,752.45)	In Progress
	Docebo Learning Platform ($34,500 HS)	In Progress
	RM Industries Amen VII(COVID-19 Services Various Locations)	In Progress
	Crown Lift Trucks (Food Bank $420.35)	In Progress
	WIPFLI ($25,000)	In Progress
	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
	Premiere Services (M. St. $26,800)	In Progress
	IBI (Food Bank Expansion $214,660)	In Progress
	Teaching Strategies (EHS Stockton $26,424)	In Progress
	Reliable Janitorial (Cal Fresh Renewal $4,660)	In Progress
	Koantic, Inc. (HS $3,062)	In Progress
	M&S Security ($11,782.82)	In Progress
	Sign Co. (HS $108.52)	In Progress
	Stericycle (M. St. $1,500)	In Progress
	Creative Child Care Food Service Amendment I	In Progress
	Michael K. Brown Amendment I	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	161	1713
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. *After removing existing cabinetry in the kitchen we found moisture behind the cabinets, we are now having a mold remediation company removing all the affected areas and will and once they have completed the clean-up we will resume the with the remodel. Estimated clean-up completion is 10/30/2020.	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	In Progress	

	replace the old AstroTurf. We are waiting for the contract to be issued. • We are in the process of moving ERSEA from BPN to Kaiser STE #101, moving HR to BPN, moving Community Development to Kaiser STE #220 and making adjustments to accommodate BPN. • 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. • We have procured a contractor and started the remodel of BPN for the HR move to BPN. The contractor has started demo in the old ERSEA area of BPN and is working on drawings to submit to the city. Once we have a permit we will continue with the remodel of removing the downstairs south break area and opening it up to access the north end of the downstairs area to Finance without having to exit and re-enter the building and expand the area for HR and open up the office area for IT in their existing office.	Complete Complete 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	2437	2292
Projects	• AT&T E-rate Category 1 Installation • Mitel Upgrades - All sites have new phones few minor changes needed. • Head Start computer upgrades - onsite installations 75% complete • Head Start Network and Wifi upgrades Category 2 • Friendship House Wifi upgrades	In Progress 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	6 0 2 0 0 0 0 0	39 10 5 0 2 0 0 34
General Liability		0	0
Property Incidents		1	15
Vehicle Incidents		0	10
Projects	Workers' Compensation Renewal	Completed	

	Charter for Operational Risk Management Advisory Committee	Completed
	Safety & Security Policies for Front Desk	Completed
	Workplace Violence Prevention Program	Submitted
	Draft PPE Program	Completed
	Operational Risk Committee	On-going
	Submitted for approval Vehicle Safety Program	Submitted
	Safety Meetings Monthly Maintenance & Energy	On-going
	Homeless Shelter Liability and W/C Insurance	Completed
	New safety Program for Homeless Shelter ATD	Completed
	Developing Respiratory Protection Program for LBNC	Completed
	Update safety programs to include Homeless Shelter & Staff	In progress
	Developing Returning to Work Plan after COVID	Completed
	Assisting Programs to develop reopen plans and protocols	Completed
	Staff Training on the proper wearing of mask	On-going
	Facial Covering Policy	Completed
	Suspected or Confirmed Cases of Covid-19 In the Workplace Plan	Complete
	Wildland Fire Smoke	On-going

Other Highlights:

- We have procured a contractor and started the remodel of BPN for the HR move to BPN. The contractor has begun the demo in the old ERSEA area of BPN and is working on drawings to submit to the city. Once we have a permit, we will continue with the remodel of removing the downstairs south break area and opening it up to access the north end of the downstairs area to Finance without having to exit and re-enter the building and expand the area for HR and open up the office area for IT in their existing office.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth & Community Services/ Freddy Hernandez		**Month/Year:** October 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. This month, SYC has been busy assessing how we can serve more children. We have updated our internet connection and are in the process of updating our firewall. We are also in the process of hiring another staff member. These processes will allow us to take in an additional 10-15 students.

  We are also looking to replace equipment in the computer lab, thus increasing more possibilities of assisting students become successful scholars.

- Shafter Community Clean Up – SYC has partnered up with American Refuse and Keep Kern Beautiful. Due to COVID, this year's clean up event will be VIRTUAL. Clean up your surrounding areas, while keeping safe, and submit your photo for a chance to win raffle prize.

- Christmas for Shafter Seniors – SYC has also partnered up with Shafter Woman's Club to collect donations for much needed items for seniors. The program is targeting low to limited income or assisted living seniors. We collect the items that many of us take for granted such as socks, toiletries, two ply toilet paper, etc.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Youth and Community Services /Freddy Hernandez		**Month/Year:** October 2020
Program/Work Unit: VITA	**Staffing: 2**	**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	October	YTD Totals Oct. - Sep
Federal Refund	$13,219	$13,219
Federal EIC	$9,177	$9,177
Federal Total	**$22,396**	**$22,396**
State Refund	$3,307	$3,307
CalEITC	$1,696	$1,696
State Total	**$5,003**	**$5,003**
Total State & Federal Refunds and Credits	**$27,399**	**$27,399**
Total Tax Returns	**38**	**38**

- IRS 2020/2021 grant awarded in the amount of $194,000.
- The IRS grant will be 10/1/2020-09/30/2021 with an expectation of 7,500 completed tax returns.
- CalEITC awarded in the amount of $174,000 for outreach activities surrounding California Earned Income Tax Credit
- ITIN taxpayers are now eligible for CalEITC after Gov Newsom passed AB 1876. Plans of outreach to farm/ag labor contractors, as well as target to rural area zip codes will be done to ensure this new target population is reached and informed.
- VITA welcomes new staff member Sulema Garcia who has been with the agency since 2017 under 211. She has been a VITA volunteer for 4 years.
- Currently working on the new season training for volunteers and plans of the coming season's schedule. Any volunteer interest can send an email to vita@capk.org or call 661-834-1724.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year: October, 2020**
Program/Work Unit: WIC	**Total Program Staffing**: 61 staff 5 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 14,390*	All services October, 2020	**16,160**	**October, 89.05%***	**N/A**	**N/A**

Participation by WIC site	**Location**	**Participants***	**Location**	**Participants***
	Arvin	10	Mojave	133
	Bakersfield		Oildale	366
***data as of 10/22/20**			Ridgecrest	710
	E. California	1584	Rosamond	567
	Niles Street	1856	Shafter	1201
	Montclair	421	Tehachapi	412
	Friendship House	107	Wasco	1498
	Panama	1403		
	Boron	11	San Bernardino County	
	Buttonwillow	73	Adelanto	1785
	California City	537	Big Bear	235
	Delano	864	Crestline	289
	Edwards Air Force	57	Needles	160
	Lost Hills	111	Phelan	0

Projects

CAPK WIC continues to have a Facebook and Instagram presence. Facebook has 786 followers and Instagram has 1,014 followers.

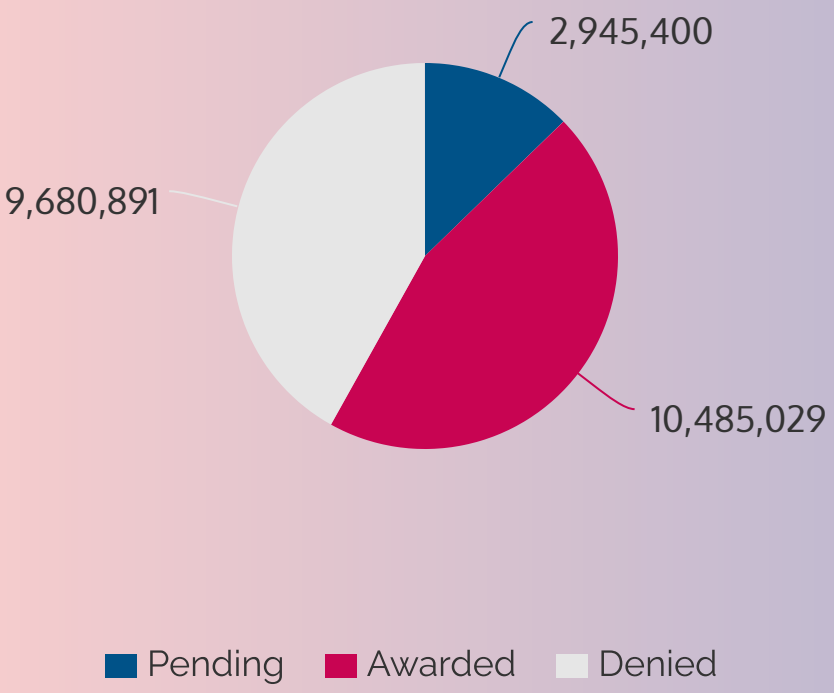
CAPK WIC has enrolled 35 individuals from the “enrollment/interest form” on CAPK.org.

265 participants are enrolled in the Breastfeeding Peer Counselor Program.

CAPK WIC continued to serve participants by phone through the month of October and will continue to do so until the COVID 19 pandemic is officially over. CAPK WIC is concentrating its training on telephone etiquette and customer service. Staff is receiving weekly and monthly trainings on customer service skills and expectations.

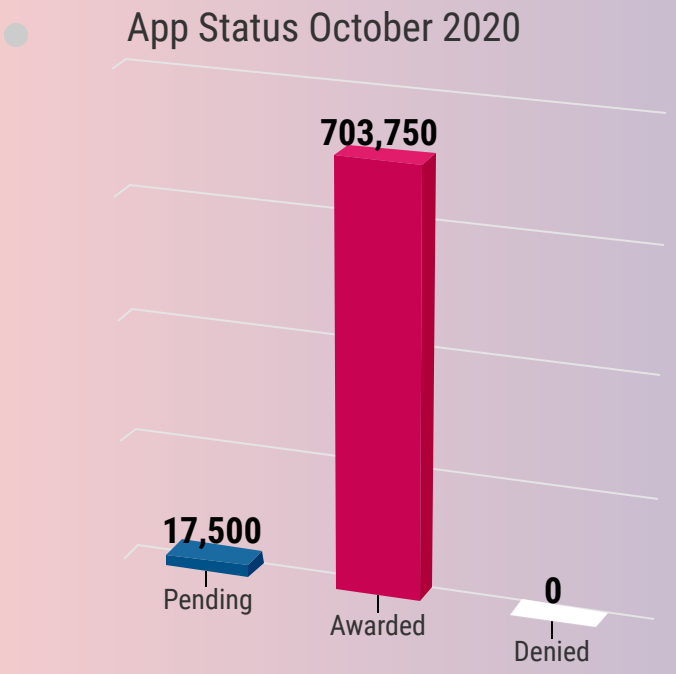
CAPK WIC launched a social media campaign to increase the use of WICHealth.org among participants. Through this application CAPK WIC participants can fulfill their Nutrition Education requirement by viewing lessons online. Participants can choose from a variety of topics and choose what is most interesting to them.
Most staff continue to work from the WIC offices.

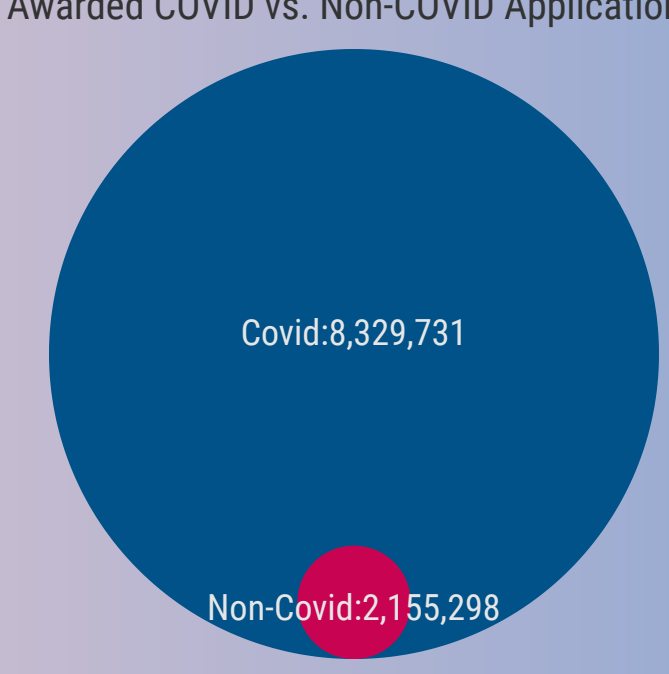
Application Status Report
October 2020



Grant Funding Year-to-Date

January 1, 2020 - October 31, 2020





Funder	Opportunity	Program	Requested	Awarded	Decision Date	Date Submitted	Status
Kern County	Kern Recovers Nonprofit Grant Program	Food Bank	$20,000	$5,000	10/26/2020	10/6/2020	Awarded
Community Resource Project, Inc.	Time of Use (TOU)	2-1-1 Kern	$10,000	$10,000	10/21/2020	5/15/2020	Awarded
Heffernan Foundation	Shafter Youth Center Computers Lab	SYC	$10,000	$3,000	10/19/2020	9/17/2014	Awarded
Kern County	Housing for Harvest	CDD	$0	$519,750	10/15/2020		Awarded
US Internal Revenue Service (IRS)	VITA 2020/2021	VITA	$166,842	$166,000	10/1/2020	6/1/2020	Awarded
Citizens Bank	Financial Empoweerment	VITA	$10,000	$0		10/15/2020	Pending
Citizens Bank	Virtual Food Drive	Food Bank	$5,000	$0		10/15/2020	Pending
Cal Water	Food Bank Operational Support	Food Bank	$2,500	$0		10/8/2020	Pending

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** October 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**	**790**	**60%**		**3.1%**	**8%**
Early Head Start Kern	**446**	**316**	**71%**		**9%**	**6%**
• EHS Center Based	243			176/243		
• EHS Home Based	123			111/123		
• EHS Home Based-Interim	80			29/80		
Early Head Start San Joaquin	**313**	**248**	**79%**		**10.5%**	**9%**
Early Head Start Partnership	**152**	**57**	**37%**		**2.8%**	**5%**
* Angela Martinez	24		0%	0/24	0%	
• Bakersfield College	32		28%	9/32	3.1%	
• Blanton	16		87%	14/16	6.3%	
• Garden Pathways	11		64%	7/11	0%	
• Taft College	42		55%	23/42	4.8%	
• Escuelita Hernandez	16		25%	4/16	0%	
• Seeking Partner	11		0%	0/11	0%	

Division Staffing			
Currently Employed	**Vacant Positions**	**Continuous Family Leave**	**Intermittent Family Leave**
611	32	14	103

Highlight: We have 20 candidates going through the on-boarding process; ranging from checking references to background checks.

Compliance
The program is getting ready for the Focus Area One monitoring review for the Kern, San Joaquin and EHS Child Care Partnership grant. The Office of Head Start will be sending additional information regarding our review, including review dates, approximately 45 days prior to the review. To assist program staff in preparing for a successful review, administrative staff will provide a series of trainings on the Focus Area One Monitoring Protocol that is used by the Office of Head Start to gather data and other information to understand the programs approach to program design and services.

Central Kitchen October 2020				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Head Start / Early Head Start Centers	54,261	18,845	16,739	18,677

Highlights: The Central Kitchen staff began delivering boxed food meals to the children receiving virtual learning on October 12, 2020 and have produced a total of 1,451 food boxes. Each box contains 15 meals. The last week of the month we added special diet food substitutions for children with special dietary needs. The meals are delivered to the centers and site staff issue the boxes to the parents.

CACFP						
September 2020						
Total Meals Requested				Meals Allocated		% of Meals Served
Central Kitchen	Vendor Meals	**Total Meals**		CACFP/USDA	HS/EHS	September 2020
33,232	8,834	42,066		23,.230	18,836	**59%**

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
AUDIT & PENSION COMMITTEE MEETING
Per Governor's Executive Order N-25-20
Meeting was held via Tele-Conference

November 5, 2020
12:00 pm

MEETING MINUTES

1. **Call to Order**

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

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Jimmie Childress and Yolanda Ochoa

   Absent: Craig Henderson and Mike Maggard

   Others Present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. **Approval of Agenda**

   Motion was made and seconded to approve the Audit and Pension Committee meeting agenda on November, 5, 2020, as amended to reflect that item 5c was revised to read the Final Report was presented. Carried by unanimous vote. (Childress/Ochoa).

4. **Public Forum**

   No one addressed the Committee.

5. **New Business**

   a. 3rd Quarter 2020 Pension Plan Update – Tracy Webster, Chief Financial Officer and Tom Ming, Pensionmark – ***Info Item***

      Tracy Webster introduced Tom Ming from Pensionmark who provided the Committee with the 3rd quarter Pension Plan update.

      Tom Ming provided a detailed summary of the plan status through the end of the third quarter of 2020.

b. 457(b) Pan Adoption – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item for approval.

Motion was made and seconded to approve the 457(b) Plan with Resolution. Carried by unanimous vote (Childress/Ochoa).

c. Department of Community Services and Development (CSD) Community Services Block Grant (CSBG) Modified On-Site Monitoring Report (Final Report) – Pritika Ram, Director of Administration – ***Info Item***

Pritika Ram presented the CSBG on-site final monitoring report for approval.

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

- Yolanda Ochoa said thank you to staff for their good work.

7. <u>Next Scheduled Meeting</u>

Audit & Committee Meeting
To be Determined
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

8. <u>Adjournment</u>

The meeting adjourned at 12:31 pm.

INVESTMENT REVIEW

Community Action Partnership ERISA 403(b)

For Period Ending 09/30/2020

Presented By: Tom Ming
Managing Director
tom.ming@pensionmark.com
(661) 302-4950

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Market & Economic Review

For Period Ending 9/30/2020

Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Pensionmark is affiliated through common ownership with Pensionmark Securities, LLC (member SIPC).

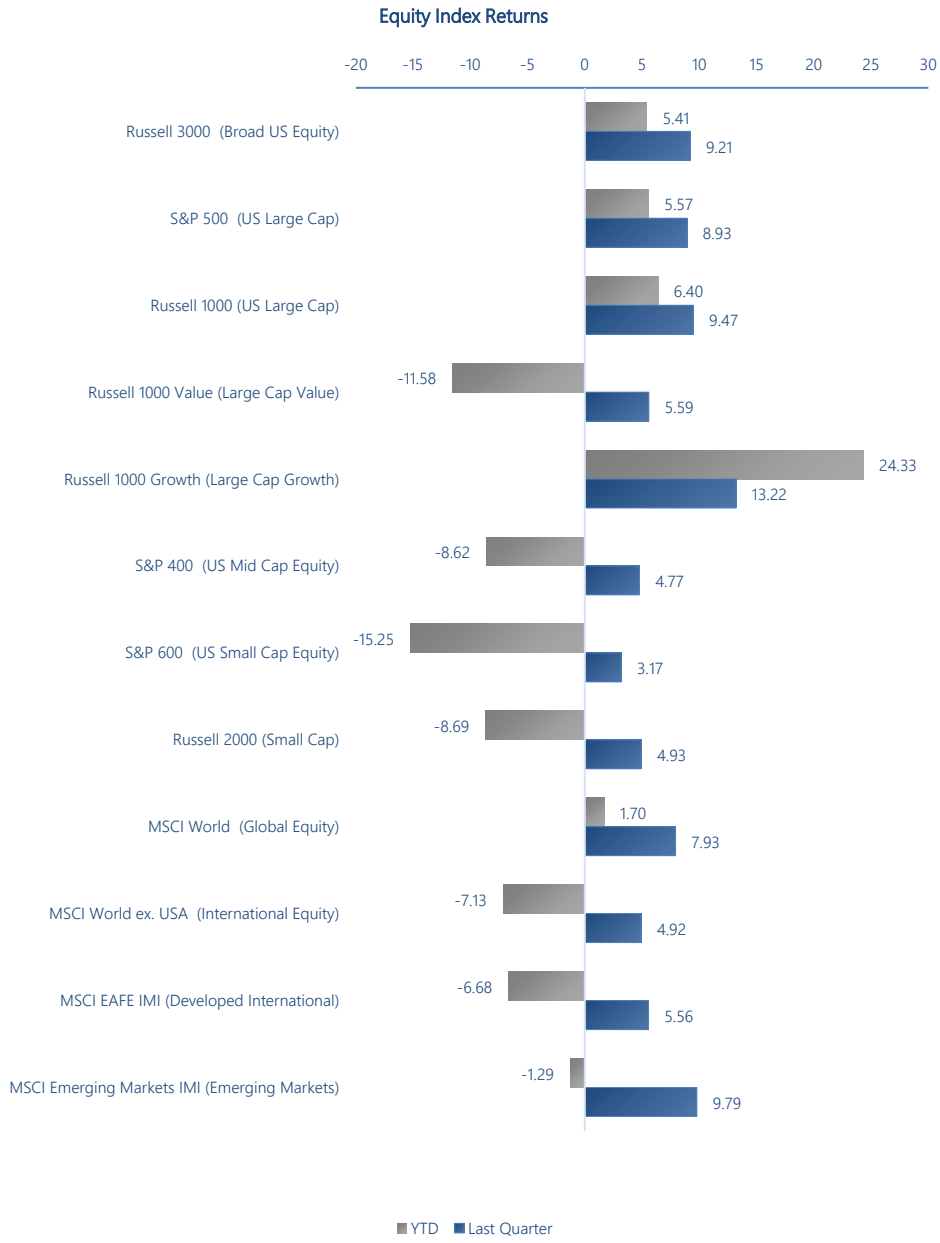
Equity Review

Domestic Equity

- S&P 500 gained 8.9% during the quarter and turned in to positive territory for the year.
- Large Cap (Russell 1000) outperformed Small Cap (Russell 2000).
- Growth (Russell 1000 Growth) outperformed Value (Russell 1000 Value).
- Consumer Cyclical, Basic Materials, and Technology were the best performing sectors; while Energy, Real Estate, and Utilities were the worst performers.
- Market volatility remained elevated throughout the quarter as fears of additional COVID-19 outbreaks and ensuing lockdowns injected uncertainty in the markets.
- Markets posted another quarter of strong gains driven by investor optimism for a quicker-than-anticipated global economic recovery.

International Equity

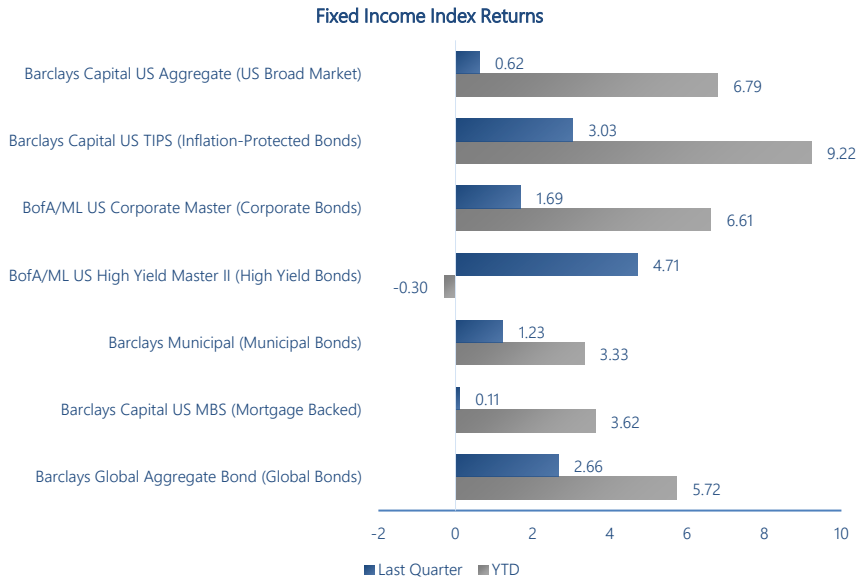
- MSCI World ex. US posted a 4.9% gain for the quarter.
- Domestic equities outperformed international equities.
- Emerging market equities outperformed developed market equities.
- Like the United States, global markets posted strong gains driven by investor optimism, as well as massive government stimulus programs.
- Technology, Industrials, and Materials posted strong sector gains driven by a surge in global e-commerce activity and a strong global recovery in demand.
- In developed markets, Sweden, Denmark, and Finland were the top performers, while India, Pakistan, and Taiwan were the best performers in emerging markets.

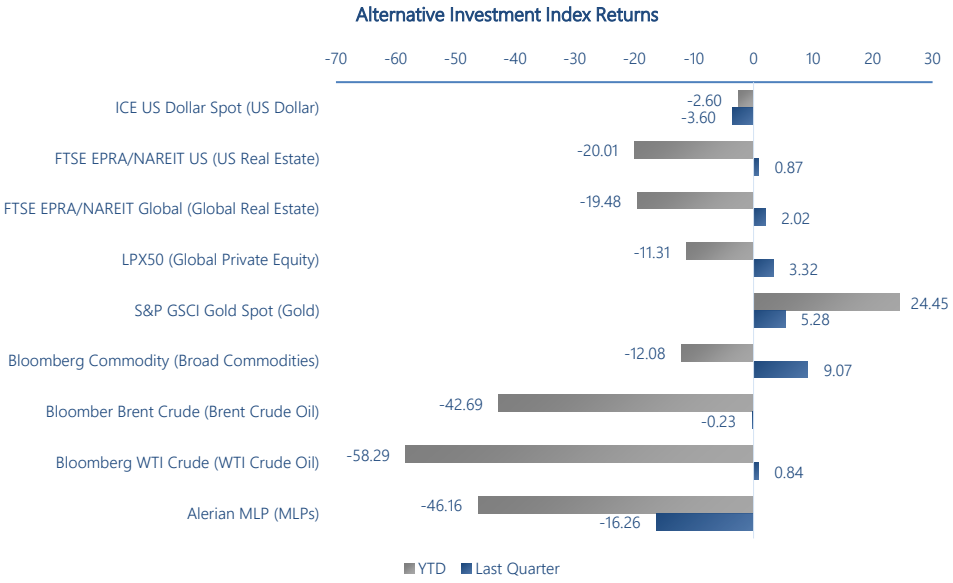


Source: Index Factsheets as of 9/30/2020 from the following index providers: MSCI Indices (www.msci.com), S&P Dow Jones Indices (www.us.spindices.com), FTSE Russell Indices (www.ftse.com).

Fixed Income

- Interest rate changes were mixed in the US Treasury fixed income market in the third quarter with the yield curve steepening slightly.
- The yield on the 10-year Treasury note rose by 3 bps to 0.69%.
- The Federal Reserve kept short-term rates at near-zero, but adjusted its stance on inflation to allow for longer periods of higher inflation before they consider raising rates.
- Investment grade, inflation-protected, and high yield bonds were the strongest performing sectors during the quarter. Treasury returns were modest as assets moved out of safe-haven securities.
- In global fixed income, changes in government bond interest rates were mixed for the quarter. Longer-term bonds generally outperformed shorter-term bonds in international markets.





Alternative Investments

- Commodities posted a 9% gain during the quarter. The top performers were lean hogs (30.8%), silver (25%), and zinc (16.7%). The worst performing commodities were low sulphur gas oil (-9.3%), heating oil (-7.5%), and brent crude oil (-0.3%).
- The US dollar depreciated against all major developed market currencies, as well as most emerging market currencies.
- Crude oil prices fell in September due to concern over the sustainability of the global recovery and extensions of supply cuts remained unclear.
- Industrial metals posted strong gains due in part to a recovery in global demand.
- Gold posted a 5.3% gain during the quarter and is up over 24% for the year, highlighting the uncertainty that persists in markets.

Source: Index Factsheets as of 9/30/2020 from the following index providers: Bloomberg Barclays Indices (www.bloomberg.com), BofA Merrill Lynch (www.bofaml.com), Intercontinental Exchange (www.theice.com), LPX Group (www.lpx-group.com), Credit Suisse (lab.credit-Suisse.com), FTSE Russell Indices (www.ftse.com). All other data was sourced from Morningstar.

Macroeconomic & Geopolitical Review

Macroeconomic Variable	Latest Data	Previous Quarter	Change
Real U.S. GDP *(% Q/Q Annualized)*	-31.4% *(Q2 2020)*	-5.0% *(Q1 2020)*	-26.4%
Headline Inflation *(% Y/Y)*	1.4% *(September 2020)*	0.6% *(June 2020)*	0.8%
Core Inflation *(% Y/Y)*	1.7% *(September 2020)*	1.2% *(June 2020)*	0.5%
Unemployment *(%)*	7.9% *(September 2020)*	11.1% *(June 2020)*	3.2%
Hours Worked *(Average/Week)*	34.7 *(September 2020)*	34.4 *(June 2020)*	00.3
Average Hourly Wages *($)*	$29.47 *(September 2020)*	$27.96 *(June 2020)*	$1.51
Average Price of Gas *($/Gallon - Regular)*	$2.183 *(September 2020)*	$2.082 *(June 2020)*	$0.101
Dollar/Euro *($/€)*	1.1723 *(September 2020)*	1.1237 *(June 2020)*	0.0486
Yen/Dollar *(¥/$)*	105.58 *(September 2020)*	107.77 *(June 2020)*	2.19
Yuan/Dollar *(¥/$)*	6.7896 *(September 2020)*	7.0651 *(June 2020)*	0.2755
Fed Funds Rate *(% Range)*	0.00 – 0.25% *(September 2020)*	0.00 – 0.25% *(June 2020)*	0.00%
S&P 500 *(Price Level)*	$3,363.00 *(September 2020)*	3,100.29 *(June 2020)*	262.71
Ten Year Treasury Yield *(%)*	0.69 *(September 2020)*	0.66 *(June 2020)*	0.03%

Macroeconomic Review

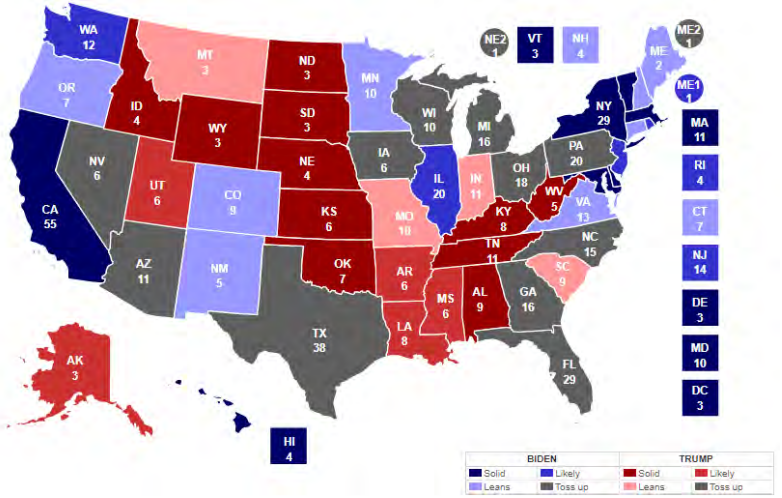
- Real GDP contracted by over 31% in the second quarter due to the nationwide economic shutdown put in to place due to coronavirus. The decline is the worst quarterly decline on record.
- Headline inflation rose to 1.4%, driven primarily by the sub-index for used cars and trucks. Core inflation rose to 1.7% during the quarter.
- The unemployment rate in September fell to 7.9% from 11.1% at the end of the second quarter. Payrolls had strong gains initially, but job gains began to wane as the economic recovery slowed from its original rebound.
- Initial jobless claims remain elevated with the quarter ending a 4-week average of 857,000 initial jobless claims being filed per week. Total individuals receiving unemployment insurance benefits at the end of the quarter were above 25 million (compared to 1.4 million the prior year).

Geopolitical Review

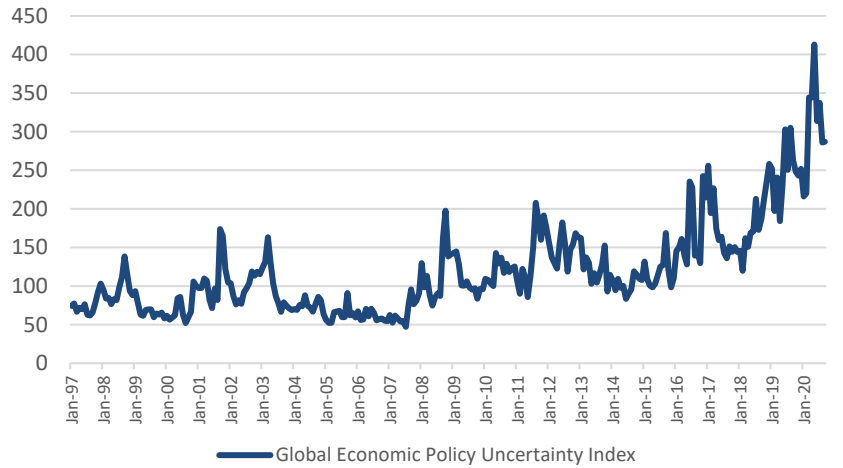
- Focus in U.S. has turned to the Presidential Election as former Vice President Joe Biden leads the Democratic campaign to challenge incumbent President Donald Trump.
- Supreme Court Justice Ruth Bader Ginsburg passed away in September, launching a fight in the Senate over filling her seats vacancy in the midst of a Presidential election.
- Brexit negotiations continue as Britain and the European Union try to negotiate a new trading arrangement between the two sides.
- Pro-democracy protests broke out in Belarus against the Belarusian government and President Alexander Lukashenko.
- Japanese Prime Minister Shinzo Abe resigned due to concerns over his health. New Prime Minister Yoshihide Suga has promised policy continuity.

Source: Bureau of Economic Analysis (www.bea.gov), Bureau of Labor Statistics (www.bls.gov), U.S. Energy Information Administration (www.eia.gov), FRED Economic Data (fred.stlouisfed.gov). Arrows depict the upwards, lateral, or downward change in direction for a given macroeconomic variable. The color of the arrow denotes the positive, neutral, or negative signal Pensionmark perceives for the change in macroeconomic variable. It is educational in nature and not designed to be taken as advice or a recommendation for any specific investment product, strategy, plan feature or other purpose in any jurisdiction. This data does not contain sufficient information for any investment decision and should not be relied upon when considering an investment strategy.

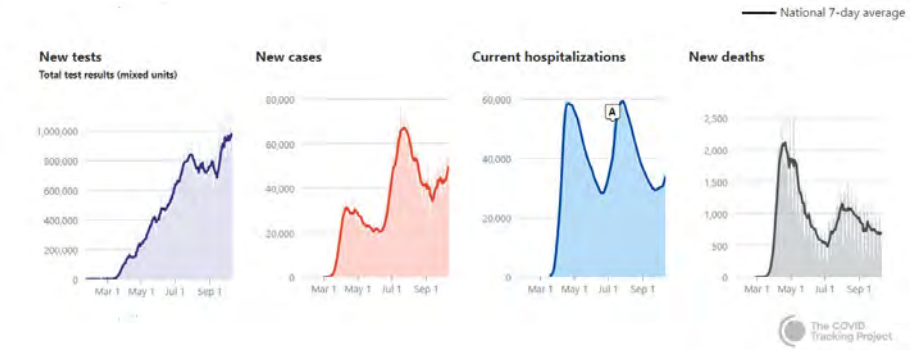
Looking Ahead



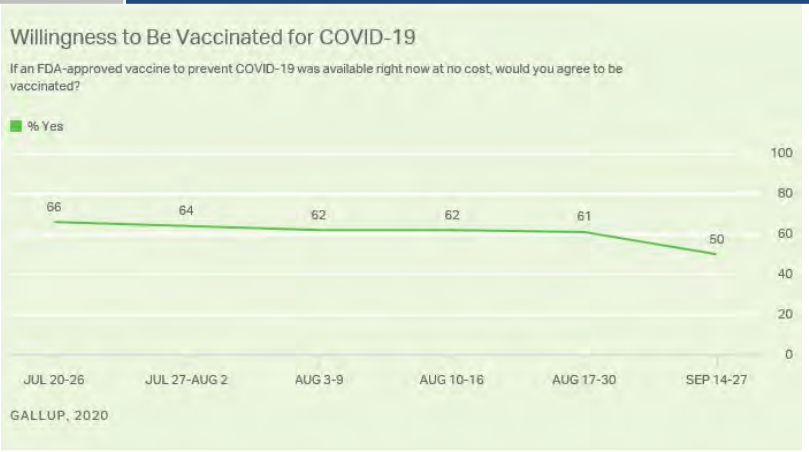
Presidential Election	The winner of the Presidential election can have a dramatic impact on markets as uncertainty in markets increases leading up to the election, and various sectors of the market are impacted after the election as investors digest how the coming administrations policies will impact markets moving forward.



Economic Policy Uncertainty	The level of global economic uncertainty has recently reached peaks this year and remains at elevated levels. Increased uncertainty surrounding economic policy moving forward implies elevated volatility in markets. As uncertainty diminishes, so too should market volatility.



COVID-19	As one of the largest driving factor of markets in 2020, it is important to continue to track COVID-19 cases, hospitalizations, and deaths as we move in to winter. While we've experienced multiple peaks in cases, if hospitalizations and deaths reach new peaks, localities may be forced back in to stringent shutdowns.



COVID-19 Vaccine	All eyes have been focused on the development, approval and broad distribution of a COVID-19 vaccine. While it is important to track the vaccine itself, we are also keeping an eye on public opinion surrounding trust in a vaccine. Public trust in an FDA-vaccine has deteriorated which could have harmful affects for public health.

Source: Real Clear Politics (www.realclearpolitics.com) data as of 10/12/2020, Economic Policy Uncertainty (www.policyuncertainty.com) data as of 9/30/2020, The COVID Tracking Project (www.covidtracking.com) data as of 10/12/2020, Gallup Polls (www.news.gallup.com) data through 9/27/2020). This data does not contain sufficient information for any investment decision and should not be relied upon when considering an investment strategy.

The Importance of Diversification

Pensionmark

Periodic Table

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	YTD
Best	Fixed Income 5.2	EM Equity 79.0	REIT 27.6	Fixed Income 7.8	REIT 19.7	Small Cap 38.8	REIT 27.2	REIT 2.1	Small Cap 21.3	EM Equity 37.8	Cash 1.8	Large Cap 31.5	Fixed Income 6.8
	Cash 1.8	High Yield 59.4	Small Cap 26.9	REIT 7.3	High Yield 19.6	Large Cap 32.4	Large Cap 13.7	Large Cap 1.4	High Yield 14.3	DM Equity 25.6	Fixed Income 0.0	REIT 28.2	Large Cap 5.6
	Asset Allocation -26.8 ★	DM Equity 32.5	EM Equity 19.2	High Yield 3.1	EM Equity 18.6	DM Equity 23.3	Fixed Income 6.0	Fixed Income 0.5	Large Cap 12.0	Large Cap 21.8	REIT -3.9	Small Cap 25.5	Cash 0.5
	High Yield -26.9	REIT 27.8	Commodities 16.8	Large Cap 2.1	DM Equity 17.9	Asset Allocation 13.9 ★	Asset Allocation 5.0 ★	Cash 0.0	Commodities 11.8	Small Cap 14.6	High Yield -4.1	DM Equity 22.7	Asset Allocation 0.3 ★
	Small Cap -33.8	Small Cap 27.2	Large Cap 15.1	Cash 0.1	Small Cap 16.3	High Yield 7.3	Small Cap 4.9	DM Equity -0.4	EM Equity 11.6	Asset Allocation 14.3 ★	Large Cap -4.4	Asset Allocation 19.4 ★	High Yield -0.6
	Commodities -35.6	Large Cap 26.5	High Yield 14.8	Asset Allocation -0.6 ★	Large Cap 16.0	REIT 2.3	Cash 0.0	Asset Allocation -1.9 ★	REIT 9.4	High Yield 10.4	Asset Allocation -5.6 ★	EM Equity 18.9	EM Equity -0.9
	Large Cap -37.0	Asset Allocation 24.9 ★	Asset Allocation 13.7 ★	Small Cap -4.2	Asset Allocation 12.3 ★	Cash 0.0	High Yield 0.0	High Yield -2.7	Asset Allocation 8.6 ★	REIT 9.3	Small Cap -11.0	High Yield 12.6	DM Equity -6.7
	REIT -37.8	Commodities 18.9	DM Equity 8.2	DM Equity -11.7	Fixed Income 4.2	Fixed Income -2.0	EM Equity -1.8	Small Cap -4.4	Fixed Income 2.6	Fixed Income 3.5	Commodities -11.2	Fixed Income 8.7	Small Cap -8.7
	DM Equity -43.1	Fixed Income 5.9	Fixed Income 6.5	Commodities -13.3	Cash 0.1	EM Equity -2.3	DM Equity -4.5	EM Equity -14.6	DM Equity 1.5	Commodities 1.7	DM Equity -13.4	Commodities 7.7	Commodities -12.1
Worst	EM Equity -53.2	Cash 0.1	Cash 0.1	EM Equity -18.2	Commodities -1.1	Commodities -9.5	Commodities -17.0	Commodities -24.7	Cash 0.3	Cash 0.8	EM Equity -14.2	Cash 2.2	REIT -13.7

Large Cap | Small Cap | EM Equity
Commodities | High Yield | Fixed Income
DM Equity | Cash | REIT
Asset Allocation

Large Cap: S&P 500; Small Cap: Russell 2000; EM: MSCI EM; Commodities: Bloomberg Commodity; High Yield: Barclays Global High Yield; Fixed Income: Barclays US Agg Bond; DM: MSCI EAFE; Cash: Barclays US Treasury Bill 1-3 Month; REIT: FTSE NAREIT; "Asset Allocation" portfolio assumes 25% S&P 500, 10% Russell 2000, 15% MSCI EAFE, 5% MSCI EM, 25% Barclays US Agg Bond, 5% Barclays Global High Yield, 5% US Treasury Bill 1-3 Month, 5% Bloomberg Commodity, and 5% FTSE NAREIT.

Source: Morningstar Direct. Please see the Important Disclosures section of this report for Index Definitions. This information is not intended as a solicitation or an offer to buy or sell any security or investment product. Past performance is not indicative of future returns. Information is solely intended for recipients in jurisdictions where the named advisor(s) are licensed to engage the investing public. Investments and strategies mentioned may not be suitable for all investors. The S&P 500 and other such indices are unmanaged, do not incur fees or expense, cannot be invested into directly and individual investor's results will vary. As with all investments, various risks may exist and Pensionmark Financial Group, LLC recommends you consult with your financial advisor prior to making any investment decisions.

EXECUTIVE SUMMARY

Community Action Partnership ERISA 403(b)

For Period Ending 09/30/2020

Investment Scoring Summary

Passing	Watch	Review	Not Scored	Total
23	1	1	1	26

Investment Additions

Investment Name	Status	Morningstar Rating
No current investment additions		

Investments on Watch

Investment Name	# of Participants	Status	Quarters Failing Criteria	Morningstar Rating
Small Value				
⚠ Northern Small Cap Value	36	Watch	1	****

Investments Targeted for Review

Investment Name	Plan Assets	% of total plan	Status	Morningstar Rating
Small Value				
☒ DFA US Small Cap Value I	$18,294.30	0.30%	Review	***
⊕ Northern Small Cap Value			Watch	****

Review : ☒ Watch : ⚠ Addition : ⊕

For source information, please see the "Important Disclosures" section of this report.

PORTFOLIO REVIEW

Community Action Partnership ERISA 403(b)

For Period Ending 09/30/2020

	Value	Blend	Growth
Large	MFS Value R6	iShares S&P 500 Index K	TIAA-CREF Large-Cap Growth Inst
Medium	Wells Fargo Special Mid Cap Value Inst	Vanguard Mid Cap Index Admiral	MassMutual Select Mid Cap Growth I
Small	DFA US Small Cap Value I Northern Small Cap Value		Janus Henderson Triton T

International	
Equities	Fixed Income
Hartford International Opportunities R6 American Funds New World R6	

Asset Allocation
Putnam Dynamic Asset Allocation Cnsrv Y
Putnam Dynamic Asset Allocation Bal Y
Putnam Dynamic Asset Allocation Gr Y
BlackRock LifePath® Index Retire K
BlackRock LifePath® Index 2025 K
BlackRock LifePath® Index 2030 K
BlackRock LifePath® Index 2035 K
BlackRock LifePath® Index 2040 K
BlackRock LifePath® Index 2045 K
BlackRock LifePath® Index 2050 K
BlackRock LifePath® Index 2055 K
BlackRock LifePath® Index 2060 K

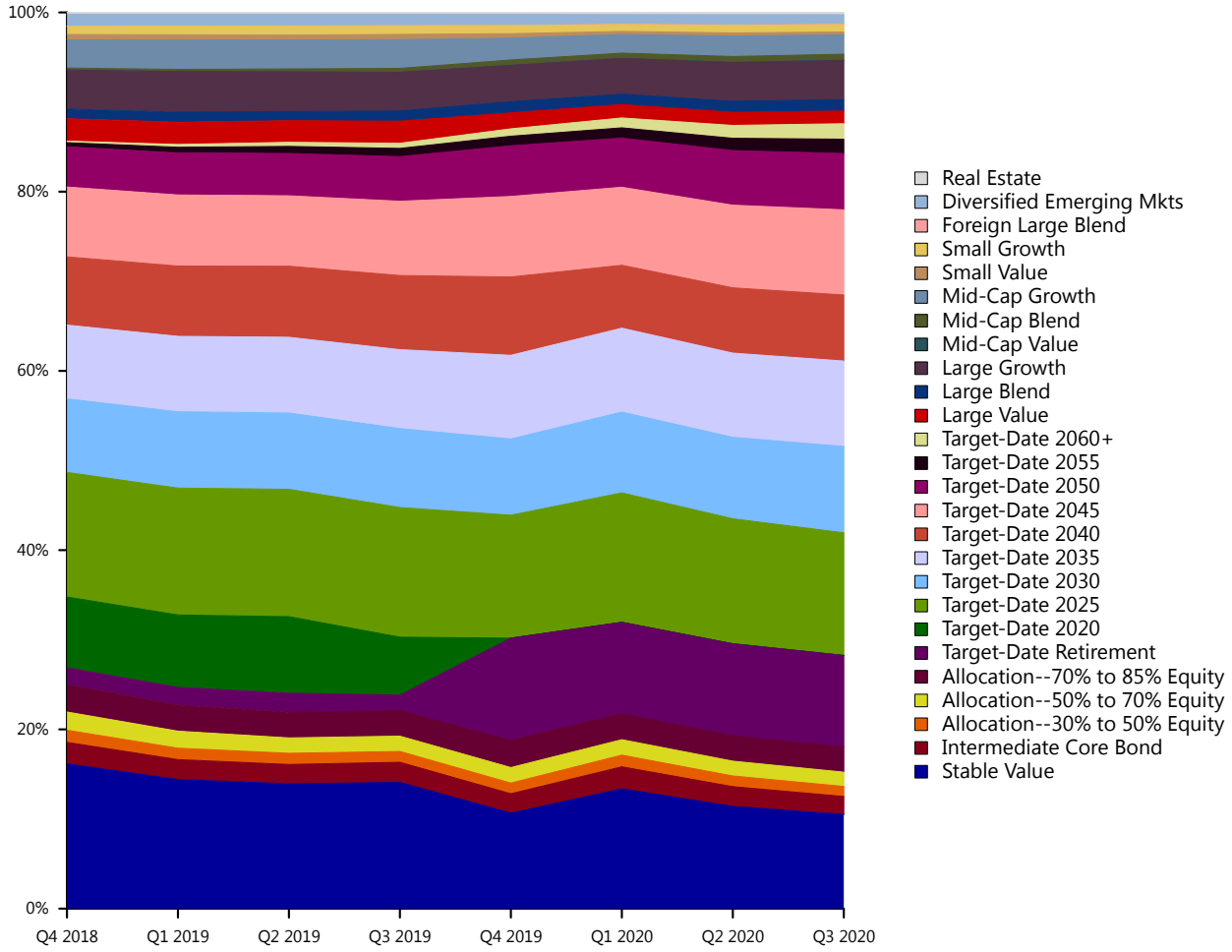
Fixed Income	Cash/Stable Value
Vanguard Total Bond Market Index Adm	The Standard Stable Asset

Other
Principal Real Estate Securities Inst

Review : Watch : Addition :

Asset classes are defined as broad, distinct types of investments that behave similarly and are subject to most of the same market forces. When evaluating the diversification of assets in the investment portfolio, it is an important factor in assessing risk and return. For source information, please see the "Important Disclosures" section of this report.

Historical Allocation



Investment Name	# of Participants	09/30/2020 Balance	% of Plan	06/30/2020 Balance	% Change
Stable Value					
The Standard Stable Asset	63	$634,386.05	10.51%	$632,146.57	0.35%
Intermediate Core Bond					
Vanguard Total Bond Market Index Adm	42	$120,899.08	2.00%	$121,998.30	(0.90%)
Allocation--30% to 50% Equity					
Putnam Dynamic Asset Allocation Cnsrv Y	13	$67,446.36	1.12%	$66,045.20	2.12%
Allocation--50% to 70% Equity					
Putnam Dynamic Asset Allocation Bal Y	32	$96,286.90	1.60%	$91,806.13	4.88%
Allocation--70% to 85% Equity					
Putnam Dynamic Asset Allocation Gr Y	11	$169,247.12	2.80%	$157,035.59	7.78%
Target-Date Retirement					
BlackRock LifePath® Index Retire K	54	$616,399.08	10.21%	$568,431.25	8.44%
Target-Date 2025					
BlackRock LifePath® Index 2025 K	88	$826,011.31	13.69%	$772,946.07	6.87%
Target-Date 2030					
BlackRock LifePath® Index 2030 K	96	$581,018.84	9.63%	$503,564.75	15.38%
Target-Date 2035					
BlackRock LifePath® Index 2035 K	89	$575,691.24	9.54%	$520,803.59	10.54%
Target-Date 2040					
BlackRock LifePath® Index 2040 K	84	$444,581.45	7.37%	$403,746.63	10.11%
Target-Date 2045					
BlackRock LifePath® Index 2045 K	102	$573,502.47	9.50%	$510,978.86	12.24%

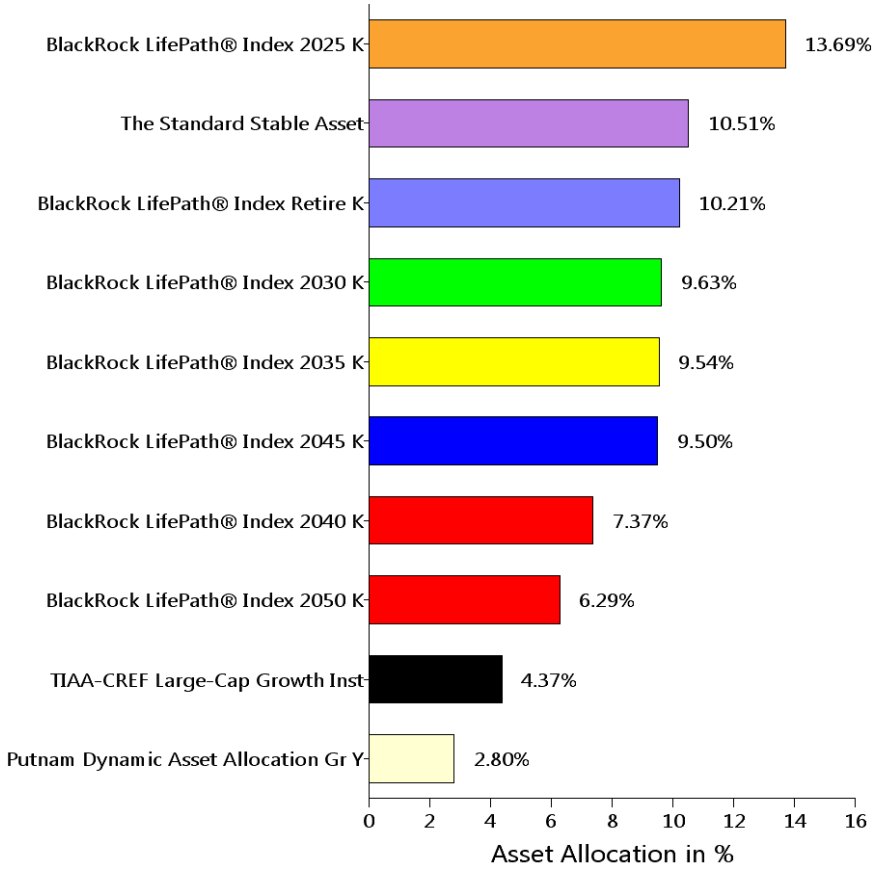
Investment Name	# of Participants	09/30/2020 Balance	% of Plan	06/30/2020 Balance	% Change
Target-Date 2050					
BlackRock LifePath® Index 2050 K	107	$379,329.78	6.29%	$337,536.49	12.38%
Target-Date 2055					
BlackRock LifePath® Index 2055 K	74	$96,288.50	1.60%	$76,002.82	26.69%
Target-Date 2060+					
BlackRock LifePath® Index 2060 K	73	$104,414.21	1.73%	$79,630.24	31.12%
Large Value					
MFS Value R6	22	$85,464.86	1.42%	$80,945.81	5.58%
Large Blend					
iShares S&P 500 Index K	27	$76,887.99	1.27%	$68,493.69	12.26%
Large Growth					
TIAA-CREF Large-Cap Growth Inst	48	$263,875.24	4.37%	$239,348.98	10.25%
Mid-Cap Value					
Wells Fargo Special Mid Cap Value Inst	7	$1,498.01	0.02%	$1,343.04	11.54%
Mid-Cap Blend					
Vanguard Mid Cap Index Admiral	9	$40,307.44	0.67%	$35,915.98	12.23%
Mid-Cap Growth					
MassMutual Select Mid Cap Growth I	43	$131,322.08	2.18%	$126,417.13	3.88%
Small Value					
DFA US Small Cap Value I	0	$18,294.30	0.30%	$19,191.25	(4.67%)
Northern Small Cap Value					
Northern Small Cap Value	36	$0.00	0.00%	$0.00	0.00%

Investment Name	# of Participants	09/30/2020 Balance	% of Plan	06/30/2020 Balance	% Change
Small Growth					
Janus Henderson Triton T	27	$48,813.83	0.81%	$47,262.87	3.28%
Foreign Large Blend					
Hartford International Opportunities R6	6	$2,333.08	0.04%	$2,177.54	7.14%
Diversified Emerging Mkts					
American Funds New World R6	38	$65,534.71	1.09%	$63,475.88	3.24%
Real Estate					
Principal Real Estate Securities Inst	6	$14,836.81	0.25%	$13,952.73	6.34%
Total:		$6,034,670.74		$5,541,197.39	8.91%

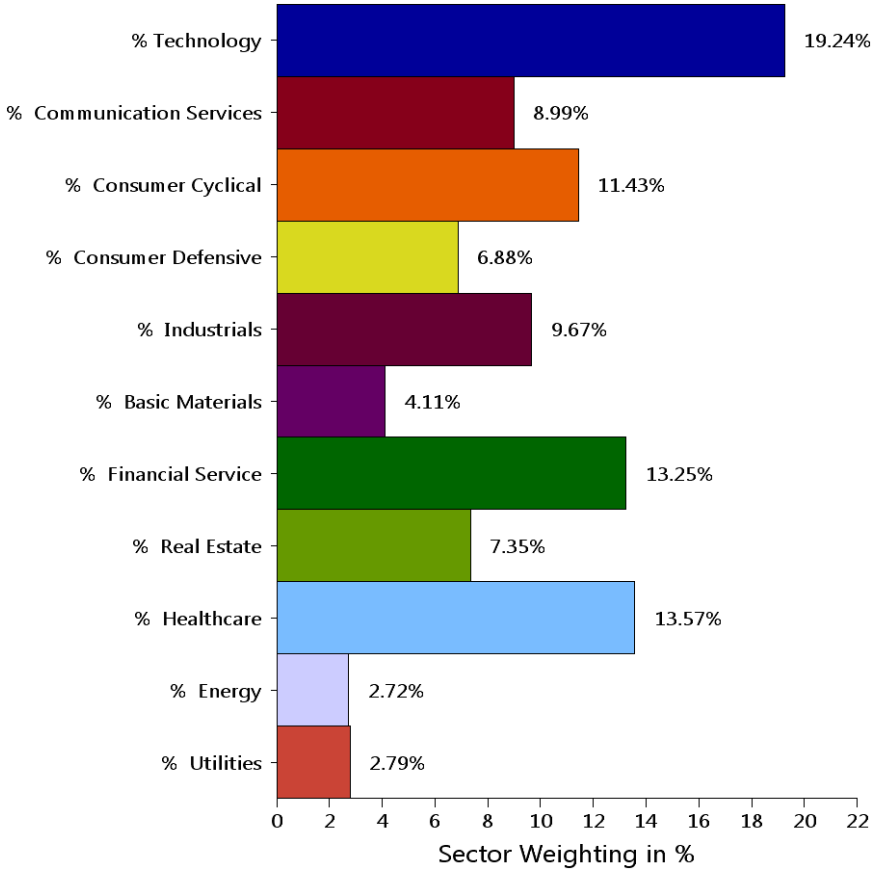
Review : Watch : Addition :

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.
For source information, please see the "Important Disclosures" section of this report.

Top 10 Holdings

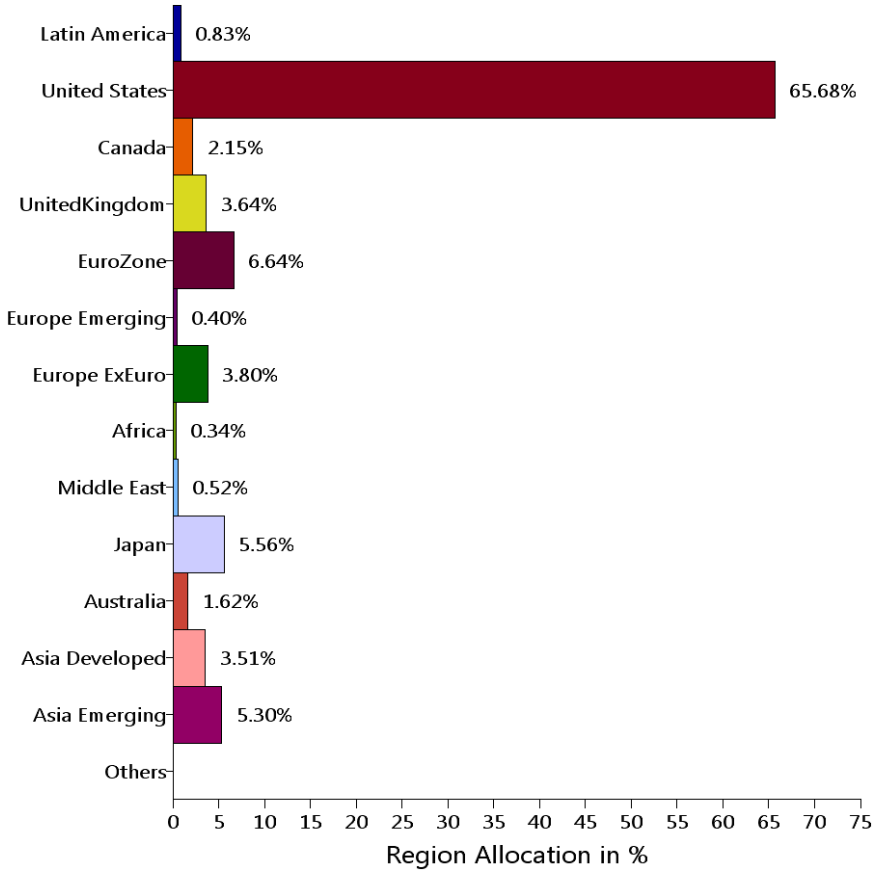


Sector Allocation

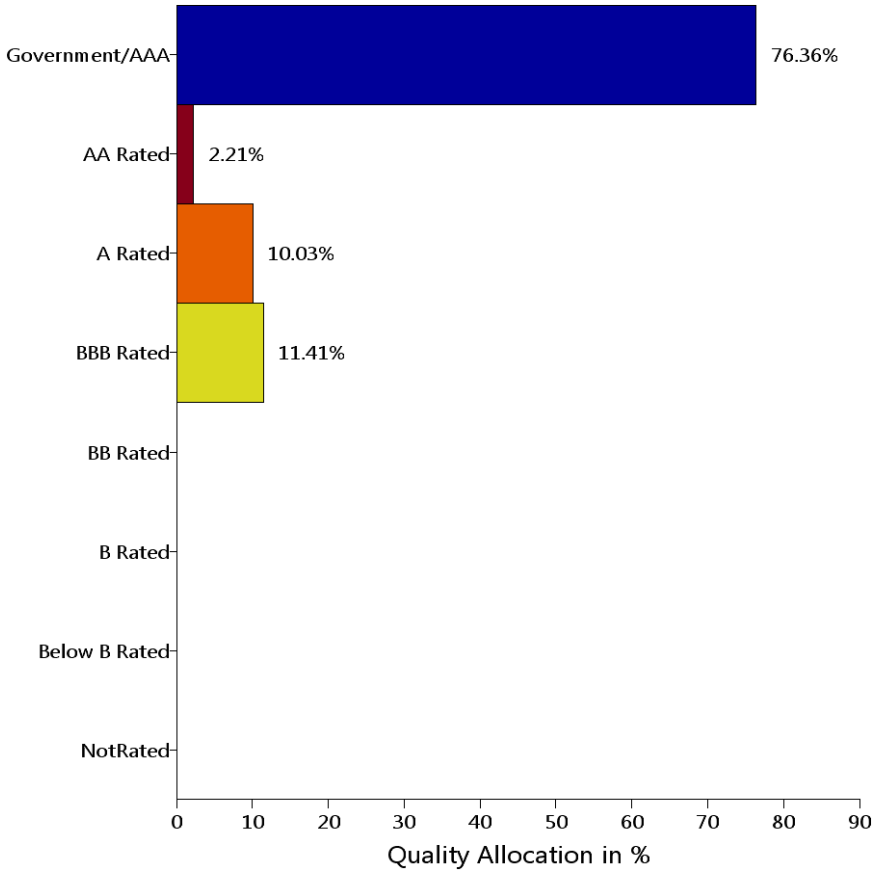


For source information, please see the "Important Disclosures" section of this report.

Region Allocation

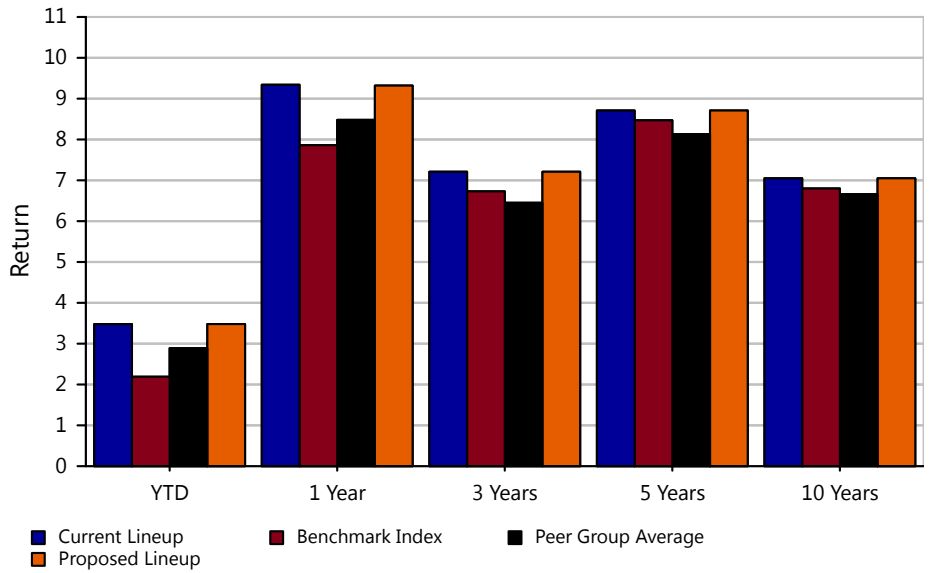


Quality Allocation

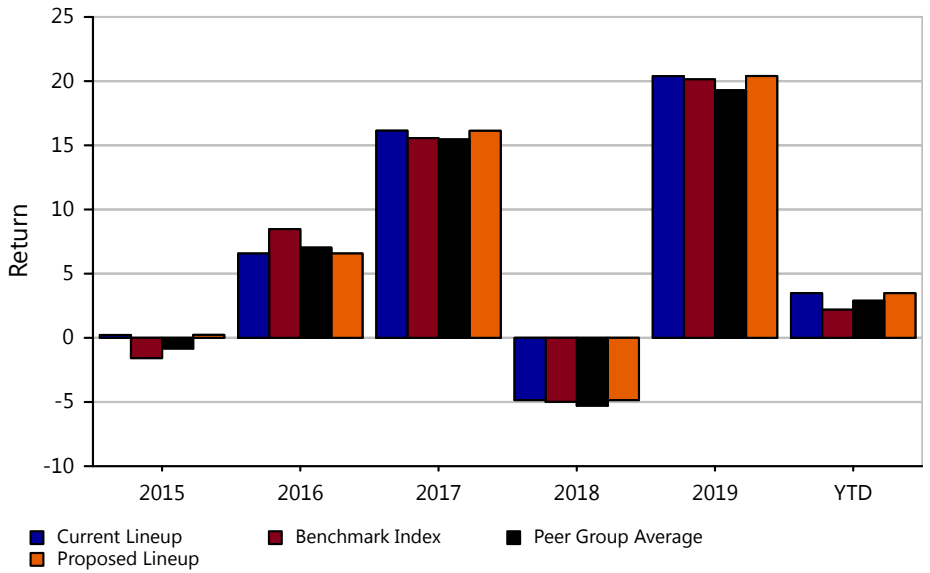


For source information, please see the "Important Disclosures" section of this report.

Annualized Returns



Calendar Year Returns



Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	3.48	9.34	7.21	8.71	7.05	0.19
Benchmark Index	2.19	7.86	6.73	8.47	6.80	NA
Peer Group Average	2.89	8.48	6.45	8.13	6.66	0.80
Proposed Lineup	3.48	9.32	7.21	8.71	7.05	0.19

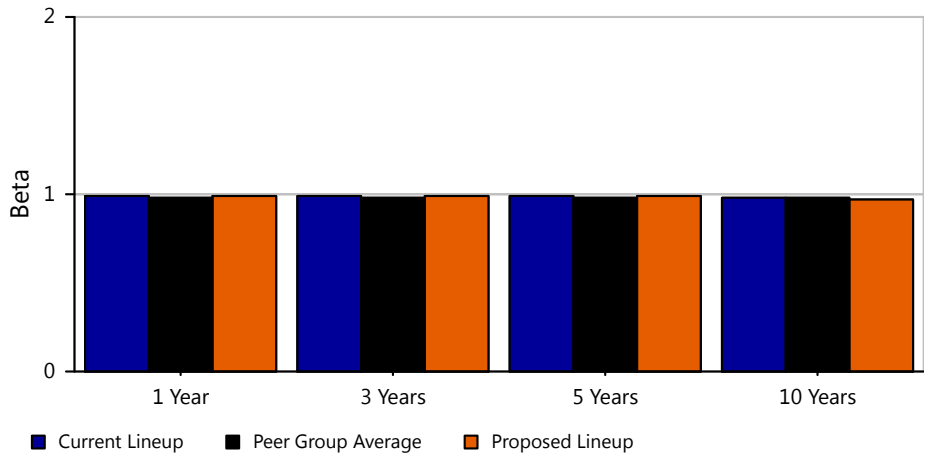
Calendar Year Returns

	2015	2016	2017	2018	2019	YTD	Net Exp.Ratio
Current Lineup	0.22	6.57	16.14	-4.85	20.39	3.48	0.19
Benchmark Index	-1.58	8.47	15.56	-4.98	20.14	2.19	NA
Peer Group Average	-0.83	7.03	15.46	-5.28	19.29	2.89	0.80
Proposed Lineup	0.23	6.57	16.13	-4.85	20.40	3.48	0.19

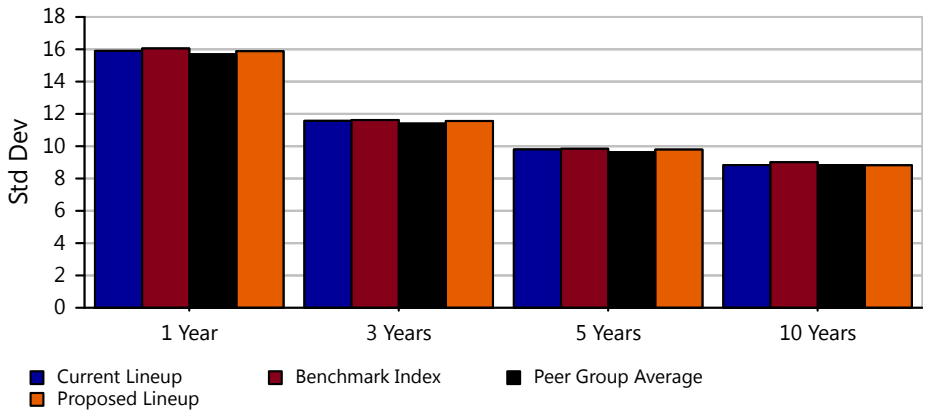
The Benchmark Index is constructed utilizing the underlying indexes of the Plan's investment options weighted in proportion to the asset allocation of the Plan. The underlying indexes are illustrated on the standardized performance pages of the report. For source information, please see the "Important Disclosures" section of this report.

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report.

Annualized Beta



Annualized Standard Deviation



Trailing Beta

	1 Year	3 Years	5 Years	10 Years
Current Lineup	0.99	0.99	0.99	0.98
Peer Group Average	0.98	0.98	0.98	0.98
Proposed Lineup	0.99	0.99	0.99	0.97

Trailing Standard Deviation

	1 Year	3 Years	5 Years	10 Years
Current Lineup	15.90	11.57	9.80	8.83
Benchmark Index	16.05	11.62	9.84	9.01
Peer Group Average	15.69	11.40	9.63	8.83
Proposed Lineup	15.88	11.56	9.79	8.82

Calendar Year Beta

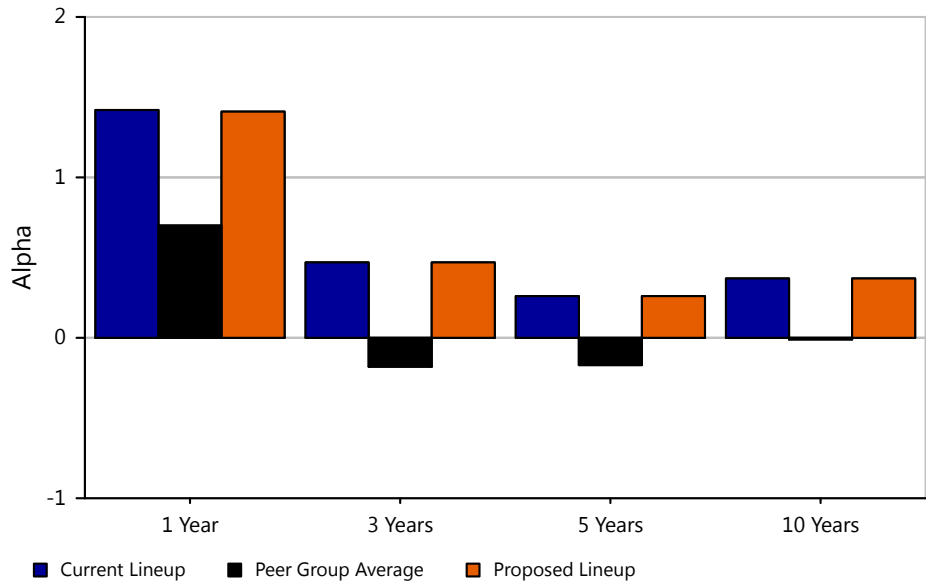
	2015	2016	2017	2018	2019
Current Lineup	1.01	0.98	0.95	1.02	0.98
Peer Group Average	0.99	0.95	0.93	1.01	0.97
Proposed Lineup	1.01	0.98	0.95	1.02	0.98

Calendar Year Standard Deviation

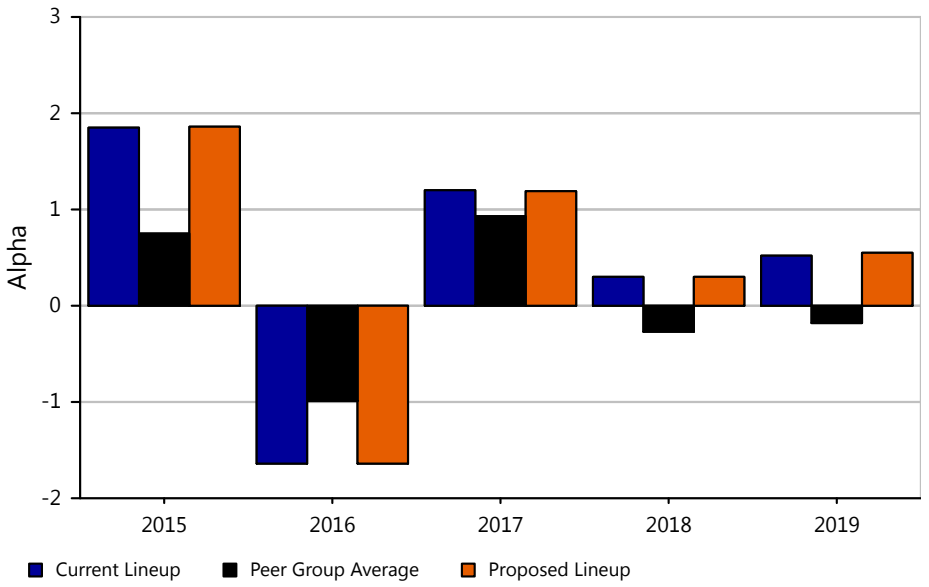
	2015	2016	2017	2018	2019
Current Lineup	8.44	7.65	1.89	9.15	8.18
Benchmark Index	8.24	7.74	1.95	8.94	8.32
Peer Group Average	8.24	7.43	1.84	9.00	8.04
Proposed Lineup	8.44	7.65	1.89	9.15	8.16

For source information, please see the "Important Disclosures" section of this report.

Annualized Alpha



Calendar Year Alpha



Trailing Alpha

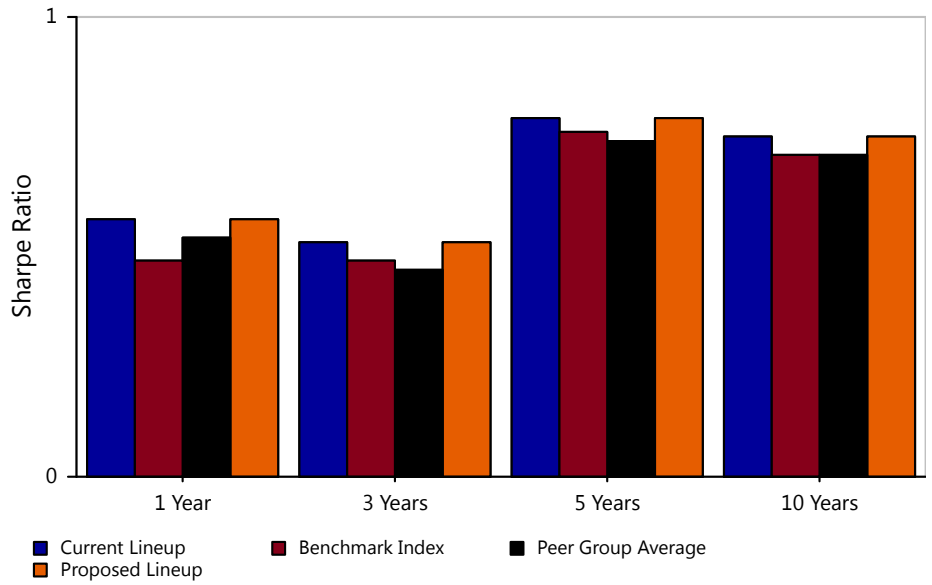
	1 Year	3 Years	5 Years	10 Years
Current Lineup	1.42	0.47	0.26	0.37
Peer Group Average	0.70	-0.18	-0.17	-0.01
Proposed Lineup	1.41	0.47	0.26	0.37

Calendar Year Alpha

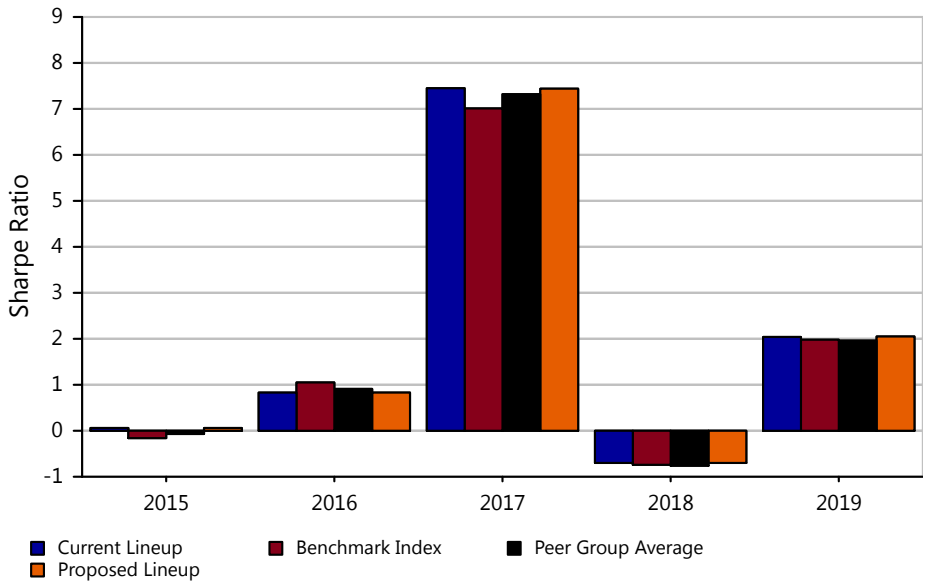
	2015	2016	2017	2018	2019
Current Lineup	1.85	-1.64	1.20	0.30	0.52
Peer Group Average	0.75	-0.99	0.93	-0.27	-0.18
Proposed Lineup	1.86	-1.64	1.19	0.30	0.55

For source information, please see the "Important Disclosures" section of this report.

Annualized Sharpe Ratio



Calendar Year Sharpe Ratio



Trailing Sharpe Ratio

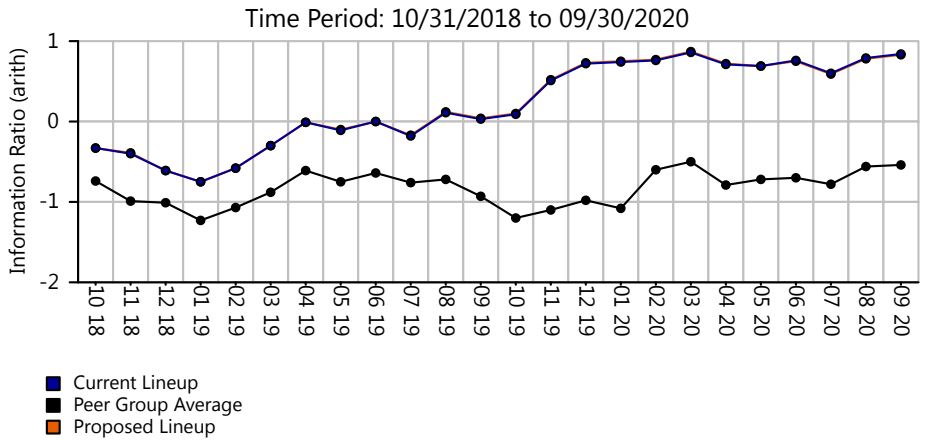
	1 Year	3 Years	5 Years	10 Years
Current Lineup	0.56	0.51	0.78	0.74
Benchmark Index	0.47	0.47	0.75	0.70
Peer Group Average	0.52	0.45	0.73	0.70
Proposed Lineup	0.56	0.51	0.78	0.74

Calendar Year Sharpe Ratio

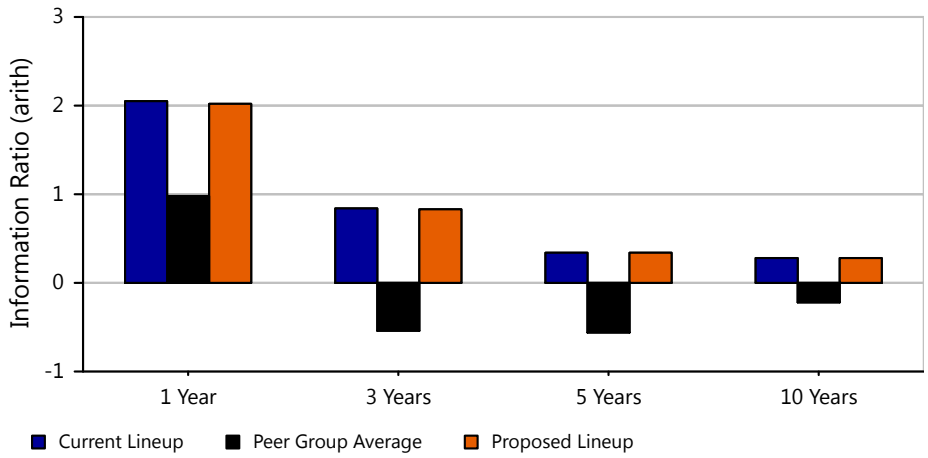
	2015	2016	2017	2018	2019
Current Lineup	0.06	0.83	7.45	-0.70	2.04
Benchmark Index	-0.16	1.05	7.01	-0.74	1.98
Peer Group Average	-0.07	0.91	7.32	-0.76	1.96
Proposed Lineup	0.06	0.83	7.44	-0.70	2.05

For source information, please see the "Important Disclosures" section of this report.

Rolling Information Ratio(Trailing 3 Year)



Annualized Information Ratios



Rolling Information Ratio (Rolling - 3 Year)

	YTD	1 Year	3 Years	5 Years	10 Years
Current Lineup	0.75	0.67	0.16	0.29	0.13
Peer Group Average	-0.70	-0.80	-0.70	-0.41	-0.09
Proposed Lineup	0.75	0.67	0.16	0.30	0.12

Calendar Year Information Ratio

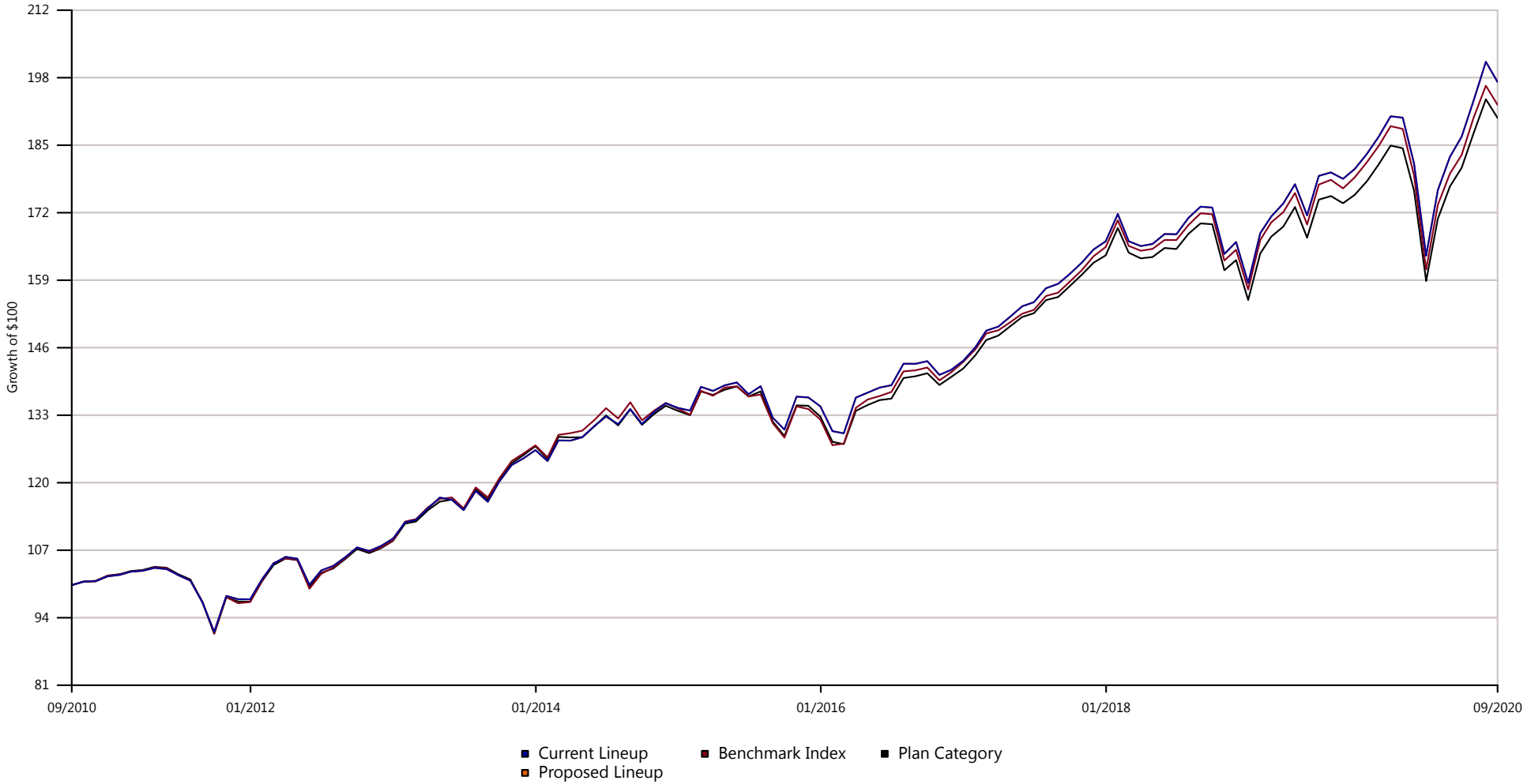
	2015	2016	2017	2018	2019
Current Lineup	1.45	-2.18	1.26	0.37	0.51
Peer Group Average	0.88	-1.60	-0.22	-1.13	-1.72
Proposed Lineup	1.45	-2.16	1.24	0.39	0.53

Trailing Information Ratio

	1 Year	3 Years	5 Years	10 Years
Current Lineup	2.05	0.84	0.34	0.28
Peer Group Average	0.98	-0.54	-0.56	-0.22
Proposed Lineup	2.02	0.83	0.34	0.28

For source information, please see the "Important Disclosures" section of this report.

Time period : September 2010 - September 2020



	1 YR	3 YR	5 YR	10 YR
Current Lineup	9.34%	23.22%	51.80%	97.57%
Proposed Lineup	9.32%	23.22%	51.81%	97.58%
Benchmark Index	7.86%	21.59%	50.19%	93.15%
Plan Category	8.48%	20.64%	47.85%	90.60%

Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance. For source information, please see the "Important Disclosures" section of this report.

Total Plan Assets	Weighted Investment Cost	Weighted Investment Expense	Proposed Weighted Expense
$6,034,670.74	$10,014.67	0.19%	0.19%

Investment	#of Participants	2020-09-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Stable Value					
The Standard Stable Asset	63	$634,386.05	10.51%	-	$0.00
Intermediate Core Bond					
Vanguard Total Bond Market Index Adm - VBTLX	42	$120,899.08	2.00%	0.05%	$60.45
Allocation--30% to 50% Equity					
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	13	$67,446.36	1.12%	0.75%	$505.85
Allocation--50% to 70% Equity					
Putnam Dynamic Asset Allocation Bal Y - PABYX	32	$96,286.90	1.60%	0.73%	$702.89
Allocation--70% to 85% Equity					
Putnam Dynamic Asset Allocation Gr Y - PAGYX	11	$169,247.12	2.80%	0.82%	$1,387.83
Target-Date Retirement					
BlackRock LifePath® Index Retire K - LIRKX	54	$616,399.08	10.21%	0.09%	$554.76
Target-Date 2025					
BlackRock LifePath® Index 2025 K - LIBKX	88	$826,011.31	13.69%	0.09%	$743.41
Target-Date 2030					
BlackRock LifePath® Index 2030 K - LINKX	96	$581,018.84	9.63%	0.09%	$522.92

Investment	#of Participants	2020-09-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Target-Date 2035					
BlackRock LifePath® Index 2035 K - LIJKX	89	$575,691.24	9.54%	0.09%	$518.12
Target-Date 2040					
BlackRock LifePath® Index 2040 K - LIKKX	84	$444,581.45	7.37%	0.09%	$400.12
Target-Date 2045					
BlackRock LifePath® Index 2045 K - LIHKX	102	$573,502.47	9.50%	0.09%	$516.15
Target-Date 2050					
BlackRock LifePath® Index 2050 K - LIPKX	107	$379,329.78	6.29%	0.09%	$341.40
Target-Date 2055					
BlackRock LifePath® Index 2055 K - LIVKX	74	$96,288.50	1.60%	0.09%	$86.66
Target-Date 2060+					
BlackRock LifePath® Index 2060 K - LIZKX	73	$104,414.21	1.73%	0.09%	$93.97
Large Value					
MFS Value R6 - MEIKX	22	$85,464.86	1.42%	0.47%	$401.68
Large Blend					
iShares S&P 500 Index K - WFSPX	27	$76,887.99	1.27%	0.03%	$23.07
Large Growth					
TIAA-CREF Large-Cap Growth Inst - TILGX	48	$263,875.24	4.37%	0.42%	$1,108.28
Mid-Cap Value					
Wells Fargo Special Mid Cap Value Inst - WFMIX	7	$1,498.01	0.02%	0.82%	$12.28

Investment	#of Participants	2020-09-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Mid-Cap Blend					
Vanguard Mid Cap Index Admiral - VIMAX	9	$40,307.44	0.67%	0.05%	$20.15
Mid-Cap Growth					
MassMutual Select Mid Cap Growth I - MEFZX	43	$131,322.08	2.18%	0.71%	$932.39
Small Value					
DFA US Small Cap Value I - DFSVX	0	$18,294.30	0.30%	0.51%	$93.30
Northern Small Cap Value - NOSGX		$18,294.30	0.30%	1.00%	$182.94
Northern Small Cap Value - NOSGX	36	$0.00	0.00%	1.00%	-
Small Growth					
Janus Henderson Triton T - JATTX	27	$48,813.83	0.81%	0.91%	$444.21
Foreign Large Blend					
Hartford International Opportunities R6 - IHOVX	6	$2,333.08	0.04%	0.71%	$16.56
Diversified Emerging Mkts					
American Funds New World R6 - RNWGX	38	$65,534.71	1.09%	0.60%	$393.21
Real Estate					
Principal Real Estate Securities Inst - PIREX	6	$14,836.81	0.25%	0.91%	$135.01

Review : Watch : Addition :

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.
For source information, please see the "Important Disclosures" section of this report.

INVESTMENT REVIEW - 100 POINT

Community Action Partnership ERISA 403(b)

For Period Ending 09/30/2020

Investment Scorecard | Current & Historical Scoring

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q2/20	Q1/20	Q4/19	Q3/19	Q2/19	Q1/19	Q4/18
Intermediate Core Bond											
Vanguard Total Bond Market Index Adm - VBTLX	100	42	$120,899.08	2.00%	100	100	88	78	70	100	100
Allocation--30% to 50% Equity											
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	84	13	$67,446.36	1.12%	87	96	64	76	82	82	82
Allocation--50% to 70% Equity											
Putnam Dynamic Asset Allocation Bal Y - PABYX	71	32	$96,286.90	1.60%	76	77	69	72	79	82	80
Allocation--70% to 85% Equity											
Putnam Dynamic Asset Allocation Gr Y - PAGYX	82	11	$169,247.12	2.80%	82	82	72	82	88	92	86
Target-Date Retirement											
BlackRock LifePath® Index Retire K - LIRKX	92	54	$616,399.08	10.21%	92	93	92	92	92	92	90
Target-Date 2025											
BlackRock LifePath® Index 2025 K - LIBKX	91	88	$826,011.31	13.69%	96	98	94	86	90	88	90
Target-Date 2030											
BlackRock LifePath® Index 2030 K - LINKX	88	96	$581,018.84	9.63%	90	95	90	88	88	90	90
Target-Date 2035											
BlackRock LifePath® Index 2035 K - LIJKX	88	89	$575,691.24	9.54%	88	95	95	88	90	92	92
Target-Date 2040											
BlackRock LifePath® Index 2040 K - LIKKX	84	84	$444,581.45	7.37%	86	88	98	93	93	93	92
Target-Date 2045											
BlackRock LifePath® Index 2045 K - LIHKX	82	102	$573,502.47	9.50%	84	84	98	96	93	93	92
Target-Date 2050											
BlackRock LifePath® Index 2050 K - LIPKX	82	107	$379,329.78	6.29%	84	81	98	96	93	95	92

Investment Scorecard | Current & Historical Scoring

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q2/20	Q1/20	Q4/19	Q3/19	Q2/19	Q1/19	Q4/18
Target-Date 2055											
BlackRock LifePath® Index 2055 K - LIVKX	82	74	$96,288.50	1.60%	84	81	98	95	93	93	92
Target-Date 2060+											
BlackRock LifePath® Index 2060 K - LIZKX	81	73	$104,414.21	1.73%	81	81	92	86	76	82	72
Large Value											
MFS Value R6 - MEIKX	96	22	$85,464.86	1.42%	93	100	94	93	91	86	78
Large Blend											
iShares S&P 500 Index K - WFSPX	100	27	$76,887.99	1.27%	100	100	100	100	100	100	100
Large Growth											
TIAA-CREF Large-Cap Growth Inst - TILGX	86	48	$263,875.24	4.37%	87	93	84	85	92	96	90
Mid-Cap Value											
Wells Fargo Special Mid Cap Value Inst - WFMIX	89	7	$1,498.01	0.02%	90	94	96	96	92	91	79
Mid-Cap Blend											
Vanguard Mid Cap Index Admiral - VIMAX	100	9	$40,307.44	0.67%	100	100	100	100	100	100	100
Mid-Cap Growth											
MassMutual Select Mid Cap Growth I - MEFZX	70	43	$131,322.08	2.18%	74	76	90	95	91	92	95
Small Value											
DFA US Small Cap Value I - DFSVX	68	0	$18,294.30	0.30%	68	66	67	65	69	72	74
Northern Small Cap Value - NOSGX	65	0			72	85	78	88	86	88	88
Northern Small Cap Value - NOSGX	65	36	$0.00	0.00%	72	85	78	88	86	88	88
Small Growth											
Janus Henderson Triton T - JATTX	75	27	$48,813.83	0.81%	75	78	94	96	92	91	91

INVESTMENT SCORECARD | CURRENT & HISTORICAL SCORING

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q2/20	Q1/20	Q4/19	Q3/19	Q2/19	Q1/19	Q4/18
Foreign Large Blend											
Hartford International Opportunities R6 - IHOVX	96	6	$2,333.08	0.04%	96	80	77	74	80	75	58
Diversified Emerging Mkts											
American Funds New World R6 - RNWGX	95	38	$65,534.71	1.09%	96	98	96	96	96	96	88
Real Estate											
Principal Real Estate Securities Inst - PIREX	96	6	$14,836.81	0.25%	94	94	94	96	96	95	93

Review : Watch : Addition :

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.
For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

INVESTMENT SCORECARD | CRITERIA DATA

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Allocation--30% to 50% Equity												
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	84	7.02% (35)	4.86% (45)	5.64% (58)	0.51 (24)	0.81 (20)	-0.52 (40)	-0.51 (59)	18.34 (5)	0.75% (32)	2.78 (10)	1.04 (19)
DJ US Moderately Conservative TR USD		6.72%	6.26%	6.79%	0.57	0.82	-	-	-	-	-	-
Morningstar Allocation--30% to 50% Equity		4.41%	4.19%	5.70%	0.34	0.63	-0.66	-0.41	8.86	1.04%	7.29	0.89
Allocation--50% to 70% Equity												
Putnam Dynamic Asset Allocation Bal Y - PABYX	71	7.64% (50)	5.67% (55)	7.62% (50)	0.39 (55)	0.68 (51)	-0.67 (59)	-0.42 (55)	18.34 (12)	0.73% (29)	4.36 (34)	0.97 (53)
DJ US Moderate TR USD		7.26%	7.11%	8.46%	0.48	0.73	-	-	-	-	-	-
Morningstar Allocation--50% to 70% Equity		6.33%	5.73%	7.46%	0.39	0.66	-0.36	-0.28	10.30	1.08%	5.65	0.97
Allocation--70% to 85% Equity												
Putnam Dynamic Asset Allocation Gr Y - PAGYX	82	8.67% (31)	5.82% (46)	8.82% (35)	0.34 (46)	0.63 (40)	-0.11 (45)	-0.03 (35)	18.34 (9)	0.82% (31)	5.01 (18)	0.99 (44)
DJ Moderately Aggressive TR USD		6.79%	6.04%	8.87%	0.35	0.64	-	-	-	-	-	-
Morningstar Allocation--70% to 85% Equity		4.71%	4.97%	7.69%	0.30	0.57	-0.27	-0.34	10.47	1.11%	7.98	0.96
Large Value												
MFS Value R6 - MEIKX	96	-1.05% (28)	4.45% (29)	9.07% (21)	0.24 (29)	0.58 (20)	0.69 (22)	0.56 (16)	18.66 (12)	0.47% (14)	5.03 (10)	1.10 (20)
Russell 1000 Value TR USD		-5.03%	2.63%	7.66%	0.14	0.48	-	-	-	-	-	-
Morningstar Large Value		-4.52%	2.55%	7.26%	0.15	0.46	-0.01	-0.11	10.28	0.94%	12.76	1.01
Large Growth												
TIAA-CREF Large-Cap Growth Inst - TILGX	86	39.54% (23)	21.54% (25)	19.50% (26)	1.03 (27)	1.10 (24)	-0.05 (25)	-0.19 (27)	6.50 (69)	0.42% (7)	10.84 (41)	0.95 (32)
Russell 1000 Growth TR USD		37.53%	21.67%	20.10%	1.04	1.15	-	-	-	-	-	-
Morningstar Large Growth		32.15%	18.22%	16.95%	0.87	0.96	-0.88	-0.81	11.23	1.02%	13.11	0.90

INVESTMENT SCORECARD | CRITERIA DATA

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Mid-Cap Value												
Wells Fargo Special Mid Cap Value Inst - WFMIX	89	-6.93% (26)	1.82% (12)	6.99% (12)	0.12 (13)	0.41 (13)	0.33 (10)	0.20 (10)	11.66 (36)	0.82% (32)	19.80 (89)	1.05 (12)
Russell Mid Cap Value TR USD		-7.30%	0.82%	6.38%	0.07	0.37	-	-	-	-	-	-
Morningstar Mid-Cap Value		-10.21%	-1.14%	4.94%	0.00	0.30	-0.41	-0.33	10.17	1.04%	13.75	0.95
Mid-Cap Growth												
MassMutual Select Mid Cap Growth I - MEFZX	70	15.23% (69)	12.94% (60)	13.84% (55)	0.62 (60)	0.78 (51)	-0.96 (70)	-0.58 (62)	20.33 (11)	0.71% (13)	10.19 (27)	0.96 (52)
Russell Mid Cap Growth TR USD		23.23%	16.23%	15.53%	0.75	0.86	-	-	-	-	-	-
Morningstar Mid-Cap Growth		24.49%	14.68%	14.28%	0.66	0.76	-0.49	-0.43	11.24	1.13%	15.24	0.96
Small Value												
DFA US Small Cap Value I - DFSVX	68	-15.86% (57)	-7.29% (74)	1.60% (68)	-0.21 (63)	0.14 (67)	-0.53 (79)	-0.72 (79)	8.59 (55)	0.51% (8)	0.43 (12)	0.91 (68)
Russell 2000 Value TR USD		-14.88%	-5.13%	4.11%	-0.17	0.24	-	-	-	-	-	-
Morningstar Small Value		-14.22%	-5.49%	2.68%	-0.16	0.18	-0.13	-0.34	10.40	1.18%	10.00	0.96
Northern Small Cap Value - NOSGX	65	-18.17% (76)	-6.40% (62)	2.46% (48)	-0.25 (79)	0.16 (51)	-0.49 (75)	-0.70 (78)	19.17 (14)	1.00% (38)	5.95 (29)	0.94 (48)
Russell 2000 Value TR USD		-14.88%	-5.13%	4.11%	-0.17	0.24	-	-	-	-	-	-
Morningstar Small Value		-14.22%	-5.49%	2.68%	-0.16	0.18	-0.13	-0.34	10.40	1.18%	10.00	0.96
Northern Small Cap Value - NOSGX	65	-18.17% (76)	-6.40% (62)	2.46% (48)	-0.25 (79)	0.16 (51)	-0.49 (75)	-0.70 (78)	19.17 (14)	1.00% (38)	5.95 (29)	0.94 (48)
Russell 2000 Value TR USD		-14.88%	-5.13%	4.11%	-0.17	0.24	-	-	-	-	-	-
Morningstar Small Value		-14.22%	-5.49%	2.68%	-0.16	0.18	-0.13	-0.34	10.40	1.18%	10.00	0.96
Small Growth												
Janus Henderson Triton T - JATTX	75	4.89% (81)	8.38% (60)	12.39% (50)	0.39 (61)	0.65 (51)	0.05 (61)	0.22 (50)	7.33 (64)	0.91% (22)	10.36 (44)	1.09 (48)

INVESTMENT SCORECARD | CRITERIA DATA

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Russell 2000 Growth TR USD		15.71%	8.18%	11.42%	0.38	0.58	-	-	-	-	-	-
Morningstar Small Growth		18.77%	11.09%	12.89%	0.48	0.64	0.40	0.21	11.64	1.22%	13.24	1.10
Foreign Large Blend												
Hartford International Opportunities R6 - IHOVX	96	12.24% (6)	3.07% (10)	6.57% (15)	0.16 (10)	0.42 (23)	0.43 (17)	0.27 (24)	13.75 (14)	0.71% (32)	4.96 (18)	1.06 (25)
MSCI EAFE NR USD		0.49%	0.62%	5.26%	0.01	0.35	-	-	-	-	-	-
Morningstar Foreign Large Blend		2.21%	0.44%	5.21%	0.01	0.34	-0.01	-0.01	7.62	0.94%	8.97	1.01
Diversified Emerging Mkts												
American Funds New World R6 - RNWGX	95	14.50% (27)	7.70% (8)	11.37% (16)	0.42 (7)	0.72 (6)	0.83 (11)	0.37 (20)	21.25 (3)	0.60% (11)	14.46 (60)	1.22 (5)
MSCI EM NR USD		10.54%	2.42%	8.97%	0.13	0.51	-	-	-	-	-	-
Morningstar Diversified Emerging Mkts		9.09%	1.73%	8.08%	0.09	0.46	-0.14	-0.17	7.57	1.23%	12.89	0.98
Real Estate												
Principal Real Estate Securities Inst - PIREX	96	-10.87% (25)	4.84% (13)	6.58% (14)	0.26 (13)	0.42 (14)	1.71 (7)	1.34 (11)	19.75 (13)	0.91% (42)	14.98 (47)	1.30 (17)
DJ US Select REIT TR USD		-22.33%	-1.85%	1.99%	-0.08	0.13	-	-	-	-	-	-
Morningstar Real Estate		-13.44%	1.17%	4.28%	0.10	0.28	0.76	0.55	12.05	1.10%	15.64	1.18

Review : Watch : Addition :

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Index Funds

Investment Name	IPS Score	Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
Intermediate Core Bond									
Vanguard Total Bond Market Index Adm - VBTLX	100	0.35% (5)	0.28% (8)	0.26% (8)	0.05% (7)	$291,226,389,101	7.08% (33)	5.35% (21)	4.25% (29)
BBgBarc US Agg Float Adj TR USD		-	-	-	-	-	7.14%	5.33%	4.26%
Morningstar Intermediate Core Bond		2.03%	1.33%	1.16%	0.62%	-	-	-	-
Large Blend									
iShares S&P 500 Index K - WFSPX	100	0.08% (6)	0.05% (5)	0.04% (4)	0.03% (2)	$23,619,378,206	15.21% (24)	12.31% (17)	14.16% (11)
S&P 500 TR USD		-	-	-	-	-	15.15%	12.28%	14.15%
Morningstar Large Blend		4.31%	3.43%	3.19%	0.85%	-	-	-	-
Mid-Cap Blend									
Vanguard Mid Cap Index Admiral - VIMAX	100	0.04% (2)	0.03% (2)	0.03% (2)	0.05% (4)	$115,241,197,078	7.13% (11)	8.03% (10)	10.38% (13)
CRSP US Mid Cap TR USD		-	-	-	-	-	7.07%	7.99%	10.36%
Morningstar Mid-Cap Blend		6.07%	5.13%	5.14%	0.95%	-	-	-	-

Review : Watch : Addition :

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Target Date Funds

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date Retirement												
BlackRock LifePath® Index Retire K - LIRKX	92	8.79% (3)	6.42% (3)	6.96% (5)	8.30 (66)	0.65 (29)	0.91 (25)	0.72 (1)	0.97 (1)	9.34 (46)	0.09% (2)	1.05 (40)
Morningstar Lifetime Mod Incm TR USD		7.20%	5.59%	5.94%	-	0.59	0.84	-	-	-	-	-
Morningstar Target-Date Retirement		5.85%	4.87%	5.42%	7.85	0.54	0.79	-0.29	-0.21	8.66	0.74%	1.05
Target-Date 2025												
BlackRock LifePath® Index 2025 K - LIBKX	91	8.87% (40)	6.76% (25)	8.15% (37)	11.45 (14)	0.54 (15)	0.83 (13)	-0.25 (33)	-0.25 (42)	9.34 (35)	0.09% (2)	1.01 (15)
Morningstar Lifetime Mod 2025 TR USD		8.40%	6.98%	8.37%	-	0.55	0.83	-	-	-	-	-
Morningstar Target-Date 2025		7.76%	6.07%	7.70%	12.82	0.45	0.74	-0.52	-0.36	7.90	0.71%	0.94
Target-Date 2030												
BlackRock LifePath® Index 2030 K - LINKX	88	8.83% (49)	6.94% (27)	8.74% (39)	14.27 (30)	0.49 (20)	0.77 (23)	0.06 (27)	-0.16 (39)	9.34 (35)	0.09% (2)	1.01 (23)
Morningstar Lifetime Mod 2030 TR USD		7.79%	6.89%	8.88%	-	0.48	0.77	-	-	-	-	-
Morningstar Target-Date 2030		8.22%	6.35%	8.34%	14.78	0.43	0.72	-0.32	-0.29	7.92	0.75%	0.97
Target-Date 2035												
BlackRock LifePath® Index 2035 K - LIJKX	88	8.84% (55)	7.11% (30)	9.28% (36)	17.01 (41)	0.45 (25)	0.73 (25)	0.66 (10)	0.08 (36)	9.34 (33)	0.09% (2)	1.02 (31)
Morningstar Lifetime Mod 2035 TR USD		6.79%	6.55%	9.20%	-	0.41	0.71	-	-	-	-	-
Morningstar Target-Date 2035		8.68%	6.59%	8.95%	17.15	0.41	0.69	0.03	-0.14	7.84	0.74%	0.99
Target-Date 2040												
BlackRock LifePath® Index 2040 K - LIKKX	84	8.73% (56)	7.19% (25)	9.73% (33)	19.56 (70)	0.43 (32)	0.70 (32)	1.11 (8)	0.41 (27)	9.34 (36)	0.09% (2)	1.04 (37)
Morningstar Lifetime Mod 2040 TR USD		5.87%	6.14%	9.29%	-	0.36	0.66	-	-	-	-	-

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Morningstar Target-Date 2040		8.56%	6.52%	9.15%	18.66	0.39	0.67	0.25	-0.02	8.10	0.77%	1.02
Target-Date 2045												
BlackRock LifePath® Index 2045 K - LIHKX	82	8.78% (56)	7.28% (27)	10.02% (30)	21.27 (81)	0.41 (35)	0.68 (40)	1.40 (5)	0.67 (19)	9.34 (33)	0.09% (2)	1.04 (37)
Morningstar Lifetime Mod 2045 TR USD		5.28%	5.83%	9.24%	-	0.33	0.63	-	-	-	-	-
Morningstar Target-Date 2045		8.78%	6.64%	9.43%	19.98	0.38	0.66	0.49	0.13	7.79	0.74%	1.03
Target-Date 2050												
BlackRock LifePath® Index 2050 K - LIPKX	82	8.77% (54)	7.30% (27)	10.09% (32)	22.00 (92)	0.41 (34)	0.67 (43)	1.44 (7)	0.75 (18)	9.34 (36)	0.09% (2)	1.04 (47)
Morningstar Lifetime Mod 2050 TR USD		5.01%	5.63%	9.16%	-	0.32	0.62	-	-	-	-	-
Morningstar Target-Date 2050		8.60%	6.53%	9.40%	20.28	0.37	0.65	0.54	0.18	7.78	0.78%	1.04
Target-Date 2055												
BlackRock LifePath® Index 2055 K - LIVKX	82	8.85% (54)	7.30% (28)	10.12% (29)	22.08 (83)	0.40 (35)	0.67 (41)	1.56 (2)	0.82 (10)	9.34 (24)	0.09% (2)	1.05 (40)
Morningstar Lifetime Mod 2055 TR USD		4.88%	5.51%	9.10%	-	0.31	0.62	-	-	-	-	-
Morningstar Target-Date 2055		8.79%	6.63%	9.55%	20.63	0.38	0.65	0.65	0.26	6.61	0.75%	1.04
Target-Date 2060+												
BlackRock LifePath® Index 2060 K - LIZKX	81	8.77% (58)	7.31% (27)	-	-	0.41 (37)	-	1.59 (2)	-	4.59 (29)	0.09% (3)	-
Morningstar Lifetime Mod 2060 TR USD		4.78%	5.39%	9.03%	-	0.30	0.61	-	-	-	-	-

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Morningstar Target-Date 2060+		8.72%	6.70%	9.76%	20.46	0.38	0.67	0.77	0.42	3.02	0.74%	1.06

Review : Watch : Addition :

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Investment Scorecard | Criteria Scoring

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Allocation--30% to 50% Equity												
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	84	4.8	6.4	6	8	10	6.4	6	10	8	10	8
Allocation--50% to 70% Equity												
Putnam Dynamic Asset Allocation Bal Y - PABYX	71	4.8	4.8	8	4.8	6	4.8	6	10	8	8	6
Allocation--70% to 85% Equity												
Putnam Dynamic Asset Allocation Gr Y - PAGYX	82	4.8	6.4	8	6.4	8	6.4	8	10	8	10	6
Large Value												
MFS Value R6 - MEIKX	96	4.8	6.4	10	6.4	10	8	10	10	10	10	10
Large Growth												
TIAA-CREF Large-Cap Growth Inst - TILGX	86	6	8	8	6.4	10	8	8	8	10	8	6
Mid-Cap Value												
Wells Fargo Special Mid Cap Value Inst - WFMIX	89	4.8	8	10	8	10	8	10	10	8	4	8
Mid-Cap Growth												
MassMutual Select Mid Cap Growth I - MEFZX	70	3.6	4.8	6	4.8	6	4.8	6	10	10	8	6
Small Value												
DFA US Small Cap Value I - DFSVX	68	3.6	4.8	6	4.8	6	3.2	4	10	10	10	6
Northern Small Cap Value - NOSGX	65	2.4	4.8	8	3.2	6	4.8	4	10	8	8	6
Northern Small Cap Value - NOSGX	65	2.4	4.8	8	3.2	6	4.8	4	10	8	8	6
Small Growth												
Janus Henderson Triton T - JATTX	75	2.4	4.8	8	4.8	6	4.8	8	10	10	8	8

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Foreign Large Blend												
Hartford International Opportunities R6 - IHOVX	96	6	8	10	8	10	8	10	10	8	10	8
Diversified Emerging Mkts												
American Funds New World R6 - RNWGX	95	4.8	8	10	8	10	8	10	10	10	6	10
Real Estate												
Principal Real Estate Securities Inst - PIREX	96	6	8	10	8	10	8	10	10	8	8	10

Review : Watch : Addition :

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Index Funds

Investment Name	IPS Score	Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
Intermediate Core Bond									
Vanguard Total Bond Market Index Adm - VBTLX	100	8	10	12	30	10	8	10	12
Large Blend									
iShares S&P 500 Index K - WFSPX	100	8	10	12	30	10	8	10	12
Mid-Cap Blend									
Vanguard Mid Cap Index Admiral - VIMAX	100	8	10	12	30	10	8	10	12

Review : Watch : Addition :

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Target Date Funds

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date Retirement												
BlackRock LifePath® Index Retire K - LIRKX	92	6	8	10	6	6.4	10	8	10	10	10	8
Target-Date 2025												
BlackRock LifePath® Index 2025 K - LIBKX	91	4.8	8	8	10	8	10	6.4	8	10	10	8
Target-Date 2030												
BlackRock LifePath® Index 2030 K - LINKX	88	4.8	6.4	8	8	8	10	6.4	8	10	10	8
Target-Date 2035												
BlackRock LifePath® Index 2035 K - LIJKX	88	3.6	6.4	8	8	8	10	8	8	10	10	8
Target-Date 2040												
BlackRock LifePath® Index 2040 K - LIKKX	84	3.6	8	8	6	6.4	8	8	8	10	10	8
Target-Date 2045												
BlackRock LifePath® Index 2045 K - LIHKX	82	3.6	6.4	8	4	6.4	8	8	10	10	10	8
Target-Date 2050												
BlackRock LifePath® Index 2050 K - LIPKX	82	3.6	6.4	8	4	6.4	8	8	10	10	10	8
Target-Date 2055												
BlackRock LifePath® Index 2055 K - LIVKX	82	3.6	6.4	8	4	6.4	8	8	10	10	10	8

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date 2060+												
BlackRock LifePath® Index 2060 K - LIZKX	81	3.6	6.4	-	-	6.4	-	8	-	6	10	-

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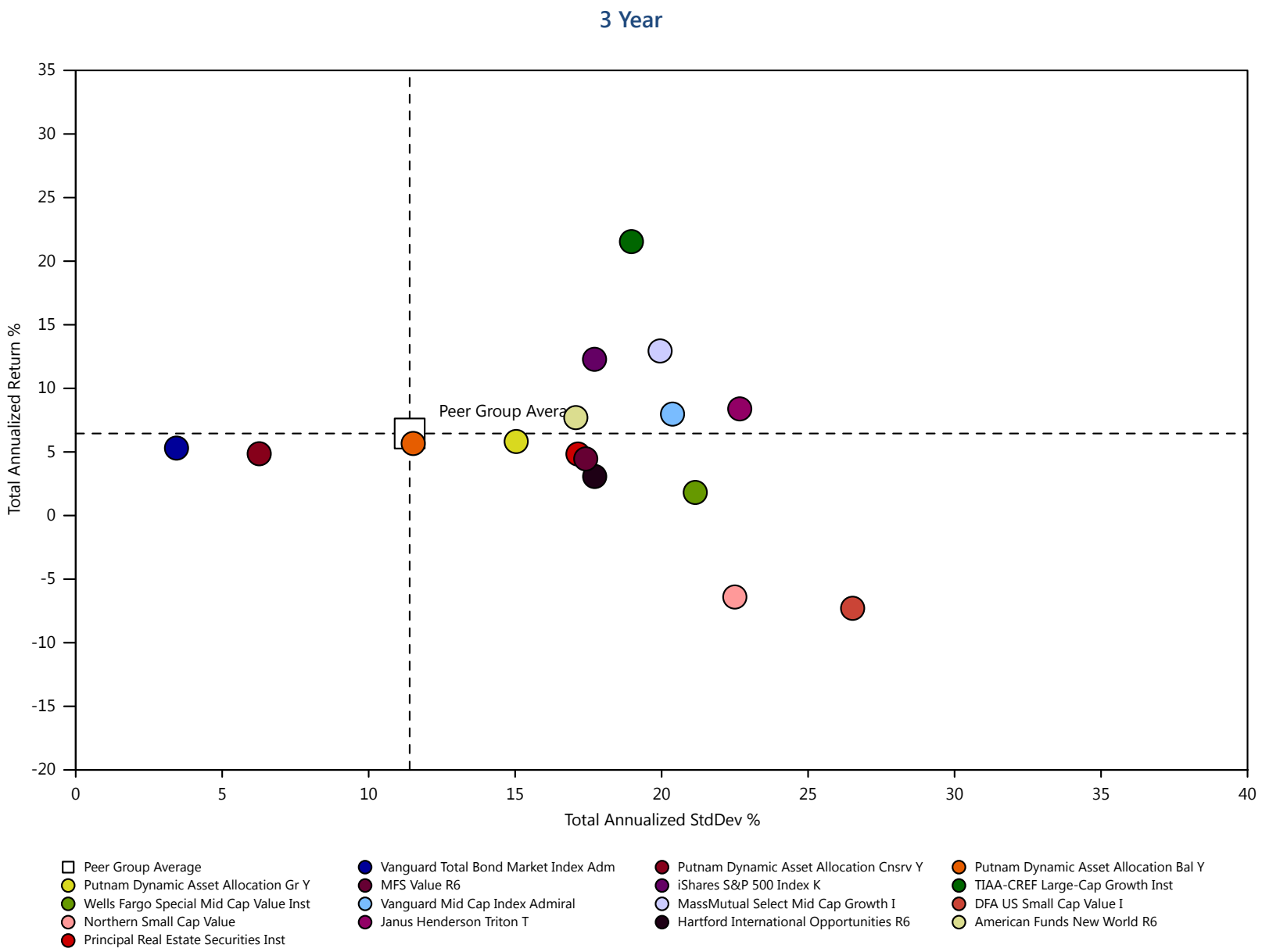

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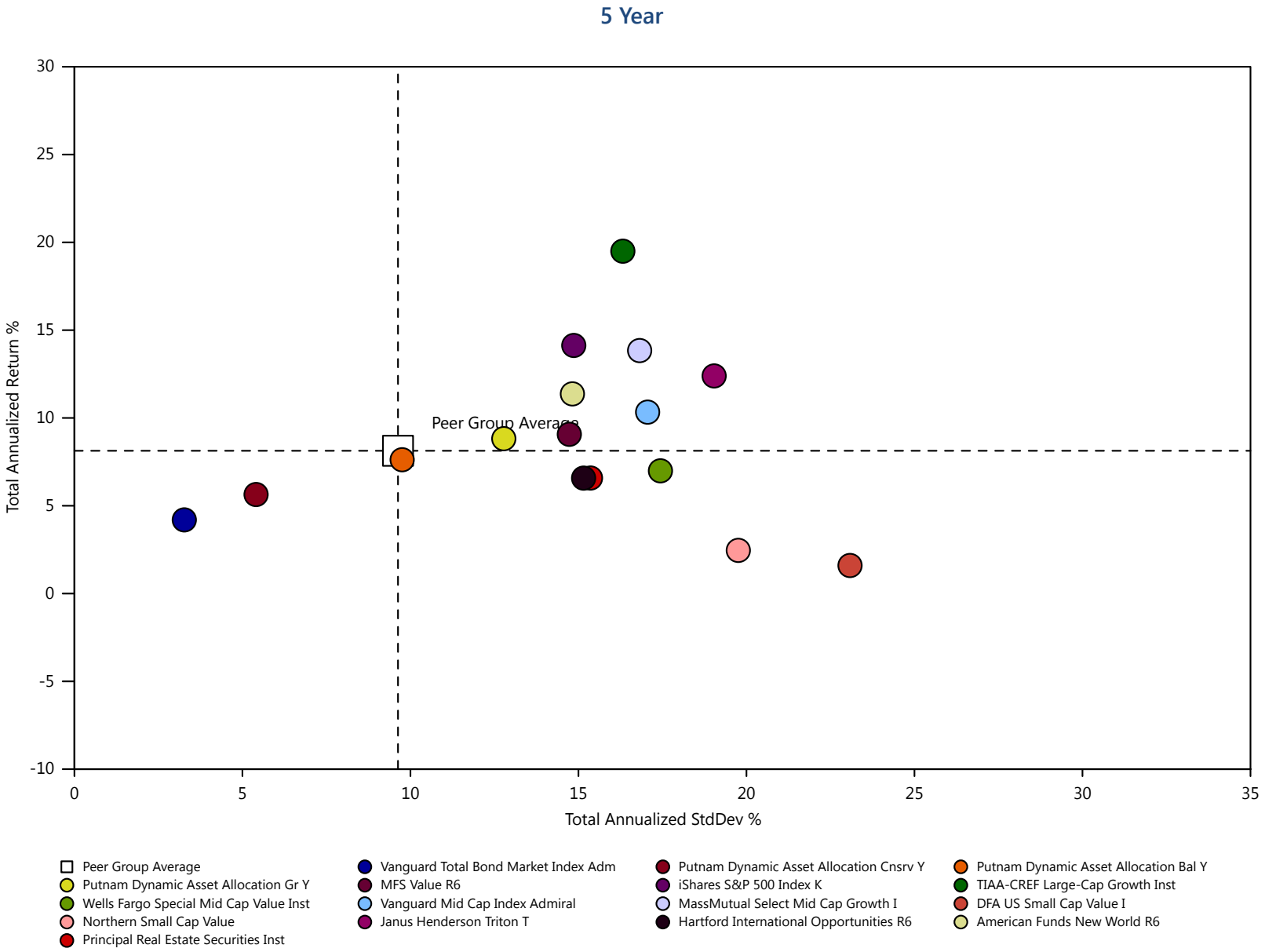

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Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Stable Value													
The Standard Stable Asset	-	-	-	-	-	-	-	-	-	-	-	-	-
USTREAS T-Bill Sec Mkt 3 Mon	*0.03%*	*0.34%*	*0.75%*	*1.58%*	*1.14%*	-	-	-	*2.11%*	*1.98%*	*0.94%*	*0.32%*	*0.05%*
Morningstar US SA Stable Value	*0.45%*	*1.41%*	*1.95%*	*1.99%*	*1.82%*	*1.83%*	-	-	*2.17%*	*1.94%*	*1.66%*	*1.56%*	*1.49%*
Intermediate Core Bond													
Vanguard Total Bond Market Index Adm	0.61%	7.00%	7.03%	5.30%	4.20%	3.59%	5.99%	12/11/1986	8.71%	(0.03%)	3.56%	2.60%	0.40%
BBgBarc US Agg Float Adj TR USD	*0.65%*	*6.99%*	*7.14%*	*5.33%*	*4.26%*	*3.67%*	-	-	*8.87%*	*(0.08%)*	*3.63%*	*2.75%*	*0.44%*
Morningstar Intermediate Core Bond	*0.95%*	*6.50%*	*6.66%*	*4.88%*	*3.94%*	*3.48%*	-	-	*8.26%*	*(0.32%)*	*3.32%*	*2.65%*	*0.34%*
Allocation--30% to 50% Equity													
Putnam Dynamic Asset Allocation Cnsrv Y	2.76%	5.12%	7.02%	4.86%	5.64%	6.12%	6.08%	02/07/1994	12.02%	(4.55%)	10.04%	4.84%	0.51%
DJ US Moderately Conservative TR USD	*3.21%*	*3.02%*	*6.72%*	*6.26%*	*6.79%*	*7.10%*	-	-	*16.07%*	*(2.26%)*	*9.55%*	*6.96%*	*0.24%*
Morningstar Allocation--30% to 50% Equity	*3.88%*	*1.04%*	*4.41%*	*4.19%*	*5.70%*	*5.69%*	-	-	*15.02%*	*(4.89%)*	*10.25%*	*6.88%*	*(2.09%)*
Allocation--50% to 70% Equity													
Putnam Dynamic Asset Allocation Bal Y	4.98%	3.39%	7.64%	5.67%	7.62%	8.41%	7.26%	02/07/1994	17.63%	(6.95%)	15.44%	6.99%	0.55%
DJ US Moderate TR USD	*4.59%*	*1.91%*	*7.26%*	*7.11%*	*8.46%*	*8.91%*	-	-	*20.80%*	*(3.92%)*	*13.12%*	*9.26%*	*(0.13%)*
Morningstar Allocation--50% to 70% Equity	*5.02%*	*1.36%*	*6.33%*	*5.73%*	*7.46%*	*7.54%*	-	-	*19.24%*	*(5.50%)*	*13.71%*	*7.68%*	*(1.68%)*
Allocation--70% to 85% Equity													
Putnam Dynamic Asset Allocation Gr Y	6.76%	2.56%	8.67%	5.82%	8.82%	9.35%	7.93%	02/08/1994	21.05%	(9.41%)	20.08%	8.14%	(0.06%)
DJ Moderately Aggressive TR USD	*6.02%*	*(0.29%)*	*6.79%*	*6.04%*	*8.87%*	*8.35%*	-	-	*22.84%*	*(7.33%)*	*19.08%*	*9.31%*	*(1.89%)*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Morningstar Allocation--70% to 85% Equity	*5.78%*	*(1.23%)*	*4.71%*	*4.97%*	*7.69%*	*7.97%*	*-*	*-*	*21.49%*	*(7.54%)*	*16.60%*	*8.49%*	*(2.44%)*
Target-Date Retirement													
BlackRock LifePath® Index Retire K	3.71%	5.14%	8.79%	6.42%	6.96%	-	5.84%	05/31/2011	15.90%	(3.50%)	10.75%	5.82%	(0.31%)
Morningstar Lifetime Mod Incm TR USD	*3.63%*	*3.84%*	*7.20%*	*5.59%*	*5.94%*	*-*	*-*	*-*	*13.27%*	*(2.20%)*	*8.55%*	*5.98%*	*(1.30%)*
Morningstar Target-Date Retirement	*3.04%*	*3.28%*	*5.85%*	*4.87%*	*5.42%*	*4.71%*	*-*	*-*	*12.76%*	*(3.02%)*	*8.46%*	*5.17%*	*(0.98%)*
Target-Date 2025													
BlackRock LifePath® Index 2025 K	4.59%	3.79%	8.87%	6.76%	8.15%	-	6.78%	05/31/2011	18.98%	(4.78%)	14.43%	6.87%	(0.45%)
Morningstar Lifetime Mod 2025 TR USD	*4.79%*	*3.74%*	*8.40%*	*6.98%*	*8.37%*	*-*	*-*	*-*	*19.36%*	*(4.90%)*	*14.54%*	*8.39%*	*(2.06%)*
Morningstar Target-Date 2025	*4.65%*	*2.84%*	*7.76%*	*6.07%*	*7.70%*	*7.47%*	*-*	*-*	*18.43%*	*(5.25%)*	*14.66%*	*6.96%*	*(1.10%)*
Target-Date 2030													
BlackRock LifePath® Index 2030 K	5.49%	2.85%	8.83%	6.94%	8.74%	-	7.17%	05/31/2011	21.08%	(5.56%)	16.36%	7.29%	(0.50%)
Morningstar Lifetime Mod 2030 TR USD	*5.25%*	*2.34%*	*7.79%*	*6.89%*	*8.88%*	*-*	*-*	*-*	*21.24%*	*(5.82%)*	*16.59%*	*9.26%*	*(2.30%)*
Morningstar Target-Date 2030	*5.32%*	*2.54%*	*8.22%*	*6.35%*	*8.34%*	*7.90%*	*-*	*-*	*20.28%*	*(6.15%)*	*16.58%*	*7.55%*	*(1.25%)*
Target-Date 2035													
BlackRock LifePath® Index 2035 K	6.30%	1.94%	8.84%	7.11%	9.28%	-	7.52%	05/31/2011	23.08%	(6.36%)	18.29%	7.74%	(0.56%)
Morningstar Lifetime Mod 2035 TR USD	*5.76%*	*0.47%*	*6.79%*	*6.55%*	*9.20%*	*-*	*-*	*-*	*23.04%*	*(6.82%)*	*18.52%*	*10.07%*	*(2.58%)*
Morningstar Target-Date 2035	*6.05%*	*2.07%*	*8.68%*	*6.59%*	*8.95%*	*8.48%*	*-*	*-*	*22.25%*	*(7.00%)*	*18.46%*	*7.82%*	*(1.36%)*
Target-Date 2040													
BlackRock LifePath® Index 2040 K	7.07%	0.98%	8.73%	7.19%	9.73%	-	7.83%	05/31/2011	25.01%	(7.08%)	19.95%	8.10%	(0.56%)

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Morningstar Lifetime Mod 2040 TR USD	*6.23%*	*(1.14%)*	*5.87%*	*6.14%*	*9.29%*	*-*	*-*	*-*	*24.35%*	*(7.65%)*	*19.87%*	*10.61%*	*(2.83%)*
Morningstar Target-Date 2040	*6.54%*	*1.44%*	*8.56%*	*6.52%*	*9.15%*	*8.62%*	*-*	*-*	*23.34%*	*(7.64%)*	*19.48%*	*8.20%*	*(1.44%)*
Target-Date 2045													
BlackRock LifePath® Index 2045 K	7.65%	0.46%	8.78%	7.28%	10.02%	-	8.05%	05/31/2011	26.25%	(7.50%)	21.07%	8.28%	(0.64%)
Morningstar Lifetime Mod 2045 TR USD	*6.51%*	*(2.12%)*	*5.28%*	*5.83%*	*9.24%*	*-*	*-*	*-*	*24.97%*	*(8.17%)*	*20.53%*	*10.84%*	*(3.03%)*
Morningstar Target-Date 2045	*6.96%*	*1.15%*	*8.78%*	*6.64%*	*9.43%*	*8.86%*	*-*	*-*	*24.48%*	*(8.08%)*	*20.43%*	*8.21%*	*(1.44%)*
Target-Date 2050													
BlackRock LifePath® Index 2050 K	7.94%	0.28%	8.77%	7.30%	10.09%	-	8.20%	05/31/2011	26.77%	(7.82%)	21.43%	8.41%	(0.67%)
Morningstar Lifetime Mod 2050 TR USD	*6.60%*	*(2.53%)*	*5.01%*	*5.63%*	*9.16%*	*-*	*-*	*-*	*25.09%*	*(8.41%)*	*20.78%*	*10.89%*	*(3.19%)*
Morningstar Target-Date 2050	*7.06%*	*0.92%*	*8.60%*	*6.53%*	*9.40%*	*8.81%*	*-*	*-*	*24.62%*	*(8.30%)*	*20.55%*	*8.45%*	*(1.46%)*
Target-Date 2055													
BlackRock LifePath® Index 2055 K	7.96%	0.22%	8.85%	7.30%	10.12%	-	8.33%	05/31/2011	26.89%	(7.85%)	21.51%	8.38%	(0.60%)
Morningstar Lifetime Mod 2055 TR USD	*6.61%*	*(2.69%)*	*4.88%*	*5.51%*	*9.10%*	*-*	*-*	*-*	*25.05%*	*(8.57%)*	*20.95%*	*10.90%*	*(3.34%)*
Morningstar Target-Date 2055	*7.18%*	*0.91%*	*8.79%*	*6.63%*	*9.55%*	*8.99%*	*-*	*-*	*25.01%*	*(8.37%)*	*21.01%*	*8.19%*	*(1.45%)*
Target-Date 2060+													
BlackRock LifePath® Index 2060 K	7.89%	0.23%	8.77%	7.31%	-	-	11.48%	02/29/2016	26.92%	(7.84%)	21.51%	-	-
Morningstar Lifetime Mod 2060 TR USD	*6.61%*	*(2.81%)*	*4.78%*	*5.39%*	*9.03%*	*-*	*-*	*-*	*24.96%*	*(8.69%)*	*21.06%*	*10.88%*	*(3.48%)*
Morningstar Target-Date 2060+	*7.25%*	*0.67%*	*8.72%*	*6.70%*	*9.76%*	*-*	*-*	*-*	*25.17%*	*(8.45%)*	*21.15%*	*8.19%*	*(1.00%)*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Large Value													
MFS Value R6	5.96%	(7.62%)	(1.05%)	4.45%	9.07%	10.81%	9.67%	01/02/1996	30.18%	(9.78%)	17.86%	14.25%	(0.42%)
Russell 1000 Value TR USD	*5.59%*	*(11.58%)*	*(5.03%)*	*2.63%*	*7.66%*	*9.95%*	-	-	*26.54%*	*(8.27%)*	*13.66%*	*17.34%*	*(3.83%)*
Morningstar Large Value	*4.85%*	*(11.07%)*	*(4.52%)*	*2.55%*	*7.26%*	*9.17%*	-	-	*25.09%*	*(8.41%)*	*16.27%*	*15.11%*	*(3.39%)*
Large Blend													
iShares S&P 500 Index K	8.92%	5.62%	15.18%	12.28%	14.13%	13.67%	9.67%	07/30/1993	31.43%	(4.38%)	21.77%	11.92%	1.35%
S&P 500 TR USD	*8.93%*	*5.57%*	*15.15%*	*12.28%*	*14.15%*	*13.74%*	-	-	*31.49%*	*(4.38%)*	*21.83%*	*11.96%*	*1.38%*
Morningstar Large Blend	*8.08%*	*2.35%*	*10.75%*	*9.56%*	*11.76%*	*11.97%*	-	-	*29.17%*	*(6.03%)*	*20.64%*	*10.89%*	*(0.55%)*
Large Growth													
TIAA-CREF Large-Cap Growth Inst	13.63%	28.19%	39.54%	21.54%	19.50%	17.39%	11.81%	03/31/2006	30.71%	0.04%	34.51%	(0.85%)	9.20%
Russell 1000 Growth TR USD	*13.22%*	*24.33%*	*37.53%*	*21.67%*	*20.10%*	*17.25%*	-	-	*36.39%*	*(1.51%)*	*30.21%*	*7.08%*	*5.67%*
Morningstar Large Growth	*11.55%*	*20.65%*	*32.15%*	*18.22%*	*16.95%*	*14.97%*	-	-	*32.06%*	*(2.14%)*	*27.75%*	*3.72%*	*3.67%*
Mid-Cap Value													
Wells Fargo Special Mid Cap Value Inst	5.55%	(13.87%)	(6.93%)	1.82%	6.99%	10.79%	10.91%	04/08/2005	35.53%	(13.10%)	11.16%	21.59%	(2.73%)
Russell Mid Cap Value TR USD	*6.40%*	*(12.84%)*	*(7.30%)*	*0.82%*	*6.38%*	*9.71%*	-	-	*27.06%*	*(12.29%)*	*13.34%*	*20.00%*	*(4.78%)*
Morningstar Mid-Cap Value	*4.43%*	*(16.22%)*	*(10.21%)*	*(1.14%)*	*4.94%*	*8.16%*	-	-	*25.40%*	*(12.93%)*	*13.89%*	*18.83%*	*(5.05%)*
Mid-Cap Blend													
Vanguard Mid Cap Index Admiral	7.95%	0.19%	7.08%	7.98%	10.33%	11.97%	9.79%	05/21/1998	31.03%	(9.23%)	19.25%	11.22%	(1.34%)
CRSP US Mid Cap TR USD	*7.95%*	*0.18%*	*7.07%*	*7.99%*	*10.36%*	*12.04%*	-	-	*31.09%*	*(9.22%)*	*19.30%*	*11.25%*	*(1.28%)*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Morningstar Mid-Cap Blend	*6.38%*	*(6.96%)*	*(0.42%)*	*3.44%*	*7.35%*	*9.52%*	-	-	*26.44%*	*(10.68%)*	*16.23%*	*15.11%*	*(4.10%)*
Mid-Cap Growth													
MassMutual Select Mid Cap Growth I	8.74%	7.68%	15.23%	12.94%	13.84%	14.36%	10.03%	05/31/2000	32.22%	(3.10%)	24.66%	6.19%	5.95%
Russell Mid Cap Growth TR USD	*9.37%*	*13.92%*	*23.23%*	*16.23%*	*15.53%*	*14.55%*	-	-	*35.47%*	*(4.75%)*	*25.27%*	*7.33%*	*(0.20%)*
Morningstar Mid-Cap Growth	*10.20%*	*15.01%*	*24.49%*	*14.68%*	*14.28%*	*13.22%*	-	-	*32.60%*	*(5.85%)*	*24.79%*	*6.76%*	*(0.33%)*
Small Value													
DFA US Small Cap Value I	3.37%	(22.94%)	(15.86%)	(7.29%)	1.60%	6.80%	9.71%	03/02/1993	18.12%	(15.13%)	7.21%	28.26%	(7.81%)
Northern Small Cap Value	1.94%	(23.31%)	(18.17%)	(6.40%)	2.46%	7.18%	8.32%	03/31/1994	22.27%	(13.68%)	6.42%	27.87%	(4.62%)
Russell 2000 Value TR USD	*2.56%*	*(21.54%)*	*(14.88%)*	*(5.13%)*	*4.11%*	*7.09%*	-	-	*22.39%*	*(12.86%)*	*7.84%*	*31.74%*	*(7.47%)*
Morningstar Small Value	*3.03%*	*(20.51%)*	*(14.22%)*	*(5.49%)*	*2.68%*	*6.45%*	-	-	*21.70%*	*(15.35%)*	*8.81%*	*25.95%*	*(6.90%)*
Northern Small Cap Value	1.94%	(23.31%)	(18.17%)	(6.40%)	2.46%	7.18%	8.32%	03/31/1994	22.27%	(13.68%)	6.42%	27.87%	(4.62%)
Russell 2000 Value TR USD	*2.56%*	*(21.54%)*	*(14.88%)*	*(5.13%)*	*4.11%*	*7.09%*	-	-	*22.39%*	*(12.86%)*	*7.84%*	*31.74%*	*(7.47%)*
Morningstar Small Value	*3.03%*	*(20.51%)*	*(14.22%)*	*(5.49%)*	*2.68%*	*6.45%*	-	-	*21.70%*	*(15.35%)*	*8.81%*	*25.95%*	*(6.90%)*
Small Growth													
Janus Henderson Triton T	6.31%	(0.74%)	4.89%	8.38%	12.39%	13.26%	12.07%	02/25/2005	28.30%	(5.26%)	26.90%	10.42%	1.21%
Russell 2000 Growth TR USD	*7.16%*	*3.88%*	*15.71%*	*8.18%*	*11.42%*	*12.34%*	-	-	*28.48%*	*(9.31%)*	*22.17%*	*11.32%*	*(1.38%)*
Morningstar Small Growth	*8.20%*	*8.45%*	*18.77%*	*11.09%*	*12.89%*	*12.64%*	-	-	*28.19%*	*(5.22%)*	*22.21%*	*11.89%*	*(2.18%)*
Foreign Large Blend													
Hartford International Opportunities R6	9.11%	2.96%	12.24%	3.07%	6.57%	5.73%	5.75%	07/22/1996	26.15%	(18.61%)	24.77%	1.15%	1.49%

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
MSCI EAFE NR USD	*4.80%*	*(7.09%)*	*0.49%*	*0.62%*	*5.26%*	*4.62%*	-	-	*22.01%*	*(13.79%)*	*25.03%*	*1.00%*	*(0.81%)*
Morningstar Foreign Large Blend	*5.82%*	*(5.71%)*	*2.21%*	*0.44%*	*5.21%*	*4.39%*	-	-	*21.64%*	*(14.47%)*	*25.27%*	*1.70%*	*(1.18%)*
Diversified Emerging Mkts													
American Funds New World R6	8.19%	4.97%	14.50%	7.70%	11.37%	6.06%	8.29%	06/17/1999	28.03%	(11.97%)	33.06%	4.31%	(5.62%)
MSCI EM NR USD	*9.56%*	*(1.16%)*	*10.54%*	*2.42%*	*8.97%*	*2.50%*	-	-	*18.42%*	*(14.57%)*	*37.28%*	*11.19%*	*(14.92%)*
Morningstar Diversified Emerging Mkts	*8.86%*	*(1.44%)*	*9.09%*	*1.73%*	*8.08%*	*2.47%*	-	-	*19.80%*	*(16.12%)*	*35.22%*	*9.02%*	*(13.27%)*
Real Estate													
Principal Real Estate Securities Inst	2.62%	(11.33%)	(10.87%)	4.84%	6.58%	9.62%	10.53%	12/06/2000	31.13%	(4.31%)	9.03%	5.93%	4.22%
DJ US Select REIT TR USD	*0.83%*	*(21.36%)*	*(22.33%)*	*(1.85%)*	*1.99%*	*7.03%*	-	-	*23.10%*	*(4.22%)*	*3.76%*	*6.68%*	*4.48%*
Morningstar Real Estate	*2.35%*	*(14.01%)*	*(13.44%)*	*1.17%*	*4.28%*	*7.80%*	-	-	*27.44%*	*(5.91%)*	*6.98%*	*7.66%*	*2.23%*

Review : Watch : Addition :

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the “Important Disclosures” section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.

INVESTMENT FACT SHEETS - 100 POINT

Community Action Partnership ERISA 403(b)

For Period Ending 09/30/2020

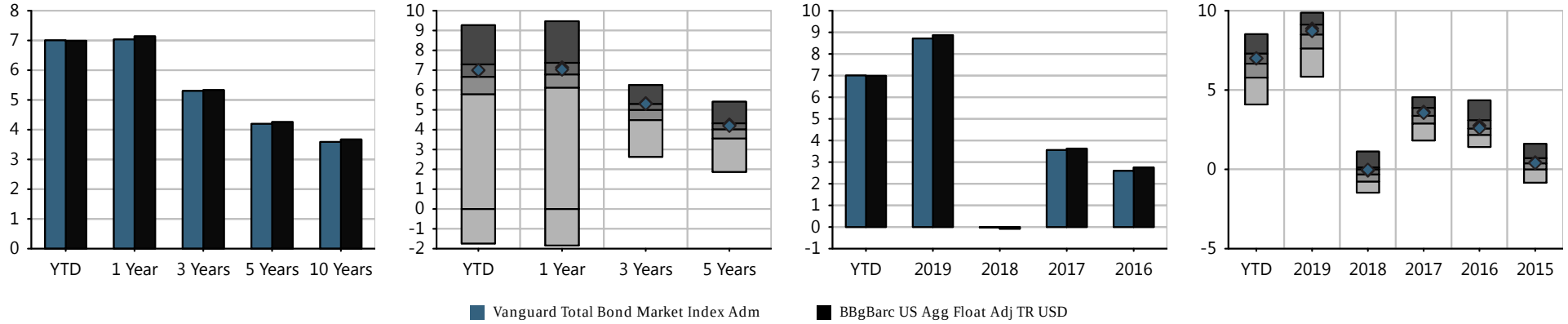
VANGUARD TOTAL BOND MARKET INDEX ADM | FUND FACT SHEET

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.35%	0.28%	0.26%	0.05%	$291,226,389,101	7.08%	5.35%	4.25%
	Peer Group Scoring	*2.03%*	*1.33%*	*1.16%*	*0.62%*	-	-	-	-
	Criteria Peer Ranking	5	8	8	7	-	33	21	29

Investment Strategy

The investment seeks the performance of Bloomberg Barclays U.S. Aggregate Float Adjusted Index. Bloomberg Barclays U.S. Aggregate Float Adjusted Index measures the performance of a wide spectrum of public, investment-grade, taxable, fixed income securities in the United States-including government, corporate, and international dollar-denominated bonds, as well as mortgage-backed and asset-backed securities-all with maturities of more than 1 year. All of its investments will be selected through the sampling process, and at least 80% of its assets will be invested in bonds held in the index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Vanguard Total Bond Market Index Adm	0.61%	7.00%	7.03%	5.30%	4.20%	3.59%	5.99%	12/11/1986	8.71%	(0.03%)	3.56%	2.60%	0.40%
BBgBarc US Agg Float Adj TR USD	*0.65%*	*6.99%*	*7.14%*	*5.33%*	*4.26%*	*3.67%*	-	-	*8.87%*	*(0.08%)*	*3.63%*	*2.75%*	*0.44%*
Morningstar Intermediate Core Bond	*0.95%*	*6.50%*	*6.66%*	*4.88%*	*3.94%*	*3.48%*	-	-	*8.26%*	*(0.32%)*	*3.32%*	*2.65%*	*0.34%*

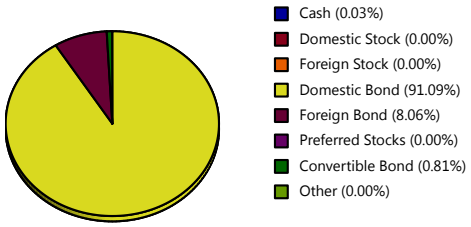
Morningstar Rating: ****

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

VANGUARD TOTAL BOND MARKET INDEX ADM | FUND FACT SHEET

Asset Allocation



Maturity Distribution

	Fund
Less than 1 Yr	0.73
1 to 3 Yrs	19.94
3 to 5 Yrs	15.90
5 to 7 Yrs	10.71
7 to 10 Yrs	10.25
10 Yrs or more	42.47

Regional Distribution

United States	91.91
Supranational	1.53
United Kingdom	1.08
Canada	1.03
Japan	0.66
Germany	0.49
Netherlands	0.43
Mexico	0.37
Belgium	0.34
Colombia	0.20

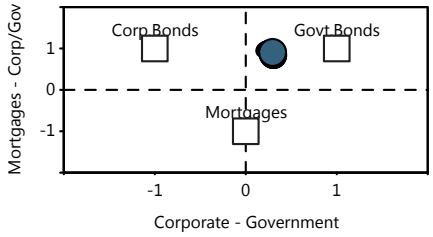
Sector Distribution

	Fund	Index
Government	45.99	-
Corporate	29.73	-
Securitized	23.52	-
Municipal	-	-
Cash & Equivalents	0.03	-
Other	0.73	-

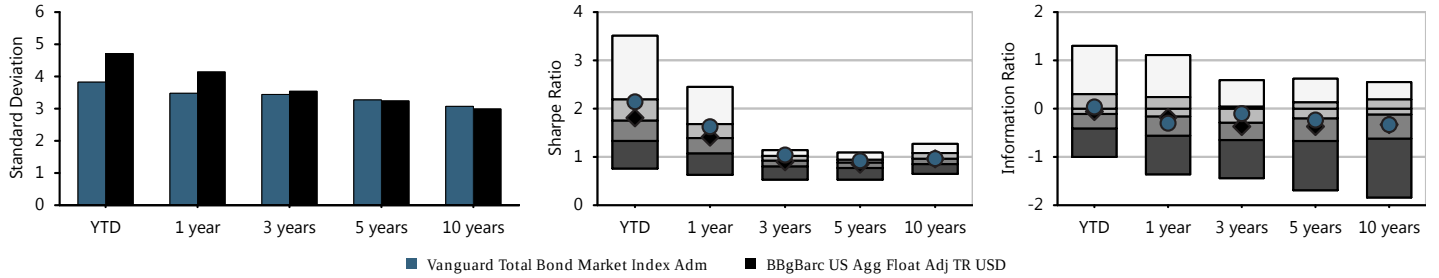
Credit Quality

	Fund	Index
AAA	62.99	-
AA	3.71	-
A	12.84	-
BBB	20.46	-
BB	0.00	-
B	0.00	-
Below B	0.00	-
Not Rated	0.00	-

Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	VBTLX
Category	Intermediate Core Bond
Net Assets(This Class $mn)	291,226 m
Net Assets(All Classes $mn)	-
Manager	Joshua Barrickman
Manager Tenure	7.59
Fund Inception	Dec 11,1986
Avg Maturity	8.50
Avg Duration	6.55

Fee And Expenses

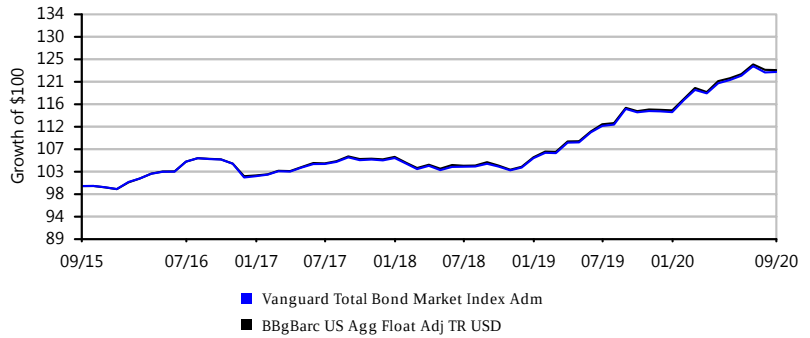
Expense Ratio	0.05
Gross Expense Ratio	0.05
Prospectus Net Expense Ratio	0.05
Prospectus Gross Expense Ratio	0.05
Actual 12b1	0.00
Management Fee	0.04

Top 10 Holdings (%)

Federal National Mortga...	0.65
United States Treasury ...	0.62
United States Treasury ...	0.54
United States Treasury ...	0.43
United States Treasury ...	0.42
United States Treasury ...	0.42
United States Treasury ...	0.41
Federal National Mortga...	0.40
United States Treasury ...	0.40
United States Treasury ...	0.39

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

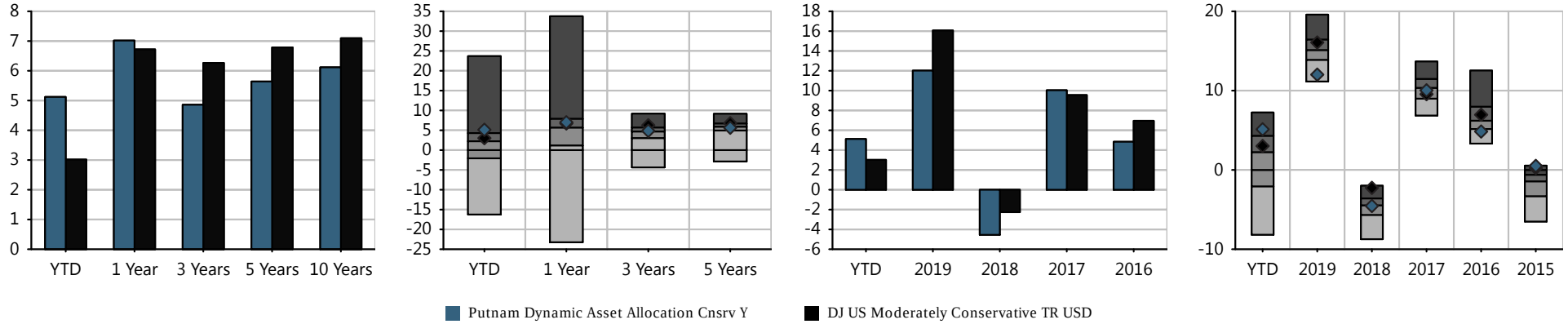
PUTNAM DYNAMIC ASSET ALLOCATION CNSRV Y | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
84 Passing	Criteria Scoring	7.02%	4.86%	5.64%	0.51	0.81	-0.52	-0.51	18.34	0.75%	2.78	1.04
	Peer Group Scoring	*4.41%*	*4.19%*	*5.70%*	*0.34*	*0.63*	*-0.66*	*-0.41*	*8.86*	*1.04%*	*7.29*	*0.89*
	Criteria Peer Ranking	35	45	58	24	20	40	59	5	32	10	19

Investment Strategy

The investment seeks total return consistent with preservation of capital. The fund allocates 15% to 45% of its assets in equities and 55% to 85% in fixed income securities. It invests mainly in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments. The fund also invests, to a lesser extent, in equity securities (growth or value stocks or both) of U.S. and foreign companies of any size.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Putnam Dynamic Asset Allocation Cnsrv Y	2.76%	5.12%	7.02%	4.86%	5.64%	6.12%	6.08%	02/07/1994	12.02%	(4.55%)	10.04%	4.84%	0.51%
DJ US Moderately Conservative TR USD	*3.21%*	*3.02%*	*6.72%*	*6.26%*	*6.79%*	*7.10%*	-	-	*16.07%*	*(2.26%)*	*9.55%*	*6.96%*	*0.24%*
Morningstar Allocation--30% to 50% Equity	*3.88%*	*1.04%*	*4.41%*	*4.19%*	*5.70%*	*5.69%*	-	-	*15.02%*	*(4.89%)*	*10.25%*	*6.88%*	*(2.09%)*

Morningstar Rating: ****

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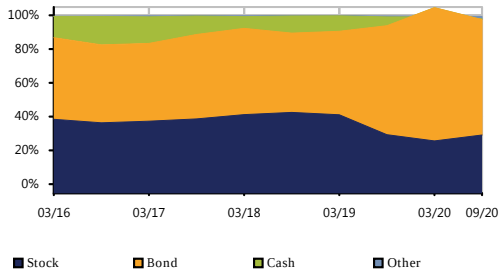
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PUTNAM DYNAMIC ASSET ALLOCATION CNSRV Y | FUND FACT SHEET

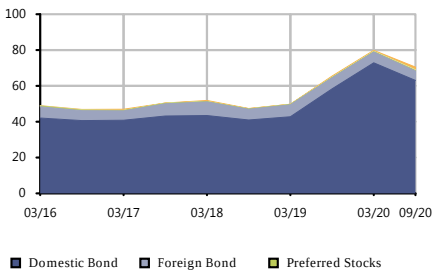
Portfolio Composition

Time Period: 10/30/2015 - 09/30/2020



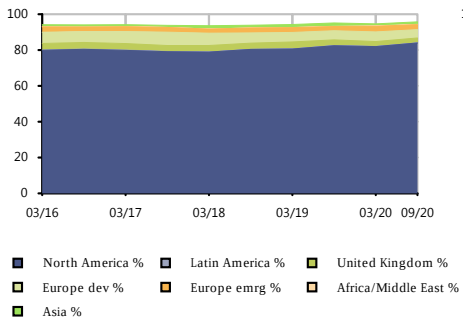
Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



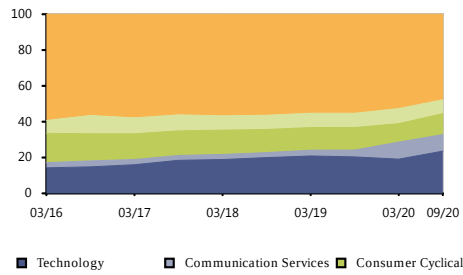
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

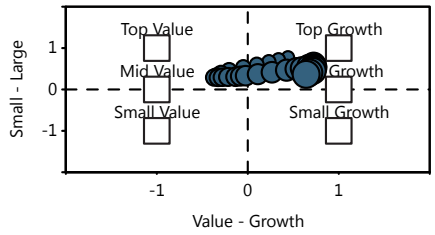


Sector Distribution

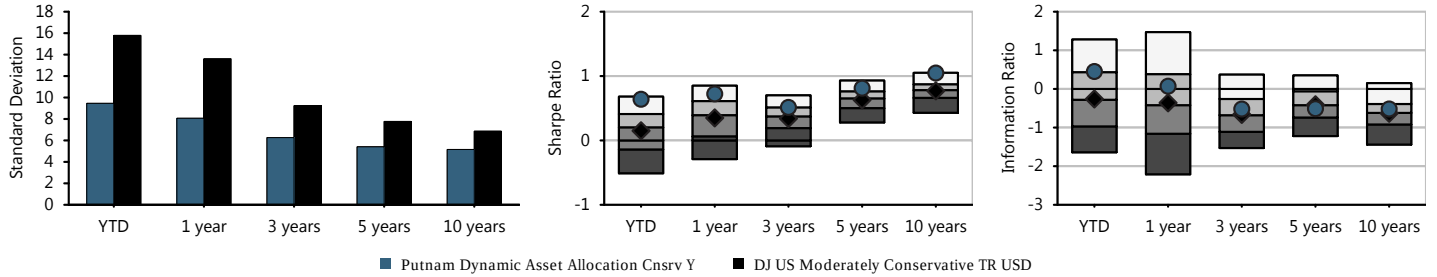
Time Period: 10/30/2015 - 09/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PACYX
Category	Allocation--30% to 50% Equity
Net Assets(This Class $mn)	1,117 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Schoen
Manager Tenure	18.34
Fund Inception	Feb 07,1994

Fee And Expenses

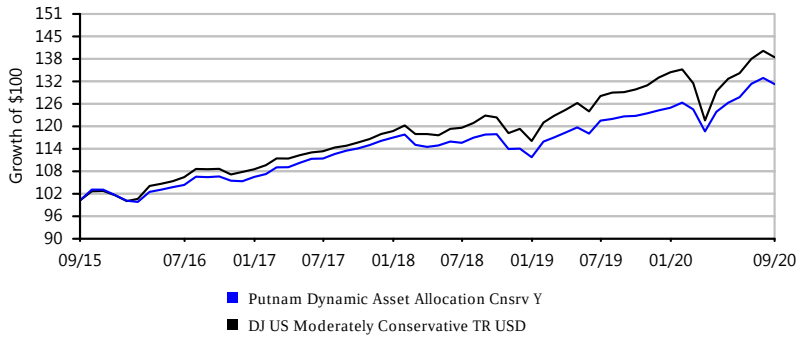
Expense Ratio	0.75
Gross Expense Ratio	0.75
Prospectus Net Expense Ratio	0.75
Prospectus Gross Expense Ratio	0.75
Actual 12b1	0.00
Management Fee	0.52

Top 10 Holdings (%)

E-mini S&P 500 Future S...	-13.63
5 Year Treasury Note Fu...	7.74
Government National Mor...	5.84
Ultra US Treasury Bond ...	4.33
Gsglpwdl R Us0001m P 12...	3.54
Gsglpwds P Us0001m R 12...	-3.50
MSCI EAFE Index Future ...	-3.30
Ultra 10 Year US Treasu...	-3.14
10 Year Treasury Note F...	3.03
Federal National Mortga...	2.74

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

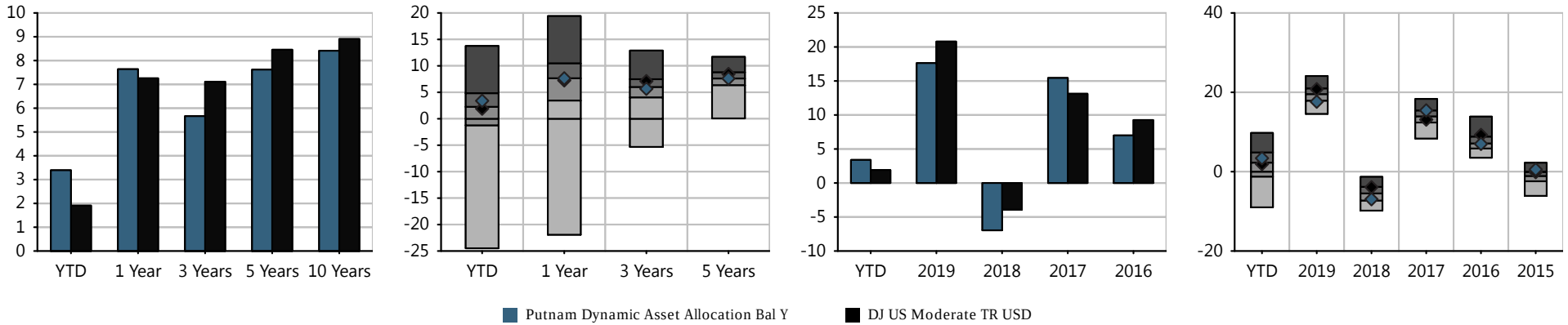
PUTNAM DYNAMIC ASSET ALLOCATION BAL Y | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
71 Passing	Criteria Scoring	7.64%	5.67%	7.62%	0.39	0.68	-0.67	-0.42	18.34	0.73%	4.36	0.97
	Peer Group Scoring	*6.33%*	*5.73%*	*7.46%*	*0.39*	*0.66*	*-0.36*	*-0.28*	*10.30*	*1.08%*	*5.65*	*0.97*
	Criteria Peer Ranking	50	55	50	55	51	59	55	12	29	34	53

Investment Strategy

The investment seeks total return. The fund allocates 45% to 75% of its assets in equities and 25% to 55% in fixed income securities. It invests mainly in equity securities (growth or value stocks or both) of both U.S. and foreign companies of any size. The fund also invests in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments (such as mortgage-backed investments).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Putnam Dynamic Asset Allocation Bal Y	4.98%	3.39%	7.64%	5.67%	7.62%	8.41%	7.26%	02/07/1994	17.63%	(6.95%)	15.44%	6.99%	0.55%
DJ US Moderate TR USD	*4.59%*	*1.91%*	*7.26%*	*7.11%*	*8.46%*	*8.91%*	-	-	*20.80%*	*(3.92%)*	*13.12%*	*9.26%*	*(0.13%)*
Morningstar Allocation--50% to 70% Equity	*5.02%*	*1.36%*	*6.33%*	*5.73%*	*7.46%*	*7.54%*	-	-	*19.24%*	*(5.50%)*	*13.71%*	*7.68%*	*(1.68%)*

Morningstar Rating: ****

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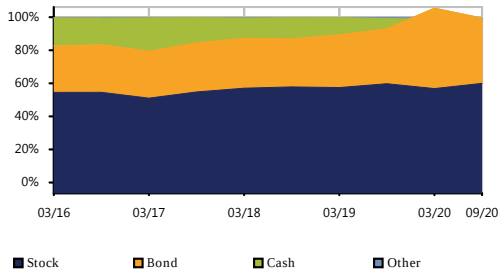
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PUTNAM DYNAMIC ASSET ALLOCATION BAL Y | FUND FACT SHEET

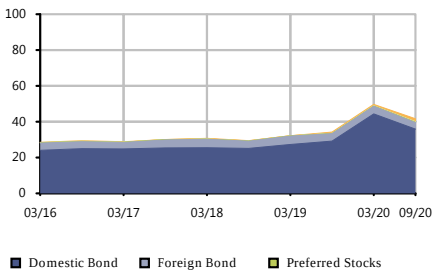
Portfolio Composition

Time Period: 10/30/2015 - 09/30/2020



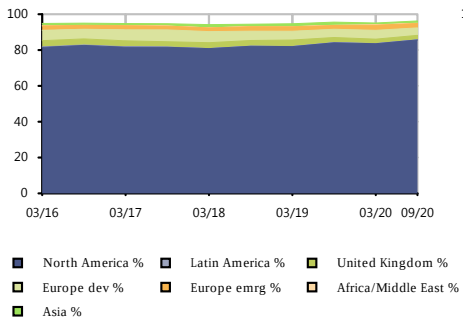
Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



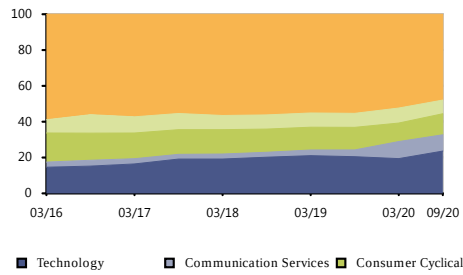
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

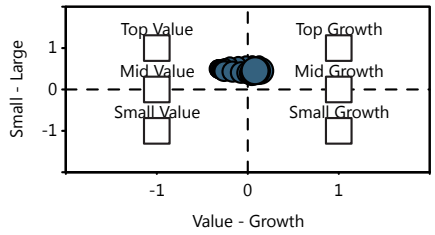


Sector Distribution

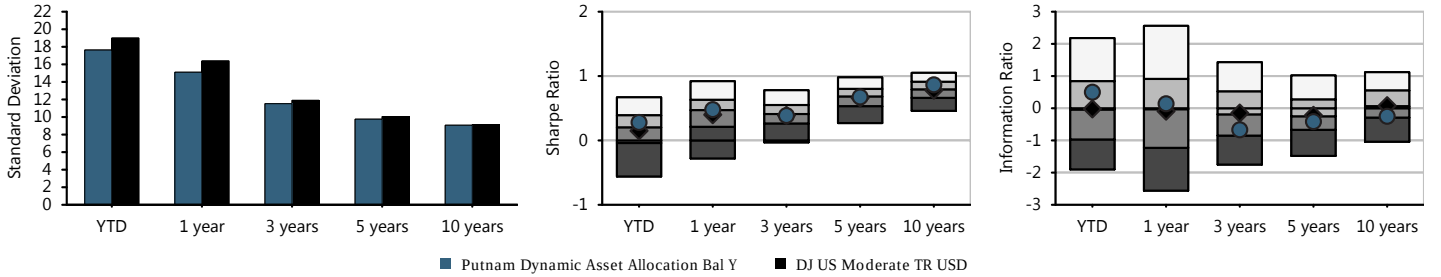
Time Period: 10/30/2015 - 09/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PABYX
Category	Allocation--50% to 70% Equity
Net Assets(This Class $mn)	2,745 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Schoen
Manager Tenure	18.34
Fund Inception	Feb 07,1994

Fee And Expenses

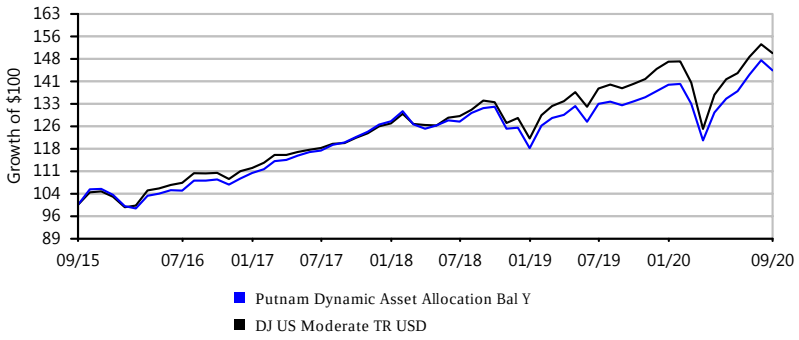
Expense Ratio	0.72
Gross Expense Ratio	0.72
Prospectus Net Expense Ratio	0.73
Prospectus Gross Expense Ratio	0.73
Actual 12b1	0.00
Management Fee	0.52

Top 10 Holdings (%)

Gsglpwdl R Us0001m P 12...	6.34
Gsglpwds P Us0001m R 12...	-6.28
E-mini S&P 500 Future S...	-4.53
5 Year Treasury Note Fu...	4.28
E-mini Russell 2000 Ind...	3.71
Apple Inc	3.50
Cgputql2 R Us0003m P 06...	3.25
Government National Mor...	3.14
Ru10intr P Us0003m R 06...	-2.99
Amazon.com Inc	2.94

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

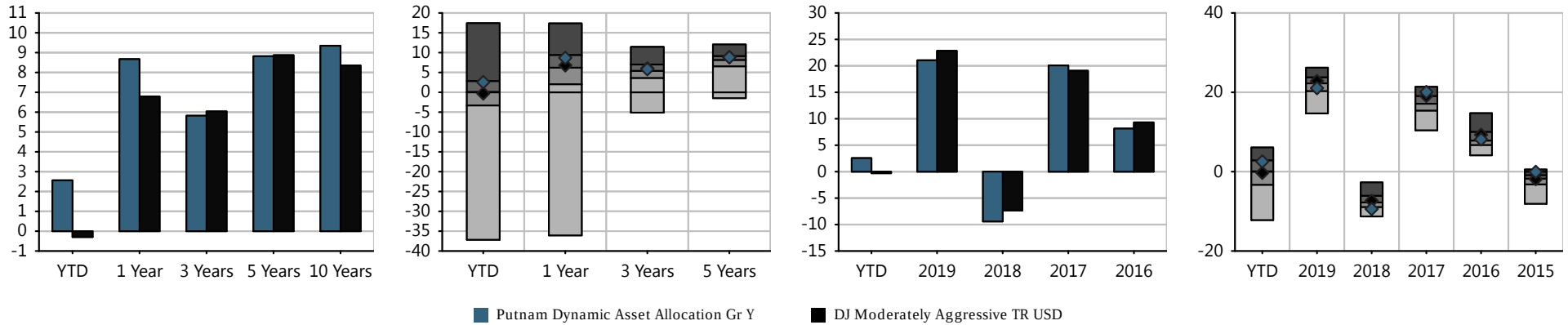
PUTNAM DYNAMIC ASSET ALLOCATION GR Y | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
82 Passing	Criteria Scoring	8.67%	5.82%	8.82%	0.34	0.63	-0.11	-0.03	18.34	0.82%	5.01	0.99
	Peer Group Scoring	*4.71%*	*4.97%*	*7.69%*	*0.30*	*0.57*	*-0.27*	*-0.34*	*10.47*	*1.11%*	*7.98*	*0.96*
	Criteria Peer Ranking	31	46	35	46	40	45	35	9	31	18	44

Investment Strategy

The investment seeks capital appreciation. The fund allocates 65% to 95% of its assets in equities and 5% to 35% in fixed income securities. It invests mainly in equity securities (growth or value stocks or both) of both U.S. and foreign companies of any size. The fund also invests, to a lesser extent, in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments (such as mortgage-backed investments).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Putnam Dynamic Asset Allocation Gr Y	6.76%	2.56%	8.67%	5.82%	8.82%	9.35%	7.93%	02/08/1994	21.05%	(9.41%)	20.08%	8.14%	(0.06%)
DJ Moderately Aggressive TR USD	*6.02%*	*(0.29%)*	*6.79%*	*6.04%*	*8.87%*	*8.35%*	-	-	*22.84%*	*(7.33%)*	*19.08%*	*9.31%*	*(1.89%)*
Morningstar Allocation--70% to 85% Equity	*5.78%*	*(1.23%)*	*4.71%*	*4.97%*	*7.69%*	*7.97%*	-	-	*21.49%*	*(7.54%)*	*16.60%*	*8.49%*	*(2.44%)*

Morningstar Rating: ****

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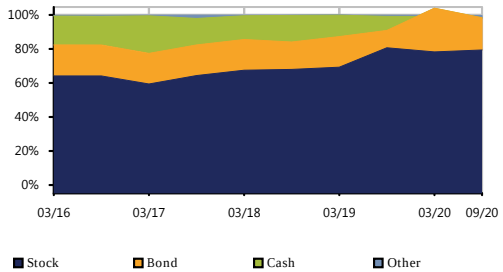
PUTNAM DYNAMIC ASSET ALLOCATION GR Y | FUND FACT SHEET

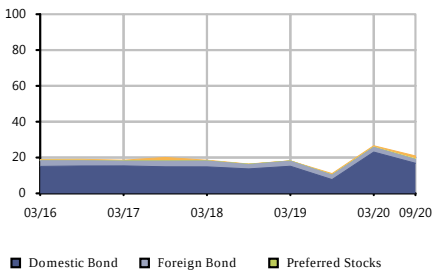
Portfolio Composition

Time Period: 10/30/2015 - 09/30/2020



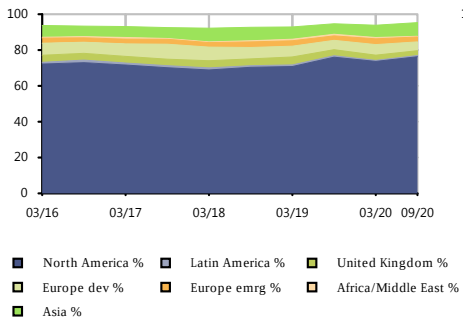
Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



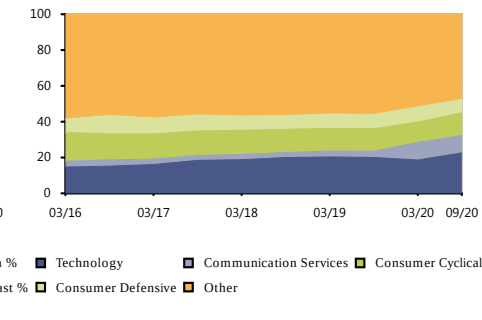
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

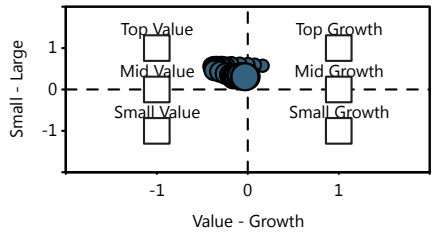


Sector Distribution

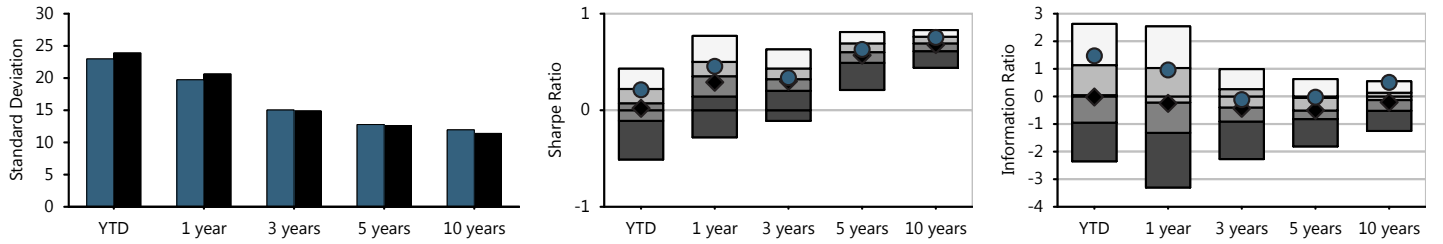
Time Period: 10/30/2015 - 09/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PAGYX
Category	Allocation--70% to 85% Equity
Net Assets(This Class $mn)	2,848 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Schoen
Manager Tenure	18.34
Fund Inception	Feb 08,1994

Fee And Expenses

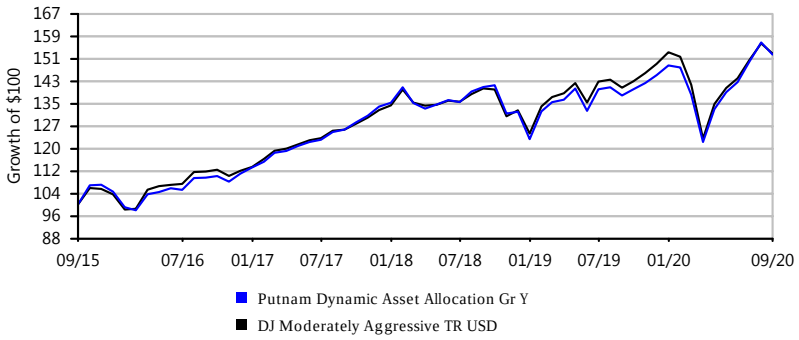
Expense Ratio	0.81
Gross Expense Ratio	0.81
Prospectus Net Expense Ratio	0.82
Prospectus Gross Expense Ratio	0.82
Actual 12b1	0.00
Management Fee	0.59

Top 10 Holdings (%)

Gsglpwdl R Us0001m P 12...	6.17
Gsglpwds P Us0001m R 12...	-6.11
E-mini Russell 2000 Ind...	4.44
Apple Inc	3.54
Cgputql2 R Us0003m P 06...	3.19
Amazon.com Inc	2.96
Ru10intr P Us0003m R 06...	-2.94
Microsoft Corp	2.70
Ultra 10 Year US Treasu...	-2.47
E-mini S&P MidCap 400 F...	2.14

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

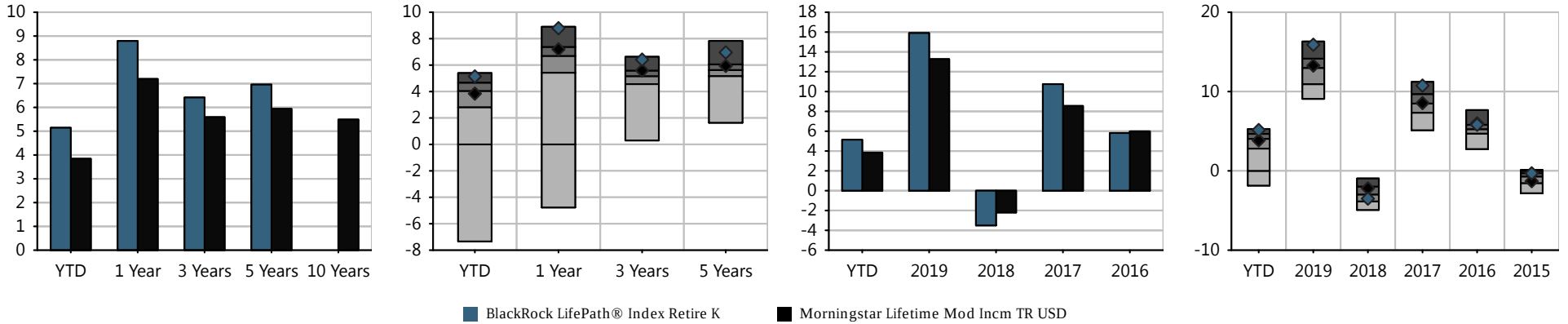
BLACKROCK LIFEPATH® INDEX RETIRE K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
92 Passing	Criteria Scoring	8.79%	6.42%	6.96%	8.30	0.65	0.91	0.72	0.97	9.34	0.09%	1.05
	Peer Group Scoring	*5.85%*	*4.87%*	*5.42%*	*7.85*	*0.54*	*0.79*	*-0.29*	*-0.21*	*8.66*	*0.74%*	*1.05*
	Criteria Peer Ranking	3	3	5	66	29	25	1	1	46	2	40

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index Retirement Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index Retire K	3.71%	5.14%	8.79%	6.42%	6.96%	-	5.84%	05/31/2011	15.90%	(3.50%)	10.75%	5.82%	(0.31%)
Morningstar Lifetime Mod Incm TR USD	*3.63%*	*3.84%*	*7.20%*	*5.59%*	*5.94%*	*-*	*-*	*-*	*13.27%*	*(2.20%)*	*8.55%*	*5.98%*	*(1.30%)*
Morningstar Target-Date Retirement	*3.04%*	*3.28%*	*5.85%*	*4.87%*	*5.42%*	*4.71%*	*-*	*-*	*12.76%*	*(3.02%)*	*8.46%*	*5.17%*	*(0.98%)*

Morningstar Rating: ***

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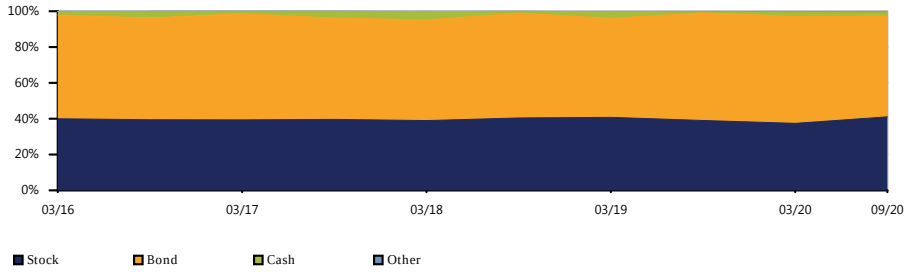
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BlackRock LifePath® Index Retire K | Fund Fact Sheet

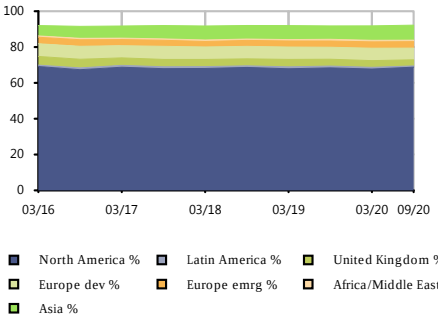
Historical Glidepath

Time Period: 10/30/2015 - 09/30/2020



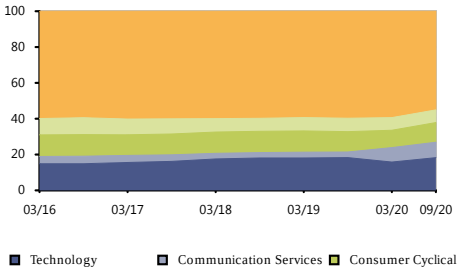
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020



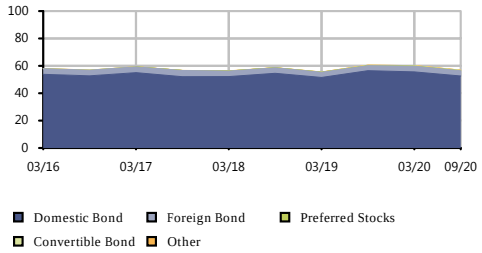
Sector Distribution

Time Period: 10/30/2015 - 09/30/2020

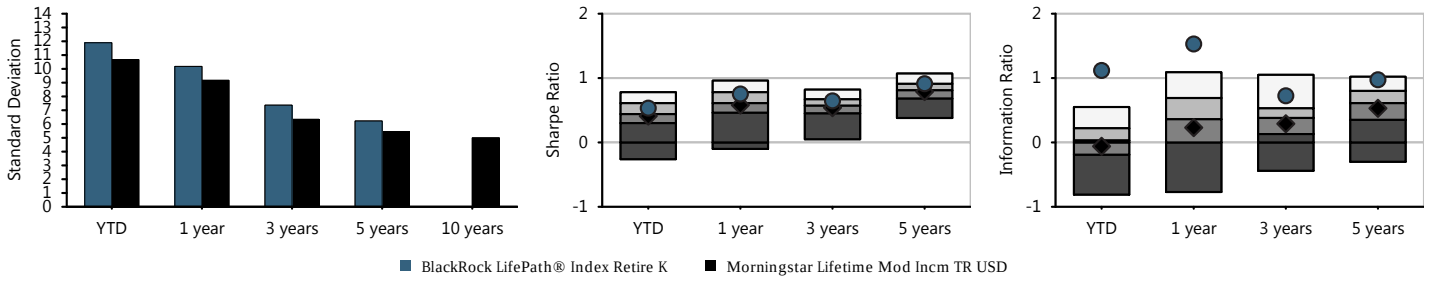


Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



Risk/Return vs Peer Group



Fund Basics

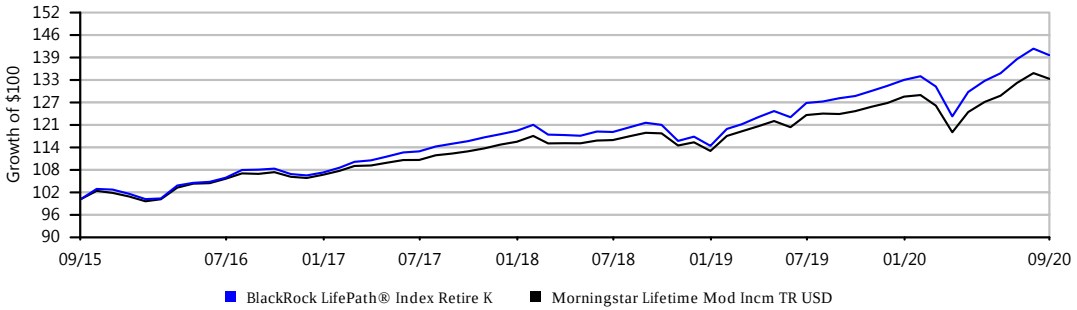
Ticker	LIRKX
Category	Target-Date Retirement
Net Assets(This Class $mn)	8,111 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.34
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.07
Gross Expense Ratio	0.11
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.14
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



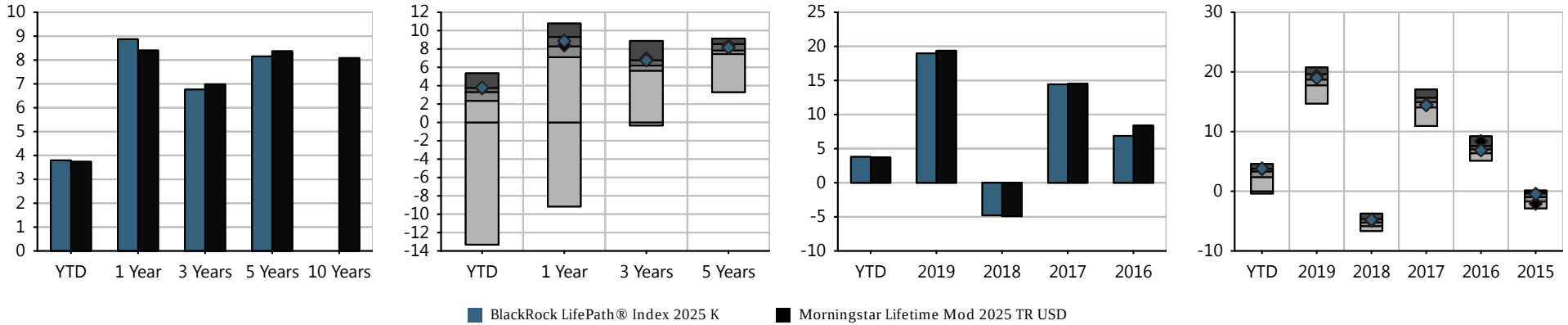
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
91 Passing	Criteria Scoring	8.87%	6.76%	8.15%	11.45	0.54	0.83	-0.25	-0.25	9.34	0.09%	1.01
	Peer Group Scoring	*7.76%*	*6.07%*	*7.70%*	*12.82*	*0.45*	*0.74*	*-0.52*	*-0.36*	*7.90*	*0.71%*	*0.94*
	Criteria Peer Ranking	40	25	37	14	15	13	33	42	35	2	15

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2025 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index 2025 K	4.59%	3.79%	8.87%	6.76%	8.15%	-	6.78%	05/31/2011	18.98%	(4.78%)	14.43%	6.87%	(0.45%)
Morningstar Lifetime Mod 2025 TR USD	*4.79%*	*3.74%*	*8.40%*	*6.98%*	*8.37%*	*-*	*-*	*-*	*19.36%*	*(4.90%)*	*14.54%*	*8.39%*	*(2.06%)*
Morningstar Target-Date 2025	*4.65%*	*2.84%*	*7.76%*	*6.07%*	*7.70%*	*7.47%*	*-*	*-*	*18.43%*	*(5.25%)*	*14.66%*	*6.96%*	*(1.10%)*

Morningstar Rating: ****

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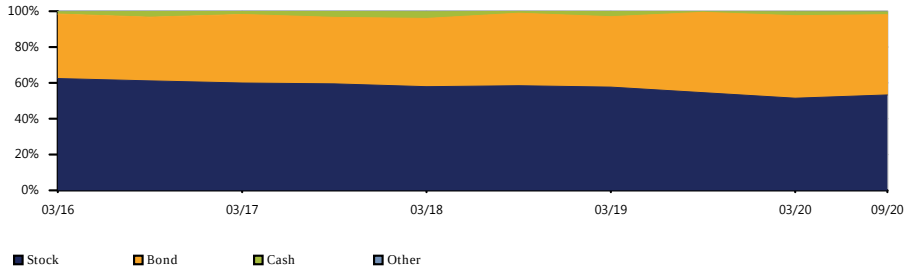
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

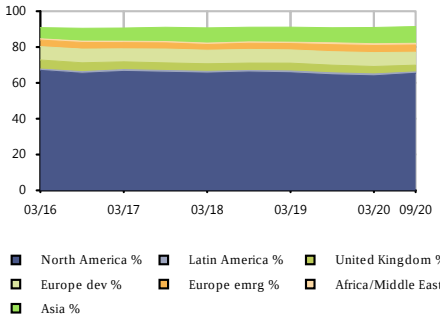
Historical Glidepath

Time Period: 10/30/2015 - 09/30/2020



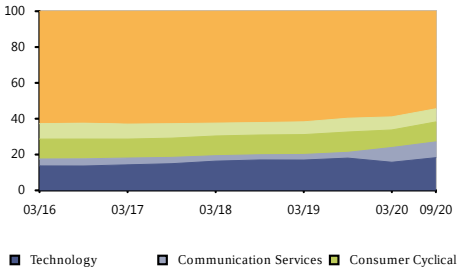
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020



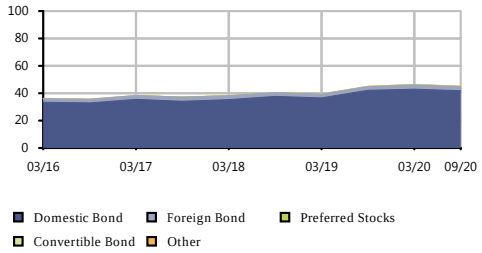
Sector Distribution

Time Period: 10/30/2015 - 09/30/2020

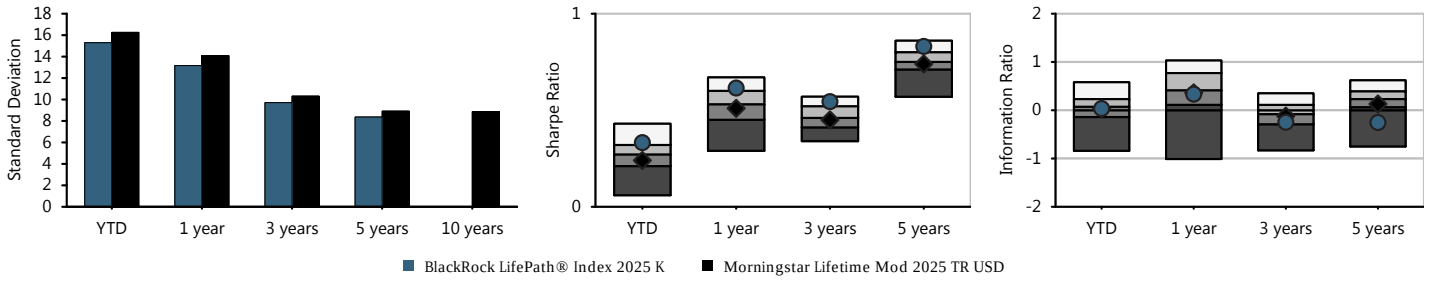


Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



Risk/Return vs Peer Group



Fund Basics

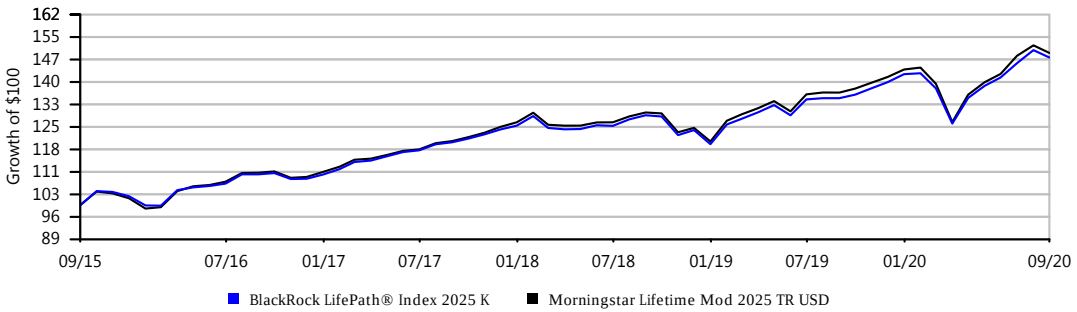
Ticker	LIBKX
Category	Target-Date 2025
Net Assets(This Class $mn)	5,243 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.34
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.06
Gross Expense Ratio	0.10
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.15
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



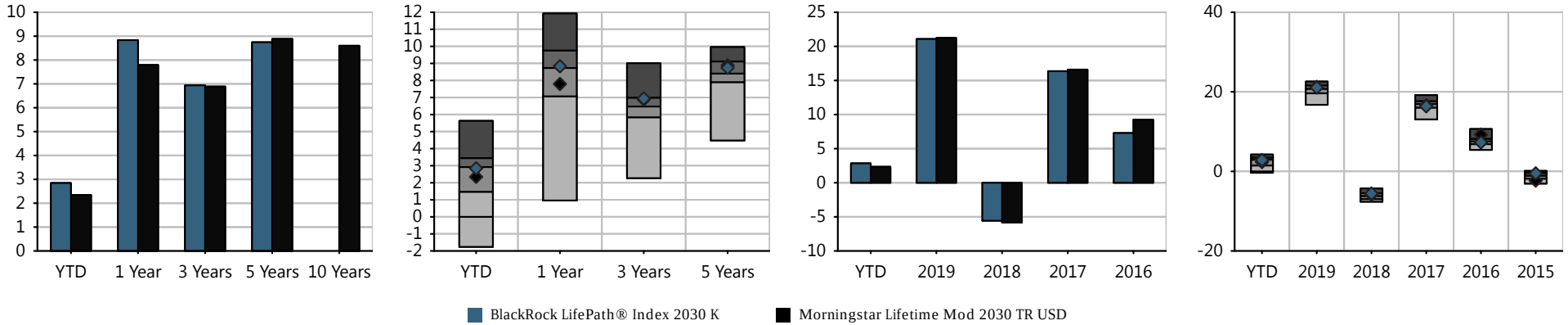
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
88 Passing	Criteria Scoring	8.83%	6.94%	8.74%	14.27	0.49	0.77	0.06	-0.16	9.34	0.09%	1.01
	Peer Group Scoring	*8.22%*	*6.35%*	*8.34%*	*14.78*	*0.43*	*0.72*	*-0.32*	*-0.29*	*7.92*	*0.75%*	*0.97*
	Criteria Peer Ranking	49	27	39	30	20	23	27	39	35	2	23

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2030 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index 2030 K	5.49%	2.85%	8.83%	6.94%	8.74%	-	7.17%	05/31/2011	21.08%	(5.56%)	16.36%	7.29%	(0.50%)
Morningstar Lifetime Mod 2030 TR USD	*5.25%*	*2.34%*	*7.79%*	*6.89%*	*8.88%*	*-*	*-*	*-*	*21.24%*	*(5.82%)*	*16.59%*	*9.26%*	*(2.30%)*
Morningstar Target-Date 2030	*5.32%*	*2.54%*	*8.22%*	*6.35%*	*8.34%*	*7.90%*	*-*	*-*	*20.28%*	*(6.15%)*	*16.58%*	*7.55%*	*(1.25%)*

Morningstar Rating: ****

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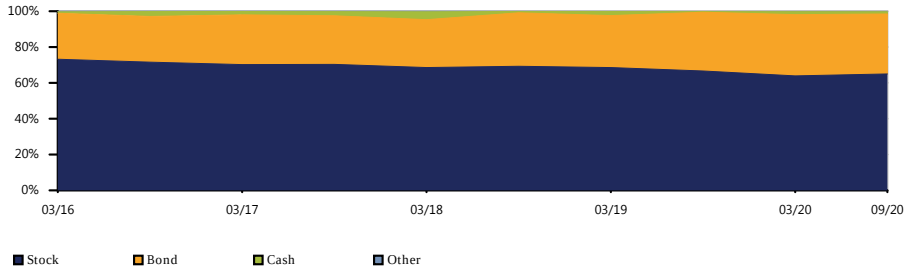
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPATH® INDEX 2030 K | FUND FACT SHEET

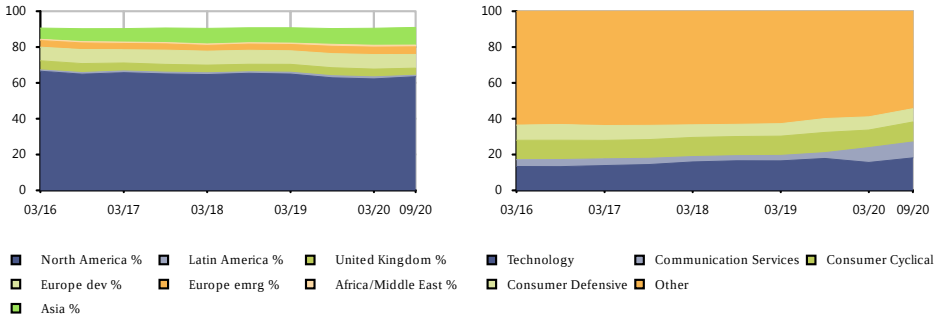
Historical Glidepath

Time Period: 10/30/2015 - 09/30/2020



Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

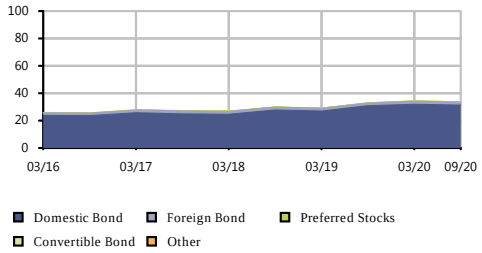


Sector Distribution

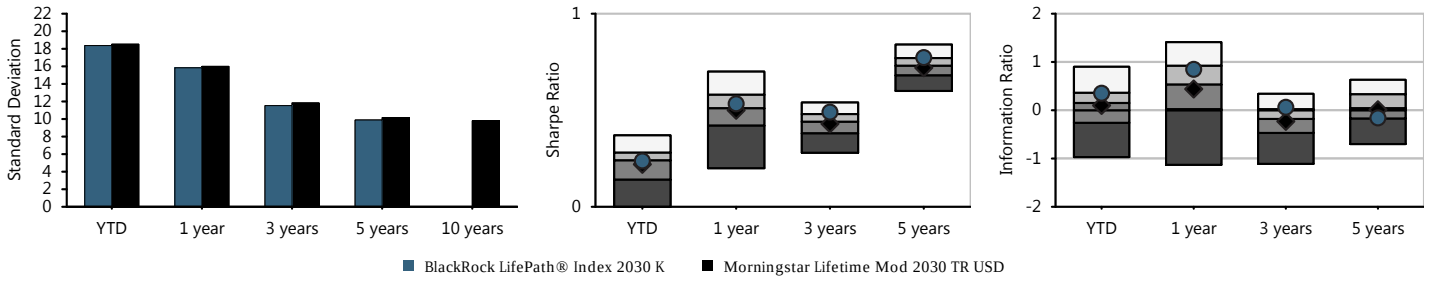
Time Period: 10/30/2015 - 09/30/2020

Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



Risk/Return vs Peer Group



Fund Basics

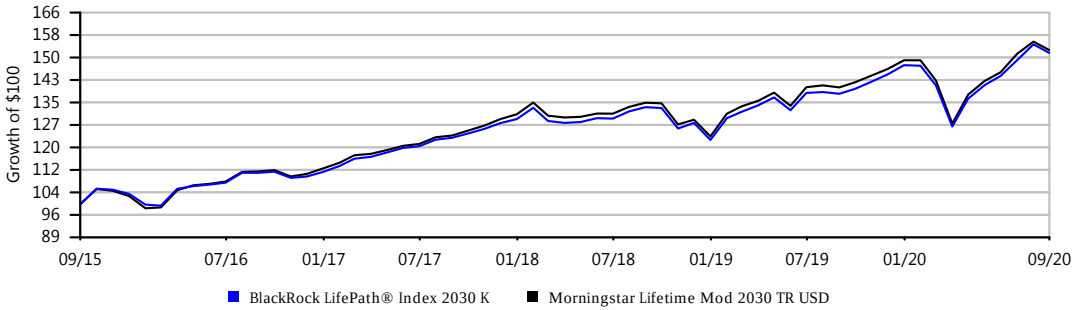
Ticker	LINKX
Category	Target-Date 2030
Net Assets(This Class $mn)	8,434 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.34
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.06
Gross Expense Ratio	0.10
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.15
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



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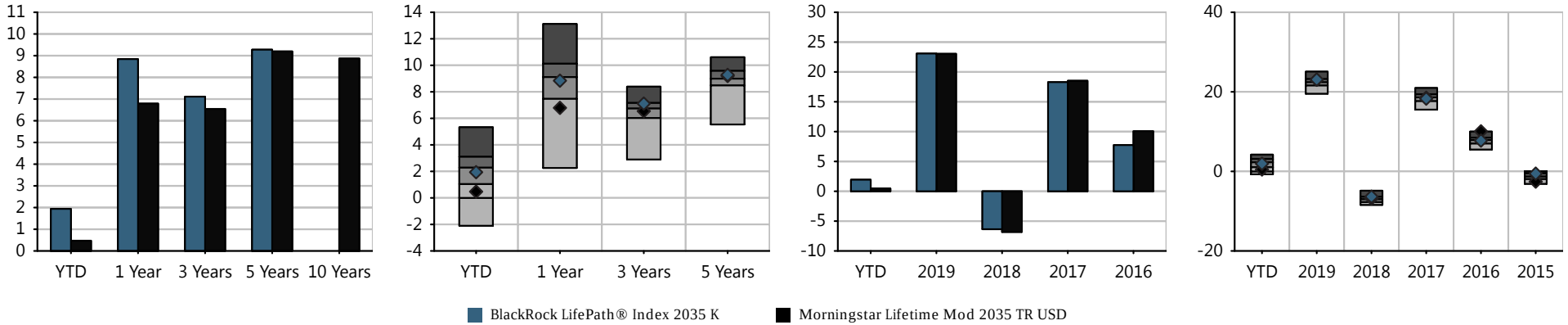
BLACKROCK LIFEPATH® INDEX 2035 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
88 Passing	Criteria Scoring	8.84%	7.11%	9.28%	17.01	0.45	0.73	0.66	0.08	9.34	0.09%	1.02
	Peer Group Scoring	*8.68%*	*6.59%*	*8.95%*	*17.15*	*0.41*	*0.69*	*0.03*	*-0.14*	*7.84*	*0.74%*	*0.99*
	Criteria Peer Ranking	55	30	36	41	25	25	10	36	33	2	31

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2035 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index 2035 K	6.30%	1.94%	8.84%	7.11%	9.28%	-	7.52%	05/31/2011	23.08%	(6.36%)	18.29%	7.74%	(0.56%)
Morningstar Lifetime Mod 2035 TR USD	*5.76%*	*0.47%*	*6.79%*	*6.55%*	*9.20%*	*-*	*-*	*-*	*23.04%*	*(6.82%)*	*18.52%*	*10.07%*	*(2.58%)*
Morningstar Target-Date 2035	*6.05%*	*2.07%*	*8.68%*	*6.59%*	*8.95%*	*8.48%*	*-*	*-*	*22.25%*	*(7.00%)*	*18.46%*	*7.82%*	*(1.36%)*

Morningstar Rating: ****

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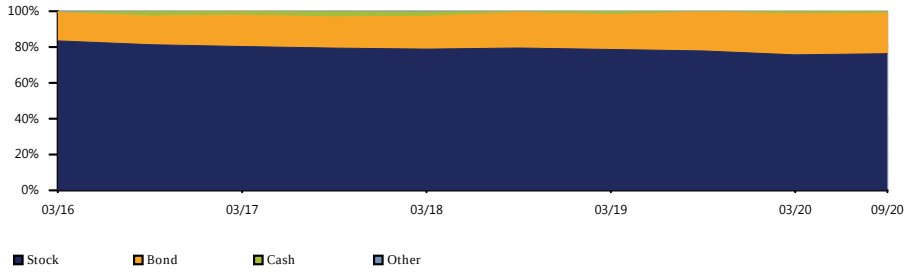
BLACKROCK LIFEPATH® INDEX 2035 K | FUND FACT SHEET

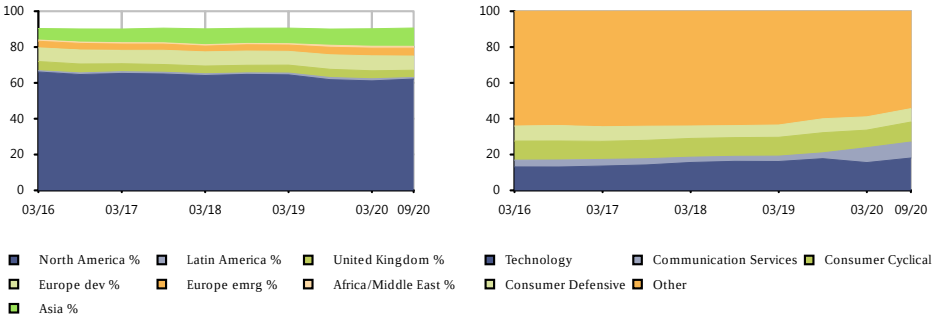
Historical Glidepath

Time Period: 10/30/2015 - 09/30/2020



Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

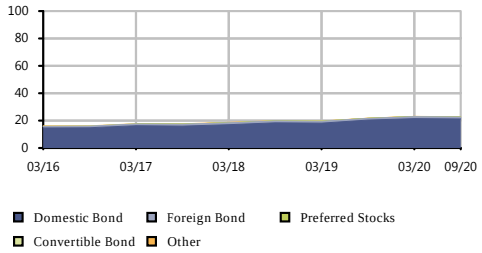


Sector Distribution

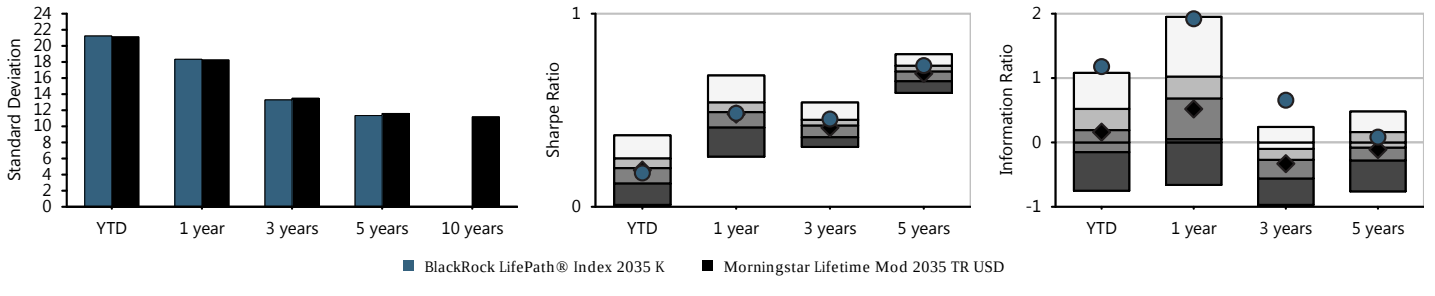
Time Period: 10/30/2015 - 09/30/2020

Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



Risk/Return vs Peer Group



Fund Basics

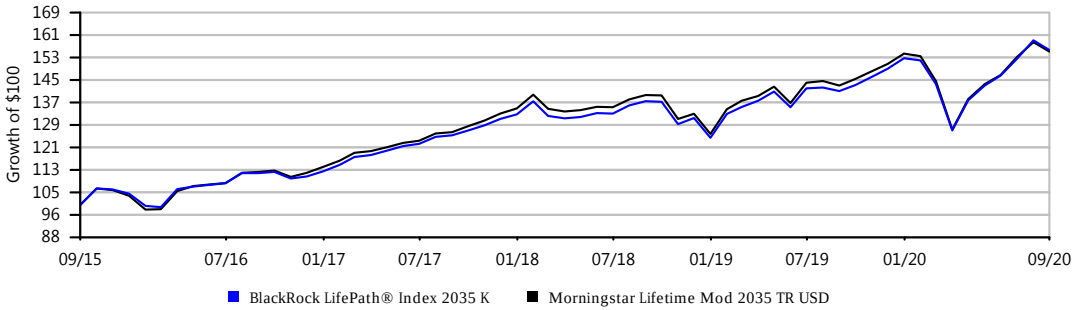
Ticker	LIJKX
Category	Target-Date 2035
Net Assets(This Class $mn)	4,738 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.34
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.05
Gross Expense Ratio	0.09
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



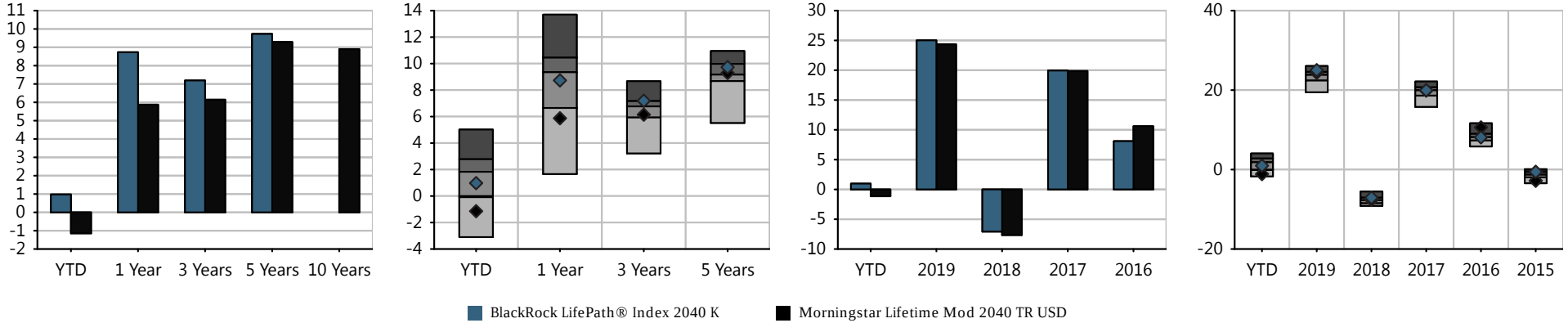
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
84 Passing	Criteria Scoring	8.73%	7.19%	9.73%	19.56	0.43	0.70	1.11	0.41	9.34	0.09%	1.04
	Peer Group Scoring	*8.56%*	*6.52%*	*9.15%*	*18.66*	*0.39*	*0.67*	*0.25*	*-0.02*	*8.10*	*0.77%*	*1.02*
	Criteria Peer Ranking	56	25	33	70	32	32	8	27	36	2	37

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2040 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index 2040 K	7.07%	0.98%	8.73%	7.19%	9.73%	-	7.83%	05/31/2011	25.01%	(7.08%)	19.95%	8.10%	(0.56%)
Morningstar Lifetime Mod 2040 TR USD	*6.23%*	*(1.14%)*	*5.87%*	*6.14%*	*9.29%*	*-*	*-*	*-*	*24.35%*	*(7.65%)*	*19.87%*	*10.61%*	*(2.83%)*
Morningstar Target-Date 2040	*6.54%*	*1.44%*	*8.56%*	*6.52%*	*9.15%*	*8.62%*	*-*	*-*	*23.34%*	*(7.64%)*	*19.48%*	*8.20%*	*(1.44%)*

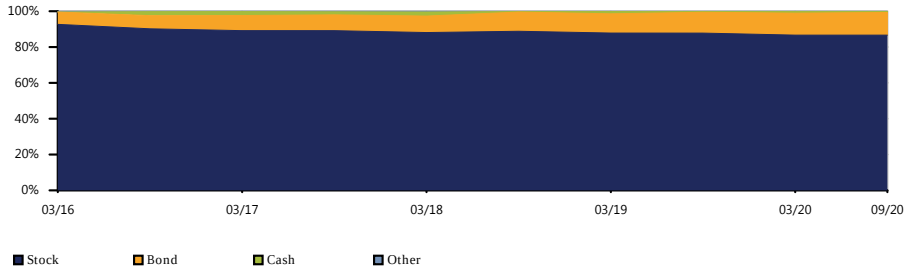
Morningstar Rating: ***

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

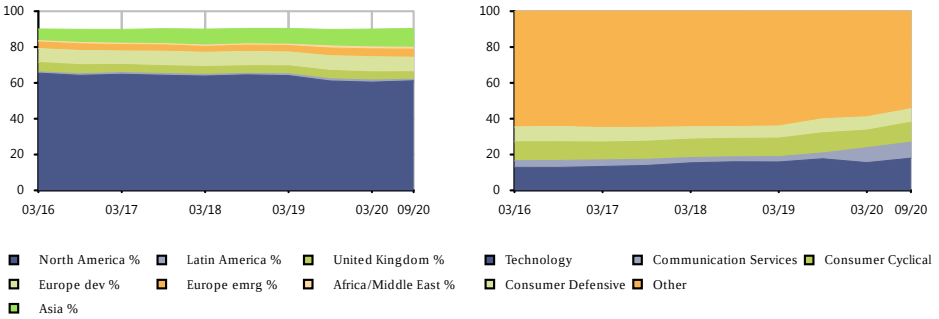
Historical Glidepath

Time Period: 10/30/2015 - 09/30/2020



Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

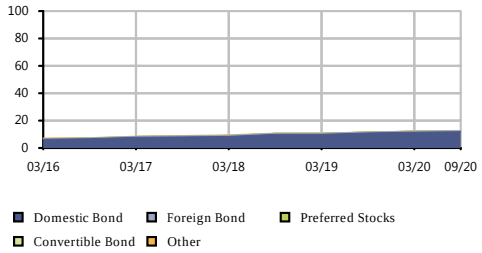


Sector Distribution

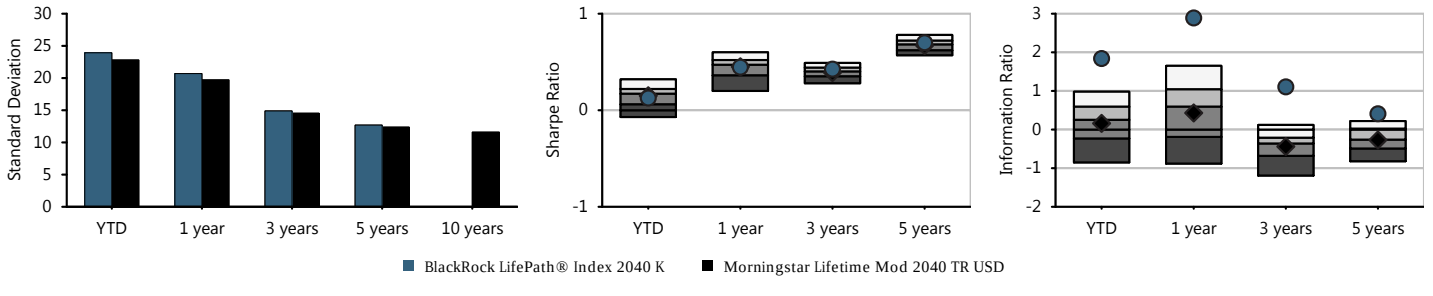
Time Period: 10/30/2015 - 09/30/2020

Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



Risk/Return vs Peer Group



Fund Basics

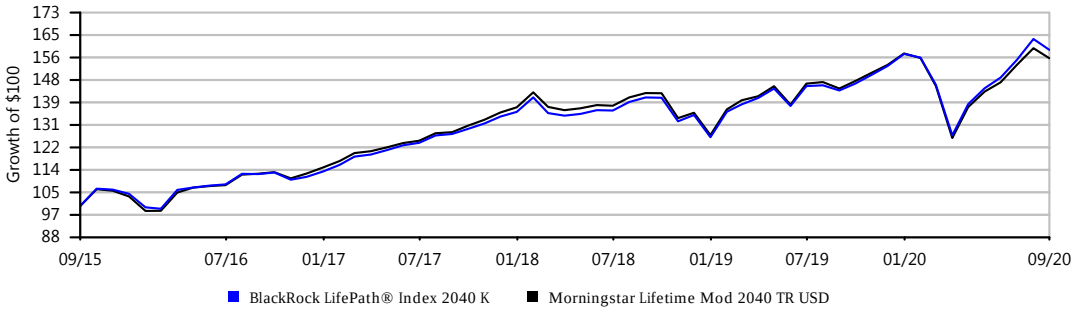
Ticker	LIKKX
Category	Target-Date 2040
Net Assets(This Class $mn)	6,743 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.34
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.05
Gross Expense Ratio	0.09
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



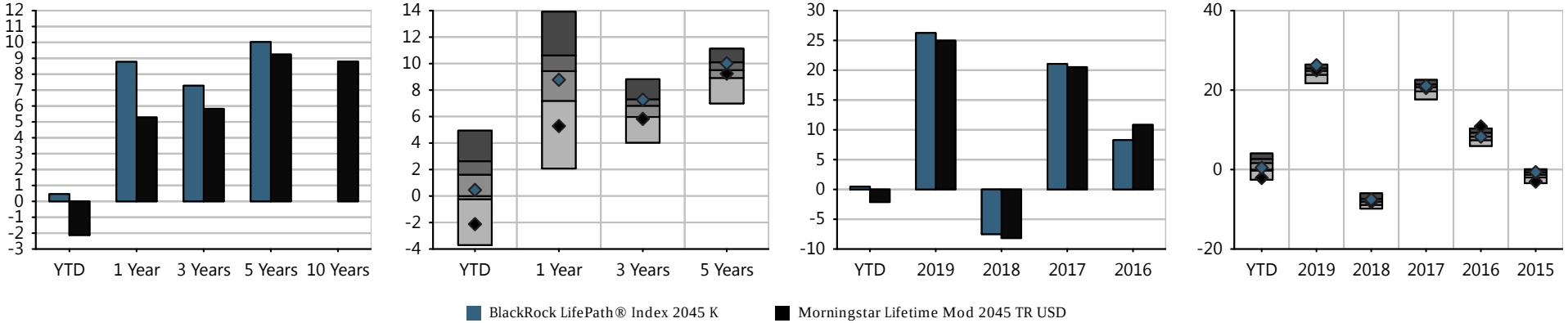
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
82 Passing	Criteria Scoring	8.78%	7.28%	10.02%	21.27	0.41	0.68	1.40	0.67	9.34	0.09%	1.04
	Peer Group Scoring	*8.78%*	*6.64%*	*9.43%*	*19.98*	*0.38*	*0.66*	*0.49*	*0.13*	*7.79*	*0.74%*	*1.03*
	Criteria Peer Ranking	56	27	30	81	35	40	5	19	33	2	37

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2045 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index 2045 K	7.65%	0.46%	8.78%	7.28%	10.02%	-	8.05%	05/31/2011	26.25%	(7.50%)	21.07%	8.28%	(0.64%)
Morningstar Lifetime Mod 2045 TR USD	*6.51%*	*(2.12%)*	*5.28%*	*5.83%*	*9.24%*	-	-	-	*24.97%*	*(8.17%)*	*20.53%*	*10.84%*	*(3.03%)*
Morningstar Target-Date 2045	*6.96%*	*1.15%*	*8.78%*	*6.64%*	*9.43%*	*8.86%*	-	-	*24.48%*	*(8.08%)*	*20.43%*	*8.21%*	*(1.44%)*

Morningstar Rating: ***

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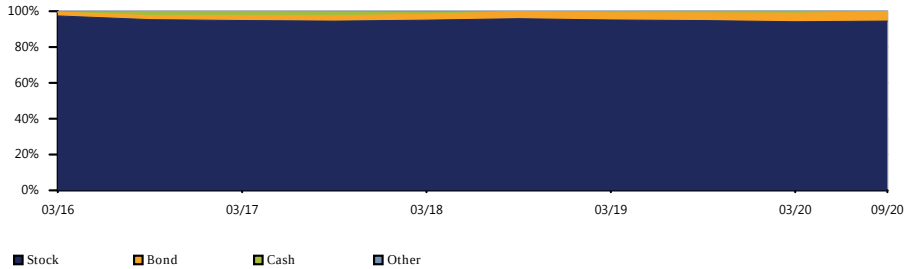
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

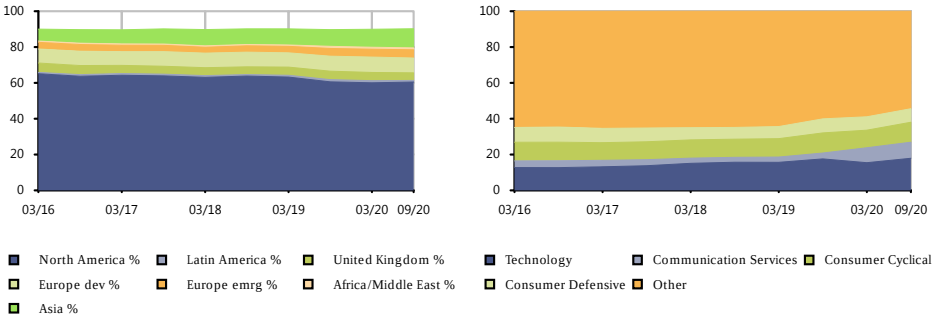
Historical Glidepath

Time Period: 10/30/2015 - 09/30/2020



Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

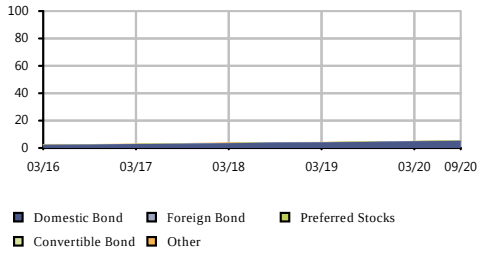


Sector Distribution

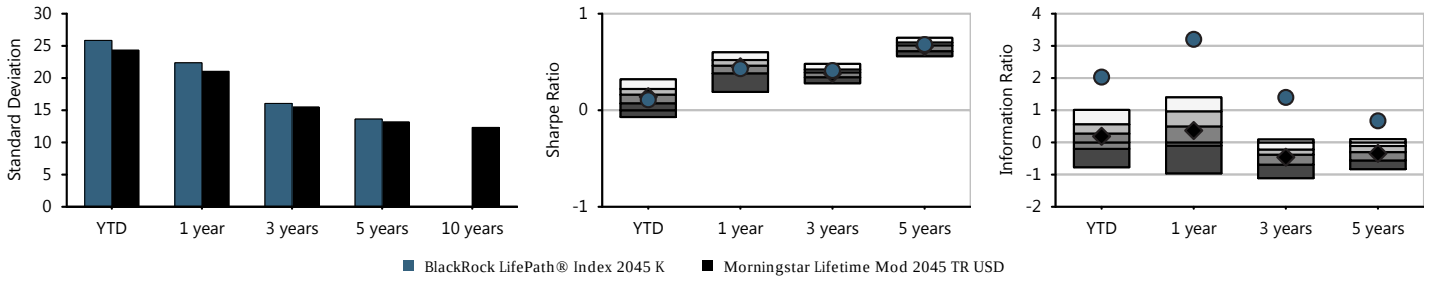
Time Period: 10/30/2015 - 09/30/2020

Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



Risk/Return vs Peer Group



Fund Basics

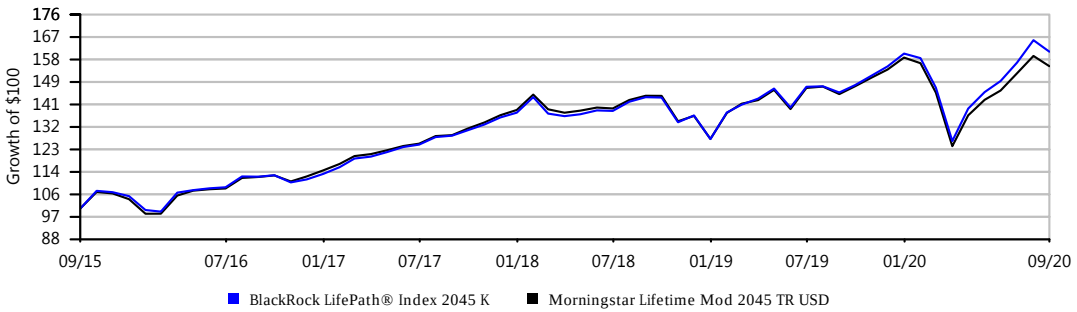
Ticker	LIHKX
Category	Target-Date 2045
Net Assets(This Class $mn)	3,526 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.34
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.05
Gross Expense Ratio	0.09
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

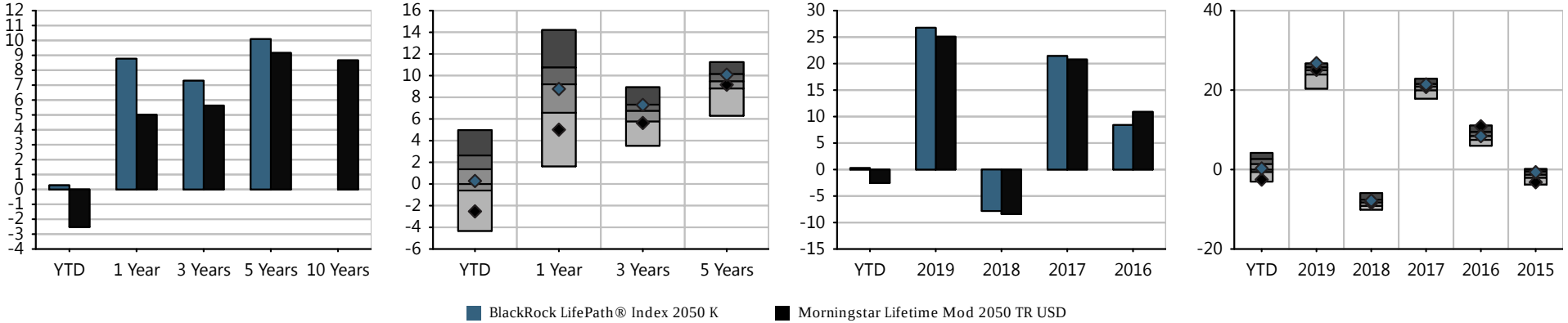
BLACKROCK LIFEPATH® INDEX 2050 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
82 Passing	Criteria Scoring	8.77%	7.30%	10.09%	22.00	0.41	0.67	1.44	0.75	9.34	0.09%	1.04
	Peer Group Scoring	*8.60%*	*6.53%*	*9.40%*	*20.28*	*0.37*	*0.65*	*0.54*	*0.18*	*7.78*	*0.78%*	*1.04*
	Criteria Peer Ranking	54	27	32	92	34	43	7	18	36	2	47

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2050 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index 2050 K	7.94%	0.28%	8.77%	7.30%	10.09%	-	8.20%	05/31/2011	26.77%	(7.82%)	21.43%	8.41%	(0.67%)
Morningstar Lifetime Mod 2050 TR USD	*6.60%*	*(2.53%)*	*5.01%*	*5.63%*	*9.16%*	-	-	-	*25.09%*	*(8.41%)*	*20.78%*	*10.89%*	*(3.19%)*
Morningstar Target-Date 2050	*7.06%*	*0.92%*	*8.60%*	*6.53%*	*9.40%*	*8.81%*	-	-	*24.62%*	*(8.30%)*	*20.55%*	*8.45%*	*(1.46%)*

Morningstar Rating: ***

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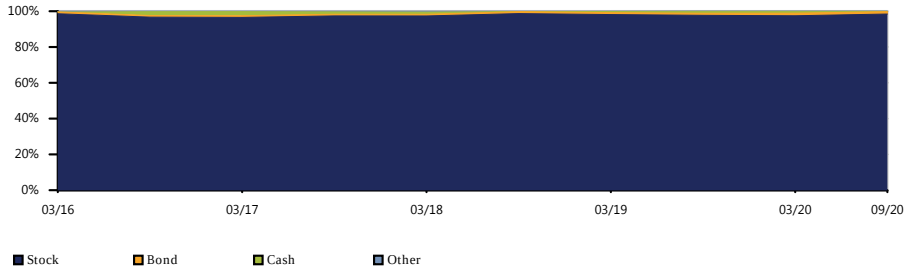
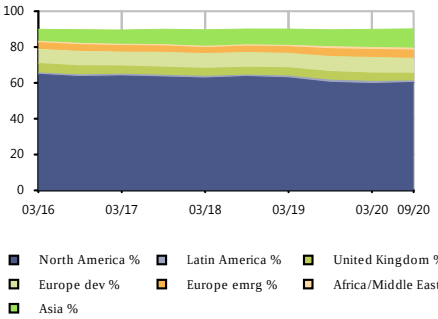
Historical Glidepath

Time Period: 10/30/2015 - 09/30/2020



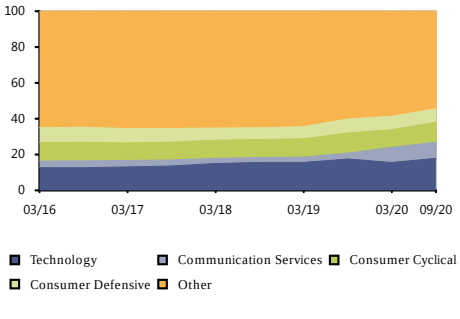
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020



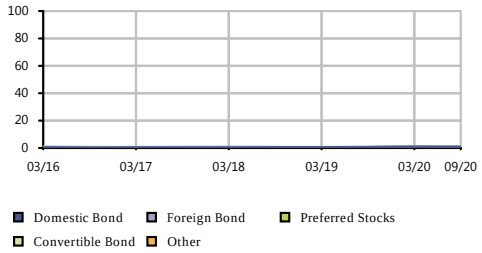
Sector Distribution

Time Period: 10/30/2015 - 09/30/2020

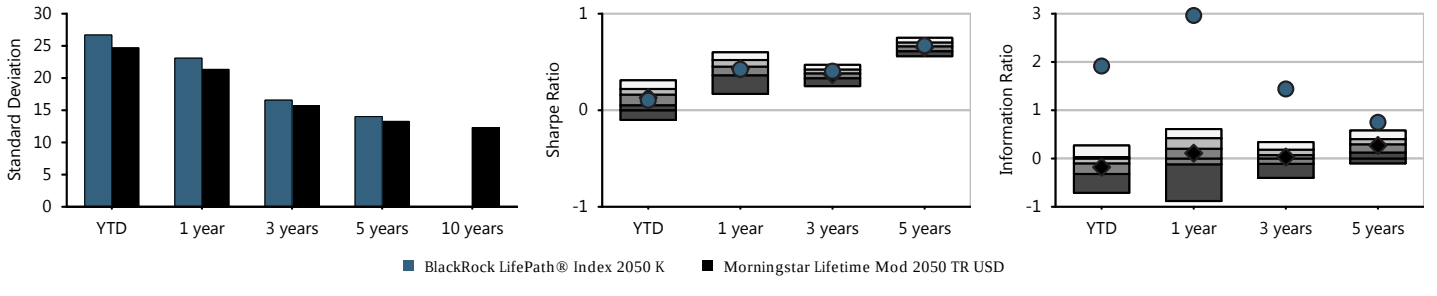


Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



Risk/Return vs Peer Group



Fund Basics

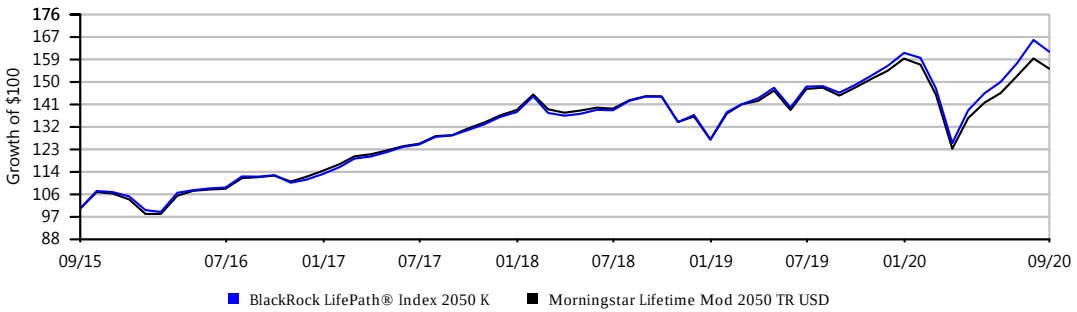
Ticker	LIPKX
Category	Target-Date 2050
Net Assets(This Class $mn)	3,633 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.34
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.05
Gross Expense Ratio	0.09
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



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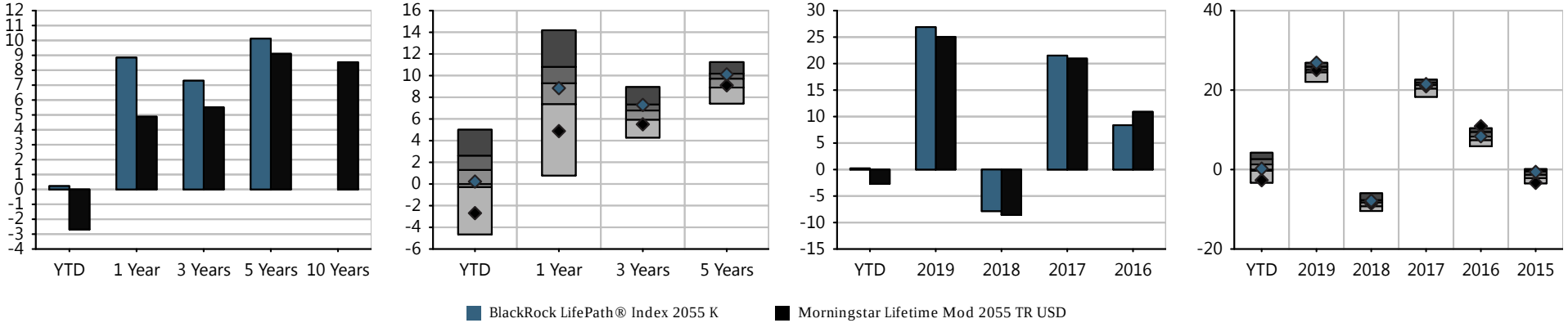
BLACKROCK LIFEPATH® INDEX 2055 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
82 Passing	Criteria Scoring	8.85%	7.30%	10.12%	22.08	0.40	0.67	1.56	0.82	9.34	0.09%	1.05
	Peer Group Scoring	*8.79%*	*6.63%*	*9.55%*	*20.63*	*0.38*	*0.65*	*0.65*	*0.26*	*6.61*	*0.75%*	*1.04*
	Criteria Peer Ranking	54	28	29	83	35	41	2	10	24	2	40

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2055 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index 2055 K	7.96%	0.22%	8.85%	7.30%	10.12%	-	8.33%	05/31/2011	26.89%	(7.85%)	21.51%	8.38%	(0.60%)
Morningstar Lifetime Mod 2055 TR USD	*6.61%*	*(2.69%)*	*4.88%*	*5.51%*	*9.10%*	*-*	*-*	*-*	*25.05%*	*(8.57%)*	*20.95%*	*10.90%*	*(3.34%)*
Morningstar Target-Date 2055	*7.18%*	*0.91%*	*8.79%*	*6.63%*	*9.55%*	*8.99%*	*-*	*-*	*25.01%*	*(8.37%)*	*21.01%*	*8.19%*	*(1.45%)*

Morningstar Rating: ***

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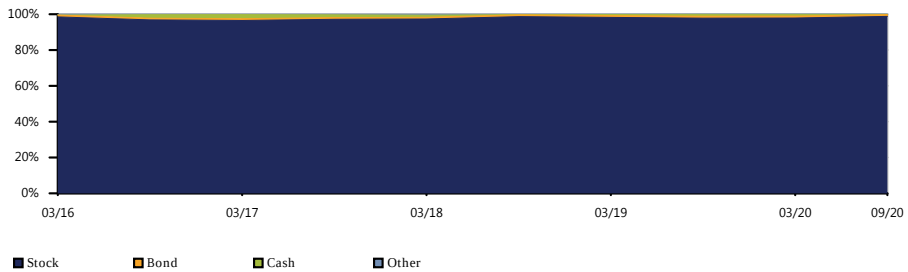
BLACKROCK LIFEPATH® INDEX 2055 K | FUND FACT SHEET

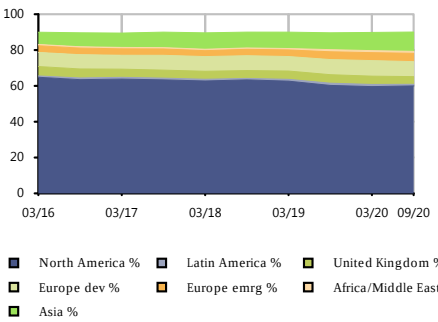
Historical Glidepath

Time Period: 10/30/2015 - 09/30/2020



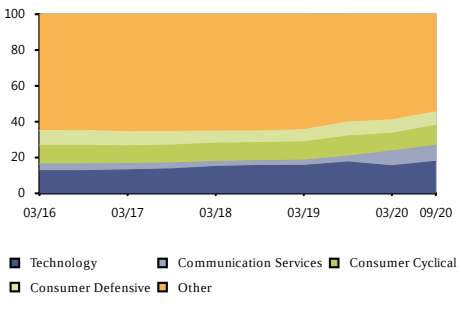
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020



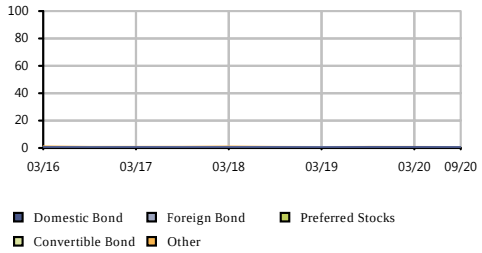
Sector Distribution

Time Period: 10/30/2015 - 09/30/2020

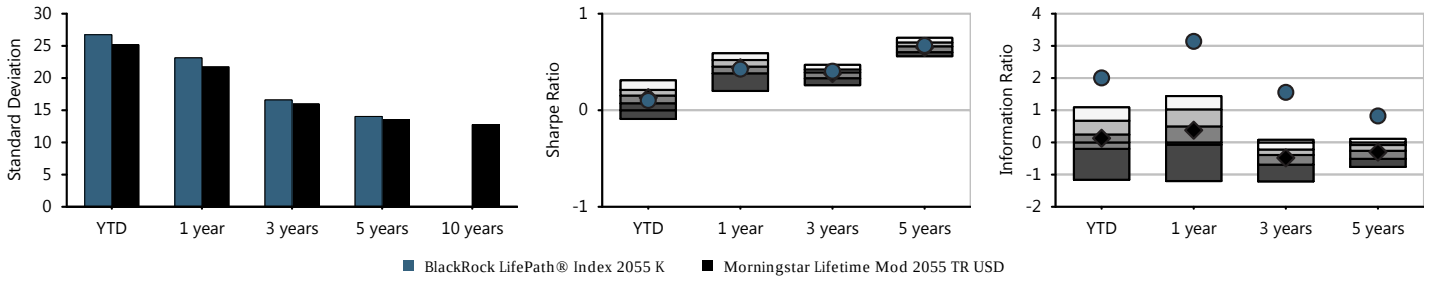


Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



Risk/Return vs Peer Group



Fund Basics

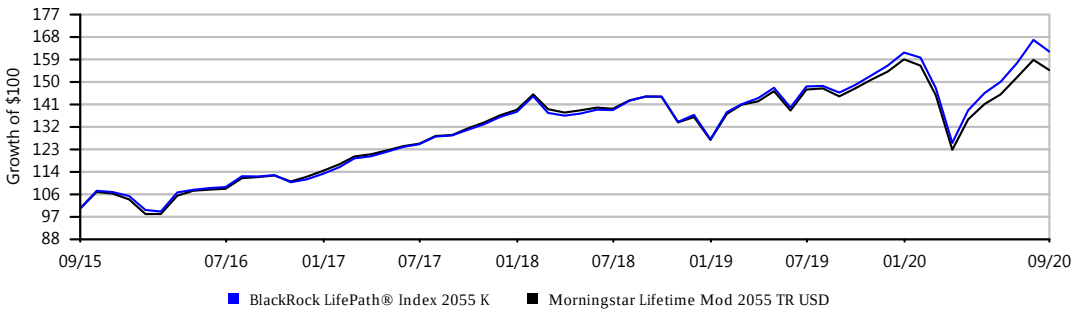
Ticker	LIVKX
Category	Target-Date 2055
Net Assets(This Class $mn)	1,895 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	9.34
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.04
Gross Expense Ratio	0.09
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

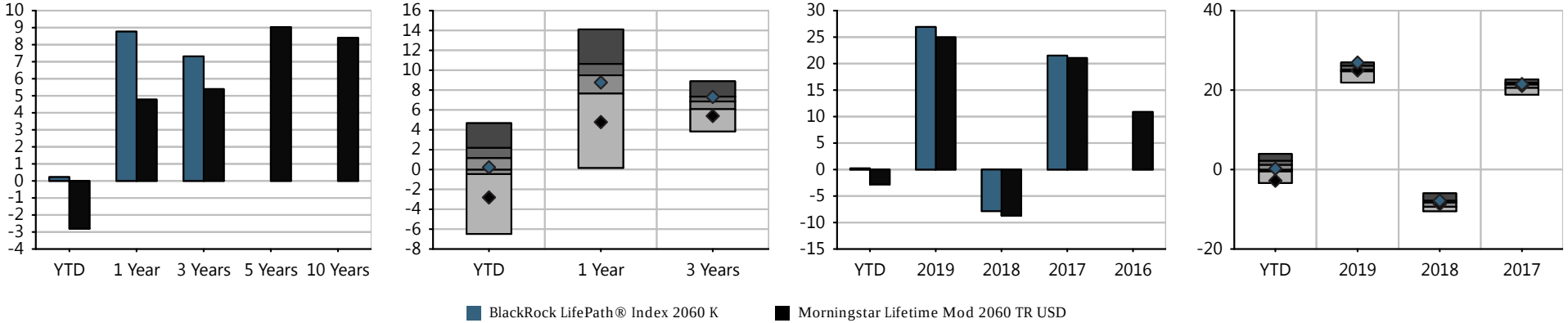
BLACKROCK LIFEPATH® INDEX 2060 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
81 Passing	Criteria Scoring	8.77%	7.31%	-	-	0.41	-	1.59	-	4.59	0.09%	-
	Peer Group Scoring	*8.72%*	*6.70%*	*9.76%*	*20.46*	*0.38*	*0.67*	*0.77*	*0.42*	*3.02*	*0.74%*	*1.06*
	Criteria Peer Ranking	58	27	-	-	37	-	2	-	29	3	-

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy. It will invest, under normal circumstances, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index, the LifePath Index 2060 Fund Custom Benchmark.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
BlackRock LifePath® Index 2060 K	7.89%	0.23%	8.77%	7.31%	-	-	11.48%	02/29/2016	26.92%	(7.84%)	21.51%	-	-
Morningstar Lifetime Mod 2060 TR USD	*6.61%*	*(2.81%)*	*4.78%*	*5.39%*	*9.03%*	-	-	-	*24.96%*	*(8.69%)*	*21.06%*	*10.88%*	*(3.48%)*
Morningstar Target-Date 2060+	*7.25%*	*0.67%*	*8.72%*	*6.70%*	*9.76%*	-	-	-	*25.17%*	*(8.45%)*	*21.15%*	*8.19%*	*(1.00%)*

Morningstar Rating: ***

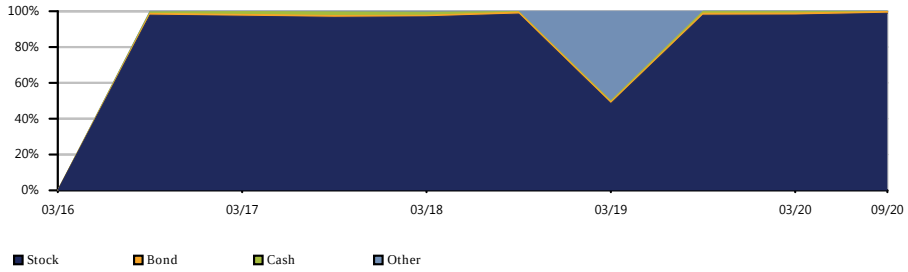
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPATH® INDEX 2060 K | FUND FACT SHEET

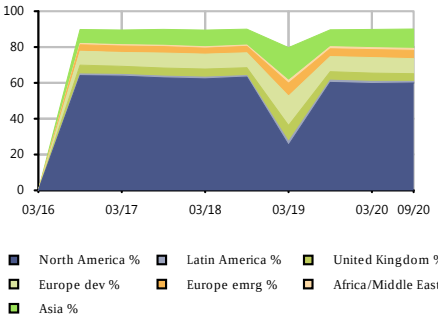
Historical Glidepath

Time Period: 03/31/2016 - 09/30/2020



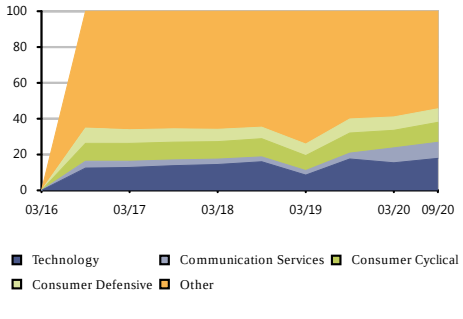
Equity Regional Distribution

Time Period: 03/31/2016 - 09/30/2020



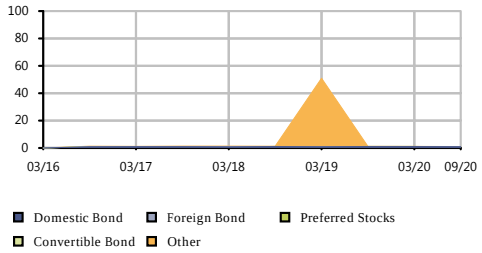
Sector Distribution

Time Period: 03/31/2016 - 09/30/2020

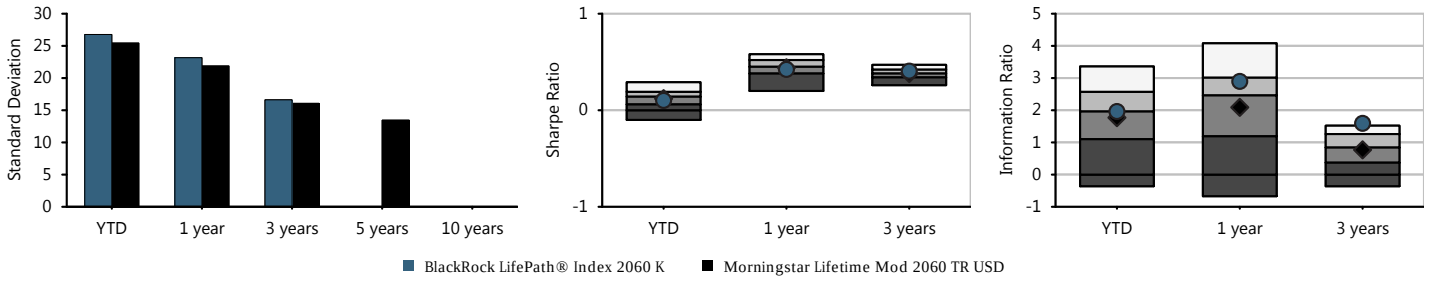


Bond Distribution

Time Period: 03/31/2016 - 09/30/2020



Risk/Return vs Peer Group



Fund Basics

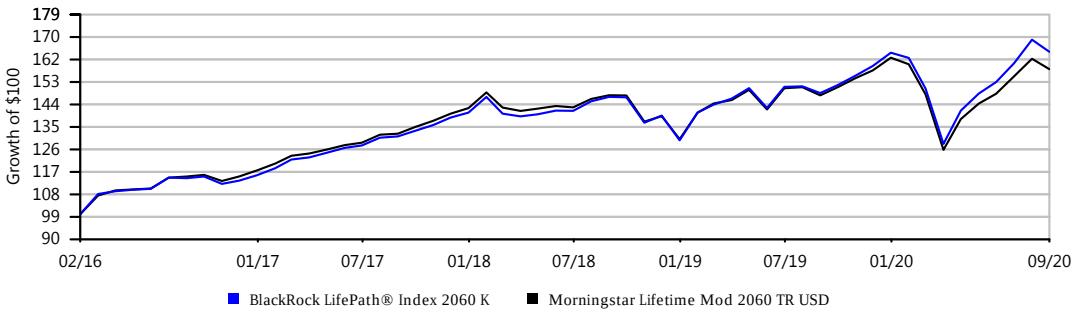
Ticker	LIZKX
Category	Target-Date 2060+
Net Assets(This Class $mn)	639 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	4.59
Fund Inception	Feb 29,2016

Fee And Expenses

Expense Ratio	0.04
Gross Expense Ratio	0.15
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.17
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 03/31/2016 - 09/30/2020



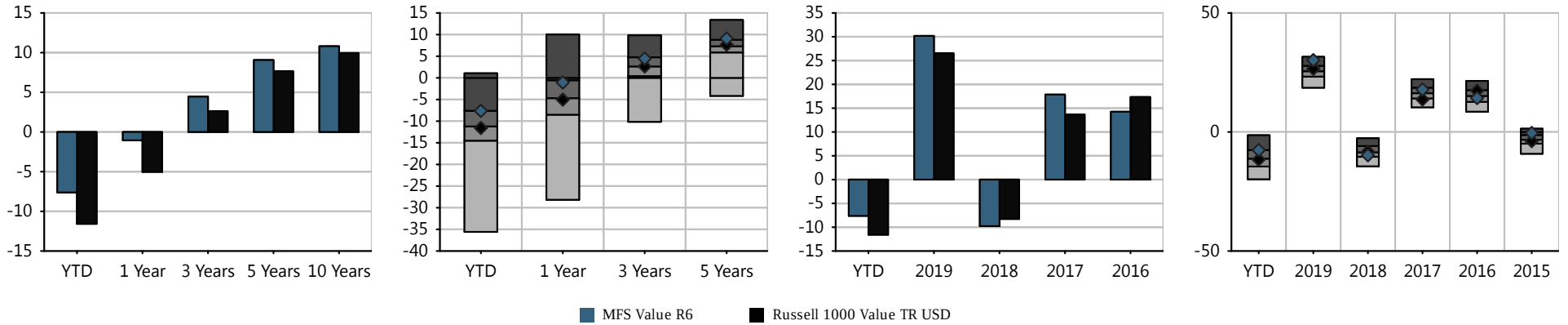
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	-1.05%	4.45%	9.07%	0.24	0.58	0.69	0.56	18.66	0.47%	5.03	1.10
	Peer Group Scoring	*-4.52%*	*2.55%*	*7.26%*	*0.15*	*0.46*	*-0.01*	*-0.11*	*10.28*	*0.94%*	*12.76*	*1.01*
	Criteria Peer Ranking	28	29	21	29	20	22	16	12	14	10	20

Investment Strategy

The investment seeks capital appreciation. The fund normally invests the fund's assets primarily in equity securities. Equity securities include common stocks and other securities that represent an ownership interest (or right to acquire an ownership interest) in a company or other issuer. MFS focuses on investing the fund's assets in the stocks of companies the advisor believes are undervalued compared to their perceived worth (value companies).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
MFS Value R6	5.96%	(7.62%)	(1.05%)	4.45%	9.07%	10.81%	9.67%	01/02/1996	30.18%	(9.78%)	17.86%	14.25%	(0.42%)
Russell 1000 Value TR USD	*5.59%*	*(11.58%)*	*(5.03%)*	*2.63%*	*7.66%*	*9.95%*	*-*	*-*	*26.54%*	*(8.27%)*	*13.66%*	*17.34%*	*(3.83%)*
Morningstar Large Value	*4.85%*	*(11.07%)*	*(4.52%)*	*2.55%*	*7.26%*	*9.17%*	*-*	*-*	*25.09%*	*(8.41%)*	*16.27%*	*15.11%*	*(3.39%)*

Morningstar Rating: ****

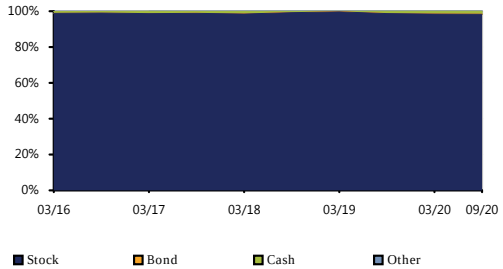
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

MFS Value R6 | Fund Fact Sheet

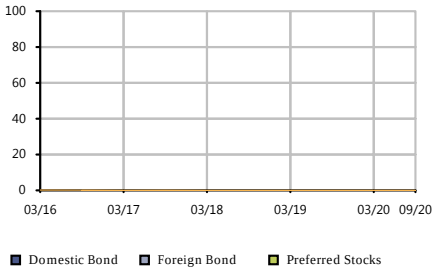
Portfolio Composition

Time Period: 10/30/2015 - 09/30/2020



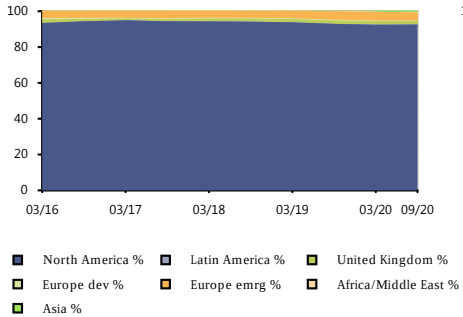
Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



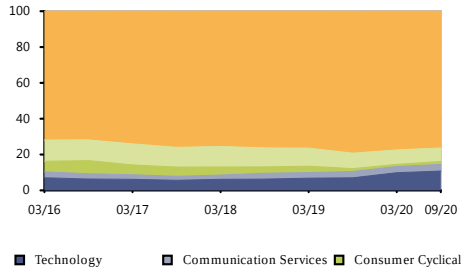
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

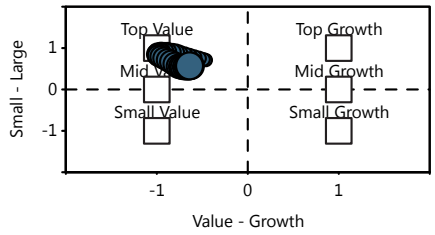


Sector Distribution

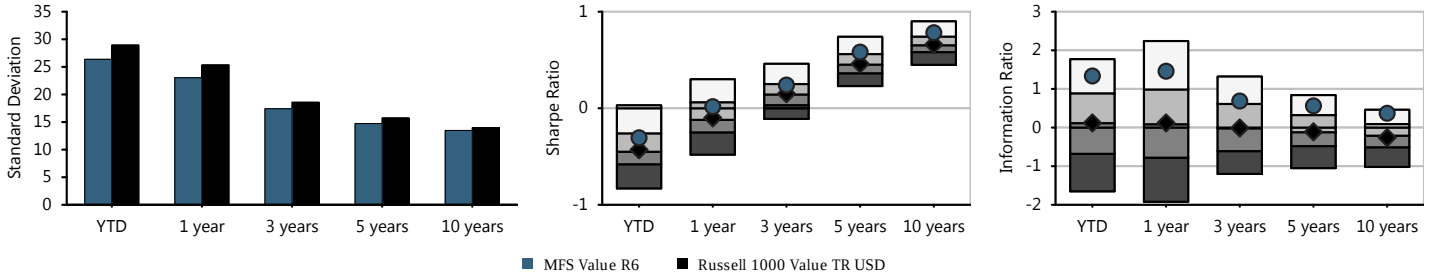
Time Period: 10/30/2015 - 09/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	MEIKX
Category	Large Value
Net Assets(This Class $mn)	48,220 m
Net Assets(All Classes $mn)	0 m
Manager	Steven Gorham
Manager Tenure	18.66
Fund Inception	Jan 02,1996

Fee And Expenses

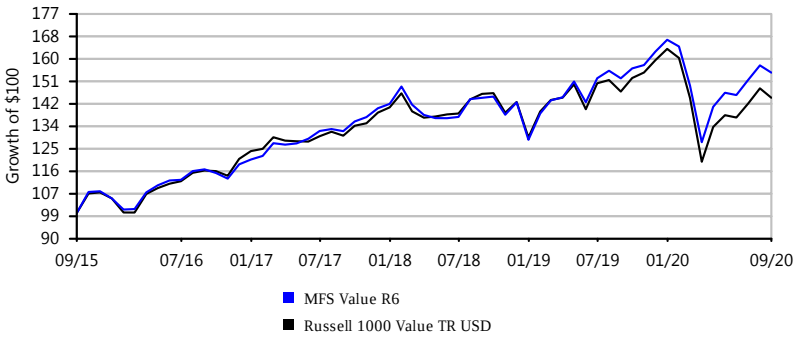
Expense Ratio	0.47
Gross Expense Ratio	0.48
Prospectus Net Expense Ratio	0.47
Prospectus Gross Expense Ratio	0.47
Actual 12b1	0.00
Management Fee	0.46

Top 10 Holdings (%)

Johnson & Johnson	4.15
JPMorgan Chase & Co	3.82
Comcast Corp Class A	3.17
Medtronic PLC	2.95
Accenture PLC Class A	2.70
Honeywell International...	2.53
Texas Instruments Inc	2.46
Northrop Grumman Corp	2.42
Aon PLC	2.41
Duke Energy Corp	2.13

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

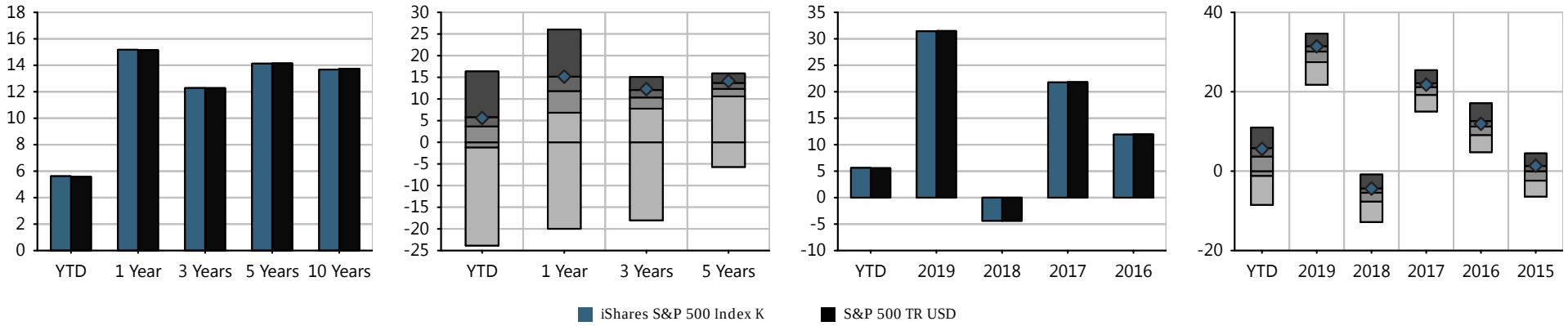
iSHARES S & P 500 INDEX K | FUND FACT SHEET

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.08%	0.05%	0.04%	0.03%	$23,619,378,206	15.21%	12.31%	14.16%
	Peer Group Scoring	*4.31%*	*3.43%*	*3.19%*	*0.85%*	-	-	-	-
	Criteria Peer Ranking	6	5	4	2	-	24	17	11

Investment Strategy

The investment seeks to provide investment results that correspond to the total return performance of publicly-traded common stocks in the aggregate, as represented by the Standard & Poor's 500® Index. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio of MIP, which has the same investment objective and strategies as the fund. At least 90% of the value of the fund's assets is invested in securities comprising the S&P 500 Index. The percentage of the fund's assets invested in a given stock is approximately the same as the percentage such stock represents in the S&P 500 Index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
iShares S&P 500 Index K	8.92%	5.62%	15.18%	12.28%	14.13%	13.67%	9.67%	07/30/1993	31.43%	(4.38%)	21.77%	11.92%	1.35%
S&P 500 TR USD	*8.93%*	*5.57%*	*15.15%*	*12.28%*	*14.15%*	*13.74%*	-	-	*31.49%*	*(4.38%)*	*21.83%*	*11.96%*	*1.38%*
Morningstar Large Blend	*8.08%*	*2.35%*	*10.75%*	*9.56%*	*11.76%*	*11.97%*	-	-	*29.17%*	*(6.03%)*	*20.64%*	*10.89%*	*(0.55%)*

Morningstar Rating: *****

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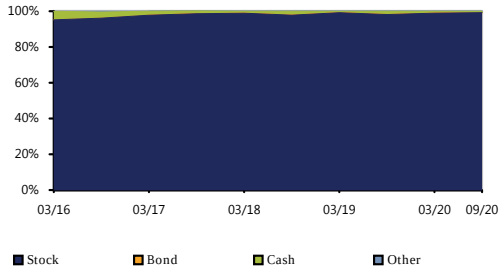
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

iSHARES S & P 500 INDEX K | FUND FACT SHEET

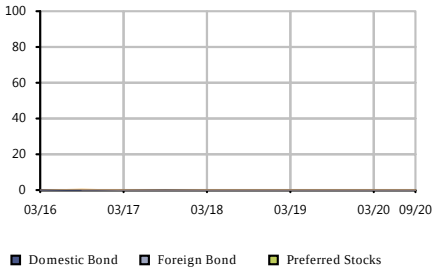
Portfolio Composition

Time Period: 10/30/2015 - 09/30/2020



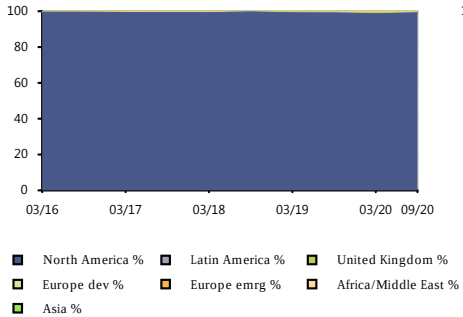
Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



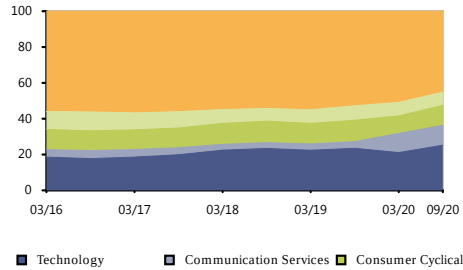
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

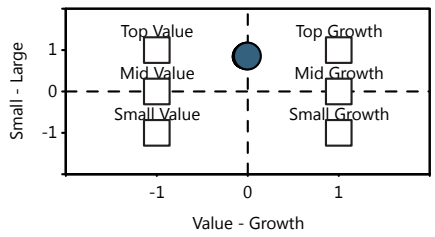


Sector Distribution

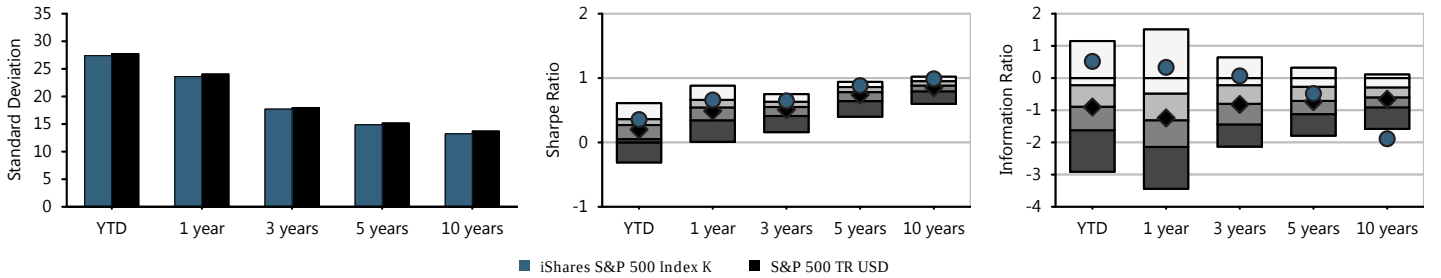
Time Period: 10/30/2015 - 09/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	WFSPX
Category	Large Blend
Net Assets(This Class $mn)	23,619 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	6.59
Fund Inception	Jul 30,1993

Fee And Expenses

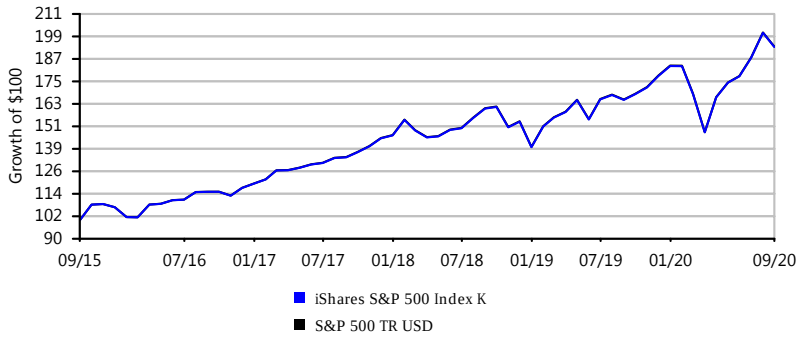
Expense Ratio	0.03
Gross Expense Ratio	0.03
Prospectus Net Expense Ratio	0.03
Prospectus Gross Expense Ratio	0.03
Actual 12b1	0.00
Management Fee	0.01

Top 10 Holdings (%)

Apple Inc	7.20
Microsoft Corp	5.85
Amazon.com Inc	4.95
Facebook Inc A	2.41
Alphabet Inc A	1.67
Alphabet Inc Class C	1.64
Berkshire Hathaway Inc ...	1.45
Johnson & Johnson	1.38
Visa Inc Class A	1.22
Procter & Gamble Co	1.17

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

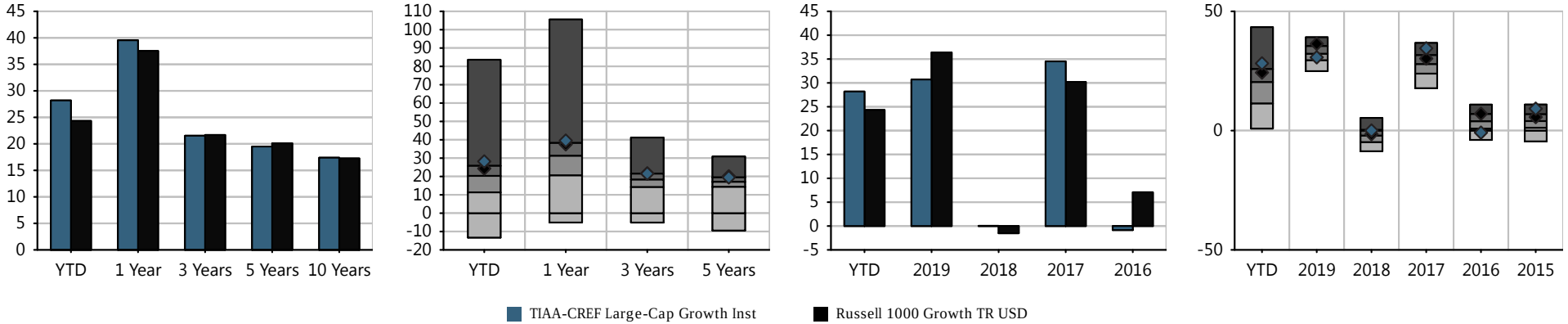
TIAA-CREF Large-Cap Growth Inst | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
86 Passing	Criteria Scoring	39.54%	21.54%	19.50%	1.03	1.10	-0.05	-0.19	6.50	0.42%	10.84	0.95
	Peer Group Scoring	*32.15%*	*18.22%*	*16.95%*	*0.87*	*0.96*	*-0.88*	*-0.81*	*11.23*	*1.02%*	*13.11*	*0.90*
	Criteria Peer Ranking	23	25	26	27	24	25	27	69	7	41	32

Investment Strategy

The investment seeks a favorable long-term return, mainly through capital appreciation, primarily from equity securities. Under normal circumstances, the fund invests at least 80% of its assets in large-cap equity securities. It will invest primarily in large-cap equity securities that the fund's investment adviser believes present the opportunity for growth. The fund also seeks to invest in companies expected to benefit from prospective acquisitions, reorganizations, corporate restructurings or other special situations. It may invest up to 20% of its assets in foreign investments.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
TIAA-CREF Large-Cap Growth Inst	13.63%	28.19%	39.54%	21.54%	19.50%	17.39%	11.81%	03/31/2006	30.71%	0.04%	34.51%	(0.85%)	9.20%
Russell 1000 Growth TR USD	*13.22%*	*24.33%*	*37.53%*	*21.67%*	*20.10%*	*17.25%*	-	-	*36.39%*	*(1.51%)*	*30.21%*	*7.08%*	*5.67%*
Morningstar Large Growth	*11.55%*	*20.65%*	*32.15%*	*18.22%*	*16.95%*	*14.97%*	-	-	*32.06%*	*(2.14%)*	*27.75%*	*3.72%*	*3.67%*

Morningstar Rating: ****

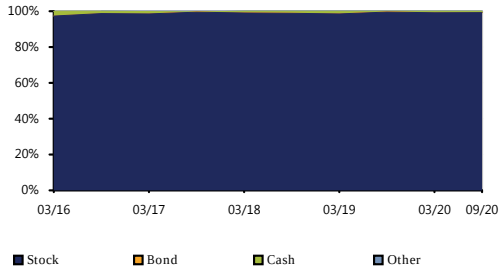
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

TIAA-CREF Large-Cap Growth Inst | Fund Fact Sheet

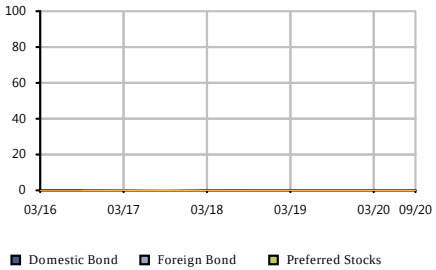
Portfolio Composition

Time Period: 10/30/2015 - 09/30/2020



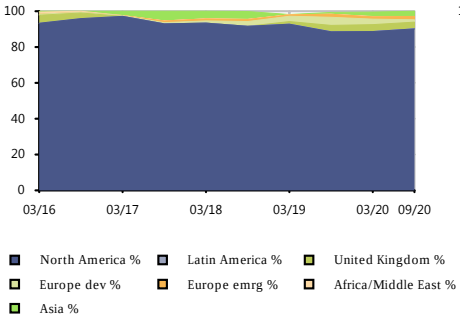
Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



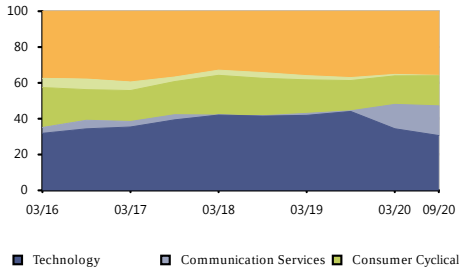
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

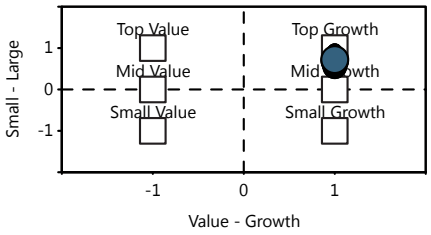


Sector Distribution

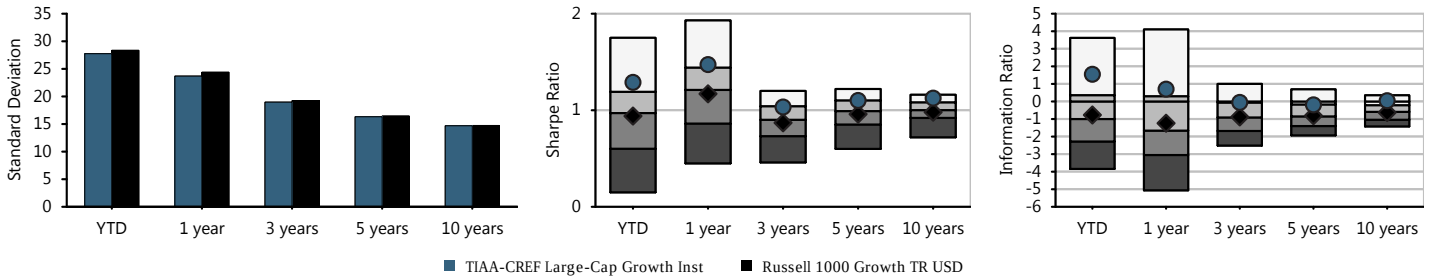
Time Period: 10/30/2015 - 09/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	TILGX
Category	Large Growth
Net Assets(This Class $mn)	6,649 m
Net Assets(All Classes $mn)	0 m
Manager	Terrence Kontos
Manager Tenure	6.50
Fund Inception	Mar 31,2006

Fee And Expenses

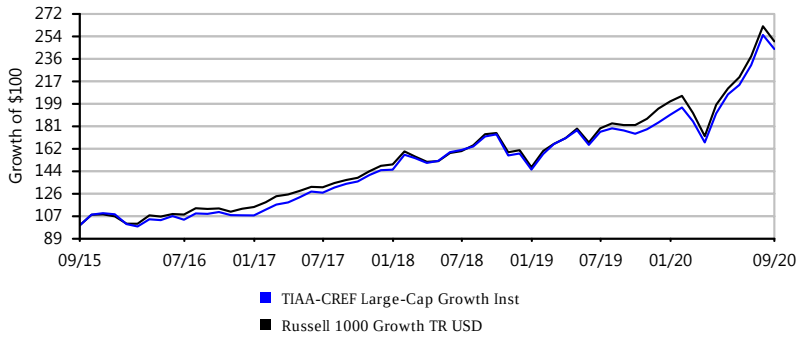
Expense Ratio	0.39
Gross Expense Ratio	0.41
Prospectus Net Expense Ratio	0.42
Prospectus Gross Expense Ratio	0.42
Actual 12b1	0.00
Management Fee	0.40

Top 10 Holdings (%)

Amazon.com Inc	7.71
Apple Inc	5.40
Microsoft Corp	4.93
Facebook Inc A	4.57
Nvidia	3.08
Salesforce.com Inc	2.77
Visa Inc Class A	2.59
Tesla Inc	2.57
AstraZeneca PLC	2.52
Vertex Pharmaceuticals Inc	2.22

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



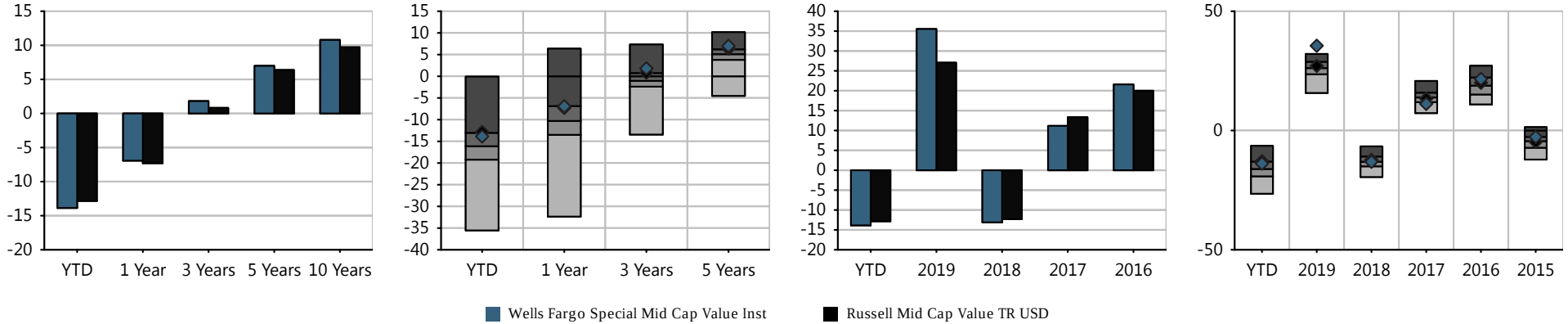
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
89 Passing	Criteria Scoring	-6.93%	1.82%	6.99%	0.12	0.41	0.33	0.20	11.66	0.82%	19.80	1.05
	Peer Group Scoring	*-10.21%*	*-1.14%*	*4.94%*	*0.00*	*0.30*	*-0.41*	*-0.33*	*10.17*	*1.04%*	*13.75*	*0.95*
	Criteria Peer Ranking	26	12	12	13	13	10	10	36	32	89	12

Investment Strategy

The investment seeks long-term capital appreciation. The fund normally invests at least 80% of its net assets in equity securities of medium-capitalization companies. It invests principally in equity securities of medium-capitalization companies, which the manager defines as securities of companies with market capitalizations within the range of the Russell Midcap® Index at the time of purchase.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2019	2018	2017	2016	2015
Wells Fargo Special Mid Cap Value Inst	5.55%	(13.87%)	(6.93%)	1.82%	6.99%	10.79%	10.91%	04/08/2005	35.53%	(13.10%)	11.16%	21.59%	(2.73%)
Russell Mid Cap Value TR USD	*6.40%*	*(12.84%)*	*(7.30%)*	*0.82%*	*6.38%*	*9.71%*	*-*	*-*	*27.06%*	*(12.29%)*	*13.34%*	*20.00%*	*(4.78%)*
Morningstar Mid-Cap Value	*4.43%*	*(16.22%)*	*(10.21%)*	*(1.14%)*	*4.94%*	*8.16%*	*-*	*-*	*25.40%*	*(12.93%)*	*13.89%*	*18.83%*	*(5.05%)*

Morningstar Rating: *****

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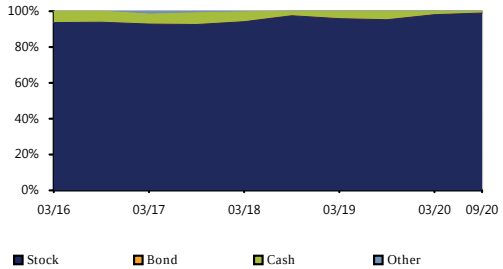
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

WELLS FARGO SPECIAL MID CAP VALUE INST | FUND FACT SHEET

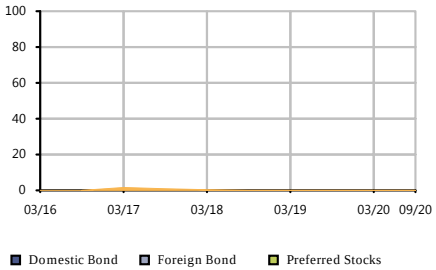
Portfolio Composition

Time Period: 10/30/2015 - 09/30/2020



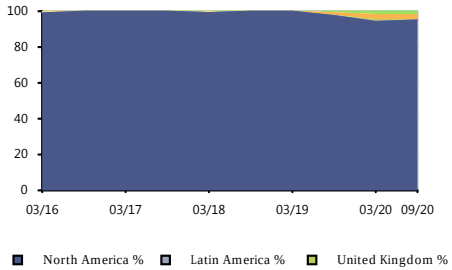
Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



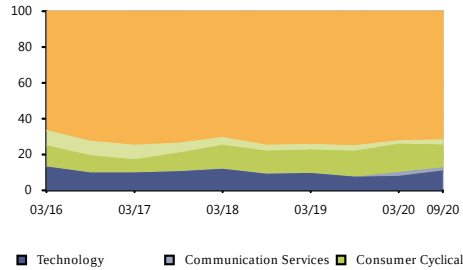
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

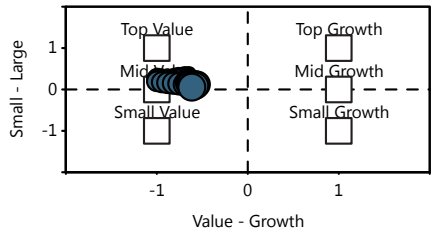


Sector Distribution

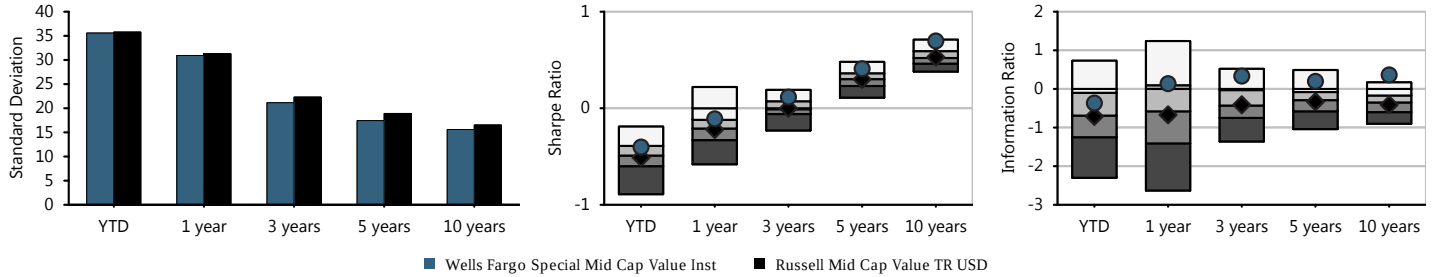
Time Period: 10/30/2015 - 09/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	WFMIX
Category	Mid-Cap Value
Net Assets(This Class $mn)	8,731 m
Net Assets(All Classes $mn)	0 m
Manager	Bryant VanCronkhite
Manager Tenure	11.66
Fund Inception	Apr 08,2005

Fee And Expenses

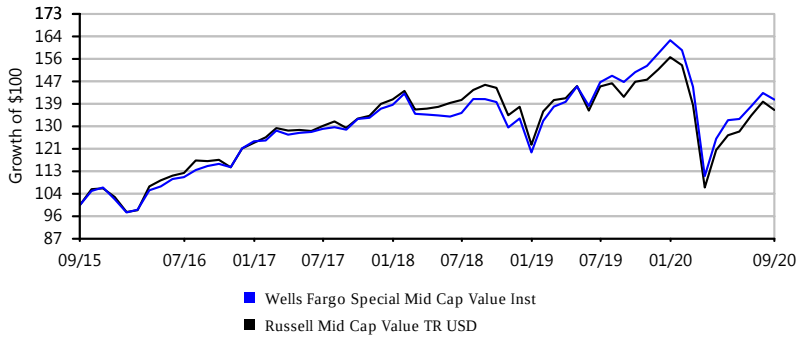
Expense Ratio	0.82
Gross Expense Ratio	0.82
Prospectus Net Expense Ratio	0.82
Prospectus Gross Expense Ratio	0.82
Actual 12b1	0.00
Management Fee	0.67

Top 10 Holdings (%)

Brown & Brown Inc	3.04
Reynolds Consumer Produ...	3.02
Alcon Inc	2.91
CBRE Group Inc Class A	2.88
Carlisle Companies Inc	2.80
Varian Medical Systems Inc	2.78
Amdocs Ltd	2.74
Republic Services Inc C...	2.67
Arch Capital Group Ltd	2.63
Kansas City Southern	2.52

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

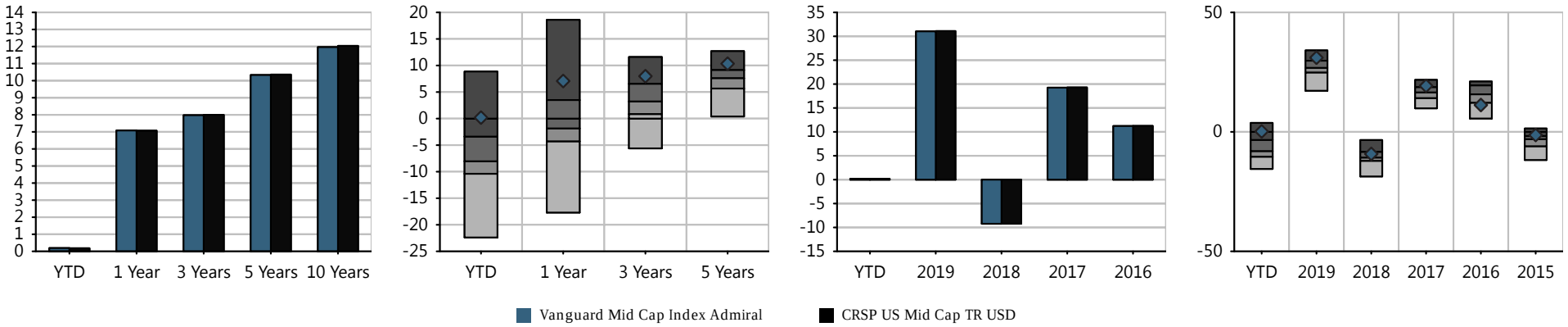
VANGUARD MID CAP INDEX ADMIRAL | FUND FACT SHEET

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.04%	0.03%	0.03%	0.05%	$115,241,197,078	7.13%	8.03%	10.38%
	Peer Group Scoring	*6.07%*	*5.13%*	*5.14%*	*0.95%*	-	-	-	-
	Criteria Peer Ranking	2	2	2	4	-	11	10	13

Investment Strategy

The investment seeks to track the performance of a benchmark index that measures the investment return of mid-capitalization stocks. The fund employs an indexing investment approach designed to track the performance of the CRSP US Mid Cap Index, a broadly diversified index of stocks of mid-size U.S. companies. The advisor attempts to replicate the target index by investing all, or substantially all, of its assets in the stocks that make up the index, holding each stock in approximately the same proportion as its weighting in the index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Vanguard Mid Cap Index Admiral	7.95%	0.19%	7.08%	7.98%	10.33%	11.97%	9.79%	05/21/1998	31.03%	(9.23%)	19.25%	11.22%	(1.34%)
CRSP US Mid Cap TR USD	*7.95%*	*0.18%*	*7.07%*	*7.99%*	*10.36%*	*12.04%*	-	-	*31.09%*	*(9.22%)*	*19.30%*	*11.25%*	*(1.28%)*
Morningstar Mid-Cap Blend	*6.38%*	*(6.96%)*	*(0.42%)*	*3.44%*	*7.35%*	*9.52%*	-	-	*26.44%*	*(10.68%)*	*16.23%*	*15.11%*	*(4.10%)*

Morningstar Rating: *****

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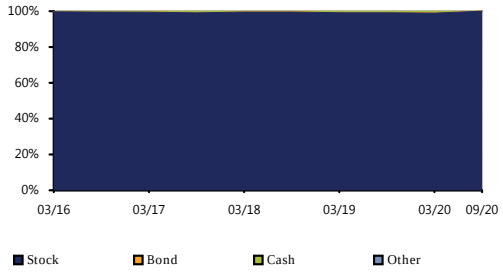
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

VANGUARD MID CAP INDEX ADMIRAL | FUND FACT SHEET

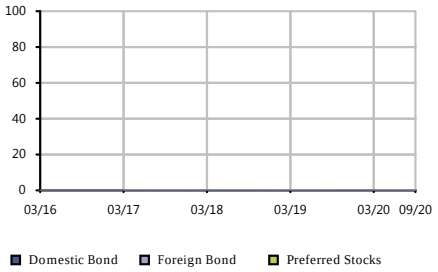
Portfolio Composition

Time Period: 10/30/2015 - 09/30/2020



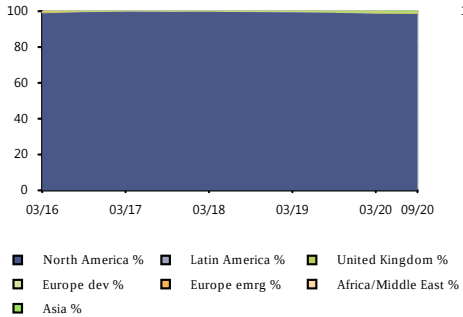
Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



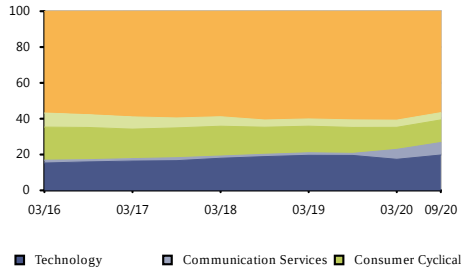
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

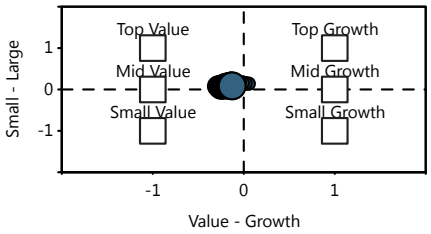


Sector Distribution

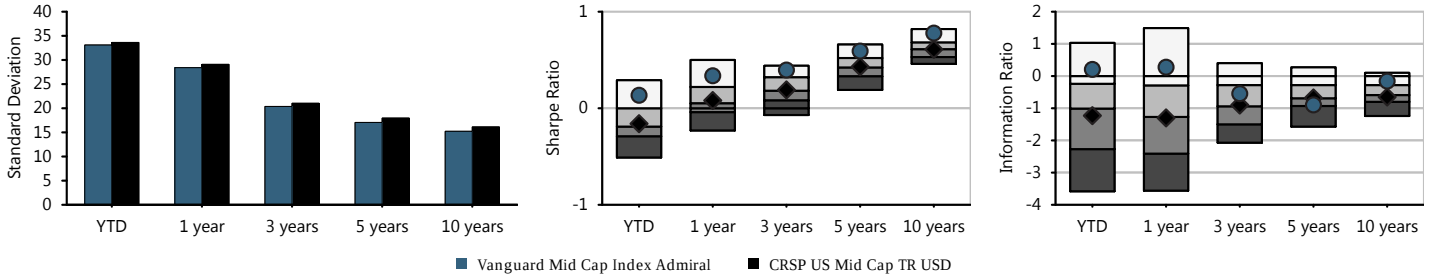
Time Period: 10/30/2015 - 09/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	VIMAX
Category	Mid-Cap Blend
Net Assets(This Class $mn)	115,241 m
Net Assets(All Classes $mn)	0 m
Manager	Donald Butler
Manager Tenure	22.34
Fund Inception	May 21,1998

Fee And Expenses

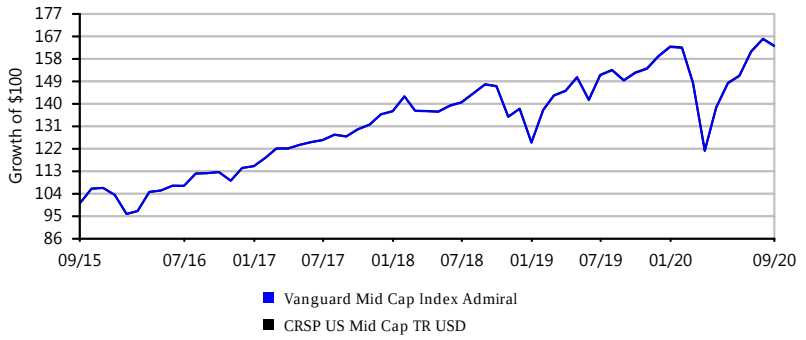
Expense Ratio	0.05
Gross Expense Ratio	0.05
Prospectus Net Expense Ratio	0.05
Prospectus Gross Expense Ratio	0.05
Actual 12b1	0.00
Management Fee	0.04

Top 10 Holdings (%)

Lululemon Athletica Inc	0.94
Digital Realty Trust Inc	0.89
DexCom Inc	0.83
DocuSign Inc	0.82
Veeva Systems Inc Class A	0.81
Chipotle Mexican Grill ...	0.78
Centene Corp	0.75
Splunk Inc	0.74
Twilio Inc A	0.74
SBA Communications Corp	0.73

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

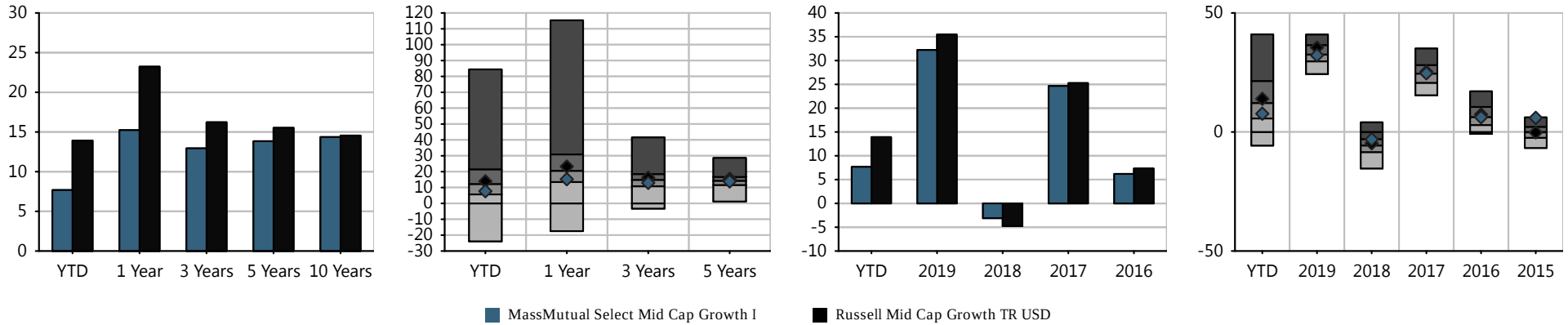
MassMutual Select Mid Cap Growth I | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
70 Passing	Criteria Scoring	15.23%	12.94%	13.84%	0.62	0.78	-0.96	-0.58	20.33	0.71%	10.19	0.96
	Peer Group Scoring	*24.49%*	*14.68%*	*14.28%*	*0.66*	*0.76*	*-0.49*	*-0.43*	*11.24*	*1.13%*	*15.24*	*0.96*
	Criteria Peer Ranking	69	60	55	60	51	70	62	11	13	27	52

Investment Strategy

The investment seeks growth of capital over the long-term. The fund invests primarily in equity securities of mid-capitalization companies that the fund's subadvisers believe offer the potential for long-term growth. It invests at least 80% of its net assets (plus the amount of any borrowings for investment purposes) in a broadly diversified portfolio of common stocks of mid-cap companies whose earnings the subadvisers expect to grow at a faster rate than the average company.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
MassMutual Select Mid Cap Growth I	8.74%	7.68%	15.23%	12.94%	13.84%	14.36%	10.03%	05/31/2000	32.22%	(3.10%)	24.66%	6.19%	5.95%
Russell Mid Cap Growth TR USD	*9.37%*	*13.92%*	*23.23%*	*16.23%*	*15.53%*	*14.55%*	-	-	*35.47%*	*(4.75%)*	*25.27%*	*7.33%*	*(0.20%)*
Morningstar Mid-Cap Growth	*10.20%*	*15.01%*	*24.49%*	*14.68%*	*14.28%*	*13.22%*	-	-	*32.60%*	*(5.85%)*	*24.79%*	*6.76%*	*(0.33%)*

Morningstar Rating: ***

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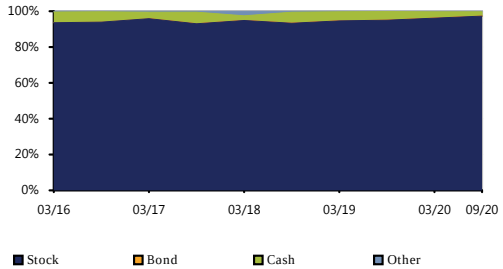
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

MassMutual Select Mid Cap Growth I | Fund Fact Sheet

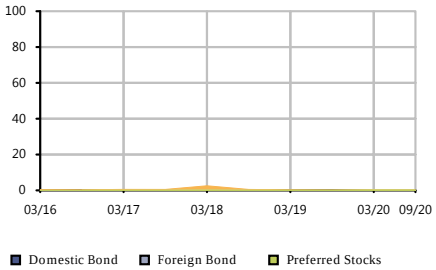
Portfolio Composition

Time Period: 10/30/2015 - 09/30/2020



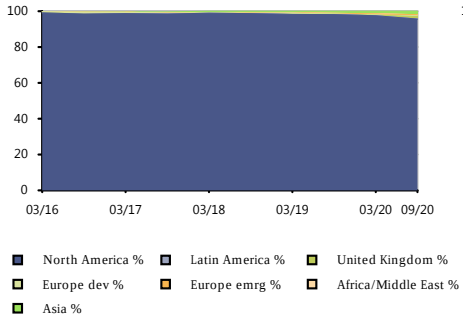
Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



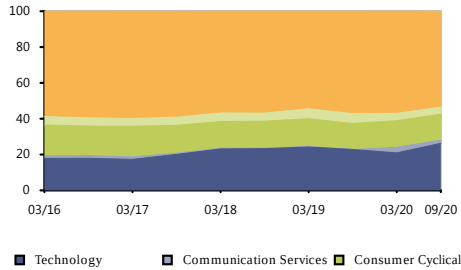
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

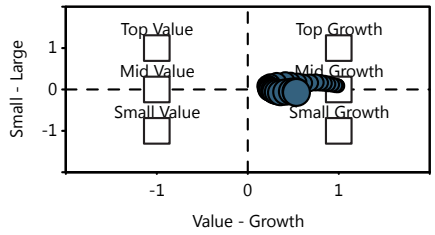


Sector Distribution

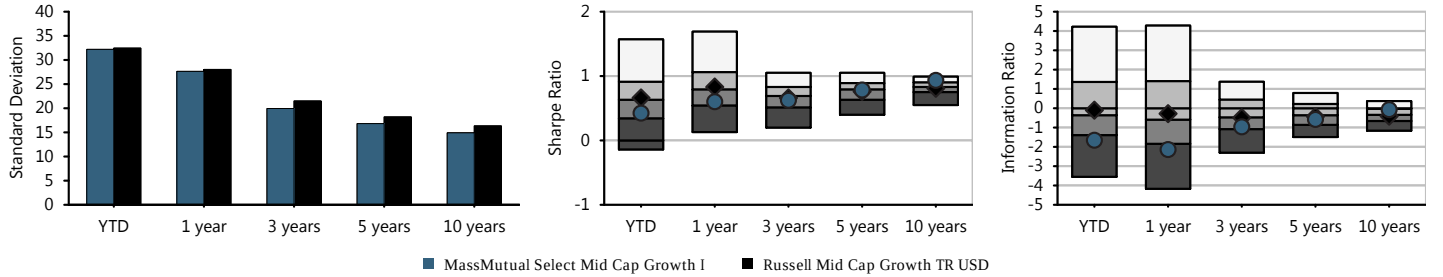
Time Period: 10/30/2015 - 09/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	MEFZX
Category	Mid-Cap Growth
Net Assets(This Class $mn)	8,718 m
Net Assets(All Classes $mn)	0 m
Manager	Brian Berghuis
Manager Tenure	20.33
Fund Inception	May 31,2000

Fee And Expenses

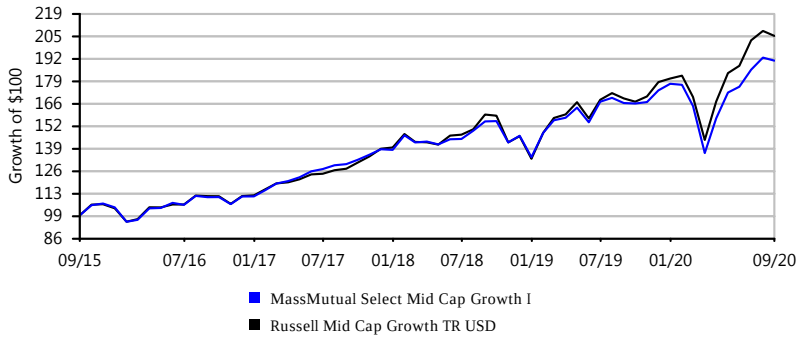
Expense Ratio	0.71
Gross Expense Ratio	0.71
Prospectus Net Expense Ratio	0.71
Prospectus Gross Expense Ratio	0.71
Actual 12b1	0.00
Management Fee	0.68

Top 10 Holdings (%)

Teleflex Inc	2.37
Microchip Technology Inc	1.93
Hologic Inc	1.92
Ball Corp	1.90
Dollar General Corp	1.78
Iac Interactivecor	1.67
Global Payments Inc	1.57
Marvell Technology Grou...	1.46
Agilent Technologies Inc	1.43
The Cooper Companies Inc	1.40

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



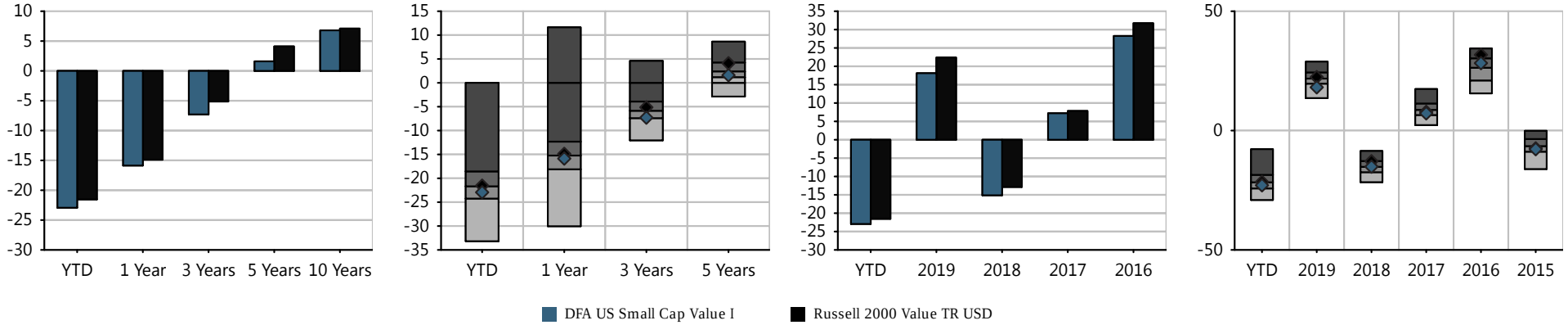
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
68 Review	Criteria Scoring	-15.86%	-7.29%	1.60%	-0.21	0.14	-0.53	-0.72	8.59	0.51%	0.43	0.91
	Peer Group Scoring	*-14.22%*	*-5.49%*	*2.68%*	*-0.16*	*0.18*	*-0.13*	*-0.34*	*10.40*	*1.18%*	*10.00*	*0.96*
	Criteria Peer Ranking	57	74	68	63	67	79	79	55	8	12	68

Investment Strategy

The investment seeks to achieve long-term capital appreciation. The fund normally will invest at least 80% of its net assets in securities of small cap U.S. companies. It may purchase or sell futures contracts and options on futures contracts for U.S. equity securities and indices, to adjust market exposure based on actual or expected cash inflows to or outflows from the Portfolio.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
DFA US Small Cap Value I	3.37%	(22.94%)	(15.86%)	(7.29%)	1.60%	6.80%	9.71%	03/02/1993	18.12%	(15.13%)	7.21%	28.26%	(7.81%)
Russell 2000 Value TR USD	*2.56%*	*(21.54%)*	*(14.88%)*	*(5.13%)*	*4.11%*	*7.09%*	*-*	*-*	*22.39%*	*(12.86%)*	*7.84%*	*31.74%*	*(7.47%)*
Morningstar Small Value	*3.03%*	*(20.51%)*	*(14.22%)*	*(5.49%)*	*2.68%*	*6.45%*	*-*	*-*	*21.70%*	*(15.35%)*	*8.81%*	*25.95%*	*(6.90%)*

Morningstar Rating: ***

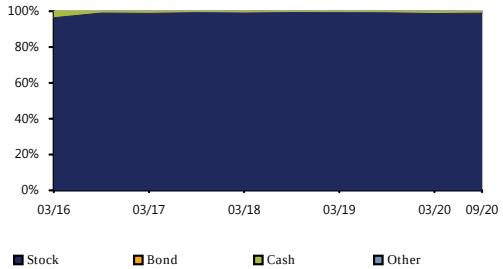
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

DFA US Small Cap Value I | Fund Fact Sheet

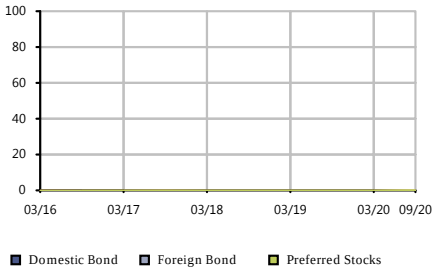
Portfolio Composition

Time Period: 10/30/2015 - 09/30/2020



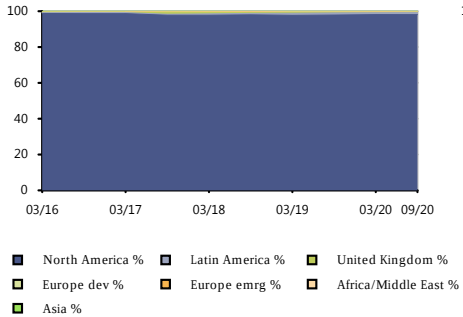
Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



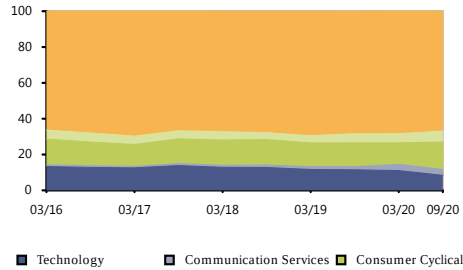
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

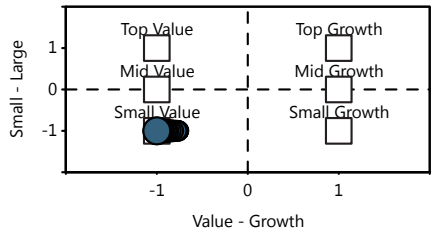


Sector Distribution

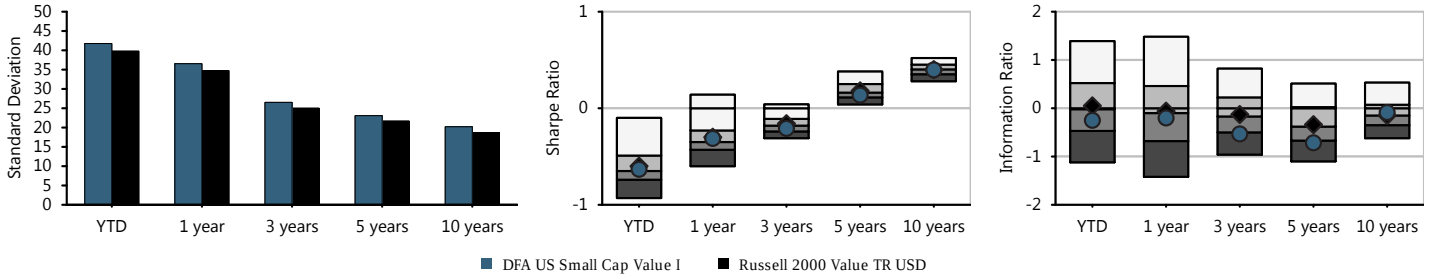
Time Period: 10/30/2015 - 09/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	DFSVX
Category	Small Value
Net Assets(This Class $mn)	10,292 m
Net Assets(All Classes $mn)	0 m
Manager	Jed Fogdall
Manager Tenure	8.59
Fund Inception	Mar 02,1993

Fee And Expenses

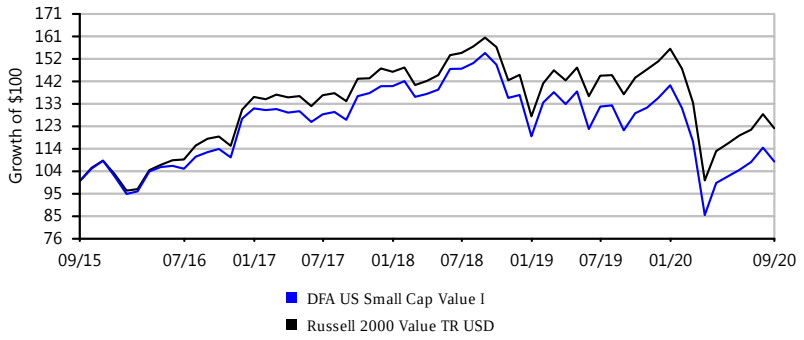
Expense Ratio	0.53
Gross Expense Ratio	0.53
Prospectus Net Expense Ratio	0.51
Prospectus Gross Expense Ratio	0.51
Actual 12b1	0.00
Management Fee	0.48

Top 10 Holdings (%)

Meritage Homes Corp	1.22
Darling Ingredients Inc	1.14
S+p500 Emini Fut Sep20 ...	1.05
AutoNation Inc	0.90
Regal Beloit Corp	0.86
Taylor Morrison Home Co...	0.79
American Equity Investm...	0.71
M.D.C. Holdings Inc	0.68
Amkor Technology Inc	0.67
Element Solutions Inc	0.66

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



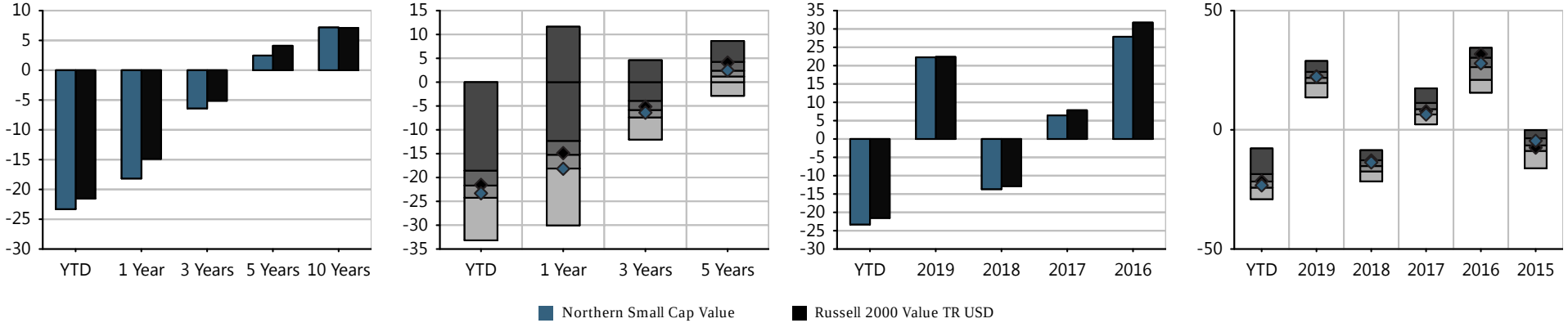
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
65 Watch	Criteria Scoring	-18.17%	-6.40%	2.46%	-0.25	0.16	-0.49	-0.70	19.17	1.00%	5.95	0.94
	Peer Group Scoring	*-14.22%*	*-5.49%*	*2.68%*	*-0.16*	*0.18*	*-0.13*	*-0.34*	*10.40*	*1.18%*	*10.00*	*0.96*
	Criteria Peer Ranking	76	62	48	79	51	75	78	14	38	29	48

Investment Strategy

The investment seeks long-term capital appreciation, any income received is incidental to this objective. The fund will invest at least 80% of its net assets in equity securities of small capitalization companies, which are considered to be those whose market capitalization is within the range of the market capitalization of companies in the Russell 2000® Value Index. It may emphasize particular companies or market segments, such as financial services. Many of the companies in which the fund invests retain their earnings to finance current and future growth. These companies generally pay little or no dividends.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Northern Small Cap Value	1.94%	(23.31%)	(18.17%)	(6.40%)	2.46%	7.18%	8.32%	03/31/1994	22.27%	(13.68%)	6.42%	27.87%	(4.62%)
Russell 2000 Value TR USD	*2.56%*	*(21.54%)*	*(14.88%)*	*(5.13%)*	*4.11%*	*7.09%*	-	-	*22.39%*	*(12.86%)*	*7.84%*	*31.74%*	*(7.47%)*
Morningstar Small Value	*3.03%*	*(20.51%)*	*(14.22%)*	*(5.49%)*	*2.68%*	*6.45%*	-	-	*21.70%*	*(15.35%)*	*8.81%*	*25.95%*	*(6.90%)*

Morningstar Rating: ****

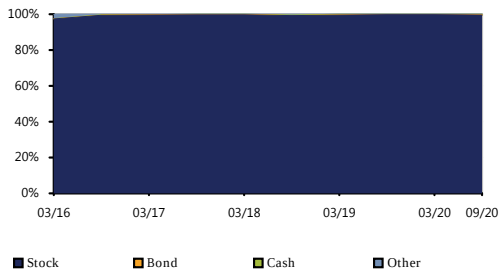
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

NORTHERN SMALL CAP VALUE | FUND FACT SHEET

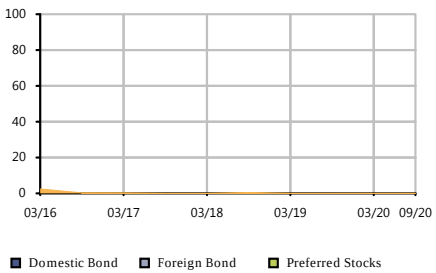
Portfolio Composition

Time Period: 10/30/2015 - 09/30/2020



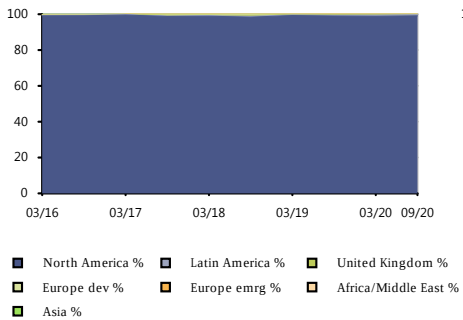
Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



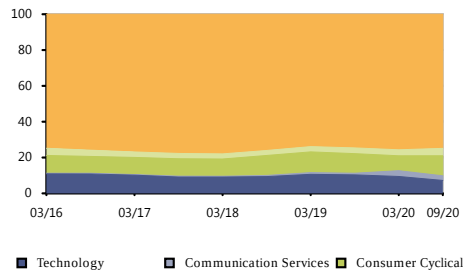
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

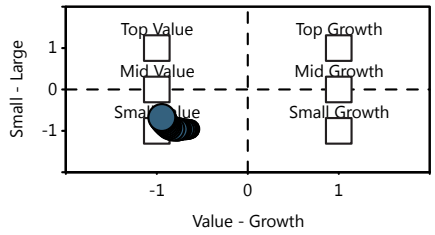


Sector Distribution

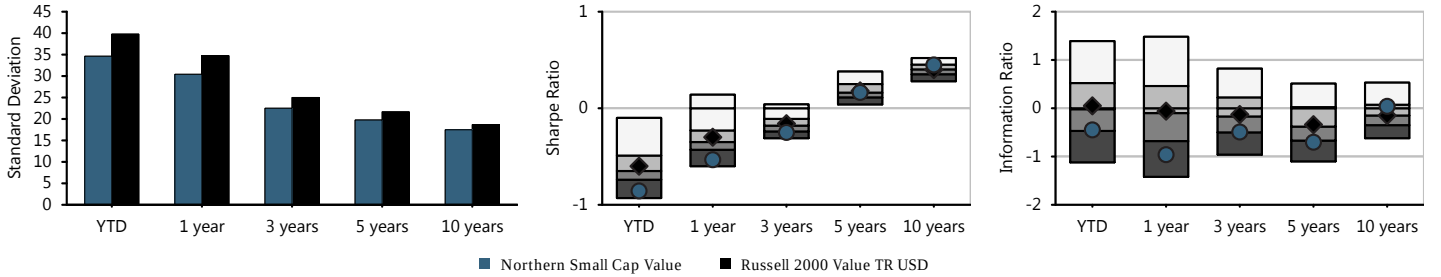
Time Period: 10/30/2015 - 09/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	NOSGX
Category	Small Value
Net Assets(This Class $mn)	2,215 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Bergson
Manager Tenure	19.17
Fund Inception	Mar 31,1994

Fee And Expenses

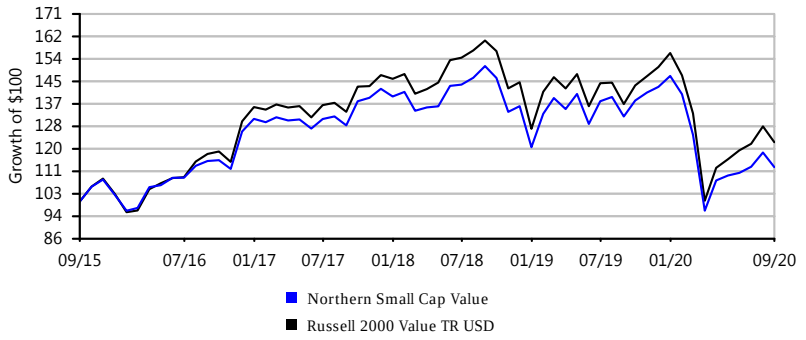
Expense Ratio	1.00
Gross Expense Ratio	1.10
Prospectus Net Expense Ratio	1.00
Prospectus Gross Expense Ratio	1.11
Actual 12b1	0.00
Management Fee	0.95

Top 10 Holdings (%)

Southwest Gas Holdings Inc	0.97
Darling Ingredients Inc	0.90
NorthWestern Corp	0.79
ABM Industries Inc	0.79
Group 1 Automotive Inc	0.78
Radian Group Inc	0.78
PNM Resources Inc	0.78
Stag Industrial Inc	0.73
BancorpSouth Bank	0.72
Magellan Health Inc	0.71

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



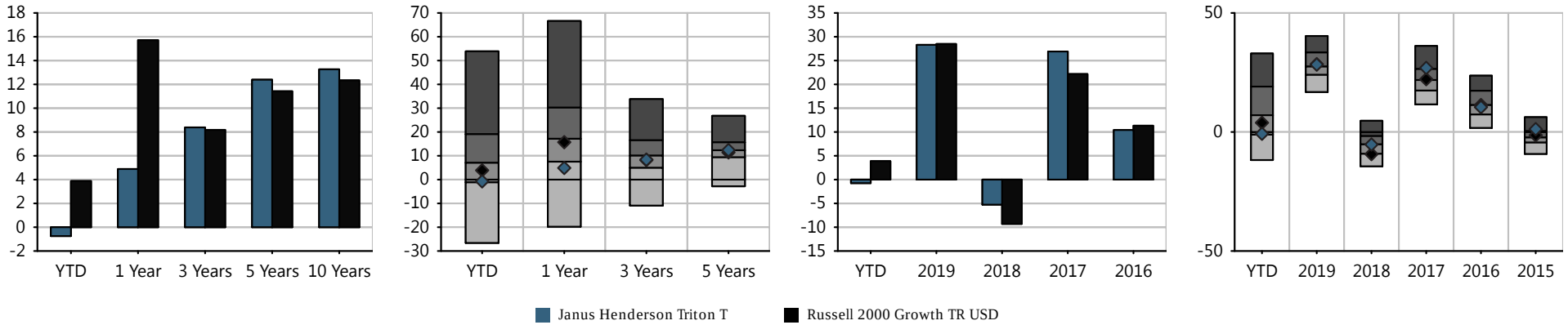
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
75 Passing	Criteria Scoring	4.89%	8.38%	12.39%	0.39	0.65	0.05	0.22	7.33	0.91%	10.36	1.09
	Peer Group Scoring	*18.77%*	*11.09%*	*12.89%*	*0.48*	*0.64*	*0.40*	*0.21*	*11.64*	*1.22%*	*13.24*	*1.10*
	Criteria Peer Ranking	81	60	50	61	51	61	50	64	22	44	48

Investment Strategy

The investment seeks long-term growth of capital. The fund pursues its investment objective by investing at least 50% of its equity assets in small- and medium-sized companies. It may also invest in larger companies with strong growth potential. Small- and medium-sized companies are defined by the portfolio managers as those companies whose market capitalization falls within the range of companies in the Russell 2500® Growth Index at the time of initial purchase. The fund may also invest in foreign securities, which may include investments in emerging markets.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Janus Henderson Triton T	6.31%	(0.74%)	4.89%	8.38%	12.39%	13.26%	12.07%	02/25/2005	28.30%	(5.26%)	26.90%	10.42%	1.21%
Russell 2000 Growth TR USD	*7.16%*	*3.88%*	*15.71%*	*8.18%*	*11.42%*	*12.34%*	-	-	*28.48%*	*(9.31%)*	*22.17%*	*11.32%*	*(1.38%)*
Morningstar Small Growth	*8.20%*	*8.45%*	*18.77%*	*11.09%*	*12.89%*	*12.64%*	-	-	*28.19%*	*(5.22%)*	*22.21%*	*11.89%*	*(2.18%)*

Morningstar Rating: ****

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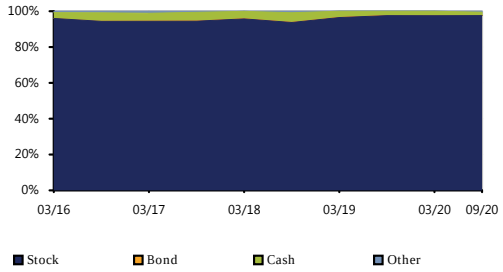
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

JANUS HENDERSON TRITON T | FUND FACT SHEET

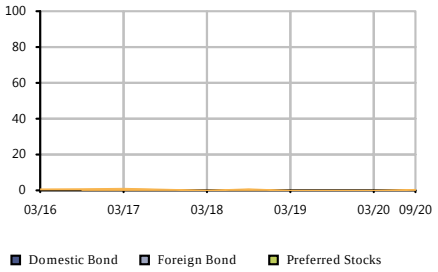
Portfolio Composition

Time Period: 10/30/2015 - 09/30/2020



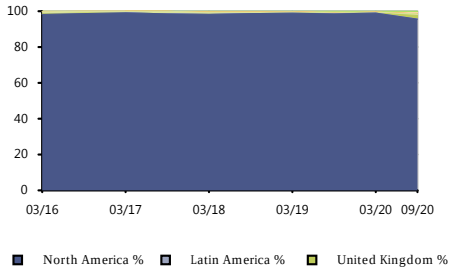
Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



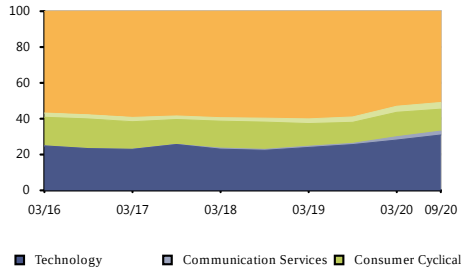
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

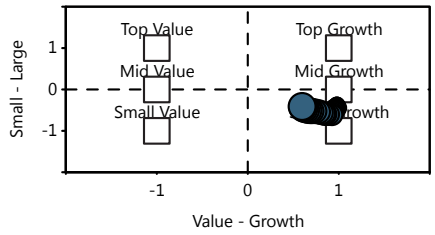


Sector Distribution

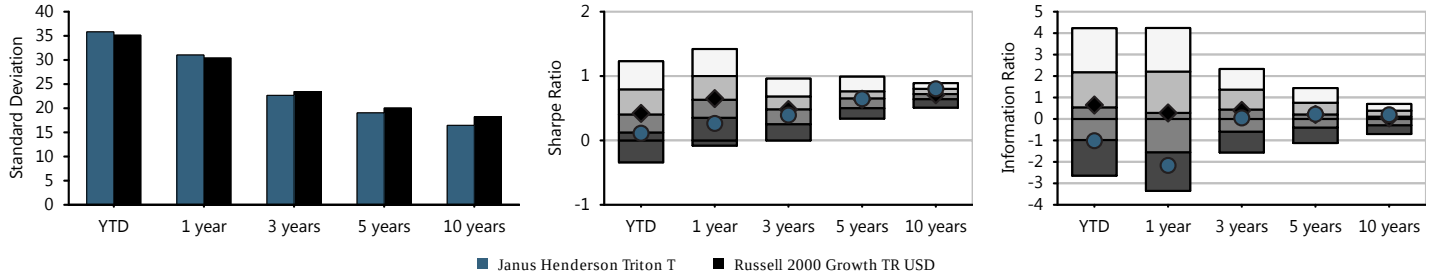
Time Period: 10/30/2015 - 09/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	JATTX
Category	Small Growth
Net Assets(This Class $mn)	10,921 m
Net Assets(All Classes $mn)	0 m
Manager	Jonathan Coleman
Manager Tenure	7.33
Fund Inception	Feb 25,2005

Fee And Expenses

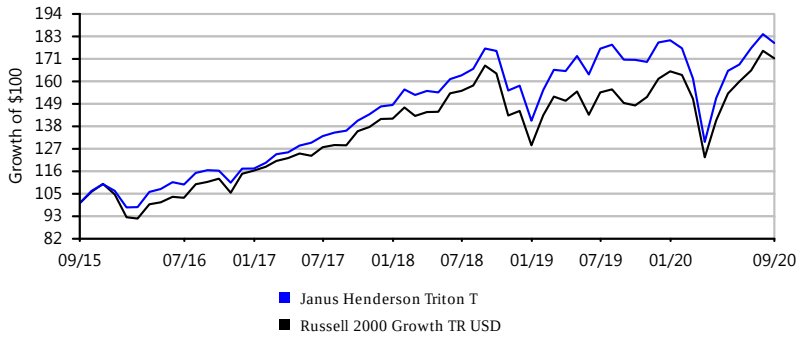
Expense Ratio	0.90
Gross Expense Ratio	0.91
Prospectus Net Expense Ratio	0.91
Prospectus Gross Expense Ratio	0.91
Actual 12b1	0.00
Management Fee	0.64

Top 10 Holdings (%)

Catalent Inc	3.44
Crown Holdings Inc	2.25
SS&C Technologies Holdi...	2.08
Etsy Inc	1.81
Broadridge Financial So...	1.67
LPL Financial Holdings Inc	1.55
ServiceMaster Global Ho...	1.55
Zendesk Inc	1.52
RealPage Inc	1.50
Avalara Inc	1.48

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



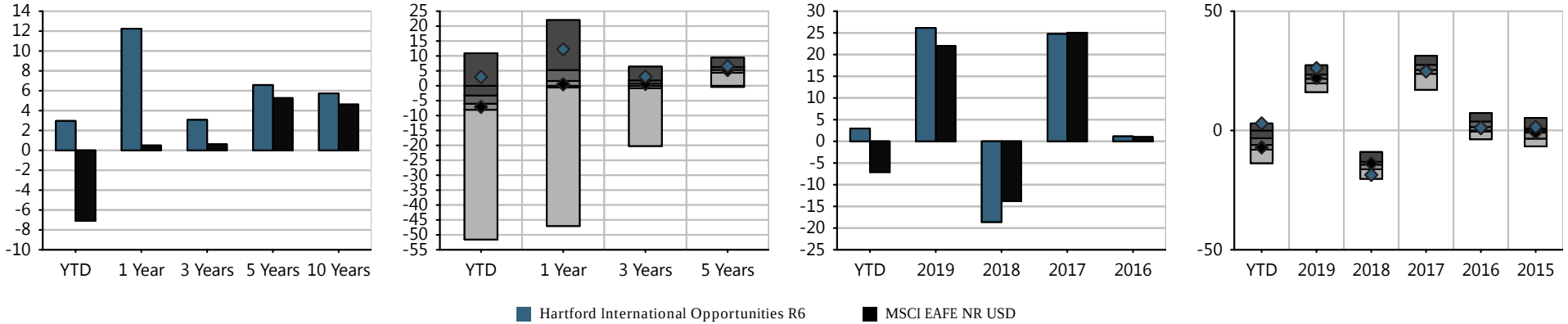
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	12.24%	3.07%	6.57%	0.16	0.42	0.43	0.27	13.75	0.71%	4.96	1.06
	Peer Group Scoring	*2.21%*	*0.44%*	*5.21%*	*0.01*	*0.34*	*-0.01*	*-0.01*	*7.62*	*0.94%*	*8.97*	*1.01*
	Criteria Peer Ranking	6	10	15	10	23	17	24	14	32	18	25

Investment Strategy

The investment seeks long-term growth of capital. The fund normally invests at least 65% of its net assets in equity securities, including non-dollar securities, of foreign issuers. It may invest in companies domiciled in emerging markets as a percentage of its net assets up to the greater of: (a) 25% or (b) the weight of emerging markets in the MSCI All Country World (ACWI) ex USA Index plus 10%.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Hartford International Opportunities R6	9.11%	2.96%	12.24%	3.07%	6.57%	5.73%	5.75%	07/22/1996	26.15%	(18.61%)	24.77%	1.15%	1.49%
MSCI EAFE NR USD	*4.80%*	*(7.09%)*	*0.49%*	*0.62%*	*5.26%*	*4.62%*	-	-	*22.01%*	*(13.79%)*	*25.03%*	*1.00%*	*(0.81%)*
Morningstar Foreign Large Blend	*5.82%*	*(5.71%)*	*2.21%*	*0.44%*	*5.21%*	*4.39%*	-	-	*21.64%*	*(14.47%)*	*25.27%*	*1.70%*	*(1.18%)*

Morningstar Rating: ****

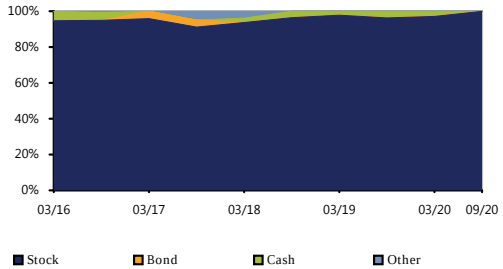
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

HARTFORD INTERNATIONAL OPPORTUNITIES R6 | FUND FACT SHEET

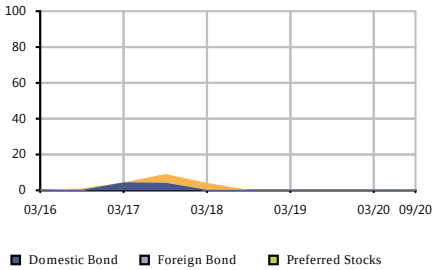
Portfolio Composition

Time Period: 10/30/2015 - 09/30/2020



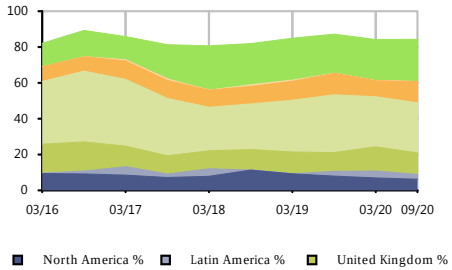
Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



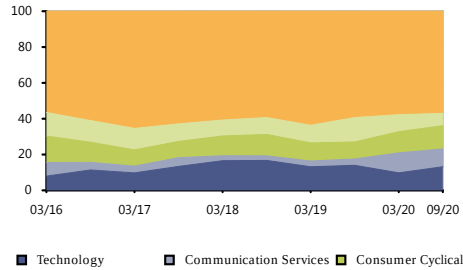
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

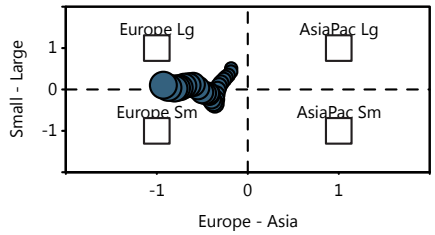


Sector Distribution

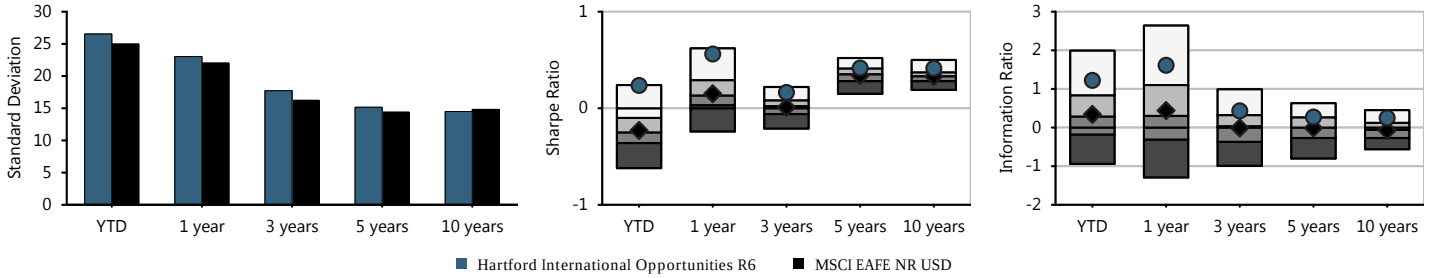
Time Period: 10/30/2015 - 09/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	IHOVX
Category	Foreign Large Blend
Net Assets(This Class $mn)	3,765 m
Net Assets(All Classes $mn)	0 m
Manager	Nicolas Choumenkovitch
Manager Tenure	13.75
Fund Inception	Jul 22,1996

Fee And Expenses

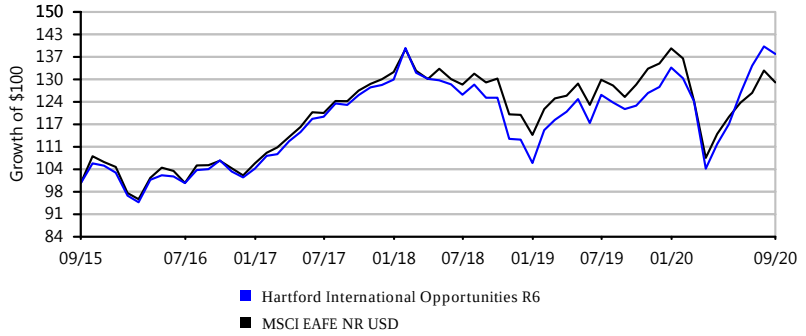
Expense Ratio	0.70
Gross Expense Ratio	0.70
Prospectus Net Expense Ratio	0.71
Prospectus Gross Expense Ratio	0.71
Actual 12b1	0.00
Management Fee	0.66

Top 10 Holdings (%)

Tencent Holdings Ltd	3.95
Alibaba Group Holding L...	3.92
Nestle SA	2.36
Cellnex Telecom SA	2.16
Canadian National Railw...	2.10
Infineon Technologies AG	2.05
Anglo American PLC	1.98
Rio Tinto PLC	1.97
Taiwan Semiconductor Ma...	1.87
Iberdrola SA	1.87

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

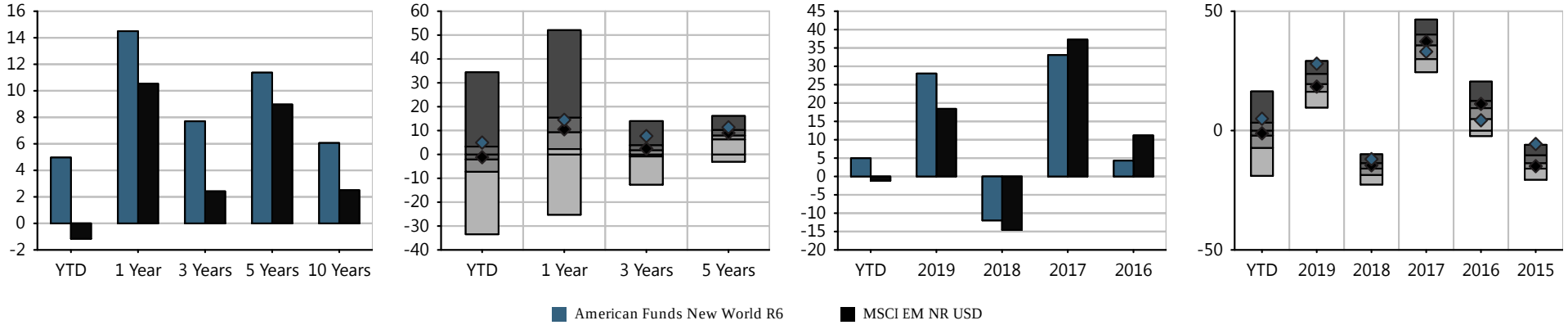
American Funds New World R6 | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
95 Passing	Criteria Scoring	14.50%	7.70%	11.37%	0.42	0.72	0.83	0.37	21.25	0.60%	14.46	1.22
	Peer Group Scoring	*9.09%*	*1.73%*	*8.08%*	*0.09*	*0.46*	*-0.14*	*-0.17*	*7.57*	*1.23%*	*12.89*	*0.98*
	Criteria Peer Ranking	27	8	16	7	6	11	20	3	11	60	5

Investment Strategy

The investment seeks long-term capital appreciation. The fund invests primarily in common stocks of companies with significant exposure to countries with developing economies and/or markets. Under normal market conditions, the fund will invest at least 35% of its assets in equity and debt securities of issuers primarily based in qualified countries that have developing economies and/or markets.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
American Funds New World R6	8.19%	4.97%	14.50%	7.70%	11.37%	6.06%	8.29%	06/17/1999	28.03%	(11.97%)	33.06%	4.31%	(5.62%)
MSCI EM NR USD	*9.56%*	*(1.16%)*	*10.54%*	*2.42%*	*8.97%*	*2.50%*	-	-	*18.42%*	*(14.57%)*	*37.28%*	*11.19%*	*(14.92%)*
Morningstar Diversified Emerging Mkts	*8.86%*	*(1.44%)*	*9.09%*	*1.73%*	*8.08%*	*2.47%*	-	-	*19.80%*	*(16.12%)*	*35.22%*	*9.02%*	*(13.27%)*

Morningstar Rating: *****

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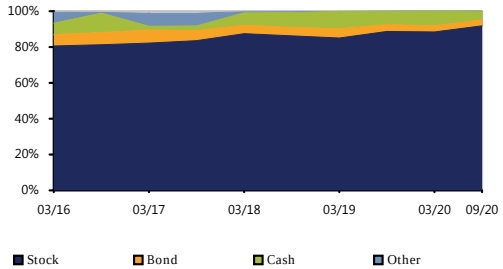
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

American Funds New World R6 | Fund Fact Sheet

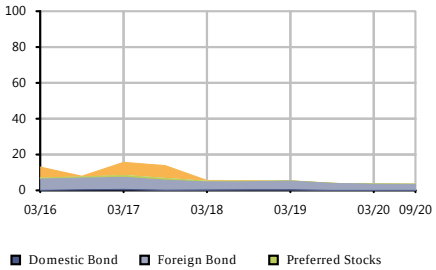
Portfolio Composition

Time Period: 10/30/2015 - 09/30/2020



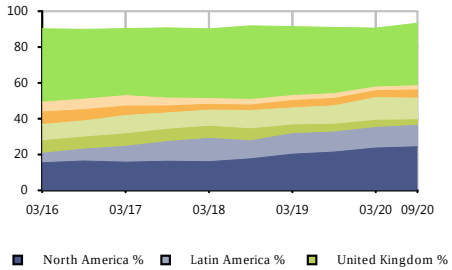
Bond Distribution

Time Period: 10/30/2015 - 09/30/2020



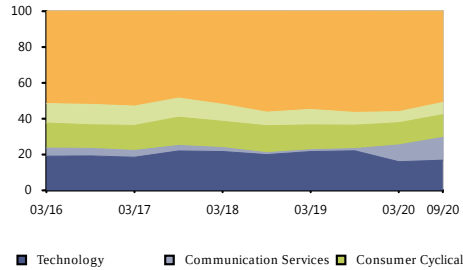
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

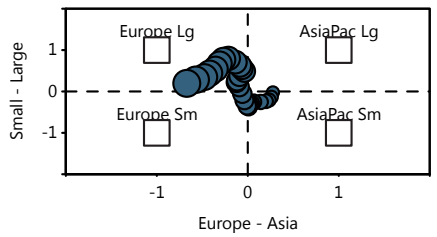


Sector Distribution

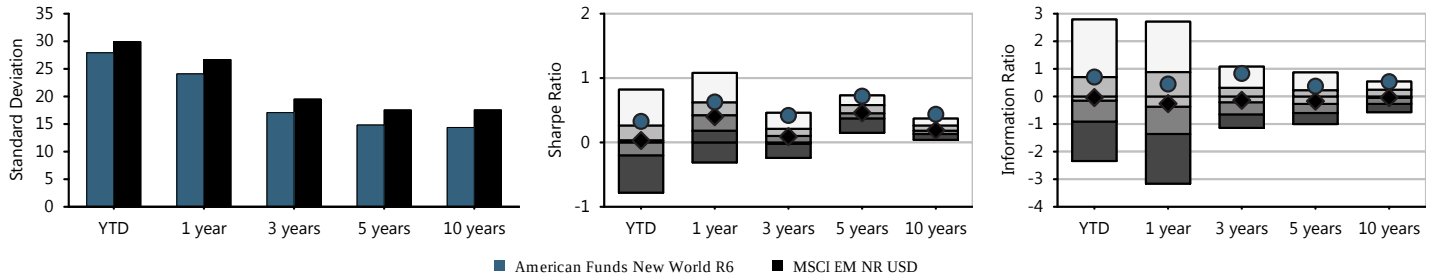
Time Period: 10/30/2015 - 09/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	RNWGX
Category	Diversified Emerging Mkts
Net Assets(This Class $mn)	45,421 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Lovelace
Manager Tenure	21.25
Fund Inception	Jun 17,1999

Fee And Expenses

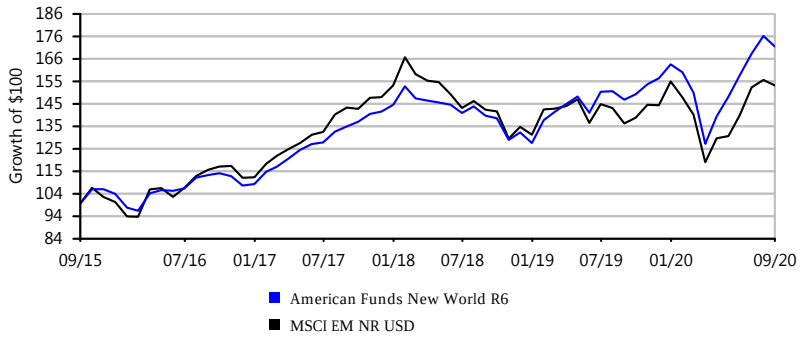
Expense Ratio	0.61
Gross Expense Ratio	0.61
Prospectus Net Expense Ratio	0.60
Prospectus Gross Expense Ratio	0.60
Actual 12b1	0.00
Management Fee	0.52

Top 10 Holdings (%)

Microsoft Corp	2.67
Tencent Holdings Ltd	2.40
Reliance Industries Ltd	2.00
Alibaba Group Holding L...	1.89
MercadoLibre Inc	1.84
Kweichow Moutai Co Ltd	1.66
Kotak Mahindra Bank Ltd	1.64
Facebook Inc A	1.48
Taiwan Semiconductor Ma...	1.33
AIA Group Ltd	1.26

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



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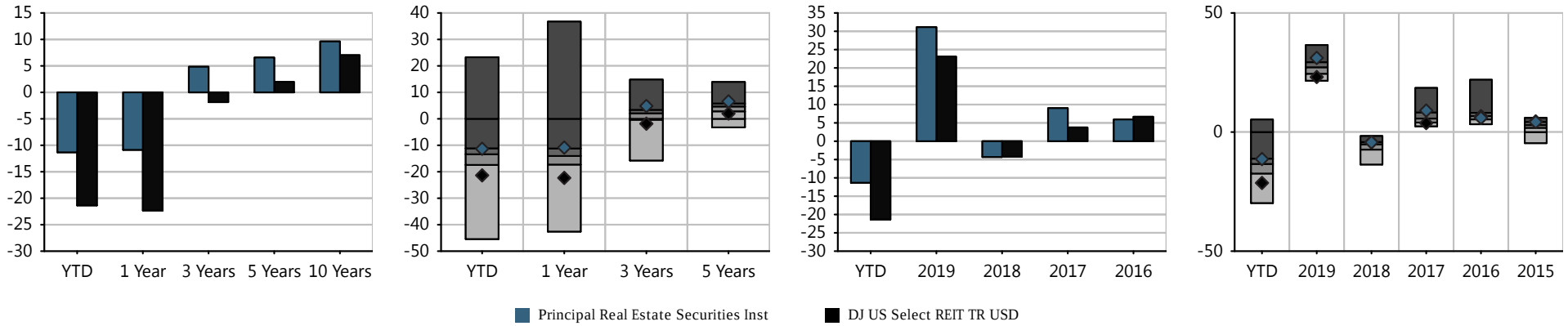
PRINCIPAL REAL ESTATE SECURITIES INST | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	-10.87%	4.84%	6.58%	0.26	0.42	1.71	1.34	19.75	0.91%	14.98	1.30
	Peer Group Scoring	*-13.44%*	*1.17%*	*4.28%*	*0.10*	*0.28*	*0.76*	*0.55*	*12.05*	*1.10%*	*15.64*	*1.18*
	Criteria Peer Ranking	25	13	14	13	14	7	11	13	42	47	17

Investment Strategy

The investment seeks to generate a total return. Under normal circumstances, the fund invests at least 80% of its net assets, plus any borrowings for investment purposes, in equity securities of companies principally engaged in the real estate industry at the time of purchase. It invests in value equity securities, an investment strategy that emphasizes buying securities that appear to be undervalued. The fund concentrates its investments (invest more than 25% of its net assets) in securities in the real estate industry. It is non-diversified.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2019	2018	2017	2016	2015
Principal Real Estate Securities Inst	2.62%	(11.33%)	(10.87%)	4.84%	6.58%	9.62%	10.53%	12/06/2000	31.13%	(4.31%)	9.03%	5.93%	4.22%
DJ US Select REIT TR USD	*0.83%*	*(21.36%)*	*(22.33%)*	*(1.85%)*	*1.99%*	*7.03%*	*-*	*-*	*23.10%*	*(4.22%)*	*3.76%*	*6.68%*	*4.48%*
Morningstar Real Estate	*2.35%*	*(14.01%)*	*(13.44%)*	*1.17%*	*4.28%*	*7.80%*	*-*	*-*	*27.44%*	*(5.91%)*	*6.98%*	*7.66%*	*2.23%*

Morningstar Rating: *****

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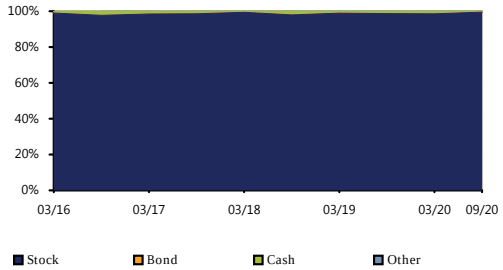
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PRINCIPAL REAL ESTATE SECURITIES INST | FUND FACT SHEET

Portfolio Composition

Time Period: 10/30/2015 - 09/30/2020



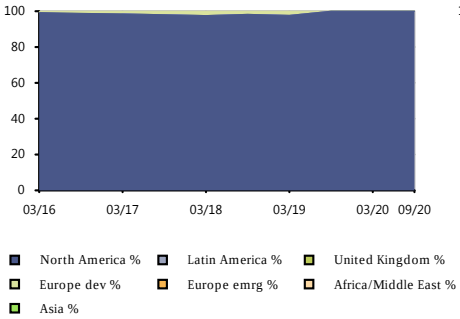
Bond Distribution

Time Period: 10/30/2015 - 09/30/2020

Insufficient data to display graph

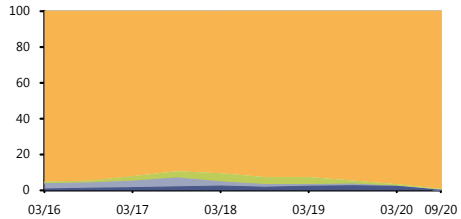
Equity Regional Distribution

Time Period: 10/30/2015 - 09/30/2020

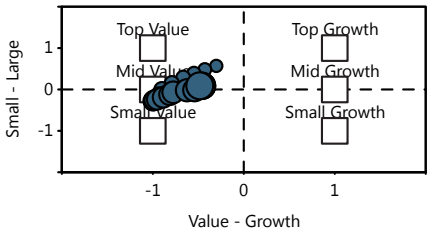


Sector Distribution

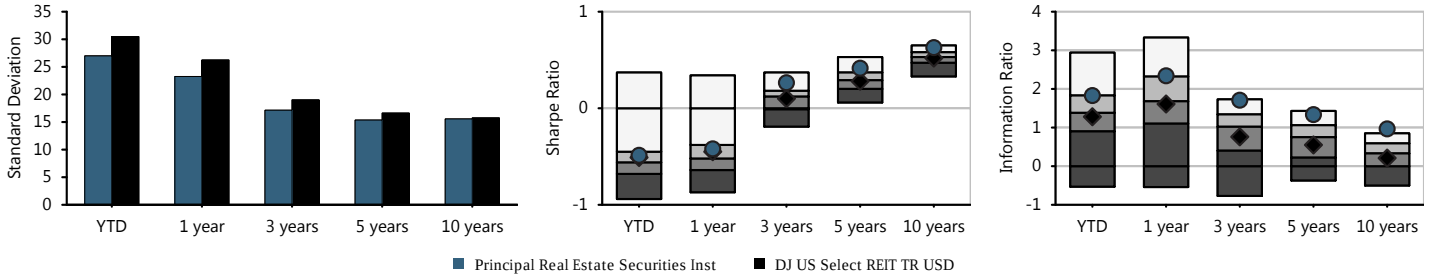
Time Period: 10/30/2015 - 09/30/2020



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PIREX
Category	Real Estate
Net Assets(This Class $mn)	4,601 m
Net Assets(All Classes $mn)	0 m
Manager	Kelly Rush
Manager Tenure	19.75
Fund Inception	Dec 06,2000

Fee And Expenses

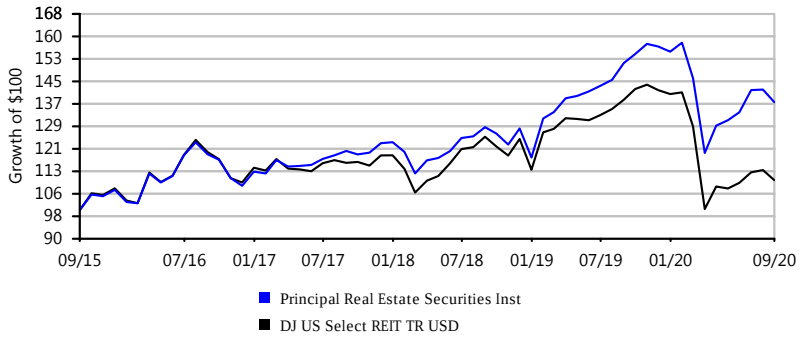
Expense Ratio	0.91
Gross Expense Ratio	0.00
Prospectus Net Expense Ratio	0.91
Prospectus Gross Expense Ratio	0.93
Actual 12b1	0.00
Management Fee	0.80

Top 10 Holdings (%)

Prologis Inc	10.66
Equinix Inc	10.50
AvalonBay Communities Inc	6.16
Invitation Homes Inc	5.56
Welltower Inc	4.73
American Homes 4 Rent C...	3.97
Sun Communities Inc	3.43
Alexandria Real Estate ...	3.34
Essex Property Trust Inc	3.22
Healthcare Trust of Ame...	3.02

Cumulative Performance

Time Period: 01/30/2015 - 09/30/2020



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IMPORTANT DISCLOSURES

Community Action Partnership ERISA 403(b)

For Period Ending 09/30/2020

Important Disclosures, Source Information, & Index Definitions

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Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Pensionmark is affiliated through common ownership with Pensionmark Securities, LLC (member SIPC).

Important Disclosures & Source Information

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The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. Investing in mutual funds involves risk, including possible loss of principal. All indices are unmanaged and cannot be invested into directly. Unmanaged index returns do not reflect fees, expenses, or sales charges. Index performance is not indicative of the performance of any investment.

Investors should consider the investment objectives, risks, charges and expenses of the investment company carefully before investing. The prospectus and, if available, the summary prospectus contain this and other important information about the investment company. You can obtain a prospectus and summary prospectus from your financial representative. Read carefully before investing.

Risk Disclosures:
Bond Funds- An increase in interest rates may cause the price of bonds and bond mutual funds to decline.
Government Bond Funds- An investor can lose money when investing in government bond funds. Fund itself is not guaranteed and fund's performance will vary.
International/Emerging Markets Funds- International and emerging market investing involves special risks such as currency fluctuation and political instability and may not be suitable for all investors.
Real Estate Funds- Investing in real estate involves special risks such as potential illiquidity and may not be suitable for all investors. There is no assurance that the investment objectives of the fund will be attained.
Small and Mid Cap Funds- The prices of small and mid-cap stocks are generally more volatile than large cap stocks.
Target Date Funds- The target date is the approximate date when investors plan to start withdrawing their money. The glidepath is how the asset allocation of the fund changes over time. The principal value of a target fund is not guaranteed at any time, including at the target date.

Morningstar Ratings:
For each fund with at least a three year history, Morningstar calculates a Morningstar Rating based on a Morningstar Risk-Adjusted Return measure that accounts for variations in a fund's monthly performance (including the effects of sales charges, loads, and redemption fees), placing more emphasis on downward variations and rewarding consistent performance. The top 10% of funds in each category receive five stars, the next 22.5% receive four stars, the next 35% receive three stars, the next 22.5% receive two stars and the bottom 10% receive one star. The overall Morningstar Rating for a fund is derived from a weighted-average of the performance figures associated with its three-, five- and ten-year (if applicable) Morningstar Ratings metrics.

Source Information:

Executive Summary: Recommendations based on qualitative and/or quantitative investment methodology of Pensionmark Financial Group
Portfolio | Diversification: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Asset Allocation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Holdings & Sector Allocation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Region & Quality Allocation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Returns : Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Beta/Standard Deviation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Alpha: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Sharpe Ratio: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Information Ratio: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Cumulative Performance: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Weighted Fee Analysis: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Investment Scorecard | Current & Historical Scoring
Investment Performance vs. Risk: Morningstar/Envestnet Retirement Solutions
Investment Scorecard | Investment Performance: Morningstar andEnvestnet Retirement Solutions
Fund Fact Sheets: Morningstar, Envestnet Retirement Solutions, and Pensionmark Financial Group
Investment Scoring Methodology: Pensionmark Financial Group

Index Descriptions

Index Name	Index Description
Alerian MLP TR USD	The index measures the performance of energy segment US equity securities. It is a composite of the 50 most prominent energy Master Limited Partnerships ('MLPs'). The index is calculated using a float-adjusted, capitalization-weighted methodology.
Bloomberg Commodity TR USD	The index measures the performance of future contracts on physical commodities which traded on US echanges and London Metal Exchange. The commodity weightings are based on production and liquidity, subject to weighting restrictions applied annually.
Bloomberg Sub Brent Crude TR USD	The index is a single commodity index composed of futures contracts on Brent crude. The index is part of the Bloomberg CITR family. It reflects the return on fully collateralized futures positions and is quoted in USD.
Bloomberg Sub WTI Crude Oil TR USD	The index is a single commodity subindex of the Bloomberg CI composed of futures contracts on crude oil. It reflects the return of underlying commodity futures price movements only and is quoted in USD.
BBgBarc US Treasury Bill 1-3 Mon TR USD	The index measures the performance of public obligations of the U.S. Treasury with maturities of 1-3 month, including securities roll up to the U.S. Aggregate, U.S. Universal, and Global Aggregate Indices.
BBgBarc Credit 1-5 Yr TR USD	The index measures the performance of the investment grade, US dollar denominated, fixed-rate, taxable corporate and government related bonds with maturity of 1-5 years. It is comprised of the US Corporate Index and a non-corporate component that includes foreign agencies, sovereigns, supranationals and local authorities.
BBgBarc Global Aggregate TR USD	The index measures the performance of global investment grade fixed-rate debt markets, including the U.S. Aggregate, the Pan-European Aggregate, the Asian-Pacific Aggregate, Global Treasury, Eurodollar, Euro-Yen, Canadian, and Investment Grade 144A index-eligible securities.
BBgBarc Global High Yield TR USD	The index measures the performance of the global high-yield fixed income markets. It represents the union of the U.S. High-Yield, Pan-European High-Yield, U.S. Emerging Markets High-Yield, and Pan-European Emerging Market High-Yield Indices. The index is a component of the Multiverse Index, along with the Global Aggregate Index.
BBgBarc Municipal TR USD	This index measures the performance of the Bloomberg Barclays U.S. Municipal bond, which covers the USD-denominated Long-Term tax exempt bond market with four main sectors: state and local general obligation bonds, revenue bonds, insured bonds and prerefunded bonds.
BBgBarc US 1-5Y GovCredit FlAdj TR USD	The index measures the performance of the non-securitized component of the US Aggregate index with maturities of 1-5 years. It uses alternative weighting schemes instead of market value weights.
BBgBarc US 5-10Y GovCredit FlAdj TR USD	The index measures the performance of the non-securitized component of the US Aggregate index with maturities of 5-10 years. It uses alternative weighting schemes instead of market value weights.
BBgBarc US Agg Bond TR USD	The index measures the performance of investment grade, U.S. dollar-denominated, fixed-rate taxable bond market, including Treasuries, government-related and corporate securities, MBS (agency fixed-rate and hybrid ARM passthroughs), ABS, and CMBS. It rolls up into other Barclays flagship indices, such as the multi-currency Global Aggregate Index and the U.S. Universal Index, which includes high yield and emerging markets debt.
BBgBarc US Credit 5-10 Yr TR USD	The index measures the performance of the US Corporate and a non-corporate component with maturities of 5-10 year that includes foreign agencies, sovereigns, supranationals and local authorities. It is a subset of the US Government/Credit Index and the US Aggregate Index.
BBgBarc US Govt/Credit Long TR USD	The index measures the performance of non-securitized component of the U.S. Aggregate Index with maturities of 10 years and greater, including Treasuries, government-related issues and corporates. It is a subset of the U.S. Aggregate Index.
BBgBarc US MBS TR USD	The index measures the performance of the agency mortgage-backed pass-through securities (both fixed-rate and hybrid ARM) issued by Ginnie Mae (GNMA), Fannie Mae (FNMA), and Freddie Mac (FHLMC).
BBgBarc US Treasury US TIPS TR USD	The index measures the performance of rules-based, market value-weighted inflation-protected securities issued by the U.S. Treasury. It is a subset of the Global Inflation-Linked Index (Series-L).
CRSP US Large Cap Growth TR USD	The index measures the performance of US securities which are assigned to the large cap index and classified as growth securities by using CRSP's multifactor model. CRSP classifies growth securities using the following factors: future long-term growth in earnings per share (EPS), future short-term growth in EPS, 3-year historical growth in EPS, 3-year historical growth in sales per share, current investment-to-assets ratio, and return on assets.
CRSP US Large Cap Value TR USD	The index measures the performance of US securities which are assigned to the large cap index and classified as value securities by using CRSP's multifactor model. CRSP classifies value securities using the following factors: book to price, forward earnings to price, historical earnings to price, dividend-to-price ratio and sales-to-price ratio.
CRSP US Total Market TR USD	The index measures the performance of broad US securities that traded on NYSE, NYSE Market, NANASDADAQ or ARCA. It captures nearly 100% of the US investable equity market with around 4000 constituents across mega, large, small and micro capitalizations.

Index Descriptions

Index Name	Index Description
CRSP US Mid Cap Growth TR USD	The index measures the performance of US securities which are assigned to the mid cap index and classified as growth securities by using CRSP's multifactor model. CRSP classifies growth securities using the following factors: future long-term growth in earnings per share (EPS), future short-term growth in EPS, 3-year historical growth in EPS, 3-year historical growth in sales per share, current investment-to-assets ratio, and return on assets.
CRSP US Mid Cap TR USD	The index measures the performance of US companies that fall between the top 70%-85% of investable market capitalization. It includes securities traded on NYSE, NYSE Market, NASDAQ or ARCA.
CRSP US Mid Cap Value TR USD	The index measures the performance of US securities which are assigned to the mid cap index and classified as value securities by using CRSP's multifactor model. CRSP classifies value securities using the following factors: book to price, forward earnings to price, historical earnings to price, dividend-to-price ratio and sales-to-price ratio.
CRSP US Small Cap Growth TR USD	The index measures the performance of US securities which are assigned to the small cap index and classified as growth securities by using CRSP's multifactor model. CRSP classifies growth securities using the following factors: future long-term growth in earnings per share (EPS), future short-term growth in EPS, 3-year historical growth in EPS, 3-year historical growth in sales per share, current investment-to-assets ratio, and return on assets.
CRSP US Small Cap TR USD	The index measures the performance of US companies that fall between the bottom 2%-15% of the investable market capitalization. There is no lower limit in market capitalization, other than what is specified by investability screens. It includes securities traded on NYSE, NYSE Market, NANASDADAQ or ARCA.
CRSP US Small Cap Value TR USD	The index measures the performance of US securities which are assigned to the small cap index and classified as value securities by using CRSP's multifactor model. CRSP classifies value securities using the following factors: book to price, forward earnings to price, historical earnings to price, dividend-to-price ratio and sales-to-price ratio.
DJ US Completion Total Stock Mkt TR USD	The index measures the performance of all US equity securities with readily available prices, excluding components of the S&P 500. It is float-adjusted market capitalisation weighted.
DJ US Total Stock Market TR USD	The index measures the performance of all US equity securities with readily available prices. It represents the top 95% of the US stock market based on market capitalisation. The index is float-adjusted market capitalisation weighted.
FTSE Developed ex North America NR USD	The index measures the performance of Large and Mid cap stocks providing coverage of Developed markets, excluding the US and Canada. It is derived from the FTSE Global Equity Index Series (GEIS). The index is market-capitalization weighted.
FTSE Emerging NR USD	The index measures the performance of Large, Mid and Small cap securities listed in Advanced Emerging and Secondary Emerging countries.
FTSE EPRA Nareit Global TR USD	The index measures the performance of listed real estate companies and REITS in both developed and emerging markets. It includes a range of regional and country indices, capped indices, Dividend+ indices, Global Sectors, Investment Focused and REITs and Non-REITs series.
FTSE EPRA Nareit United States TR USD	The index measures the performance of listed real estate companies and REITS in the United States.
FTSE Treasury Bill 3 Mon USD	The index measures the performance of the last three three-month Treasury bill month-end rates.
ICE BofAML US Corporate TR USD	The index tracks the performance of US dollar denominated investment grade rated corporate debt publically issued in the US domestic market. To qualify for inclusion in the index, securities must have an investment grade rating (based on an average of Moody's, S&P, and Fitch) and an investment grade rated country of risk (based on an average of Moody's, S&P, and Fitch foreign currency long term sovereign debt ratings).
ICE BofAML US HY Master II OAS USD	The index measures the performance of short-term US dollar denominated below investment grade corporate debt publicly issued in the US domestic market. Qualifying securities must have at least 18 months to final maturity at the time of issuance, at least one year remaining term to final maturity as of the rebalancing date, a fixed coupon schedule and a minimum amount outstanding of $100 million. It is capitalization-weighted.
ICE USD Spot	The index is a measure of the value of the U.S. dollar relative to the value of a basket of currencies of the majority of the U.S.'s most significant trading partners. This index is similar to other trade-weighted indexes, which also use the exchange rates from the same major currencies.
LPX 50 TR USD	The index is designed to represent the global performance of the 50 most highly capitalised and liquid Listed Private Equity companies. The index is diversified across regions, private equity investment styles, financing styles and vintages.

Index Descriptions

Index Name	Index Description
MSCI ACWI Ex USA NR USD	The index measures the performance of the large and mid cap segments of the particular regions, excluding USA equity securities, including developed and emerging market. It is free float-adjusted market-capitalization weighted.
MSCI EAFE NR USD	The index measures the performance of the large and mid cap segments of developed markets, excluding the US & Canada equity securities. It is free float-adjusted market-capitalization weighted.
MSCI EAFE IMI NR USD	The index measures the performance of the large, mid and small cap equity representation across Developed Markets countries around the world, excluding the US and Canada. The index is free-adjusted market capitalization weighted.
MSCI EM IMI NR USD	The index measures the performance of the large, mid and small cap equity representation across Emerging Markets (EM) countries. It is free-adjusted market capitalization weighted.
MSCI EM NR USD	The index measures the performance of the large and mid cap segments of emerging market equity securities. It is free float-adjusted market-capitalization weighted.
MSCI US REIT GR USD	The index measures the performance of the large, mid and small cap segments of the US equity securities. It is comprised of Equity REITs securities and based on the MSCI USA Investable Market Index, with the exception of Mortgage REIT and selected Specialized REITs. The index represents approximately most of the US REIT universe and securities are classified in the REIT sector according to the Global Industry Classification Standard. It is a free float market capitalization weighted index.
MSCI US Small Cap Growth GR USD	The index measures the performance of the growth small cap segments of US equity securities. It is free float-adjusted market-capitalization weighted.
MSCI World ex USA NR USD	The index measures the performance of the large and mid cap segments of world, excluding US equity securities. It is free float-adjusted market-capitalization weighted.
MSCI World NR USD	The index measures the performance of the large and mid cap segments of world equity securities. It is free float-adjusted market-capitalization weighted.
Russell 1000 Growth TR USD	The index measures the performance of the large-cap growth segment of the US equity securities. It includes the Russell 1000 index companies with higher price-to-book ratios and higher forecasted growth values. It is market-capitalization weighted. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 1000 TR USD	The index measures the performance of the large-cap segment of the US equity securities. It is a subset of the Russell 3000 index and includes approximately 1000 of the largest securities based on a combination of their market cap and current index membership.
Russell 1000 Value TR USD	The index measures the performance of the large-cap value segment of the US equity securities. It includes the Russell 1000 index companies with lower price-to-book ratios and lower expected growth values. It is market-capitalization weighted.Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 2000 TR USD	The index measures the performance of the small-cap segment of the US equity universe. It is a subset of the Russell 3000 and includes approximately 2000 of the smallest securities based on a combination of their market cap and current index membership. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 2000 Value TR USD	The index measures the performance of small-cap value segment of the US equity universe. It includes those Russell 2000 companies with lower price-to-book ratios and lower forecasted growth values. It is market-capitalization weighted. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 3000 TR USD	The index measures the performance of the largest 3000 US companies representing approximately 98% of the investable US equity market. It is market-capitalization weighted.
Russell Mid Cap Growth TR USD	The index measures the performance of the mid-cap growth segment of the US equity universe. It includes Russell midcap index companies with higher price-to-book ratios and higher forecasted growth values. It is market-capitalization weighted. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell Mid Cap TR USD	The index measures the performance of the mid-cap segment of the US equity universe. It is a subset of Russell 1000 index and includes approximately 800 of the smallest securities based on a combination of their market cap and current index membership. The index represents approximately 31% of the total market capitalization of the Russell 1000 companies.
Russell Mid Cap Value TR USD	The index measures the performance of the mid-cap value segment of the US equity universe. It includes Russell midcap index companies with lower price-to-book ratios and lower forecasted growth values. It is market-capitalization weighted.

Index Descriptions

Index Name	Index Description
S&P MidCap 400 TR	The index measures the performance of mid-sized US companies, reflecting the distinctive risk and return characteristics of this market segment. It comprises stocks in the middle capitalization range, covering approximately 7% of the of US equity market.
S&P 500 TR USD	The index measures the performance of 500 widely held stocks in US equity market. Standard and Poor's chooses member companies for the index based on market size, liquidity and industry group representation. Included are the stocks of industrial, financial, utility, and transportation companies. Since mid 1989, this composition has been more flexible and the number of issues in each sector has varied. It is market capitalization-weighted.
S&P GSCI Gold Spot	The Index, a sub-index of the S&P GSCI, provides investors with a reliable and publicly available benchmark tracking the COMEX gold future. The index is designed to be tradable, readily accessible to market participants, and cost efficient to implement.
S&P SmallCap 600 TR USD	The index measures the performance of small cap segment of US equity market. It consists of 600 domestic stocks chosen for market size, liquidity, and industry group representation and covers approximately 3% of the domestic equities market.
S&P Target Date 2010 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2010, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2015 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2015, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2020 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2020, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2025 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2025, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2030 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2030, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2035 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2035, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2040 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2040, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2045 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. It has target retirement date of 2045, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2050 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2050, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2055 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2055, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2060+ TR USD	The S&P Target Date Series comprises eleven multi-asset class indices,each corresponding to a particular traget retirement date. Each index provides varying levels of exposure to equities and fixed income. Each target data allocation is created and retired according to a pre-determined schedule related to the respective target date.
S&P Target Date Retirement Income TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.

Benchmark: A standard against which the performance of a mutual fund can be measured.
Index: an imaginary portfolio of securities representing a particular market or a portion of it. Each index has its own calculation methodology and is usually expressed in terms of a change from a base value.

GLOSSARY

Community Action Partnership ERISA 403(b)

For Period Ending 09/30/2020

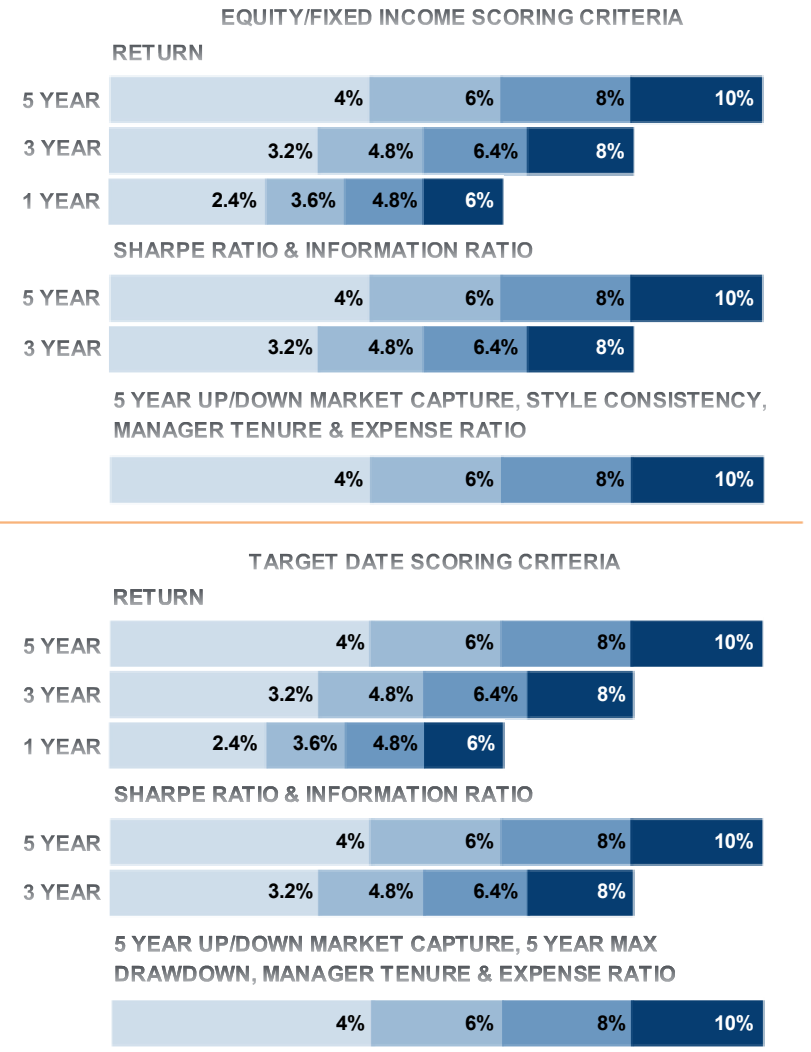
Investment Scoring Methodology

-Equity, Fixed Income, and Target Date Investments are reviewed on 11 distinct criteria. Each criteria is scale-scored; the better an investment performs in a given criteria, the higher score the investment will receive.

-Index investments are reviewed on 8 distinct criteria. Each criteria is scored on a binary pass/fail method.

-A fund that does not have at least a score of 70 will be identified as an investment on watch. Any Investment on watch for the current quarter and at least three of the previous seven quarters, or any investment with a score below 60 will be marked for review and potential replacement.

-Investments such as Stable Value and Money Market investments are not included on the quantitative IPS scoring methodology but are evaluated on a qualitative basis.



INDEX SCORING CRITERIA

TRACKING ERROR			EXPENSE RATIO	ASSETS IN PRODUCT	EXPENSE-ADJUSTED RETURN VS. BENCHMARK		
1 YEAR	3 YEAR	5 YEAR	QUARTER END	QUARTER END	1 YEAR	3 YEAR	5 YEAR
8%	10%	12%	30%	10%	8%	10%	12%

Active Scoring - Glossary

1, 3, & 5 Year Return	When selecting an investment, you want to know that it has demonstrated an ability to outperform relative to its peers. The higher the return an investment experiences in a given period compared to peers, the higher the value assigned to its score.
3 & 5 Year Sharpe Ratio	When selecting an investment, the Sharpe ratio is a way to compare the return of portfolios on a risk-adjusted basis rather than a less informative, pure return basis. The higher the Sharpe Ratio an investment experiences in a given period compared to peers, the higher the value assigned to its score.
3 & 5 Year Information Ratio	When selecting an investment, you want to know how its returns compare to the index and to the amount of risk it took to generate those returns. The higher the Information Ratio an investment experiences in a given period compared to peers, the higher the value assigned to its score.
5 Year Upside/ Downside Capture	When selecting an investment, you want to know that it "captures" more than 100% of market returns in up markets and helps "cushion" the loss in down markets by capturing less than 100% of the fall. A ratio of greater than 1 implies that the investment captures more when the market is up than when it is down. The higher the ratio the higher the value assigned to it's score.
Style Consistency (Equity & Fixed Income Only)	When selecting an investment, you want to know how consistency that fund's style (Value vs. Growth/Large vs. Mid vs. Small) is compared to it's category. Investments with low scores are considered more consistent, while investments with high scores are considered less consistent. The lower the Style Consistency score compared to peers, the higher the value assigned to its score.
Manager Tenure	When selecting an investment, you want to know that the track record being reviewed is primarily one from the current management team. The longer a manager has managed the specific investment being evaluated the higher the value assigned to its score.
Expense Ratio	When selecting an investment, you want to know how much it costs as total fees reduce the total return captured by the investor. The lower the Expense Ratio has compared to peers, the higher the value assigned to its score.
5 Year Max Drawdown (Target Date Only)	When selecting an investment, Max Drawdown is the maximum loss, from peak to trough, that a portfolio experiences in a given period and is a measurement of downside risk over that period. The lower the max drawdown a portfolio experiences, compared to peers, the higher the value assigned to its score.

Passive Scoring - Glossary

1, 3, & 5 Year Return – Expense Adjusted	When selecting an index investment, you want to know that it has demonstrated an ability to perform in-line with the index it is meant to track. To pass, an investment must not underperform it's stated index by more than 20 basis point (-0.20%).
Expense Ratio	When selecting an investment, you want to know how much it costs as total fees reduce the total return captured by the investor. If the Index fund is ranked in the top quartile (lowest 25% of expense ratios) of it's peer group, it passes this criteria.
1, 3, & 5 Year Tracking Error	When selecting a passive investment, the tracking error shows the investment's consistency compared to its benchmark over a given period of time. The lower the tracking error, the more consistent the passive investment is performing like its stated index. To pass, the tracking error must be in the lowest 10% of its peer group.
Assets Managed in Product	When selecting a passive investment, the assets managed in that product have an effect on trading costs. Since passive investments tend to have a far greater number of holdings and trading costs can hurt returns an investment with more assets are better able to efficiently trade securities without significantly hurting performance. To pass, a fund must have at least 500 million dollars managed within that product.

ALPHA

Measures risk-adjusted performance, factoring in the risk due to the specific manager rather than the overall market. A high value for alpha implies that the manager has performed better than would have been expected, given its beta (volatility). In contrast, a negative alpha indicates the manager has under performed, given the expectations established by beta.

WHY IT'S IMPORTANT

Alpha can be used to directly measure the value added or subtracted by a manager. Alpha depends on two factors: (1) the assumption that market risk, as measured by beta, is the only risk measure necessary, and (2) the strength of the linear relationship between the manager and the index, as it has been measured by R-Squared. In addition, a negative alpha can sometimes result from the additional expenses that are present in a manager's returns as compared to the benchmark index.

BETA

Shows the volatility of a manager as compared to the volatility of the benchmark; specifically, the performance the fund, or portfolio has experienced in a given period of time as the index moved 1% up or down. A beta above 1 is more volatile than the index, while a beta below 1 is less volatile.

WHY IT'S IMPORTANT

Beta can be used to show how sensitive a manager is to movements in the markets. It is important to note that a low beta for a manager does not necessarily imply that the manager has a low level of volatility. A low beta signifies only that the manager's market-related risk is low. (Standard deviation is a measure of a fund's absolute volatility.) R-Squared is a necessary statistic to factor into the equation because it reflects the percentage of a manager's movements that are explained by movements in its benchmark index, and thus whether it is an appropriate benchmark.

STANDARD DEVIATION

The statistical measurement of dispersion of returns spread around their historical average, or in other words, how widely a fund's or portfolio's returns varied over a certain period or time.

WHY IT'S IMPORTANT

Investors use the standard deviation of historical performance to try to predict the range of returns that are most likely for a given investment. When a fund or portfolio has a high standard deviation, the predicted range of performance is wide, implying greater volatility.

SHARPE RATIO

A risk-adjusted measure developed by William F. Sharpe, calculated using standard deviation and excess return to determine reward per unit of risk -the higher the Sharpe ratio, the better the manager's historical risk-adjusted performance.

WHY IT'S IMPORTANT

Sharpe ratio is a measure of investment efficiency expressed as the amount of return earned per unit of associated risk. It can be used to compare two managers directly on how much excess return each manager achieved for a certain level of risk.

INFORMATION RATIO

Is determined by taking the annualized excess return over a benchmark and dividing it by the standard deviation of excess return (tracking error). This measure relates the magnitude and consistency with which an investment outperformed its benchmark. The higher the information ratio, the better.

WHY IT'S IMPORTANT

The information ratio is a risk-adjusted measure, which captures excess or active returns and relates them to excess or active risk. The information ratio is used as a way to compare more-and less-aggressive managers at the same time. A convenient way to think of the information ratio is a measure of how well one was rewarded for each incremental "unit" of risk. The information ratio can be a very valuable tool in evaluating a manager's ability to add incremental value relative to incremental risk. This tool is only valuable, however, when the benchmark is carefully chosen and appropriate.

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MEMORANDUM

To: Audit & Pension Committee

From: Tracy Webster, Chief Financial Officer

Date: November 5, 2020

Subject: *Agenda Item 5b*: 457(b) Plan Adoption – **Action Item**

Following a request from the Board of Directors, CAPK management has explored options to provide additional discretionary retirement benefits to executive staff. CAPK leadership engaged Tom Ming from Pensionmark to explore options for retirement benefit services. In order to provide cohesive and transparent benefits to staff members, The Standard was chosen as the 457(b) provider.

The 457(b) plan will allow the Board of Directors to designate additional employer retirement contributions to the Chief Executive Officer and other members of the Executive team. It will also allow for employee designated contributions. The design of a 457(b) plan falls in a non-ERISA category. Therefore, plan assets are held by the agency until a separating or retirement event transpires.

The adoption of the 457(b) plan is supported by Strategic Plan Goal 5 which supports the retention of staff.

Recommendation:

Staff recommends the adoption, with resolution, of CAPK's 457(b) plan through The Standard and authorizes the Chief Executive Officer to execute the plan.

Attachments:

Resolution #2020-21
Advisor Selection Form
Startup Plan Provision Checklist
DocuSign Client Information Form
Fund Selection & Mapping Form

RESOLUTION # 2020-21

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Adoption of a 457(b) Retirement Plan

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on November 18, 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 Board of Directors believes it is in the best interest of CAPK to offer an incentive to retain key members of the Executive Leadership Team and provide a 457(b) retirement plan; and

WHEREAS, the 457(b) plan falls into a non-ERISA category and allows for employee and employer designated contributions.

WHEREAS, the 457(b) plan assets are held by the Agency until a separating or retirement event transpires; and

WHEREAS, Members of the Executive Leadership Team may begin deferring a portion of their compensation into the plan commencing on the effective date of January 1, 2021; 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 the Partnership's representative signatory with regard to the execution of CAPK's 457(b) plan through The Standard.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 18th day of November 2020.

Curtis Floyd, Chair
CAPK Board of Directors

Date

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Advisor Selection Form

Standard Retirement Services, Inc.
1100 SW Sixth Avenue Portland OR 97204-1093

Plan Name **CAPK 457(b) Plan**

PARTICIPANT EDUCATION AND ENROLLMENT Fill out the required fields below

Initial enrollment meetings	**Yes**
	Facilitated by: ☒ The Standard ☒ Advisor
Ongoing enrollment meetings	**Yes**
	Facilitated by: ☒ The Standard ☒ Advisor
Logos	The following items can have logos displayed on them. Please select the combination of logos you would like to use. If left blank the default will be to display the employer logo. Enrollment Books: ☐ Advisor Logo ☐ Employer Logo ☐ None Participant Statements: ☐ Advisor Logo ☐ Employer Logo ☐ None Enrollment Module: ☐ Advisor Logo ☐ Employer Logo ☐ None
	The following items can have one logo displayed on them. Please select the logo you would like to use. If left blank the default will be to display the employer logo. Quarterly Monitoring Report: ☐ Advisor Logo ☐ Employer Logo ☐ None PlanNet & PSC: ☐ Advisor Logo ☐ Employer Logo ☐ None

INVESTMENT ADVISORY SERVICES 3(21) AND 3(38) Fill out the required fields below

Investment Advisory Services

For GA plans, The Standard is always the 3(21) investment advisory and the 3(38) investment management fiduciary.

For NAV plans, please select advisory services options:

☒ No advisory services provided by StanCorp Investment Advisers, Inc., or The Standard

☐ The Standard provides the following fiduciary services as an ERISA 3(21) investment advisor:

- *Investment policy statement*
- *Fund selection and monitoring*
- *QMR (Quarterly Monitoring Report)*

For selections above, provide name(s) of persons authorized to make decisions:

ERISA 3(21) investment manager:

Thomas D. Ming _____ _____

_____ _____

ERISA 3(38) investment manager:

n/a _____ _____

_____ _____

☐ The Standard provides the following fiduciary services as an ERISA 3(21) investment advisor and as a 3(38) investment manager:

- *Investment policy statement (3(21))*
- *Fund selection and monitoring (3(21))*
- *QMR (Quarterly Monitoring Report (3(21))*
- *Discretionary replacement of funds that fail to meet fund monitoring criteria 3(38)*

Quarterly Monitoring Report Delivery	☐ Send to employer only ☐ Send to employer and advisor/TPA at the same time ☐ Send to advisor first, then employer ☐ 3 days later OR ☐ 3 weeks later The employer contacts designated as the Plan Sponsor Designee and the Plan Administrator will be setup to receive the QMR. Please let your Implementation Manager know if additional contacts should also receive the QMR. **The selections below are not available to plans where The Standard is the 3(21) and/or 3(38) investment management fiduciary:** ☒ Send to advisor only ☐ No delivery to employer; advisor will provide

AUTHORIZATION

Advisor Printed Name: Tom Ming

Advisor Signature: DocuSigned by: Tom Ming 395E3A637B0C498...

Date Signed: 10/2/2020

DocuSign Envelope ID: 5FF70862-4723-4523-86B7-CEAA73BC9109

Startup Plan Provision Checklist for 457(b) Tax-Exempt (Top Hat) Plans

Standard Retirement Services, Inc.
1100 SW Sixth Avenue Portland OR 97204-1093

Plan Name **CAPK 457(b) Plan**	Contract Number
Plan Sponsor Name **Community Action Partnership of Kern County**	

Provision	Plan Selections	Additional Comments	Best Practices Recommended
Plan Year End	**02/28**	Specify month/day (i.e. 12/31)	
Compensation includes post-severance pay?	**No** **No**	Additional Comments:	
Eligibility Requirements	**None**	Eligible employees are those specifically identified as members of a select group of management or highly compensated employees.	**No** age or service requirements
Entry Dates	**Date of hire**	Additional Comments:	
Separate Deferral Election applies to Bonuses?	**No**	Additional Comments:	
Employer Matching Contributions	**Yes**	Allocation Period and Compensation considered: pay by pay or by plan year? **Pay by Pay** Do any allocation requirements apply? **1000 Hours** Match formula discretionary or fixed? If fixed, specify. **Discretionary**	Employer contributions count towards the maximum deferral limitation.
Vesting	☒ 100% immediate ☐ % per year starting with year ☐ year cliff	Additional Comments:	
Normal Retirement Age	**Age 65**	Additional Comments:	Age 65

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In-Service Distributions	**No**	Additional Comments:	Allowed for Unforeseeable Emergency Allowed for Small Accounts under $5,000 (one-time opportunity available provided no deferrals have been made in last two years)

ADDITIONAL BEST PRACTICES:

Compensation: Includible Compensation (includes final pay and any comp earned during Qualified Military Service)
Elective Deferrals: No minimum or maximum, election applies to sick, vacation & back pay
Catch Up Contributions: Allowed
Deferral Changes: Permitted as of any payroll period
Employer Match: Catch-ups matched
Vesting: 100% immediate at NRA or in the event of death
Forfeitures: Use for expenses and to offset employer contributions
Benefit Payment: Lump Sum
Auto Cashout: $5,000 with automatic rollovers
Rollovers In: Allowed by eligible employees

Please indicate any other special requests or comments by clicking within box below:

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Client Information Form

PLAN INSTALLATION INFORMATION REQUEST

Plan Type: 457(b) Tax Exempt

Service Type: Full

Installation Type: Start Up

Custodian: RTC: Reliance Trust Company

Service Offering: Non-Managed

Retirement Plan Consultant: Shelly Cheng

Plan Sponsor Information

Full legal name and address of plan sponsor *(the employer who is establishing the plan)*

Legal name: Community Action Partnership of Kern

Employer's assumed business name (DBA):

Street address: 5005 Business Park North

City Bakersfield State CA ZIP 93309

Plan Sponsor Phone (661) 336-5236

Employer Information

Employer EIN: Plan year end: Fiscal year end: 02/28

Principal State of Business: CA

Payroll frequency(s): Bi Weekly Number of payroll locations: 1

Payroll Provider:

Does employer sponsor any other retirement plans? Yes

Specify plan type: 401(a), 403(b) Provider name: The Standard

Organizational Structure

Does this plan sponsor, or its owner(s), have an ownership interest in another business? No

Is the employer part of a controlled group or affiliated service group? No

Will more than one employer *participate in this plan*? *(You will be prompted to complete Section D below if "yes")* No

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Form of Organization (choose one):

☐ C Corporation ☐ S Corporation ☐ Sole Proprietor ☐ Partnership

☐ Government Entity – has entity elected NOT to be covered under Social Security? ☐ Yes ☐ No

☐ Limited Liability – How is LLC Taxed? ☐ Partnership ☐ Corporation ☐ S Corporation

☐ Church Group ☒ Other (please specify) **California 501c3 Non-profit**

Identify all participating employers in this plan

Employer Name	Address	Telephone Number	EIN (Employer Identification Number)

REASON PLAN SPONSOR CHOSE THE STANDARD

☐ Customer service ☐ Fees ☐ Participant materials ☐ Technology ☐ Other

Click within box to enter additional feedback comments:

PLAN APPOINTMENTS AND AUTHORIZATIONS

Corporate Plan Trustee

☒ Individual Plan Trustee(s) if Self-Trusteed *(as marked in the Appointments and Authorizations on the following page)*

OR

☐ Company *(choose one)*:

☐ Charles Schwab Trust Company *(not available for GA) (Fees apply)*

☐ Reliance Trust Company *(Fees apply)*

☐ Other corporate trustee (insert contact information below)

Contact Name:

Title:

Mailing Address:

City, State, ZIP:

Phone: Fax:

Email:

Appointments and Authorizations

Please list the individuals involved in the plan administration below, along with their appointment. Each appointed role will be given default online access consistent with the definition of their role.

	Appointments (check all that apply)
Full Legal Name: Thomas Ming **Title:** Advisor **Email:** tom.ming@pensionmark.com **Phone:** (661) 302-4950 **If not employee, indicate relationship:** ☒ **Advisor** ☐ **Consulting Firm** ☐ **TPA** ☐ **Other**	☐ Trustee ☐ Plan Sponsor Designee ☐ Plan Administrator ☐ Primary Administrative Contact ☐ Payroll Contact
Full Legal Name: Jeremy T. Tobias **Title:** Chief Executive Officer **Email:** jtobias@capk.org **Phone:** **If not employee, indicate relationship:** ☐ **Advisor** ☐ **Consulting Firm** ☐ **TPA** ☐ **Other**	☒ Trustee ☒ Plan Sponsor Designee ☐ Plan Administrator ☐ Primary Administrative Contact ☐ Payroll Contact
Full Legal Name: Tracy Webster **Title:** Chief Financial Officer **Email:** twebster@capk.org **Phone:** **If not employee, indicate relationship:** ☐ **Advisor** ☐ **Consulting Firm** ☐ **TPA** ☐ **Other**	☐ Trustee ☐ Plan Sponsor Designee ☒ Plan Administrator ☒ Primary Administrative Contact ☐ Payroll Contact
Full Legal Name: Eric Kelley **Title:** Payroll/HRIS Administrator **Email:** **Phone:** **If not employee, indicate relationship:** ☐ **Advisor** ☐ **Consulting Firm** ☐ **TPA** ☐ **Other**	☐ Trustee ☐ Plan Sponsor Designee ☐ Plan Administrator ☐ Primary Administrative Contact ☒ Payroll Contact

Definition of Appointment Roles

Trustee A trustee is defined as one or more persons (or an institution) chosen by the plan sponsor to manage and control the plan's assets unless that responsibility is delegated to an investment manager. The duties of a plan trustee are described in a trust agreement signed by the trustees and the plan sponsor. ONLINE ACCESS: You will receive plan and participant information and reports.

Plan Sponsor Designee This person is authorized to request plan changes and sign agreements and contracts. ONLINE ACCESS: You will receive access to plan and participant information and reports, be able to approve EFT funding for payroll files and edit banking information.

Plan Administrator This person controls the fiduciary management and operation of the retirement plan. The Standard is not the plan administrator. ONLINE ACCESS: You will receive access to plan and participant information and reports, be able to approve EFT funding for payroll files and edit banking information. You will also be able to review, approve and receive notifications regarding loans and distributions.

Primary Administrative Contact This person serves as the day-to-day contact for the retirement plan. ONLINE ACCESS: You will receive access to plan and participant information and reports, be able to approve EFT funding for payroll files and edit banking information. You will also be able to review, approve and receive notifications regarding loans and distributions.

Payroll Contact This person acts as the primary contact for ongoing payroll, census and data issues. ONLINE ACCESS: You will receive access to plan and participant information and reports, be able to approve EFT funding for payroll files. You will also be able to review and receive notifications regarding loans and distributions.

TPA This is a representative from the Third Party Administrator chosen by the plan sponsor to manage some plan administration duties. ONLINE ACCESS: They will receive plan and participant information and reports. They will also be able to review, approve and receive notifications regarding loans and distributions if delegated those functions.

**If any changes are desired to the online access assigned, you will have the opportunity to make these changes during the implementation process.*

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Full Legal Name: **Title:** **Email:** **Phone:** **If not employee, indicate relationship:** ☐ **Advisor** ☐ **Consulting Firm** ☐ **TPA** ☐ **Other**	☐ Trustee ☐ Plan Sponsor Designee ☐ Plan Administrator ☐ Primary Administrative Contact ☐ Payroll Contact	
Full Legal Name: **Title:** **Email:** **Phone:** **If not employee, indicate relationship:** ☐ **Advisor** ☐ **Consulting Firm** ☐ **TPA** ☐ **Other**	☐ Trustee ☐ Plan Sponsor Designee ☐ Plan Administrator ☐ Primary Administrative Contact ☐ Payroll Contact	

- **Banking Designee**: This person will be granted access to set up and maintain bank account information to be used for electronic funds transfer of Participant Data Management transactions, and will have full access to all of Participant Data Management features.
- **Go Online for Loans and Distributions (GOLD):** View, model, and approve distributions and loans online. Designate which users are to receive email alerts and updates.
- **PlanNet**: View up-to-date retirement plan information, including financial information such as account balances, contribution and distribution detail, investment performance data and participant account information. Plan documents, administration manuals, forms and administration reports are also available.
- **Participant Data Management**: Enables authorized individuals to upload payroll data files directly to The Standard's administration system where validation and error-checking tools provide immediate feedback on accuracy. Users are also able to add new employees, access the Contribution Rate Change Report, change investment directives and activate the Automatic Rebalancer on behalf of current employees.
- **Participant Reports Online (PRO)**: Allows authorized users to view and download predefined or customized participant reports. Individuals authorized for access to Participant Reports Online must also be authorized for access to PlanNet and/or Participant Data Management.
- **Compliance Data Review**: Verify year-end data to be used for compliance.

PLAN INFORMATION

Does the plan hold employer stock? **No**

Does the plan currently hold individual brokerage accounts? **No**

Are brokerage accounts an ongoing investment option (not available on 403(b) plans) **No**

Does the plan wish to add brokerage accounts as an investment option? **No**

Does the plan have any other assets that will be held outside The Standard? **No**

If yes, please explain:

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For takeover plans, please complete provider information.

Custodian (where assets are held) form name:

Contact Name: Contact Phone Number:

Email:

SERVICES SELECTED

Compliance Testing	Compliance testing will be completed by: **The Standard**
Enrollment Alert	Enrollment alert will be distributed to participants by: **The Standard**
Manager of the Approval Process	Who will review and approve request for distributions, loans, hardships and QDROs? **The Standard**
Required Notices	Required notices will be distributed to participants (and beneficiaries) by: **Employer**
Plan document, plan amendment and plan design consulting	**The Standard**

Quarterly participant statements will be delivered electronically [X]

METHOD OF FEE PAYMENT (Select desired payment method below)

Base Plan Administration Fee	**Bill Plan Sponsor**
Non-core Service Administration Fees	**Bill Plan Sponsor**
Per-Participant Administration Fee	**N/A**
Distribution Fee	**Deduct from Participant Account**
Loan Fee (if applicable)	**Deduct from Participant Account**
Qualified Domestic Relations Order Fee	**Deduct from Participant Account**
Mainspring Managed Participant Fee	**N/A**
Asset-Based Fee	**Deduct from Plan Assets Pro-Rata**
Delegated Administrative Fiduciary Services Fee	**N/A**
Delegated Fiduciary Mailing Services Fee	**N/A**
Delegated Non Fiduciary Mailing Services Fee	**N/A**

If the asset-based fee is deducted from plan assets, please select how this should be displayed on participant statements: **Include in deductions/credits column**

For terminated employees, should participant fees be deducted from affected participant accounts? **Yes**

Select loan fee frequency (if applicable) **One time up-front**

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REQUESTED PLAN PROVISION CHANGES

Please indicate any plan provision changes requested in conjunction with this plan installation by clicking within box below:
☐ Add automatic enrollment provision
Please indicate any other special requests or comments by clicking within box below:

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AUTHORIZATION TO INSTALL PLAN

I authorize Standard Retirement Services, Inc., to install the plan based on the information provided in this Client Information Form.

As an authorized representative of the Plan, I acknowledge that the appropriate plan fiduciary or fiduciaries have determined that the services offered in conjunction with Standard Retirement Services, Inc.'s recordkeeping platform, including all administrative and financial recordkeeping services, programs, tools and accompanying rollover provider(s) and investment options are appropriate for the Plan and have determined to enter into agreement(s) with Standard Retirement Services, Inc. and its subsidiaries (collectively, "The Standard") to provide such services.

As an authorized representative of the Plan, I understand and acknowledge that information available on PlanNet, Participant Reports Online and Participant Data Management (collectively, "Systems") includes financial and personally identifiable information of plan participants and is confidential. I certify that the individuals named above who have been authorized to receive access to such Systems are personnel who have a legitimate business reason to examine the information. I understand that The Standard assumes no responsibility for the use of the information on the Systems by such individuals (including those individuals who have been authorized at any time and whose authorization has not been removed using the Online Services Access and Authorized contracts form) or for the sharing of any password with individuals who are not authorized. If the employment of one of the individuals granted authorized access privileges terminates, I agree to contact my Standard Account Manager immediately to revoke access privileges. I understand that at least one individual must be authorized for PlanNet in order to approve distributions. I understand that the authorized Banking Designee will have the ability to set up and maintain bank account information for the Plan using the Participant Data Management Application.

Further, pursuant to applicable state or federal electronic transaction laws, as an authorized representative of the Plan I consent to sending and receiving electronic records and to the use of electronic signatures. This consent applies to information, documents including but not limited to contracts, policies, plan documents, summary plan descriptions and amendments, forms, applications statements, or other communications made or exchanged under any plans administered by The Standard. I understand that I will need web browser software and Adobe® Reader® software on a computer capable of accessing the Internet and a valid email address to access and retain those electronic records. I understand that I may request a paper version of any of the electronically furnished documents at any time and The Standard will provide that document. There may be a charge for a paper version of certain documents. I will inform The Standard if the designated e-mail address changes or if I prefer to receive communications at a different email address. In addition, I may withdraw this consent at any time by notifying my Standard account manager that I no longer consent to sending and receiving electronic records or to the use of electronic signatures. I understand that The Standard may choose to offer additional online services in the future that it will provide under terms and conditions other than or in addition to those described above, and as a condition of accessing or receiving those additional services, I may be asked to agree to different or additional terms of use.

To delegate 3(16) Administrative Fiduciary Responsibilities to Standard Retirement Services, Inc., I understand that I must provide required data on all employees for every payroll via the Participant Data Management System. The Standard is not responsible for errors or omissions in the data. I also agree to use The Standard's plan document services. I will promptly (within two weeks of receipt) execute any plan amendment requested by our plan or required by law and will assist The Standard with requests for information or authorizations. I acknowledge that these services do not include delivery of notices to employees who have rolled prior plan balances into the plan but are not yet eligible to participate in the plan.

Employer Signature DocuSigned by: Jeremy T. Tobias 9D18639327824A0... **Date** 10/2/2020

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Fund Selection & Mapping Form For Defined Contribution Plans

Standard Retirement Services, Inc.
1100 SW Sixth Avenue Portland OR 97204-1093

Plan Name	**CAPK 457(b) Plan**
Plan Sponsor Name	**Community Action Partnership of Kern County**

A Qualified Default Investment Alternative can be selected by inserting the fund information in the table below. To specify a Target Date fund family or the Mainspring Managed service as the QDIA, check the appropriate box. If no QDIA is desired, designate one Default Fund to receive contributions in the absence of current investment directives. QDIA generally is not available for 457(b) and governmental plans.

Clients offering guided portfolios (managed with advisory portfolios): Select one fund in each of the following asset classes: Large Cap Growth, Large Cap Blend, Large Cap Value, Mid Cap Growth, Mid Cap Value, Small Cap, International, Intermediate Bond, and Stable Value or Money Market.

QDIA SELECTION *Select one of the QDIA options, if desired*			**SAFOPTION*** ☐
If Mainspring Managed or Target Date funds are chosen, also designate a balanced fund as the plan level QDIA.			
MAINSPRING MANAGED			**QDIA?**
Mainspring Managed Service Please designate a balanced fund below			☐
TARGET DATE FUND FAMILY *(Target Date Funds should not be used as QDIA with the Managed Product)*	**CLASS**	**PLAN?**	**QDIA?**
BlackRock LifePath Index	**K**	☒	☒
BALANCED FUND	**TICKER**		**QDIA?**
Putnam Dynamic Asset Allocation Bal Y	**PABYX**		☐
PLAN DEFAULT FUND IF QDIA IS NOT SELECTED	**TICKER**		

Fund Selection

FUND NAME	TICKER	IN PORTFOLIO?
Standard Stable Asset A	XSAFA	☒
Vanguard Total Bond Market Index Adm	VBTLX	☒
Putnam Dynamic Asset Allocation Cnsrv Y	PACYX	☐
Putnam Dynamic Asset Allocation Gr Y	PAGYX	☐
MFS Value R6	MEIKX	☒
iShares S&P 500 Index K	WFSPX	☒
TIAA-CREF Large-Cap Growth Inst	TILGX	☒
Wells Fargo Special Mid Cap Value Inst	WFMIX	☒
Vanguard Mid Cap Index Admiral	VIMAX	☐
MassMutual Select Mid Cap Growth I	MEFZX	☒
DFA US Small Cap Value I	DFSVX	☒
Janus Henderson Triton T	JATTX	☐
Hartford International Opportunities R6	IHOVX	☒

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Fund Selection & Mapping Form for Defined Contribution Plans

FUND NAME	TICKER	IN PORTFOLIO?
American Funds New World R6	RNWGX	☐
Principal Real Estate Securities Inst	PIREX	☐
BlackRock LifePath® Index Retire K	LIRKX	☐
BlackRock LifePath® Index 2025 K	LIBKX	☐
BlackRock LifePath® Index 2030 K	LINKX	☐
BlackRock LifePath® Index 2035 K	LIJKX	☐
BlackRock LifePath® Index 2040 K	LIKKX	☐
BlackRock LifePath® Index 2045 K	LIHKX	☐
BlackRock LifePath® Index 2050 K	LIPKX	☐
BlackRock LifePath® Index 2055 K	LIVKX	☐
BlackRock LifePath® Index 2060 K	LIZKX	☐
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Fund Mapping Schedule

Fund mapping needed? **Not Applicable (No Mapping)**

This mapping schedule applies to *(select one)*:

PRIOR FUND		NEW FUND	
Prior Fund Name	**Ticker**	**New Fund Name**	**Ticker**

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Mutual fund investing involves various types of risk. An investment in money market funds is neither insured nor guaranteed by the Federal Deposit Insurance Corporation or any other government agency. International investing involves certain risks, such as currency fluctuations, economic instability and political developments. These risks may be accentuated in emerging markets. Small company investing involves specific risks not necessarily encountered in large company investing, such as increased volatility. Funds that invest in bonds are subject to certain risks including interest-rate risk, credit risk and inflation risk. As interest rates rise, the prices of bonds fall. Real Estate funds are subject to risks, such as market forces, that may affect the values of their underlying real estate assets. Target date funds share the risks associated with the types of securities held by each of the underlying funds in which they invest. The principal value is not guaranteed at any time, including at the target date. Their objectives and investment strategies change over time, generally becoming more conservative as the investor nears retirement. The target date is the approximate date when investors may begin withdrawing from the fund. An investment cannot be made directly in an index.

Fund Selection and Mapping Form for Defined Contribution Plans

Employers and plan participants should carefully consider the investment objectives, risks, charges and expenses of the investment options offered under the retirement plan before investing. The prospectuses for the individual mutual funds and each available investment option in the group annuity contain this and other important information. Prospectuses may be obtained by calling 877.805.1127. Please read the prospectus carefully before investing. Investments are subject to market risk and fluctuate in value.

The Standard is the marketing name for StanCorp Financial Group, Inc., and its subsidiaries. StanCorp Equities, Inc., member FINRA, wholesales a group annuity contract issued by Standard Insurance Company and a mutual fund trust platform for retirement plans. Third-party administrative services are provided by Standard Retirement Services, Inc. Investment advisory services are provided by StanCorp Investment Advisers, Inc., a registered investment advisor. StanCorp Equities, Inc., Standard Insurance Company, Standard Retirement Services, Inc., and StanCorp Investment Advisers, Inc., are subsidiaries of StanCorp Financial Group, Inc., and all are Oregon corporations.

The Standard reserves the right to change the fund share class to meet the specific fund minimum.

I approve the investment selections above.

Approved Signer Name: Jeremy T. Tobias

Approved Signer Signature: DocuSigned by: Jeremy T. Tobias 9D18639327824A0... **Date:** 10/2/2020

MEMORANDUM

To: Audit & Pension Committee

From: Pritika Ram, Director of Administration

Date: November 5, 2020

Subject: *Agenda Item 5c*: Department of Community Services and Development (CSD) Community Services Block Grant Program (CSBG) Modified On-Site Monitoring Report (Final Report) – **Info Item**

On October 12, 2020, the Department of Community Services and Development (CSD) conducted a Community Services Block Grant Program (CSBG) Modified On-Site Monitoring visit. A review of the appropriate documents provided CSD the opportunity to analyze the administrative and programmatic operations for CSBG contract numbers 20F-2015 and 20F-3654. Attached is the Draft Modified On-Site Review Monitoring report that identifies the fiscal and programmatic review and exit conference.

The monitoring site visit is on a two-year cycle, which traditionally is conducted in-person over three days, but due to COVID-19, the visit was conducted virtually by CSD field representative Stephanie Williams. The purpose of the monitoring visit is for CSD to meet with grantees, review expenditures and reporting/compliance related to CSBG, discuss administrative and programmatic policy and procedures, program design, and measure performance indicators, all of which are reported through the annual CSBG Agency report. This virtual monitoring visit provided the opportunity for Ms. Williams to meet with our fiscal and program staff along with Board Chair, Curtis Floyd. In months leading up to the monitoring visit, staff provided Ms. Williams will several documents and records of the 2019 CSBG report, including internal policy and procedures, expenditure testing, client file testing (e.g. national performance indicators and family domains), and governance structure review.

The result of the monitoring visit resulted in no findings, observations, and recommendations. There is no fiscal impact to report.

Attachment:
Community Services and Development (CSD) - Community Services Block Grant Program (CSBG) Modified On-Site Monitoring Report

Department of Community Services and Development
Community Services Division
Monitoring Report (rev. 9/2020)

Agency Information

Agency Name	Community Action Partnership of Kern
Agency Type	Community Action Agency-Private
Report #	C-20-019
CSD/Field Representative	Stephanie Williams
Date Report Completed	October 19, 2020

Contracts Reviewed

Contract #	Program Term	Amount	Contract Type
20F-3015	1/1/20 -5/31/21	$1,520,187	Annual CSBG
20F-3015	10/1/20 -5/31/21	$32,000	CSBG Discretionary
20F-3654	3/27/20 – 5/31/22	$2,082,493	CSBG CARES

Entrance Conference

Purpose of Visit

The purpose of this review was to monitor statutory and contractual requirements under the Community Services Block Grant (CSBG) for financial accountability and programmatic compliance in accordance with Federal and State laws and the Department of Community Services Development (CSD) policy.

Date of Virtual Entrance Conference

October 12, 2020

The following persons were present during the Entrance Conference:

Jeremy T. Tobias, Chief Executive Officer
Tracy Webster, Chief Finance Officer
Traco Mathews, Chief Program Officer Directors
Yolanda Gonzales, Director of Head Start/State Child Development
Emilio Wagner, Director of Operations
Sheila Shegos, Director of Community Development
Lisa McGranahan, Director of Human Resources
Lorraine Casillas, Director of Finance
Freddy Hernandez, Director of Youth & Community
Pritika Ram, Director of Administration
Stephanie Williams, Field Representative

The following items were discussed:

- Monitoring Overview
- CSD Updates
- CSBG CARES Discretionary
- 2021 CSBG Contract
- Quarterly Expenditure Testing

- Board Governance

Administrative Review

Board Composition	According to the agency's bylaws dated August 23, 2017 the Tripartite Board is composed of 15 members per agency's bylaws: (5) five from the public sector, (5) five from the private sector, and (5) five from the low-income sector. The board roster dated August 26, 2020 indicates that there are currently no board vacancies.
Board Minutes	Community Action Partnership of Kern submits approved board minutes to (CSD) no later than thirty days after the minutes are approved as required in the annual contract agreement (2020 CSBG Contract Agreement Article 4.1.4).
	A review of the board minutes from July 22, 2020, June 24, 2020, and May 27, 2020 indicates that a quorum was met for each meeting. The information contained within the board minutes provided the Field Representative with sufficent information to determine the board's involvement in the development, planning, implementation, and evaluation of the program.

Fiscal Review

Advance Payment	The Field Representative was presented documentation that demonstrates that the agency does retain the advance payment in an interest-bearing account. (45CFR 75.305 (b)(8))
Expenditure Progress	
CSBG Contract	A review of EARS reports from January 2020 through August 2020 indicates 52.56% or $ 799,047.98 of $1,520,187.00 has been expended. According to the agency it is on track to fully expend the contract funds by the end of the contract term.
Discretionary	A review of EARS reports from January 2020 through June 2020 indicates 100% or $32,000 of $32,000 has been expended. The agency has fully expended the contract funds.
CSBG CARES Contract	A review of EARS reports from March 2020 through August 2020 indicates 0% or $0 of $ 2,082,493 has been expended. See CSBG CARES Activities below.
Line Item Expenditure Review	*Note: Due to the COVID-19 pandemic and the Program flexibilities afforded by Informational Memorandum IM #154, CSD implemented a modified approach and reduced to the number of expenditure transaction that would normally be reviewed.*

The Field Representative sampled two (2) expenditure transactions from costs reported in EARS:

Contract Number	Report Period	Section (Program/ Admin)	Line Item	Amount
20F-3015	6/1/20 – 6/30/20	Admin	Other Costs	$16,127.40
20F-3015	2/1/20 -2/28/20	Program	Operating Expenses	$14,347.37

The Field Representative reviewed the general ledger, payroll registers, agency invoices, and verified that the documentation supported the transactions sampled from expenditures reported in (EARS).

Equipment Validation Review

"Not Applicable".

Programmatic Review

Program Reports

A review of the most recent CSBG Annual Report Modules 2 – 4 indicates the reports have been submitted timely by the agency in accordance with the annual CSBG Contract Agreement Article 7.3.4.

Program Performance

A review of the agency's most recent CSBG Annual Report Modules 2 – 4 shows that the agency achieved the following results. The actual outcome for FNPI 5g was low because a data tracking issue. As a result of this, the agency did not report on the indicator in future annual reports.

Family Domains (Module 4)	Indicator	Target	Actual
Income and Asset Building	FNPI 3a. The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.	13,000	12,900
Health and Social/Behavior Development	FNPI 5g. The number of individuals with disabilities who maintained an independent living situation.	2,521	30

Organizational Standards Review

☒ The agency certified that their 2019 Organizational Standards Assessment score was 100%. Therefore, the agency transfers this score to stand as the 2020 Organizational Standards Assessment score.

Subcontractor Review

☒ The agency has not entered into a subcontract agreement for this review period.

Child Support	The Field Representative determined that the agency has a written referral policy in place to make referrals to the local Department of Child Support Services. (Title 42 of the U.S.C. Section 9919 (b).
Site Visits	*Due to COVID-19 CSD did not conduct an agency site visit.*
Client File Review	*Note: Due to the COVID 19 pandemic and the Program flexibilities afforded by Informational Memorandum IM #154, CSD implemented a modified approach and reduced the number of client files that would normally be reviewed.* The Field Representative conducted a client file review of two (2) clients who received services as reported in the National Performance Indicators. The review was a sampling of the clients served for Indicators: 3.A and 5.G. The client files contained the applicable documentation to demonstrate the client met the income eligibility for services. The client files contain documentation that verifies outcomes have been met.
Safeguard of client files	Due to COVID-19 CSD did not conduct an agency site visit. CSD accepts the 2019 results for Organization Standard 8.13, "The Organization has a written policy in place for record retention and destruction" as sufficient verification for this item. ☒ Organization Standard 8.13 was "met" for this review period.

CSBG CARES Activities

CSBG CARES Enhanced Fiscal Reviews

CSBG CARES contract was executed on 7/10/2020. The agency has not submitted expenditures at the time of this review. The agency is anticipating submitting expenditures in January 2021. The agency has delayed spending so that it can fully expend its city and state CARES funds that will expire 12/31/2020. The agency has a plan to fully expend their allocation by the end of the contract term
The results of the monthly review EARS expenditure reports for CSBG CARES from March 2020 through August 2020 indicates 0% or $0 of $2,082,493 has been expended.

☒ Agency has not submitted CSBG CARES expenditures at the time of this Report

CSBG DRSF Activities

☒ Not Applicable, the agency is not a DRSF Contractor

Exit Conference

Date of Virtual Exit Conference: October 13, 2020

The following persons were present during the Exit Conference:	Jeremy T. Tobias, Chief Executive Officer Tracy Webster, Chief Finance Officer Traco Mathews, Chief Program Officer Directors Sheila Shegos, Director of Community Development Pritika Ram, Director of Administration Stephanie Williams, Field Representative
The following items were discussed:	• Highlights of Review • Monitoring Timeline • CSBG Contract • Customer Relationship Management • Community Action Partnership of Kern Foundation
Finding(s)	**Finding(s):** No Findings identified during this review.
Observation(s)	**Observation(s):** No Observations identified during this review
Recommendation(s)	**Recommendation(s):** No Recommendations identified during this review
Technical Training Assistance	Not Applicable

CSD may request additional information related to meeting/resolving Findings addressed in this report. Unresolved Findings may result in additional monitoring or a High Risk designation.

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: 407 087 775#
Join Microsoft Teams Meeting
November 12, 2020
12:00 PM

MEETING MINUTES

1. Call to Order

Committee Chair Janea Benton called the meeting to order at 12:03 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; Sheila Shegos, Director of Community Development; Yolanda Gonzales, Director of Head Start/State Child Development and other CAPK staff.

3. Approval of Agenda

Motion was made and seconded to approve the Budget & Finance Committee Meeting Agenda for November 12, 2020 as amended to include item 6e. Carried by unanimous vote (Mullings/Vigil).

4. Public Forum

No one addressed the Committee.

5. Special Presentation

No special presentation. Committee Member Janea Benton recommended to Tracy Webster to consider reformatting this section for future meetings.

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 October 31, 2020.
    2. Kern Early Head Start Budget to Actual for the Period Ended October 31, 2020.
    3. San Joaquin Early Head Start Budget to Actual for the Period Ended October 31, 2020.
    4. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended October 31, 2020.

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

b. Resolution to Approve the Submission of the 2021 Community Service Block Grant (CSBG) Contract Number 21F-4015 from the Department of Community Services and Development – Pritika Ram, Director of Administration - **Action Item**

   Pritika Ram presented the above action item for approval. The Committee engaged in discussion with staff regarding various program funding items.

   Motion was made and seconded to approve, with resolution, the submission of the 2021 CSBG grant. Carried by unanimous vote (Mullings/Vigil).

c. Food Bank Proposed Reorganization and Job Descriptions – Carmen Segovia, Director of Health and Nutrition – ***Action Item***

   Carmen Segovia presented the above action item for approval. Committee member Janea Benton recommended modifying the current job description for the Volunteer Coordinator and reclassify to make the education preferred, not required

   Motion was made and seconded to approve the Food Bank reorganization. Carried by unanimous vote (Mullings/Vigil).

d. Financial Statements, October 2020 – Tracy Webster, Chief Financial Officer – ***Action Item***

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

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

e. Community Resource Project: Energy Upgrade California Program Agreement – Sheila Shegos, Director of Community Development – ***Action Item***

   Sheila Shegos presented the above action item for approval.

   Motion was made and seconded to approve the Community Resource Project: Energy Upgrade California Program Agreement. Carried by unanimous vote (Vigil/Mullings).

7. Consent

a. Application Status Reports for September 2020
b. Consent Funding Requests for September 2020
c. Application Status Reports for October 2020

Motion was made and seconded to approve the Application Status Reports for September and October and Consent Funding Requests for September. Carried by unanimous vote (Vigil/Mullings).

8. Committee Member Comments

- Jonathan Mullings thanked the staff on the ongoing job well done and reminded everyone to stay safe.
- Ana Vigil commended everyone during this time and reminded everyone to continue to be safe.
- Janea Benton echoed the same sentiment from Jonathan Mullings and Ana Vigil.

9. Next Scheduled Meeting

Budget & Finance Committee Meeting
To be Determined
12:00 PM
5005 Business Park North
Bakersfield, CA 93309

10. Adjournment

The meeting was adjourned at 12:48 PM.

MEMORANDUM

To: Budget & Finance Committee

From: Lorraine Casillas, Director of Finance

Lorraine Casillas

Date: November 12, 2020

Subject: *Head Start - Kern*
Budget to Actual Report for the period ended October 31, 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 October 31, 2020. Eight months (66.67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 57% 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 30% of the budget.

COVID Cares Funds

Overall expenditures are at 16% 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 - October 31, 2020
Month 8 of 12 (66.67%)

Prepared 11/06/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,818,776	4,851,904	4,966,872	49%	51%
FRINGE BENEFITS	3,060,914	1,613,458	1,447,456	53%	47%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	544,252	539,524	4,728	99%	1%
CONTRACTUAL	110,999	79,988	31,011	72%	28%
CONSTRUCTION	0	0	0		
OTHER	2,688,652	2,084,264	604,388	78%	22%
INDIRECT	1,561,956	916,914	645,042	59%	41%
TOTAL BASE FUNDING	**17,785,549**	**10,086,051**	**7,699,498**	**57%**	**43%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	45,136	2,035	43,101	5%	95%
SUPPLIES	23,986	2,491	21,495	10%	90%
CONTRACTUAL	10,005	0	10,005	0%	100%
OTHER	82,315	44,518	37,797	54%	46%
INDIRECT	16,144	4,904	11,240	30%	70%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**53,948**	**123,638**	**30%**	**70%**

COVID CARES

SUPPLIES	631,304	112,331	518,973		
OTHER	420,869	47,754	373,115		
INDIRECT	105,217	20,137	85,080		
TOTAL COVID CARES	**1,157,390**	**180,223**	**977,167**	**16%**	**84%**

GRAND TOTAL HS FEDERAL FUNDS	**19,120,525**	**10,428,069**	**8,692,456**	**55%**	**45%**

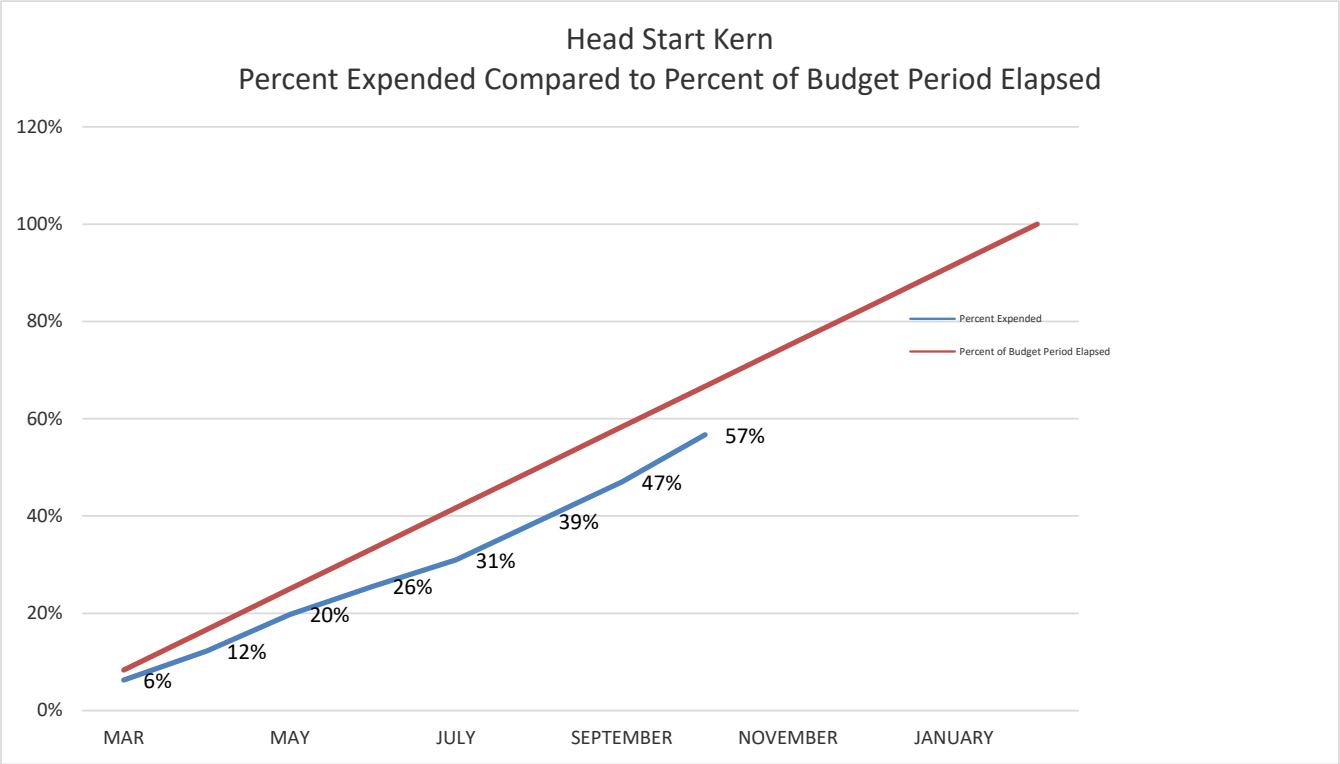
HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

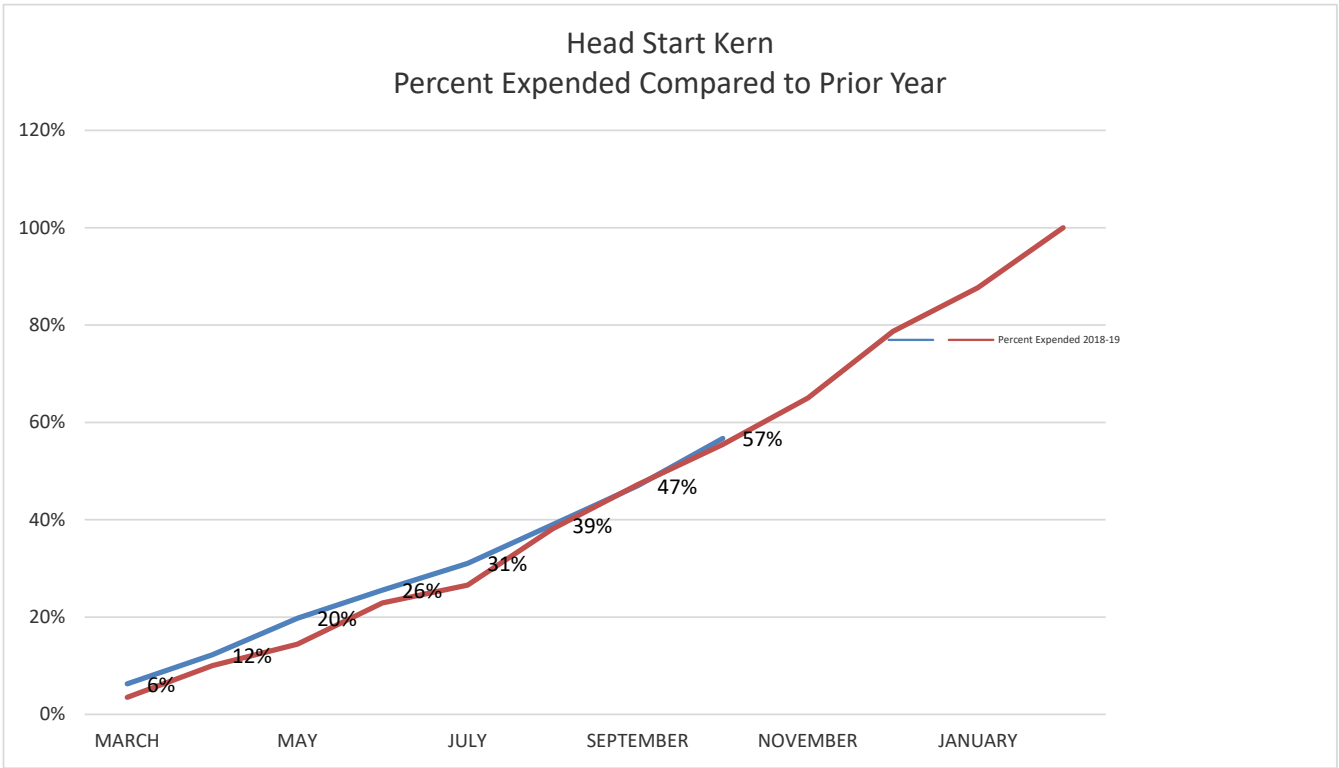
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	285,011	1,282,627	18%	82%
CALIF DEPT OF ED	5,130,608	3,807,994	1,322,614	74%	26%
TOTAL NON-FEDERAL	**6,698,246**	**4,093,005**	**2,605,241**	**61%**	**39%**

Budget reflects Notice of Award #09CH011132-02-01
Actual expenditures include posted expenditures and estimated adjustments through 10/31/2020
Administrative Cost for HS and EHS Kern **7.6%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	51,381				**30,356**	11/1/2020
Lowe's	33,883				**16,188**	10/25/2020
Smart & Final	215				**135**	11/1/2020
Save Mart	19				**800**	10/7/2020
Chevron & Texaco Business Card	5,118				**6,584**	11/6/2020
Home Depot	9,994				**9,994**	10/5/2020
	100,609	**0**	**0**	**0**	**64,057**	


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
MAR
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
Percent Expended
Percent of Budget Period Elapsed
6%
12%
20%
26%
31%
39%
47%
57%


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
MARCH
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
Percent Expended 2018-19
6%
12%
20%
26%
31%
39%
47%
57%

MEMORANDUM

To: Budget & Finance Committee

From: Lorraine Casillas, Director of Finance

Lorraine Casillas

Date: November 12, 2020

Subject: *Early Head Start - Kern*
Budget to Actual Report for the period ended October 31, 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 October 31, 2020. Eight months (66.67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 54% 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 30% of the budget.

COVID Cares Funds

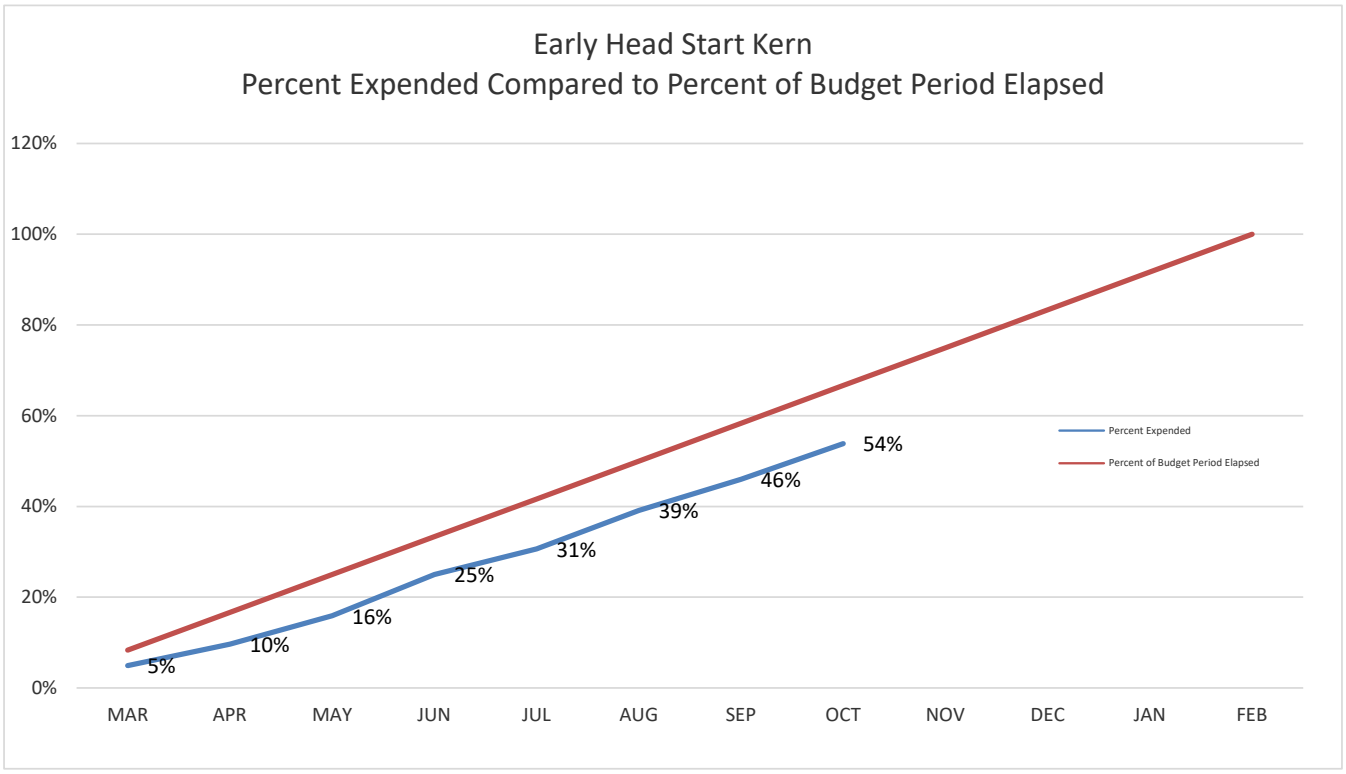
Overall expenditures are at 18% of the budget.

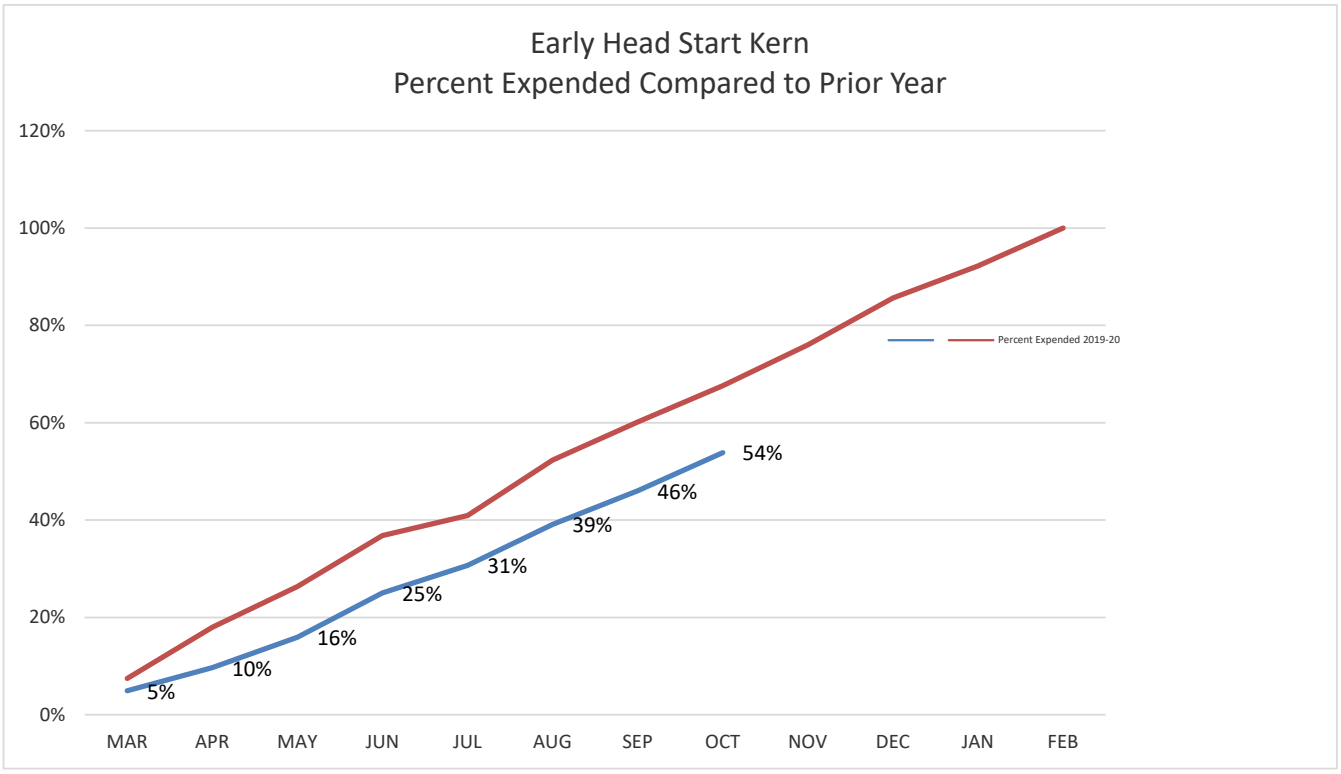
Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2020 - February 28, 2021
Report Period: March 1, 2020 - October 31, 2020
Month 8 of 12 (66.67%)

Prepared 11/06/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	4,462,290	2,681,456	1,780,834	60%	40%
FRINGE BENEFITS	1,659,459	748,277	911,182	45%	55%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	390,472	227,541	162,931	58%	42%
CONTRACTUAL	37,099	22,209	14,890	60%	40%
CONSTRUCTION	610,998	0	610,998		
OTHER	953,456	683,720	269,736	72%	28%
INDIRECT	799,530	436,320	363,210	55%	45%
TOTAL BASE FUNDING	**8,913,304**	**4,799,524**	**4,113,780**	**54%**	**46%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	36,140	843	35,297	2%	98%
SUPPLIES	6,807	1,046	5,761	15%	85%
CONTRACTUAL	7,169	4,543	2,626	63%	37%
OTHER	103,144	40,084	63,060	39%	61%
INDIRECT	15,326	4,652	10,674	30%	70%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**168,586**	**51,167**	**117,419**	**30%**	**70%**
COVID CARES					
SUPPLIES	213,789	36,096	177,693	17%	83%
OTHER	142,527	26,835	115,692	19%	81%
INDIRECT	35,632	8,289	27,343		
TOTAL COVID CARES	**391,948**	**71,219**	**320,729**	**18%**	**82%**
GRAND TOTAL EHS FEDERAL FUNDS	**9,473,838**	**5,030,302**	**4,443,536**	**53%**	**47%**

Budget reflects Notice of Award #09CH011132-02-01
Actual expenditures include posted expenditures and estimated adjustments through 10/31/2020


Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
5%
10%
16%
25%
31%
39%
46%
54%
Percent Expended
Percent of Budget Period Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
MAR
APR
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JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
5%
10%
16%
25%
31%
39%
46%
54%
Percent Expended 2019-20

MEMORANDUM

To: Budget & Finance Committee

From: Lorraine Casillas, Director of Finance



Date: November 12, 2020

Subject: *Early Head Start – San Joaquin*
Budget to Actual Report for the period ended October 31, 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 October 31, 2020. Nine months (75.00%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 66% of the budget, which is on trend compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 46% of the budget. The combined personnel and fringe benefit expenses are at 66% of this budget.

COVID Cares Funds

Overall expenditures are at 21% of the budget.

Non-Federal Share

Non-Federal share is at 14% 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 - October 31, 2020

Month 9 of 12 (75.0%)

Prepared 11/06/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,173,727	2,160,709	1,013,018	68%	32%
FRINGE BENEFITS	959,615	553,112	406,503	58%	42%
TRAVEL	0	1,916	(1,916)	0%	0%
SUPPLIES	125,025	149,119	(24,094)	119%	-19%
CONTRACTUAL	10,600	12,398	(1,798)	117%	-17%
OTHER	741,956	441,727	300,229	60%	40%
INDIRECT	478,171	314,247	163,924	66%	34%
TOTAL	**5,489,094**	**3,633,228**	**1,855,866**	**66%**	**34%**

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	21,912	16,948	4,964	77%	23%
FRINGE BENEFITS	13,758	7,459	6,299	54%	46%
TRAVEL	18,226	0	18,226	0%	100%
SUPPLIES	6,815	536	6,279	8%	92%
CONTRACTUAL	3,845	0	3,845	0%	100%
OTHER	43,785	25,226	18,559	58%	42%
INDIRECT	10,834	4,999	5,835	46%	54%
TOTAL	**119,175**	**55,168**	**64,007**	**46%**	**54%**

COVID CARES

SUPPLIES	187,546	49,765	137,781	27%	73%
OTHER	62,515	3,335	59,180	5%	95%
INDIRECT	25,006	5,928	19,078	24%	76%
TOTAL	**275,067**	**59,028**	**216,039**	**21%**	**79%**

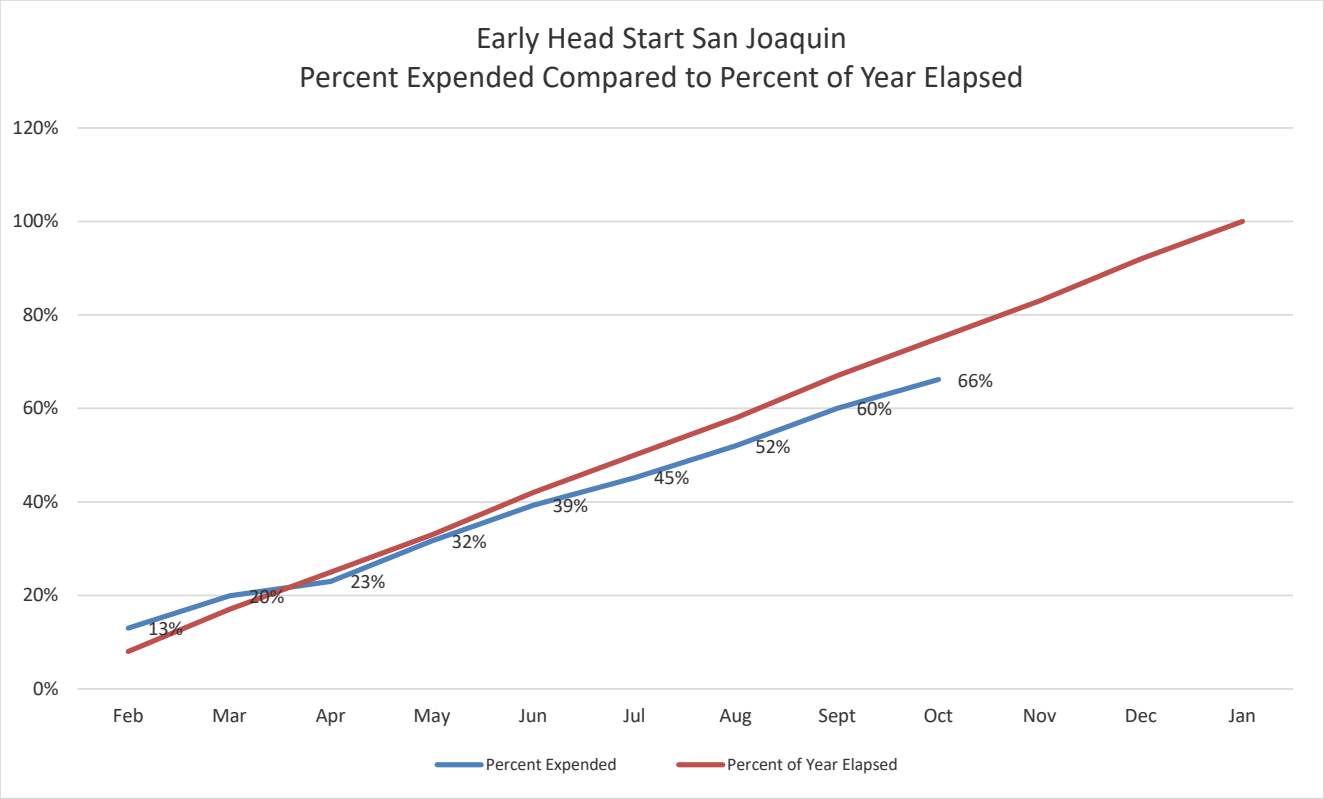
GRAND TOTAL EHS FEDERAL FUNDS	**5,883,336**	**3,747,424**	**2,135,912**	**64%**	**36%**

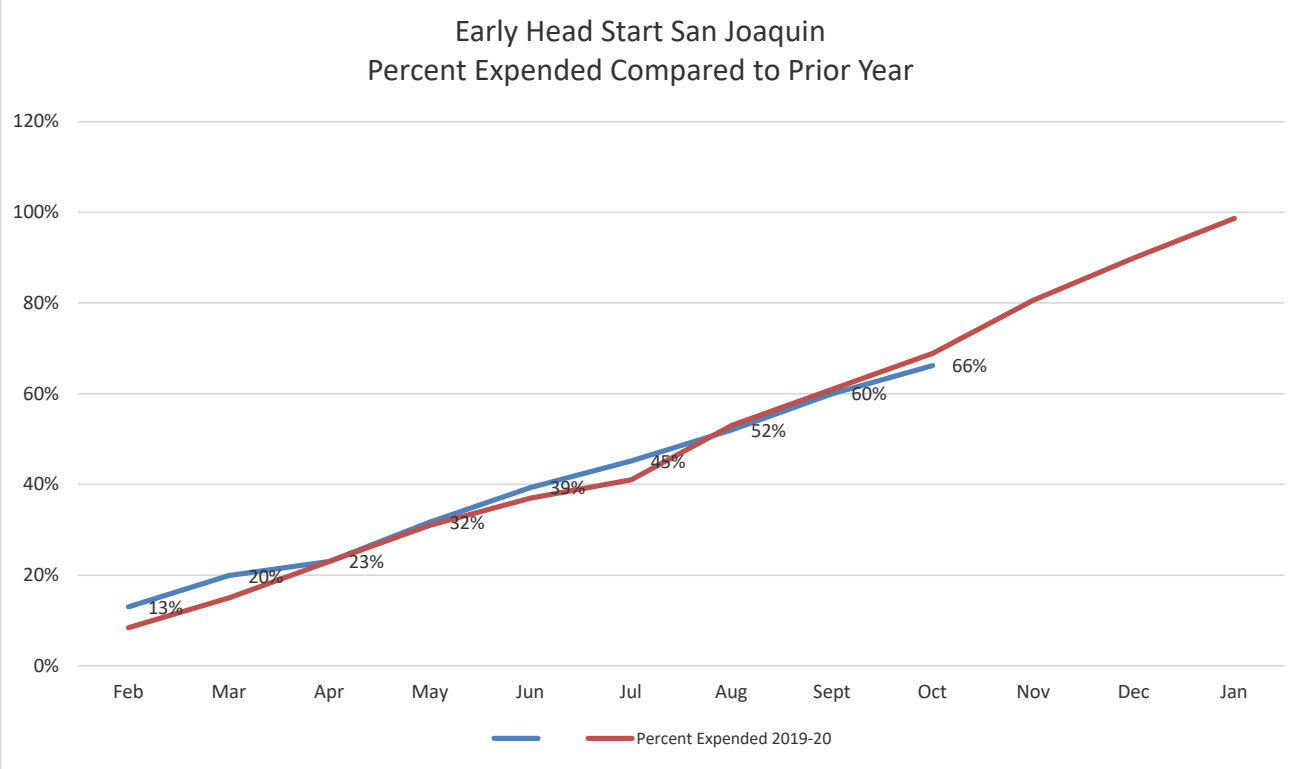
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,082	193,434	1,153,648	14%	86%
TOTAL NON-FEDERAL FUNDS	**1,347,082**	**193,434**	**1,153,648**	**14%**	**86%**

Centralized Administrative Cost	8.1%
Program Administrative Cost	4.3%
Total Administrative Cost	**12.5%**

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

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2020


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
Feb
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
13%
20%
23%
32%
39%
45%
52%
60%
66%
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
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
13%
20%
23%
32%
39%
45%
52%
60%
66%
Percent Expended 2019-20

MEMORANDUM

To: Budget & Finance Committee

From: Lorraine Casillas, Director of Finance

Lorraine Casillas

Date: November 12, 2020

Subject: *Early Head Start Child Care Partnerships*
Budget to Actual Report for the period ended October 31, 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 October 31, 2020. Eight months (66.67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 37% 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 - October 31, 2020
Month 8 of 12 (66.67%)

Prepared 10/14/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	704,216	259,883	444,333	37%	63%
FRINGE BENEFITS	208,046	49,391	158,655	24%	76%
SUPPLIES	28,175	21,339	6,836	76%	24%
CONTRACTUAL	1,009,556	328,388	681,168	33%	67%
OTHER	143,707	113,332	30,375	79%	21%
INDIRECT	203,138	72,828	130,310	36%	64%
TOTAL BASE FUNDING	**2,296,838**	**845,161**	**1,451,677**	**37%**	**63%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	16,391	58	16,333	0%	100%
OTHER	29,393	739	28,654	3%	97%
INDIRECT	5,107	355	4,752	7%	93%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**56,185**	**3,903**	**52,282**	**7%**	**93%**

COVID CARES

SUPPLIES	91,077	914	90,163	1%	99%
OTHER	30,359	369	29,990	1%	99%
INDIRECT	12,143	280	11,863	2%	98%
TOTAL COVID	**133,579**	**1,563**	**132,016**	**1.2%**	**99%**

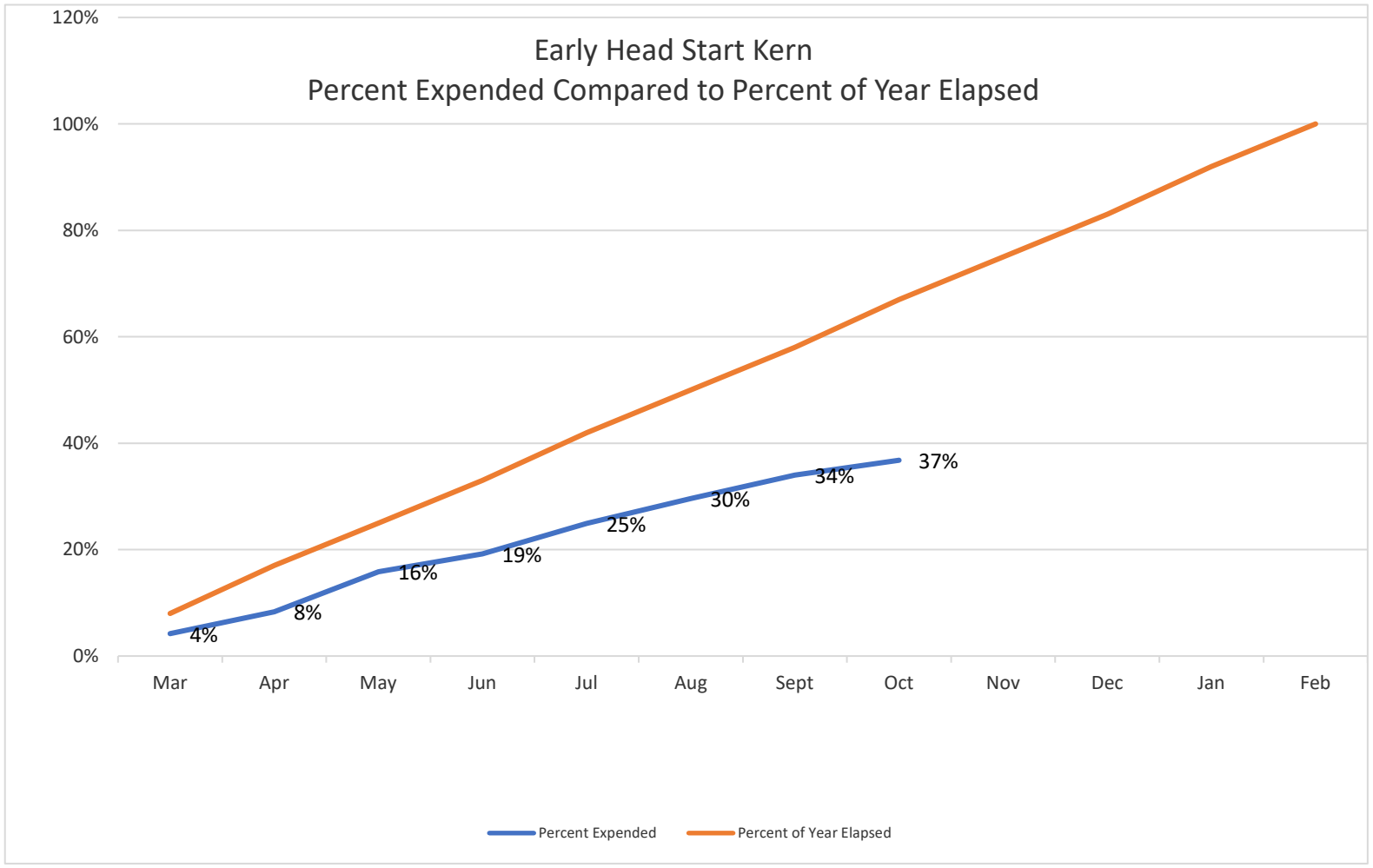
GRAND TOTAL EHS FEDERAL FUNDS	**2,486,602**	**883,381**	**1,603,221**	**36%**	**64%**

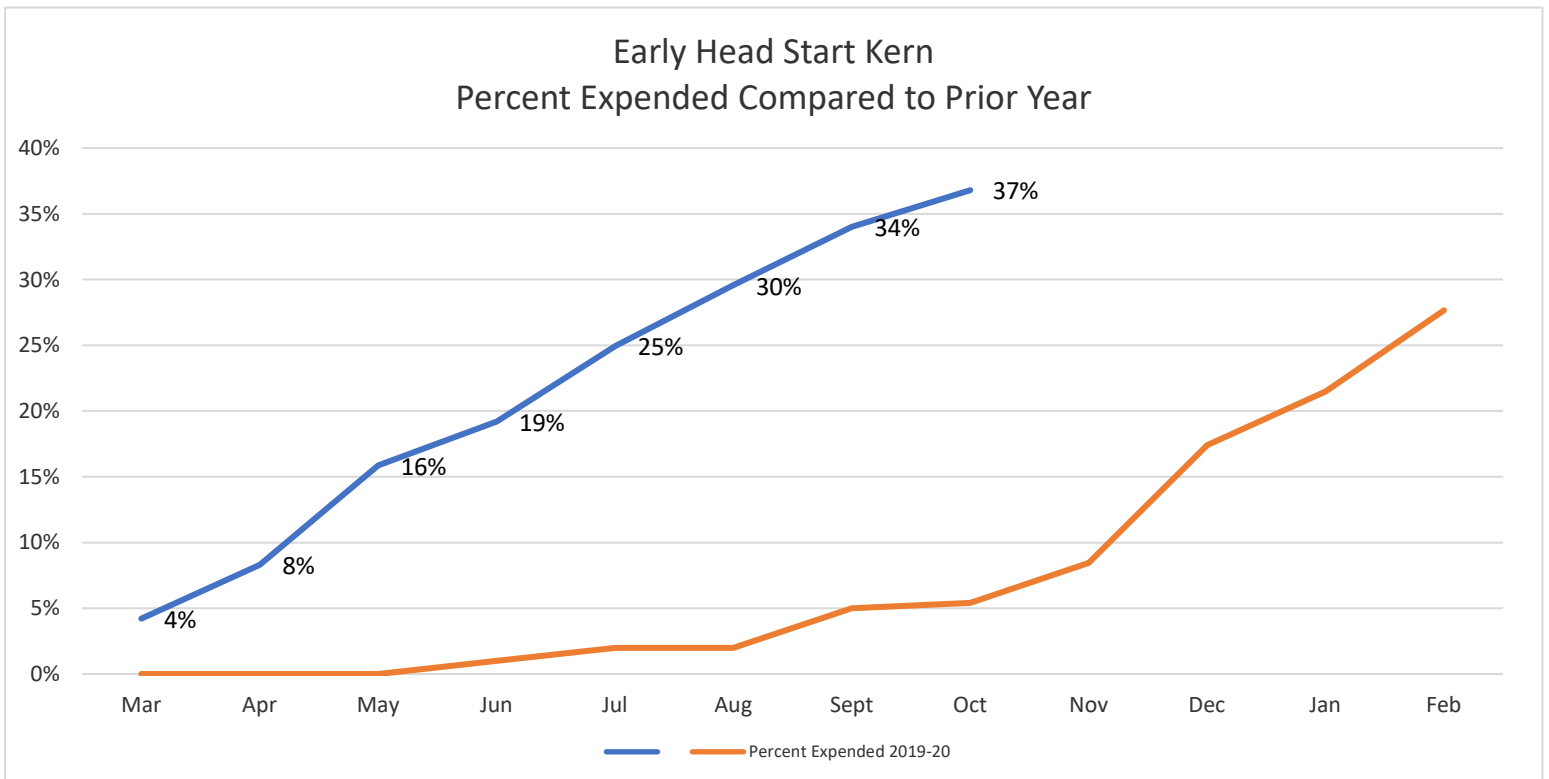
NON-FEDERAL SHARE

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 10/31/2020


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%
37%
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
Oct
Nov
Dec
Jan
Feb
4%
8%
16%
19%
25%
30%
34%
37%
Percent Expended 2019-20

MEMORANDUM

To: Budget and Finance Committee

From: Pritika Ram, Director of Administrator

Date: November 12, 2020

Subject: *Agenda Item XX*: Resolution to Approve the Submission of the 2021 Community Service Block Grant (CSBG) Contract Number 21F-4015 from the Department of Community Services and Development - **Action Item**

As part of our annual contract with the Department of Community Services and Development (CSD), we have received the 2021 Community Services Block Grant (CSBG) contract. The contract term is January 1, 2021, through December 31, 2021, for $1,535,543. There was no increase from the final 2020 contract. The contract was received on October 30, 2020, and staff developed the 2021 budget summary that will be part of the contract submission, which is due thirty (30) calendar days from the date of the letter (October 30, 2020), for private non-profit agencies.

CSBG is CAPK's only funding source that allows the flexibility to support multiple low-income programs as well as administration. As illustrated in the budget summary attachment and as with contracts in previous years, our 2021 CSBG contract will be used to support programs that serve areas of great need, but that have a significant program and administrative funding gap, such as the Food Bank, Volunteer Income Tax Assistance (VITA), Friendship House Community Center (FHCC), Shafter Youth Center (SYC), East Kern Family Resource (EKFRC), 2-1-1 Call Center, and Migrant Childcare Alternative Payment (MCAP). You will also notice a place holder for the Community Development Corporation (CDC) and Community Development Financial Institute (CDFI) feasibility study that was approved during the September 2020 meeting.

The attached Resolution #2020-22 provides authority to the Chief Executive Officer, Jeremy T. Tobias, to sign the 2021 CSBG contract on behalf of the Agency and to execute any amendments to the contract over the contract term.

Recommendation:
Staff recommends the Budget and Finance Committee approve Resolution Number 2020-22 to approve the 2021 Community Service Block Grant (CSBG) Contract (21F-4015) from the Department of Community Services and Development (CSD).

Attachments:
Resolution Number 2020-22
CSBG Contract #21F-4015
CSBG Program Budget

RESOLUTION # 2020-22

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

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on November 18, 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 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 in the County of Kern; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2021 CSBG 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 CSBG Contract and the CAPK Board of Directors has designated Jeremy T. Tobias, Chief Executive Officer, as the official representative and signatory of CAPK; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer, to execute CSBG Contract #21F-4015 and any subsequent amendments throughout the term of the contract.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 18th day of November 2020.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

DocuSign Envelope ID: 425EE198-C93B-4980-A668-A7CD1669ED04

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT STD. 213 (Rev 03/2019) CSD (Rev 07/2019)	AGREEMENT NUMBER **21F-4015**	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: January 1, 2021 through May 31, 2022

3. The maximum amount of this Agreement is: Total $1,535,543.00

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, Administration, Procedure
- Article 3 - Agreement Changes
- Article 4 - Administrative Policies and Procedures
- Article 5 - Program Budget Requirements and Payments
- Article 6 - Financial Reporting
- Article 7 - CSBG Terms, Conditions, Programmatic Provisions, and Reporting
- Article 8 - Compliance Policies and Procedures
- Article 9 - Federal and State Policies and Provisions

Definitions
Table of Forms and Attachments
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		

COMMUNITY ACTION PARTNERSHIP OF KERN

2021 CSBG BUDGET WORKPAPERS

SUMMARY BY PROGRAM

	2021 PROGRAM								
Line Items	Food Bank	VITA	FHCC	SYC	E KERN	211	CDFI	MCAP	TOTAL
Salaries	$ 264,277	$ 104,653	$ 87,813	$ 115,553	$ 9,476	$ 149,239			$ 731,011
Benefits	$ 84,823	$ 26,163	$ 21,953	$ 28,888	$ 2,843	$ 37,310			$ 201,980
Operating Expenses									
- Travel	$ -	$ 3,950	$ 2,750	$ 3,790	$ 1,000	$ -	$ -	$ -	$ 11,490
- Space Costs	$ -	$ 12,200	$ 73,700	$ 33,333	$ -	$ -	$ -	$ -	$ 119,233
- Supplies	$ -	$ 5,158	$ 7,300	$ 5,050	$ -	$ -	$ -	$ -	$ 17,508
- Consultant	$ -	$ 1,000	$ 375	$ 375	$ -	$ -	$ -	$ -	$ 1,750
- Other	$ -	$ 12,275	$ 13,900	$ 11,155	$ -	$ -	$ -	$ -	$ 37,330
- Direct	$ -	$ 3,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,000
Subtotal	$ -	$ 37,583	$ 98,025	$ 53,703	$ 1,000	$ -	$ -	$ -	$ 190,311
Indirect	$ 34,911	$ 16,330	$ 20,139	$ 19,294	$ 1,332	$ 18,655	$ -	$ 301,580	$ 412,241
TOTAL	**$ 384,011**	**$ 184,729**	**$ 227,930**	**$ 217,438**	**$ 14,651**	**$ 205,204**	**$ -**	**$ 301,580**	**$ 1,535,543**
% to Total Budget	**25.01%**	**12.03%**	**14.84%**	**14.16%**	**0.95%**	**13.36%**	**0.00%**	**19.64%**	

Prepared: 10/26/2020		Allowed Budget	1,535,543
			-

MEMORANDUM

To: Budget and Finance Committee

From: Carmen Segovia, Director of Health & Nutrition

Date: November 12, 2020

Subject: *Agenda Item 6c:* CAPK Food Bank Proposed Reorganization & Job Descriptions – ***Action Item***

The CAPK Food Bank has experienced tremendous growth this past year in the volume of food that it receives and distributes, COVID-19 pandemic amplified the growth. The increase in volume has almost doubled some months going from 1.3 up to 2.5 million pounds of food distributed per month. For the year ending on February 28, 2021, we project to have distributed 29.3 million pounds of food compared to last year's distribution of 20.3 million pounds.
At this time, it is difficult to project the volume of food that will be received and distributed after the COVID-19 pandemic; however, we do not foresee returning to a pre-COVID-19 volume.

To keep up with the increase in demand for food distribution, it is necessary to revise the organizational structure of the Food Bank and to add staff to assist with the additional tasks and responsibilities necessary for the operation of the Food Bank. Four new positions/job descriptions have been created to assist with the growth and realignment of duties/responsibilities: Administrative Supervisor, Program Supervisor, Procurement Coordinator, and a Volunteer Coordinator. The job descriptions have been reviewed and pointed by HR and the results are as follows:

Job title	Grade	Min $	Mid $	Max $
Administrative Supervisor	9	21.55	26.96	32.35
Program Supervisor	9	21.55	26.96	32.35
Procurement Coordinator	8	18.76	23.43	28.13
Volunteer Coordinator	7	17.32	20.37	23.43

The budget impact will be $254,073 for wages and benefits and funding is available to adequately cover the four positions, including post COVID-19.

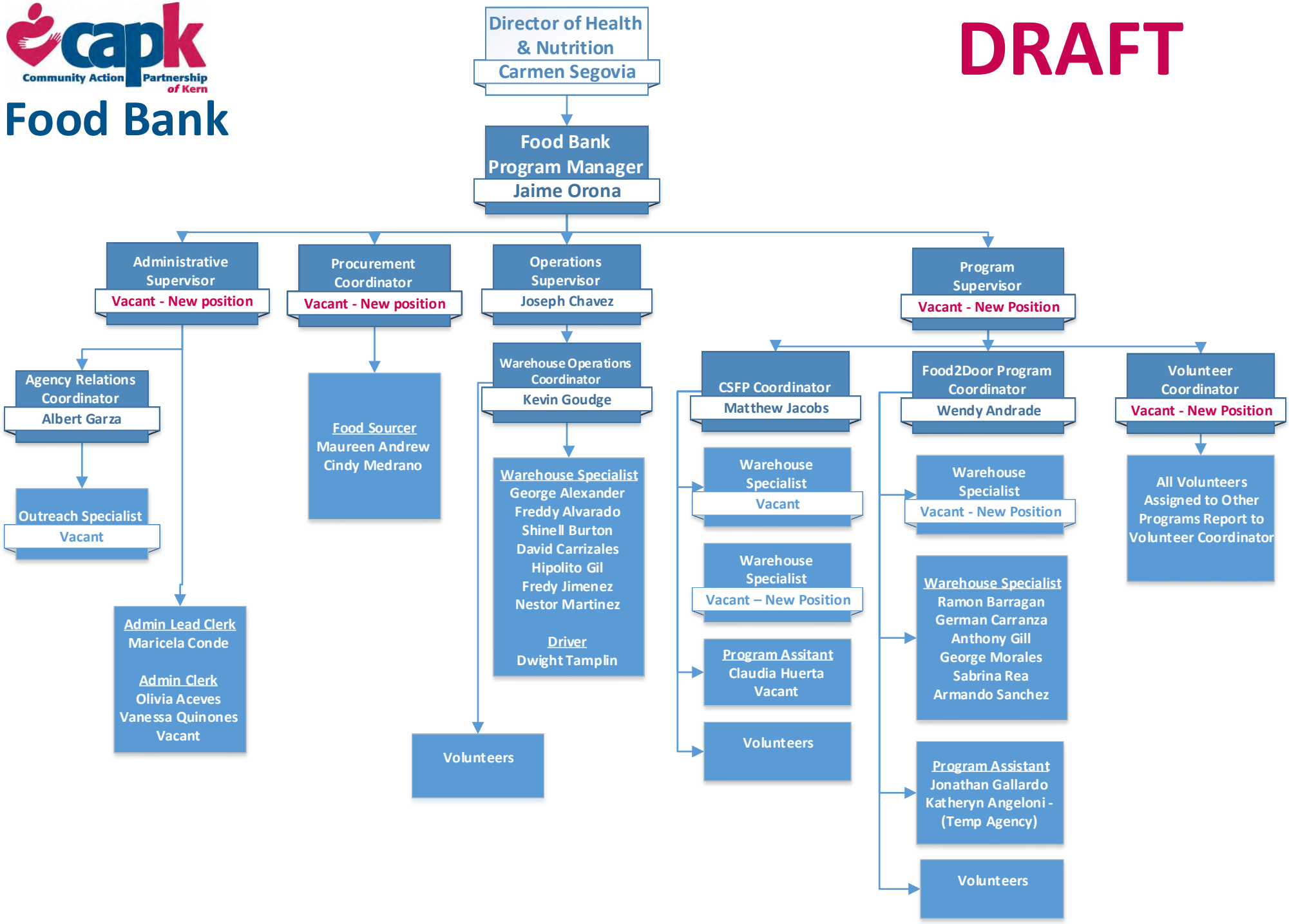
The reorganization coincides with the Strategic goals of CAPK by developing organizational goals that unify the program efforts throughout the agency and the reorganization will give the program a more engaged staff and better retention.

Recommendation
Staff recommends approval of the job descriptions for the Administrative Supervisor, Program Supervisor, Procurement Coordinator and Volunteer Coordinator.

Attachments:
Proposed Food Bank Org Chart
Food Bank Administrative Supervisor Job Description
Food Bank Program Supervisor Job Description
Procurement Coordinator Job Description
Volunteer Coordinator Job Description

Food Bank

DRAFT



Revised 11-20

Food Bank Administrative Supervisor

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

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

SUMMARY:
Under the direction of the Food Bank Manager, the Administrative Supervisor is responsible for overseeing the Agency Relations Coordinator, the Lead Administrative Clerk and the Administrative Clerks; assist the Food Bank Manager with other administrative duties necessary for the operation of the Food Bank. May require flexible hours according to the nature and scope of the position.

SUPERVISION RECEIVED:
Receives supervision from the Food Bank Program Manager.

SUPERVISION EXERCISED:
Agency Relations Coordinator, Lead Administrative Clerk, Administrative 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. Provides direction and supervision to the Agency Relations Coordinator and the Lead Administrative Clerk.
2. Ensures that food distribution sites are monitored and in compliance with State rules/ regulations.
3. Ensures that reports are completed accurately and submitted on a timely basis, month end reports, HHP, EFAP-7's, etc.
4. Ensures that staff and volunteers, including volunteers at commodity and pantry sites, receive the appropriate/required training.
5. Ensures that volunteers are recruited, oriented, trained and placed according to the needs of the program, including special events.
6. Ensures that volunteer information is documentation, i.e. individual names, number of hours volunteered, trainings, etc.
7. Ensures that food distribution sites, including commodity and pantry sites, complete the appropriate paperwork to participate in the network of distribution sites.
8. Ensures that program forms, digital and paper, are reviewed and updated regularly to reflect State rules/regulations.
9. Ensures that the Food Bank participates at appropriate community events.
10. Ensures that a calendar is developed and revised on a regular basis to reflect the food distribution site locations, dates and times.
11. Ensures that the 2-1-1 program receives current information pertaining to food distribution locations, dates and times.
12. Assist the Food Bank Program Manager with administrative duties, such as tracking grants, developing presentations, analyzing reports, preparing clear and concise reports, etc.

13. Oversee the continuous quality and process improvement for the Food Bank.
14. Integrate monthly Food Bank reports with the CAPK CRM platform and other technologies.
15. Creates communication materials to present to private and public entities pertaining to hunger.
16. Perform other related duties at various Food Bank locations as assigned.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain a safe and functional work environment.
3. Work alternative hours as required.
4. Serves as an emergency contract for the warehouse emergencies.
5. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

CAPK and Food Bank 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.
Food safety and sanitation.

Ability to:

Communicate effectively, verbally and in writing.
Demonstrate good interpersonal skills.
Display close mental and visual attention to detail.
Work with frequent interruptions; must work well under pressure.
Effectively present program information to the public.
Establish professional working relationships with staff, agencies, and volunteers.
Effectively communicate with persons of diverse socio-economic and educational backgrounds.
Effectively manage time.

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 Business Administration or related field.
- One year of warehouse operations experience with general knowledge of warehouse practices.
- One-year experience working with volunteers.
- One- year supervisory 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 physical and substance abuse screening upon offer of employment.
- Experience in proper food storage, handling, and inventory practices.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

Food Bank Program Supervisor

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

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

SUMMARY:
Under the direction of the Food Bank Manager, the Program Supervisor is responsible for overseeing the programs operated by the Food Bank such as the Commodity Supplemental Food Program (CSFP). The Program Supervisor will be responsible for establishing and maintaining policies and procedures for each program, ensuring that the programs are staff and trained appropriately, and that all activities are compliant with rules and regulations.

SUPERVISION RECEIVED:
Receives supervision from the Food Bank Program Manager.

SUPERVISION EXERCISED:
CSFP Coordinator, Food2Door Coordinator, Volunteer Coordinator, Farmworker Initiative Warehouse Specialist

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. Works closely with the Food Bank Program Manager and the Program Coordinators in planning and delivering services to the community.
2. Provides direction and supervision to the program operated by the Food Bank, i.e. the CSFP.
3. Works closely with each program coordinator to ensure the daily operation of each program is compliant with State rules/ regulations.
4. Ensures that each program completes accurate reports and submits them timely, as required by the funding source.
5. Ensures that staff is recruited, oriented, trained and placed according to the needs of the program, including special events.
6. Ensures that program forms, digital and paper versions, are reviewed and updated regularly to reflect State rules/regulations.
7. Ensures that the Food Bank participates at appropriate community events.
8. Ensures that a calendar is developed and revised on a regular basis to reflect the food distribution site locations, dates, and times.
9. Ensures that the 2-1-1 program receives current information pertaining to food distribution locations, dates, and times.
10. Stays abreast of each programs scope of work and rules and regulations.
11. Perform other related duties at various Food Bank locations as assigned.

B. Other Job Specific Duties:
1. Attend all meetings, trainings, and conferences as assigned.

2. Maintain a safe and functional work environment.
3. Work alternative hours as required.
4. Serves as an emergency contract for the warehouse emergencies.
5. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

CAPK and Food Bank 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.
Food safety and sanitation.

Ability to:

Communicate effectively, verbally and in writing.
Demonstrate good interpersonal skills.
Display close mental and visual attention to detail.
Work with frequent interruptions; must work well under pressure.
Effectively present program information to the public.
Establish professional working relationships with staff, agencies, and volunteers.
Effectively communicate with persons of diverse socio-economic and educational backgrounds.
Effectively manage time.

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 Business Administration or related field.
- One year of warehouse operations experience with general knowledge of warehouse practices.
- One-year experience working with volunteers.
- One- year supervisory 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 physical and substance abuse screening upon offer of employment.
- Experience in proper food storage, handling, and inventory practices.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

Food Bank Procurement Coordinator

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

SUMMARY:
Under the direction of the Food Bank Manager, the Procurement Coordinator is responsible for procuring food and non-food items to be provided as direct services to the community. The Procurement Coordinator will work with established and new vendors to secure products using CAPK's Procurement policies and procedures.

SUPERVISION RECEIVED:
Receives supervision from the Food Bank Program Manager.

SUPERVISION EXERCISED:
Food Sourcer

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. Under the direction of the Program Manager, procures perishable and non-perishable food to be provided as a direct service to the community.
2. Ensures that food procured meets the requirements of the funding source, i.e. food items purchased using CalFood State funds must be grown in California.
3. Tracks and reports on purchase orders, packing slips, bills of lading; ensuring that all support documents are received and expenditures are within program budgets.
4. Works closely with Finance staff to ensure that the appropriate documentation is prepared, submitted and kept on file for the items procured.
5. Works closely with the Fresh Produce Sourcer in securing fresh produce for the Food Bank.
6. Assists Fresh Produce Sourcer to track and report donations by donor, commodity/category.
7. Assists Fresh Produce Sourcer in the development of outreach material to present to donors.
8. Ensures that food donations are available for distribution at community events, as appropriate.
9. Works closely with the Food Bank Operations Supervisor to coordinate deliveries and storage of product procured.
10. Works closely with the Fresh Produce Sourcer in building strong working relationships with the agriculture industry.
11. Perform other related duties at various Food Bank locations as assigned.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain a safe and functional work environment.
3. Work alternative hours as required.
4. Serves as an emergency contract for the warehouse emergencies.
5. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

CAPK and Food Bank 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.
Food safety and sanitation.
General knowledge of warehouse practices.

Ability to:

Communicate effectively, verbally and in writing.
Demonstrate good interpersonal skills.
Display close mental and visual attention to detail.
Work with frequent interruptions; must work well under pressure.
Effectively present program information to the public.
Establish professional working relationships with staff, agencies, and volunteers.
Effectively communicate with persons of diverse socio-economic and educational backgrounds.
Effectively manage time.
Demonstrate excellent customer service.

EDUCATION AND EXPERIENCE:

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

- Associate degree in Business Administration, Accounting or related field.
- One-year experience in procurement related functions.
- One-year supervisory experience.
- One-year experience working with the agriculture industry, preferred.

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 physical and substance abuse screening upon offer of employment.
- Experience in proper food storage, handling and inventory practices.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Food Bank Procurement 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					

Food Bank Volunteer Coordinator

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

SUMMARY:
Under the direction of the Food Bank Program Supervisor, the Volunteer Coordinator is responsible for sourcing and recruiting volunteers, internal and external clients, and community members. The Volunteer Coordinator will oversee the Food Bank's volunteer program, data collection of availabilities and skills, and record volunteer hours served. This position will also work with food distribution site coordinators and volunteers.

SUPERVISION RECEIVED:
Receives supervision from the Food Bank Program Supervisor.

SUPERVISION EXERCISED:
None

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

A. Essential Job Specific Duties:

1. Under the direction of the Food Bank Program Supervisor and Food Bank Program Manager, develops and implements the Volunteer Program for the Food Bank.
2. Recruits and manages volunteers for routine and special events.
3. Responsible for identifying partners and establishing agreements formalizing partnerships and sources of volunteers.
4. Develops a policy and procedure manual for use by volunteers.
5. Provides orientation and training to volunteers on a regular basis.
6. In collaboration with the program coordinators, the Volunteer Coordinator assigns duties to the volunteers and monitors their performance.
7. Acts as the liaison between the Food Bank and the organizations referring volunteers to the Food Bank.
8. Responsible for keeping detailed records of volunteer information, assignments, and hours of service.
9. Prepare clear and concise reports pertaining to volunteers, as required.
10. Works with Food Bank and CAPK staff to automate the recruitment of volunteers, i.e. creating a calendar of activities on the CAPK Food Bank website.
11. Disseminates information for upcoming needs and events.
12. Must be able to work alternative schedules such as nights, weekends and non-traditional hours.
13. Manage, launch and monitor a volunteer platform.
14. Perform other related duties at various Food Bank locations as assigned.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain a safe and functional work environment.
3. Work alternative hours as required.
4. Data collection and reporting.
5. Organizational practices.
6. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

CAPK and Food Bank 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.
Food safety and sanitation.

Ability to:

Communicate effectively, verbally and in writing.
Demonstrate good interpersonal skills.
Display close mental and visual attention to detail.
Work with frequent interruptions; must work well under pressure.
Effectively present program information to the public.
Establish professional working relationships with staff, agencies, and volunteers.
Effectively communicate with persons of diverse socio-economic and educational backgrounds.
Effectively manage time.
Effectively organize and prioritize assigned work.
Multi-task in a hectic environment.
Work independently and in a team environment.

EDUCATION AND EXPERIENCE:

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

- Associate degree in Business Administration, social work or closely related field.
- One year of supervision in a volunteer or operations program.
- Experience in volunteering.
- Experience recruiting through various channels.
- One year of experience in customer service

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 physical and substance abuse screening upon offer of employment.
- Experience in proper food storage, handling and inventory practices.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Food Bank Volunteer 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					

BUDGET AND FINANCE COMMITTEE

NOVEMBER 12, 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
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,000,000	93.391		9/17/20 - 12/30/20	137	COUNTY OF KERN, CARES ACT, CORONAVIRUS RELIEF FUND
AMERICORPS PLANNING GRANT	69,959	94.006	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	94.006		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 CA	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
HOUSING AUTHORITY OF KERN COUNTY RENTAL & MORTGAGE ASSISTANCE 211	332,624	93.391	N/A	09/21/20 - 12/15/20	188	HOUSING AUTHORITY OF KERN COUNTY, CARES ACT, CORONAVIRUS RELIEF FUND
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	10.568/.569		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	10.568/.569		06/05/20 - 09/30/20	105-095	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP CORONAVIRUS RELIEFT FUND (CRF)	1,288,605	10.568/.569		7/1/2020 - 11/30/2020	105-097	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)	4,112,061 111,000	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 PROG	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 PROG 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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PREPARED 10/30/2020
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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
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 25,000		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	100,000		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	STATE OF CALIFORNIA, DEPARTMENT OF COMMUNITY 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				
10/31/20	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of March 23, 2020 for $4 million and will terminate on March 22, 2021. A $2 million increase
Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.
Note 3: Line of credit was required on July 30, 2020 in the amount of 600,000. The loan was repaid on 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 OCTOBER 31, 2020

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(143,631.72)
HEAD START/EARLY HEAD START	118,392.81
SUBTOTAL	**(25,238.91)**
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
CHILD DEVELOPMENT RESERVE No. 2	0.00
CHILD CARE FACILITIES	(80.00)
GENERAL CHILD CARE	289,951.71
MIGRANT A/P	1,784,825.95
MIGRANT CHILD CARE	(2,579.37)
MIGRANT SPECIALIZED SERVICES	16,383.43
SAN JOAQUIN COE GENERAL CHILD CARE	478,861.44
STATE PRESCHOOL	244,359.31
SUBTOTAL	**2,811,722.17**
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	192,127.60
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(140,128.52)
EF&S	70,351.50
EFAP	(972,865.82)
FOOD BANK	510,594.47
FOOD BANK CAPACITY PROGRAM	181,818.00
FOOD BANK - STATE	166,554.63
TRADE MITIGATION	(133,580.23)
WONDERFUL FOUNDATION	17,594.97
SUBTOTAL	**(107,533.40)**
ENERGY	(366,246.33)
DOE WAP	(98,068.59)
LIHEAP	(250,490.30)
PG&E	(15,952.05)
DAP (Disgorgement Assistance Program)	(4,072.35)
TRANSFER NEGATIVE BALANCE	1,547,058.74
SUBTOTAL	**812,229.12**
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	**2,000.00**
211	300,656.98
AMERICORPS - CALIFORNIA VOLUNTEERS	(173,546.40)
BANK OF THE WEST	11,621.84
CAL FRESH	(29,489.96)
CALEITC	(219.05)
CAPK FOUNDATION	(440.00)
COST POOLS	2,439.15
COUNTY OF KERN 2020 CENSUS	(2,773.12)
COUNTY OF KERN CARES ACT	380,894.42
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	(18,820.13)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	120,228.40
CSBG	219,180.80
CSBG CARES ACT	6,505.95
CSBG DISCRETIONARY	(23,316.40)
DIFFERENTIAL RESPONSE	(23,860.93)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	1,268,604.03
ECONOMIC EMPOWERMENT	(13,512.07)
EAST KERN FAMILY RESOURCE CENTER	4,450.72
KEDF MEAL DELIVERY RESTAURANT PROGRAM	851.72
FIRST 5 KERN 211	(50,103.26)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(33,568.08)
FIRST 5 HELP ME GROW	(37,060.40)
FRIENDSHIP HOUSE	18,114.06
FUNDRAISING	275,125.44
GAPP FUND	0.00
GENERAL FUND	45,938.99
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(5,952.05)
HOME VISIT INITIATIVE (CO OF KERN)	32,455.18
HUD-COORDINATED ENTRY SYSTEM	(9,339.84)
INDIRECT FUND	1,397,346.76
IRS - VITA	(30,309.35)
NALEO - 2020 CENSUS	7,109.58
NEOPB CAL FRESH HEALTHY LIVING	(214,254.25)
POSITIVE YOUTH DEV SVC	(4,431.22)
POSITIVE YOUTH M	(16,814.38)
SENIOR FARMERS MARKET NUTRITION PROGRAM	11,216.72
SHAFTER YOUTH CENTER	18,020.22
SHARE OUR STRENGTH NO KID HUNGRY	2,818.06
SIERRA FOUNDATION - ASTHMA MITIGATION	100,000.00
SILICON VALLEY COM FOUND MIGRANT ALTERNATIVE PYMT	206,105.28
SO CA EDISON - 211 CUSTOMER RELATIONS	(412.52)
UNITED WAY 211	931.58
UNITED WAY CESH	18,890.96
UNITED WAY COVID-19 211 COMMUNITY RESPONSE	(408.06)
WELLS FARGO FOUNDATION	46,981.80
WIC	(660,353.08)
LESS: ENERGY NEGATIVE BALANCE	(1,547,058.74)
ADD: LINE OF CREDIT	
SUBTOTAL	**1,605,123.07**
TOTAL OPERATING CASH	5,098,302.05

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
October 31, 2020

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 10/31/20		6,062,784.91
LESS: OUTSTANDING CHECKS	964,250.21	
ADJUSTED BANK BALANCE AT 10/31/20		5,098,534.70
GENERAL LEDGER BALANCE AT 09/30/20		4,374,051.15
ADD: DEPOSITS	2,402,927.55	
US TREAS DRAWDOWNS	3,048,427.91	
FUNDS FROM OTHER GRANTS	847,119.36	
TRANSFERS FROM RESTRICTED ACCOUNT LIHEAP/DOE	988,000.00	
ADP /HEALTH EQUITY REFUND	2,225.28	
LINE OF CREDIT LOAN	-	
ONLINE DONATION	-	
REIMBURSEMENT OF ALTERED PAYEE	(164.00)	
LESS: CHECKS	2,458,267.78	
ADP PAYROLL 10/9/20	1,423,676.57	
ADP PAYROLL 10/23/20	1,445,322.01	
EFTS FOR HRA/HSA/ STD/403B	318,191.63	
REC LOAN PRINCIPAL/INT EXPENSES	225,632.44	
CREDIT CARD	51,380.74	
BANK FEES	1,531.22	
ACH VOUCHERS	640,050.16	
	-	
GENERAL LEDGER BALANCE AT 10/31/20		5,098,534.70
	DIFFERENCE:	-

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 11/04/2020

APPROVED BY: TITLE: Chief Financial Officer DATE: 11/04/2020

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2020

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**10/31/20**		**961,076.06**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**10/31/20**		**961,076.06**
BALANCE PER G/L	**09/30/20**		**801,566.99**
ADD: DEPOSITS		159,398.34	
INTEREST		110.73	
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	**10/31/20**		**961,076.06**
		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: 11/02/20

APPROVED BY: TITLE: Chief Financial Officer DATE: 11/02/20

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2020

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**10/31/20**		**806,616.26**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**10/31/20**		**806,616.26**
BALANCE PER G/L	**09/30/20**		**607,385.64**
ADD: DEPOSITS		1,209,125.53	
INTEREST		105.09	
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		1,010,000.00	
BALANCE PER G/L	**10/31/20**		**806,616.26**

** 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: 11/02/20

APPROVED BY: TITLE: Chief Financial Officer DATE: 11/02/20

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2020

WELLS FARGO BANK, N.A.
P. O. BOX 6302(
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**10/31/20**		**31,386.53**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**10/31/20**		**31,386.53**
BALANCE PER GENERAL LEDGER	**09/30/20**		**29,167.95**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
ONLINE DONATIONS		2,524.70	
PAYPAL DEPOSIT		0.00	
INTEREST		4.04	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		12.45	
BANKCARD FEES		297.71	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO GENERAL FUND		0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**10/31/20**		**31,386.53**

** 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: 11/06/20

APPROVED BY: TITLE: Chief Financial Officer DATE: 11/06/20

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2020

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**10/31/20**		**7,523.08**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**10/31/20**		**7,523.08**
BALANCE PER G/L	**09/30/20**		**7,522.06**
ADD: DEPOSITS		0.00	
INTEREST		1.02	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**10/31/20**		**7,523.08**
		DIFFERENCE:	0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 11/02/20

APPROVED BY: TITLE: Chief Financial Officer DATE: 11/02/20

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2020

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	**10/31/20**		**34,948.86**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**10/31/20**		**34,948.86**
BALANCE PER G/L	**09/30/20**		**2.11**
ADD: DEPOSITS		34,944.00	
INTEREST		2.75	
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	**10/31/20**		**34,948.86**
		DIFFERENCE:	0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 11/06/20

APPROVED BY: _____ TITLE: Chief Financial Officer DATE: 11/06/20

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

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Gloria Barbero	Administrator - EHS San Joaquin	547.08
Yolanda Gonzales	Director of Head Start/State Child Development Programs	8,701.52
Freddy Hernandez	Director of Youth and Community Services	770.00
Traco Matthews	Chief Program Officer	1,236.64
Lisa McGranahan	Director of Human Resoures	-
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	3,919.00
Pritika Ram	Director of Administration	(475.04)
Carmen Segovia	Director of Health & Nutrition Services	10,239.58
Sheila Shegos	Director of Community Development	770.00
Jeremy Tobias	Chief Executive Officer	-
Emilio Wagner	Director of Operations	1,809.49
Tracy Webster	Chief Financial Officer	2,837.94
	Total	$ 30,356.21

WELLS FARGO

Statement Expenses

11/03/2020 09:12 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**AP, CAPK**	Start Date:	**10/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7017**	End Date:	**10/31/2020**
Status:	**Open**	Reminder Period:	**11/03/2020** through **11/05/2020**
Charges:	**0.00 USD**	Grace Period:	**11/06/2020** through **11/08/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**11/09/2020** through **11/12/2020**
Total Amount:	**0.00 USD**	Download Period:	**11/13/2020** through **11/30/2020**

Charges

There are no results.

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Statement Expenses

11/03/2020 09:13 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**BARBERO, GLORIA**	Start Date:	**10/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7058**	End Date:	**10/31/2020**
Status:	**Open**	Reminder Period:	**11/03/2020** through **11/05/2020**
Charges:	**547.08 USD**	Grace Period:	**11/06/2020** through **11/08/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**11/09/2020** through **11/12/2020**
Total Amount:	**547.08 USD**	Download Period:	**11/13/2020** through **11/30/2020**

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/16/2020	10/19/2020	Western Building Mat 559-4548500,CA		CAPK Pcard(CAPL Pcard)	No	547.08 USD / 547.08

Total Charges: 547.08 USD

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WELLS FARGO

Statement Expenses

11/03/2020 09:14 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**GONZALES, YOLANDA**	Start Date:	**10/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7009**	End Date:	**10/31/2020**
Status:	**Open**	Reminder Period:	**11/03/2020** through **11/05/2020**
Charges:	**8,701.52 USD**	Grace Period:	**11/06/2020** through **11/08/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**11/09/2020** through **11/12/2020**
Total Amount:	**8,701.52 USD**	Download Period:	**11/13/2020** through **11/30/2020**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	09/30/2020	10/01/2020	In Region Ix Head Start 916-2590971,CA		CAPK Pcard(CAPL Pcard)	No	975.52 USD / 975.52
2.	10/22/2020	10/23/2020	Smore.com - Educator Www.smore.com,PA		CAPK Pcard(CAPL Pcard)	No	79.00 USD / 79.00
3.	10/22/2020	10/23/2020	Smore.com - Educator Www.smore.com,PA		CAPK Pcard(CAPL Pcard)	No	79.00 USD / 79.00
4.	10/28/2020	10/29/2020	Wipflillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	5,390.00 USD / 5,390.00
5.	10/29/2020	10/30/2020	Community Care Licensing 678-7315516,CA		CAPK Pcard(CAPL Pcard)	No	2,178.00 USD / 2,178.00

Total Charges: 8,701.52 USD

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Statement Expenses

11/03/2020 09:14 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**HERNANDEZ, FREDDY**	Start Date:	**10/01/2020**
Card Number:	**xxxx-xxxx-xxxx-8889**	End Date:	**10/31/2020**
Status:	**Open**	Reminder Period:	**11/03/2020** through **11/05/2020**
Charges:	**770.00 USD**	Grace Period:	**11/06/2020** through **11/08/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**11/09/2020** through **11/12/2020**
Total Amount:	**770.00 USD**	Download Period:	**11/13/2020** through **11/30/2020**

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/26/2020	10/27/2020	Wipflillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	770.00 USD / 770.00

Total Charges: 770.00 USD

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WELLS FARGO

Statement Expenses

11/03/2020 09:15 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**MATTHEWS, TRACO**	Start Date:	**10/01/2020**
Card Number:	**xxxx-xxxx-xxxx-3726**	End Date:	**10/31/2020**
Status:	**Open**	Reminder Period:	**11/03/2020** through **11/05/2020**
Charges:	**1,236.64 USD**	Grace Period:	**11/06/2020** through **11/08/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**11/09/2020** through **11/12/2020**
Total Amount:	**1,236.64 USD**	Download Period:	**11/13/2020** through **11/30/2020**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	10/09/2020	10/12/2020	Sq California Forward Gosq.com,CA		CAPK Pcard(CAPL Pcard)	No	350.00 USD / 350.00
2.	10/13/2020	10/14/2020	Mexicali - Ca - 18th Stre Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	36.70 USD / 36.70
3.	10/13/2020	10/15/2020	Vons #1969 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	79.94 USD / 79.94
4.	10/15/2020	10/16/2020	Wipflillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	770.00 USD / 770.00

Total Charges: 1,236.64 USD

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Statement Expenses

11/03/2020 09:15 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**MCGRANAHAN, LISA**	Start Date:	**10/01/2020**
Card Number:	**xxxx-xxxx-xxxx-9914**	End Date:	**10/31/2020**
Status:	**Open**	Reminder Period:	**11/03/2020** through **11/05/2020**
Charges:	**0.00 USD**	Grace Period:	**11/06/2020** through **11/08/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**11/09/2020** through **11/12/2020**
Total Amount:	**0.00 USD**	Download Period:	**11/13/2020** through **11/30/2020**

Charges

There are no results.

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WELLS FARGO

Statement Expenses

11/03/2020 09:16 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**MEADE, JERRY**	Start Date:	**10/01/2020**
Card Number:	**xxxx-xxxx-xxxx-5025**	End Date:	**10/31/2020**
Status:	**Open**	Reminder Period:	**11/03/2020** through **11/05/2020**
Charges:	**3,919.00 USD**	Grace Period:	**11/06/2020** through **11/08/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**11/09/2020** through **11/12/2020**
Total Amount:	**3,919.00 USD**	Download Period:	**11/13/2020** through **11/30/2020**

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/06/2020	10/07/2020	Wipflillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	2,850.00 USD / 2,850.00
2.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/15/2020	10/16/2020	Wipflillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	770.00 USD / 770.00
3.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/29/2020	10/30/2020	Uf Doce Basic Serv Prog 352-3921701,FL		CAPK Pcard(CAPL Pcard)	No	299.00 USD / 299.00

Total Charges: 3,919.00 USD

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Statement Expenses

11/03/2020 09:16 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**RAM, PRITIKA**	Start Date:	**10/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7074**	End Date:	**10/31/2020**
Status:	**Open**	Reminder Period:	**11/03/2020** through **11/05/2020**
Charges:	**(475.04) USD**	Grace Period:	**11/06/2020** through **11/08/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**11/09/2020** through **11/12/2020**
Total Amount:	**(475.04) USD**	Download Period:	**11/13/2020** through **11/30/2020**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	09/30/2020	10/01/2020	La Times Subscription 213-283-2274,CA		CAPK Pcard(CAPL Pcard)	No	23.96 USD / 23.96
	Description	Monthly Electronic Subscription Fee - Sept. 2020					
2.	10/05/2020	10/07/2020	Moo Creamery Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	87.04 USD / 87.04
	Description	Lunch Meeting w/ T. Matthews Heather Frank to discuss CAPK Foundation					
3.	10/06/2020	10/07/2020	Wipflillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	325.00 USD / 325.00
	Description	Registration Fee for Pritika Ram to attend the Wipfli CSBG Org Standards Boot Camp					
4.	10/06/2020	10/07/2020	Wipflillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	325.00 USD / 325.00
	Description	Registration Fee for Kathline Moessner to attend the Wipfli CSBG Org Standards Boot Camp					
5.	10/06/2020	10/07/2020	Wipflillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	325.00 USD / 325.00
	Description	Registration Fee for Lisa McKay to attend the Wipfli CSBG Org Standards Boot Camp					
6.	10/08/2020	10/09/2020	Sq California Forward Gosq.com,CA		CAPK Pcard(CAPL Pcard)	No	350.00 USD / 350.00
	Description	Registration Fee for James Burger to attend the 2020 CA Economic Summit					
7.	10/08/2020	10/09/2020	Sq California Forward Gosq.com,CA		CAPK Pcard(CAPL Pcard)	No	350.00 USD / 350.00
	Description	Registration Fee for Kathline Moessner to attend the 2020 CA Economic Summit					
8.	10/08/2020	10/09/2020	Sq California		CAPK Pcard(CAPL	No	350.00 USD / 350.00

		Forward Gosq.com,CA		Pcard)		
	Description	Registration Fee for Lisa McKay to attend the 2020 CA Economic Summit				
9.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/08/2020	10/09/2020	Sq California Forward Gosq.com,CA		CAPK Pcard(CAPL Pcard)	No	350.00 USD / 350.00
	Description	Registration Fee for Raul Gallardo to attend the 2020 CA Economic Summit					
10.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/08/2020	10/12/2020	California Association Of 800-7764226,CA		CAPK Pcard(CAPL Pcard)	No	75.00 USD / 75.00
	Description	Registration fee for James Burger to attend the CalNonprofits 2020 Policy Convention					
11.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/08/2020	10/12/2020	Housing California Sacramento,CA		CAPK Pcard(CAPL Pcard)	No	(3,060.00) USD / (3,060.00)
	Description	Refund of Registration fees for attendees previously scheduled to attend the Housing CA Conference in April 2020					
12.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/28/2020	10/29/2020	La Times Subscription 213-283-2274,CA		CAPK Pcard(CAPL Pcard)	No	23.96 USD / 23.96
	Description	Monthly Electronic Subscription Fee - Oct. 2020					

Total Charges: (475.04) USD

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WELLS FARGO

Statement Expenses

11/03/2020 09:17 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**SEGOVIA, CARMEN**	Start Date:	**10/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7025**	End Date:	**10/31/2020**
Status:	**Open**	Reminder Period:	**11/03/2020** through **11/05/2020**
Charges:	**10,239.58 USD**	Grace Period:	**11/06/2020** through **11/08/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**11/09/2020** through **11/12/2020**
Total Amount:	**10,239.58 USD**	Download Period:	**11/13/2020** through **11/30/2020**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	10/01/2020	10/02/2020	Wpy California Wic Associ 855-469-3729,CA		CAPK Pcard(CAPL Pcard)	No	270.00 USD / 270.00
2.	09/30/2020	10/05/2020	Toastmasters Renew Web 702-439-5050,CO		CAPK Pcard(CAPL Pcard)	No	65.00 USD / 65.00
3.	10/01/2020	10/05/2020	Toastmasters Renew Web 702-439-5050,CO		CAPK Pcard(CAPL Pcard)	No	45.00 USD / 45.00
4.	10/03/2020	10/05/2020	Fs Optimoroute 877-3278914,CA		CAPK Pcard(CAPL Pcard)	No	114.00 USD / 114.00
5.	10/03/2020	10/05/2020	Hertz Rent-a-car Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,190.63 USD / 1,190.63
6.	10/03/2020	10/05/2020	Hertz Rent-a-car Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,190.63 USD / 1,190.63
7.	10/03/2020	10/05/2020	Hertz Rent-a-car Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,190.63 USD / 1,190.63
8.	10/08/2020	10/08/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	112.06 USD / 112.06
9.	10/08/2020	10/12/2020	Hertz Rent-a-car Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	(138.20) USD / (138.20)
10.	Transaction Date	Posting Date	Merchant	General Ledger Code E11	Unit	Receipt Submitted ‡	Amount / Original Currency

	10/13/2020	10/13/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	152.94 USD / 152.94

11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/13/2020	10/13/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	50.98 USD / 50.98

12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/13/2020	10/13/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	5.00 USD / 5.00

13.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/13/2020	10/13/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	5.00 USD / 5.00

14.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/13/2020	10/13/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	5.00 USD / 5.00

15.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/13/2020	10/13/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	5.00 USD / 5.00

16.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/13/2020	10/14/2020	Lassens Natural Foods-bk Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	196.09 USD / 196.09

17.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/14/2020	10/14/2020	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	No	105.88 USD / 105.88

18.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/22/2020	10/23/2020	Fredpryor Careertrack 800-5563012,KS		CAPK Pcard(CAPL Pcard)	No	1,990.00 USD / 1,990.00

19.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/25/2020	10/26/2020	Hertz #0126919 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,083.98 USD / 1,083.98

20.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/25/2020	10/26/2020	Hertz #0126919 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,083.98 USD / 1,083.98

21.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/25/2020	10/26/2020	Hertz #0126919 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,083.98 USD / 1,083.98

22.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/29/2020	10/30/2020	Fidelity Safety - Food Httpswww.fide,CA		CAPK Pcard(CAPL Pcard)	No	432.00 USD / 432.00

Total Charges: 10,239.58 USD

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WELLS FARGO

Statement Expenses

11/03/2020 09:17 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**SHEGOS, SHEILA**	Start Date:	**10/01/2020**
Card Number:	**xxxx-xxxx-xxxx-0776**	End Date:	**10/31/2020**
Status:	**Open**	Reminder Period:	**11/03/2020** through **11/05/2020**
Charges:	**770.00 USD**	Grace Period:	**11/06/2020** through **11/08/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**11/09/2020** through **11/12/2020**
Total Amount:	**770.00 USD**	Download Period:	**11/13/2020** through **11/30/2020**

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/15/2020	10/16/2020	Wipflillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	770.00 USD / 770.00

Total Charges: 770.00 USD

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Statement Expenses

11/03/2020 09:18 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**TOBIAS, JEREMY**	Start Date:	**10/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7066**	End Date:	**10/31/2020**
Status:	**Cardholder Reviewed**	Reminder Period:	**11/03/2020** through **11/05/2020**
Charges:	**0.00 USD**	Grace Period:	**11/06/2020** through **11/08/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**11/09/2020** through **11/12/2020**
Total Amount:	**0.00 USD**	Download Period:	**11/13/2020** through **11/30/2020**

Charges

There are no results.

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WELLS FARGO

Statement Expenses

11/03/2020 09:18 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**WAGNER, EMILIO**	Start Date:	**10/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7041**	End Date:	**10/31/2020**
Status:	**Open**	Reminder Period:	**11/03/2020** through **11/05/2020**
Charges:	**1,809.49 USD**	Grace Period:	**11/06/2020** through **11/08/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**11/09/2020** through **11/12/2020**
Total Amount:	**1,809.49 USD**	Download Period:	**11/13/2020** through **11/30/2020**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	10/02/2020	10/05/2020	Bestbuycom806332772691 Richfield,MN		CAPK Pcard(CAPL Pcard)	No	194.84 USD / 194.84
2.	10/07/2020	10/08/2020	Vzwrlss Prpay Autopay 888-294-6804,FL		CAPK Pcard(CAPL Pcard)	No	65.00 USD / 65.00
3.	10/09/2020	10/12/2020	Ring Multicam Yearly Httpsring.com,CA		CAPK Pcard(CAPL Pcard)	No	100.00 USD / 100.00
4.	10/19/2020	10/20/2020	Onestepgpscom 181-865-9203,CA		CAPK Pcard(CAPL Pcard)	No	209.25 USD / 209.25
5.	10/20/2020	10/21/2020	Mindbody, Inc. 805-5462000,CA		CAPK Pcard(CAPL Pcard)	No	445.40 USD / 445.40
6.	10/29/2020	10/30/2020	Wipflillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	795.00 USD / 795.00

Total Charges: 1,809.49 USD

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Statement Expenses

11/03/2020 09:19 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**WEBSTER, TRACY**	Start Date:	**10/01/2020**
Card Number:	**xxxx-xxxx-xxxx-6993**	End Date:	**10/31/2020**
Status:	**Open**	Reminder Period:	**11/03/2020** through **11/05/2020**
Charges:	**2,837.94 USD**	Grace Period:	**11/06/2020** through **11/08/2020**
Out-of-pocket:	**0.00 USD**	Approval Period:	**11/09/2020** through **11/12/2020**
Total Amount:	**2,837.94 USD**	Download Period:	**11/13/2020** through **11/30/2020**

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/30/2020	10/02/2020	Victors Mexican Grill Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	838.94 USD / 838.94

2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/09/2020	10/12/2020	Feldesman Tucker Leifer F 512-0800052,DC		CAPK Pcard(CAPL Pcard)	No	1,999.00 USD / 1,999.00

Total Charges: 2,837.94 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 66.66%)

Line Item	2020/21 Budget	3/1/20 - 10/31/20 Actual	% Expended	Available Budget
USDA Revenue (Note A)	619,546	422,734	68.2%	196,812
Head Start Subsidy	1,080,077	672,545	62.3%	407,532
Total Revenue	1,699,623	1,095,279	64.4%	604,344
Expenditures (Note B)				
Salaries	597,785	391,870	65.6%	205,915
Benefits	193,353	122,490	63.4%	70,863
Vehicle Gasoline, Repair/Maintenance	27,000	17,165	63.6%	9,835
Space Costs	48,202	84,477	175.3%	(36,275)
Supplies - Office & Food Service	86,000	45,260	52.6%	40,740
Equipment Repair/Maintenance & Lease	35,300	3,977	11.3%	31,323
Communication	13,000	10,169	78.2%	2,831
Risk Insurance	12,700	10,008	78.8%	2,692
Printing	1,000	421	42.1%	579
Hiring & Employee Costs	100	-	0.0%	100
First Aid	500	25	5.0%	475
Other Misc	-	22	-	(22)
Raw Food/Vended Meals	502,129	324,965	64.7%	177,164
Sub Total	1,517,069	1,010,848	66.6%	506,221
Adult Meals Prepared	28,497	46,075	161.7%	(17,578)
Indirect	154,057	38,355	24.9%	115,701
Total Expenditures	1,699,623	1,095,279	64.4%	604,344

	Prior Period	October 2020	Cumulative
Total Meals Prepared and Vended (Note C)	261,477	53,891	315,368
Total Meals Claimed	156,827	40,993	197,820
Difference	104,650	12,898	117,548

Percentage Claimed to Prepared/Vended		76.1%	62.7%

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

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/20 - 6/30/21 (3 OF 12 MONTHS = 25.0%)

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	$ 587,800	$ -	$ -	$ -	$ -	$ -	$ -				$ 1,538,920		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	$ -		
Net Provider Payments	$ 431,498	$ 519,622	$ 587,800	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,538,920	81.97%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**7,907,363**		**19.46%**
Administration & Support Services Revenue															
Provider Payments	$ 431,498	$ 519,622	$ 587,800	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,538,920		
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	$ 124,685	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 326,437		
Program Administration/Support Services Costs	65,934	71,199	71,268										208,400	11.10%	
Indirect (10% x MTDC) Costs	48,956	58,294	65,124										172,374	6.93%	
Transfer Indirect to CSBG	-	(42,232)	-										(42,232)		
Total Operating Costs	$ 114,890	$ 87,261	$ 136,392	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	338,542	18.03%	
Revenue Earned Over/(Under) Costs	$ (23,360)	$ 22,962	$ (11,707)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	(12,105)		
TOTAL COSTS - NET OF FAMILY FEES	$ 546,388	$ 606,883	$ 724,192	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	1,877,463	100.00%	

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

Provider payments	1,538,920
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	326,437

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 (4 OF 12 MONTHS = 33.3%)

	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	4,151									13,037	
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	$ 205,635	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 645,833	**18.27%**
Maximum Reimburseable Amount (MRA)													**$3,535,022**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	96.80%	99.43%	99.43%	97.42%										**99.04%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%										100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-0126)														
Adjusted Days of Enrollment - Certified	1,174	1,581	3,070	5,342									11,166	
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	$ 266,289	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 556,620	**12.74%**
Maximum Reimburseable Amount (MRA)													**$4,367,697**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	97.90%	98.36%	98.18%	98.38%										**98.02%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%										100.00%
MIGRANT CHILD CARE (CMIG-0004)														
	195	159	138	159									651	
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	$ 7,868	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 32,254	**12.68%**
Maximum Reimburseable Amount (MRA)													**$254,377**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	98.30%	100.00%	97.62%	100.00%										**99.54%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%										100.00%

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

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

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

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

Services: Overall financial and accounting functions of the organization

Activities	October-2020		Year to Date 03/1/20 -010/31/20	
Description	**Number**	**Amount**	**Number**	**Amount**
Bank Deposits	16	2,380,928	109	21,777,502
Wire Deposits	20	3,897,773	107	7,693,859
Head Start/IRS Drawdowns	5	3,016,165	42	20,878,734
Vendor Checks Issued	506	2,632,012	6,135	20,989,424
Payroll Disbursed		2,868,999		21,495,354
Grant Reports Prepared	38		225	
Americorp Fed				
Americorp State				
CalFresh Outreach				
CalFresh SSI				
CARES Act Food Delivery Program				
CMAP				
CMIG				
CMSS				
CSPP				
Census				
CESH				
Commodity Supplemental Food Prog				
CSBG				
CSBG Cares				
DAP				
Differential Response				
Economic Empower				
EFAP CARES Act				
Food Purchase Distribution Prog				
First 5 Kern – East Kern Family				
First 5 Kern – Help Me Grow				
First 5 Kern – 2 1 1 Helpline				
Goodwill				
Head Start/Early Head Start Kern SF-425				
Head Start Expansion SF-425				
Head Start San Joaquin SF-425				
Head Start Quarterly FFR				
Homeless LBNC				
Home Visit Program				
KEDF Meal Delivery				
LIHEAP				
MCAP Fiscal Report & Caseload				
Postive Youth				
Postive Youth Medi-Cal				
San Joaquin COE General Child Care				
TEFAP				
VITA FFR				
WIC				

Total Division Staffing 21 positions

1 Vacancies (Fiscal Technician)

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	887,394
Total Liabilites	7,481,959
Total Net Assets	13,899,945
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	66,107,452
Donations	31,410,450
Other Revenue	1,835,376
In-Kind	190,735
Total Revenue	99,544,013
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	1,417,282
Net Assets, beginning	12,482,663
Net Assets, ending	13,899,945

Community Action of Partnership of Kern
Agency Total

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

ASSETS	
Cash in Bank	5,976,025
Cash - Vacation Reserve	960,874
Petty Cash	300
Accounts Receivable	(1,524,884)
Travel Advance	2,469
Prepaid Expense	439,890
Inventory	1,451,829
Net Fixed Assets - Unrestricted	1,447,942
Net Fixed Assets - Restricted	8,413,482
Total Assets	17,167,927
LIABILITES AND NET ASSETS	
Accounts Payable	661,469
Accrued Expenses	3,488
Accrued Vacation	960,769
Line of Credit	-
Note Payable	1,579,020
Advance Payable	318,485
Deferred Revenue	-
Total Liabilites	3,523,231
Total Net Assets	13,644,695
Total Liabilities and Net Assets	17,167,926

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

REVENUE	
Grant Revenue	39,691,397
Donations	3,173,994
Other Revenue	4,016,876
In-Kind	4,151,768
Total Revenue	51,034,034
EXPENDITURES	
Salaries	20,811,181
Benefits	6,115,948
Travel	142,465
Space Costs	4,253,383
Supplies	1,974,172
Consultant/Contract Services	1,899,022
Other Costs	1,922,327
Program Costs	5,577,973
Capital Expenditures	718,247
Indirect	3,722,798
In-Kind	4,151,768
Total Expenditures	51,289,284
Net Change in Assets	(255,250)
Net Assets, beginning	13,899,945
Net Assets, ending	13,644,695

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 10-31-20 (66.6%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	35,295,491	19,206,011	16,089,480	54%
BENEFITS	10,824,659	5,719,221	5,105,438	53%
TRAVEL	925,612	137,939	787,673	15%
SPACE COST	11,015,674	3,532,766	7,482,908	32%
SUPPLIES	3,319,097	1,879,948	1,439,149	57%
EQUIPMENT	92,760	926,110	(833,350)	998%
CONSULTANT/CONTRACT SERVICES	4,856,366	1,377,822	3,478,544	28%
OTHER COSTS	3,595,745	1,745,587	1,850,158	49%
PROGRAM COSTS	14,048,842	5,517,559	8,531,283	39%
INDIRECT	8,006,619	3,743,095	4,263,524	47%
TOTAL	91,980,865	43,786,059	48,194,806	48%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 10-31-20 (66.6%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	24,696,802	14,112,691	10,584,111	57%
BENEFITS	7,909,663	4,246,590	3,663,073	54%
TRAVEL	417,754	52,321	365,433	13%
SPACE COST	9,500,942	2,403,952	7,096,990	25%
SUPPLIES	2,637,345	1,274,359	1,362,986	48%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,337,430	486,992	850,438	36%
OTHER COSTS	1,829,915	819,009	1,010,906	45%
PROGRAM COSTS	8,157,623	4,301,619	3,856,004	53%
INDIRECT	5,127,674	2,729,081	2,398,593	53%
TOTAL	61,615,148	30,426,614	31,188,534	49%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 10-31-20 (66.6%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,228,141	2,413,543	1,814,598	57%
BENEFITS	1,235,823	618,385	617,438	50%
TRAVEL	242,490	69,320	173,170	29%
SPACE COST	650,140	546,230	103,910	84%
SUPPLIES	258,822	328,530	(69,708)	127%
EQUIPMENT	87,760	920,840	(833,080)	1049%
CONSULTANT/CONTRACT SERVICES	561,751	212,925	348,826	38%
OTHER COSTS	384,691	353,935	30,756	92%
PROGRAM COSTS	4,130,882	1,081,437	3,049,445	26%
INDIRECT	1,059,657	476,083	583,574	45%
TOTAL	12,840,157	7,021,228	5,818,929	55%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 10-31-20 (66.6%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,082,216	979,639	1,102,577	47%
BENEFITS	543,661	244,065	299,596	45%
TRAVEL	146,000	5,960	140,040	4%
SPACE COST	315,785	125,204	190,581	40%
SUPPLIES	107,730	28,068	79,662	26%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,884,710	497,745	1,386,965	26%
OTHER COSTS	936,378	306,070	630,308	33%
PROGRAM COSTS	909,205	81,178	828,027	9%
INDIRECT	692,569	220,345	472,224	32%
TOTAL	7,618,254	2,488,274	5,129,980	33%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 10-31-20 (66.6%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,446,168	1,213,653	1,232,515	50%
BENEFITS	623,618	249,653	373,965	40%
TRAVEL	76,378	9,333	67,045	12%
SPACE COST	338,374	339,984	(1,610)	100%
SUPPLIES	176,583	186,523	(9,940)	106%
EQUIPMENT	5,000	5,270	(270)	105%
CONSULTANT/CONTRACT SERVICES	507,725	128,468	379,257	25%
OTHER COSTS	371,772	184,357	187,415	50%
PROGRAM COSTS	798,132	52,432	745,700	7%
INDIRECT	482,423	205,219	277,204	43%
TOTAL	5,826,173	2,574,891	3,251,282	44%

5,826,173

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 10-31-20 (66.6%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,567,468	352,028	1,215,440	22%
BENEFITS	438,247	123,472	314,775	28%
TRAVEL	42,990	1,005	41,985	2%
SPACE COST	208,233	117,184	91,049	56%
SUPPLIES	132,517	55,734	76,783	42%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	514,750	771	513,979	0%
OTHER COSTS	59,179	30,556	28,623	52%
PROGRAM COSTS	53,000	894	52,106	2%
INDIRECT	601,652	66,904	534,748	11%
TOTAL	3,618,036	748,548	2,869,488	21%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 10-31-20 (66.6%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	274,696	134,458	140,238	49%
BENEFITS	73,647	237,056	(163,409)	322%
TRAVEL	-	-	-	0%
SPACE COST	2,200	211	1,989	10%
SUPPLIES	6,100	6,733	(633)	110%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	50,000	50,921	(921)	102%
OTHER COSTS	13,810	51,661	(37,851)	374%
PROGRAM COSTS	-	-	-	0%
INDIRECT	42,644	45,463	(2,819)	107%
TOTAL	463,097	526,503	(63,406)	114%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2020/21
BUDGET TO ACTUAL - 3/1/20 TO 10/31/20 (7 OF 12 MONTHS = 66.67%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 7,642,243**	**$ 3,743,095**	**49.0%**	**$ 3,899,148**
Expenditures				
Salaries	3,710,632	1,778,710	47.9%	1,931,922
Benefits @ 24.2% actual	906,536	403,421	44.5%	503,115
Total Personnel Costs	4,617,168	2,182,130	47.3%	2,435,038
Operating Costs				
Travel	56,750	6,050	10.7%	50,700
Space Costs	193,300	143,239	74.1%	50,061
Supplies	119,400	93,495	78.3%	25,905
Consultant/Contract	1,004,366	547,857	54.5%	456,509
Other Operating Costs	298,600	178,991	59.9%	119,609
Total Operating Costs	1,672,416	969,632	58.0%	702,784
Total Expenditures	**$ 6,289,584**	**$ 3,151,762**	**50.1%**	**$ 3,137,822**
Excess Indirect Revenue	**$ 1,352,659**	**$ 591,333**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 917,844	$ 484,265	52.8%	$ 433,579
Operations	1,937,318	1,074,735	55.5%	862,583
Executive	1,145,335	313,297	27.4%	832,038
Community Development	354,917	261,722	73.7%	93,195
Finance	1,757,619	1,014,722	57.7%	742,897
Youth and Community Svcs	176,551	3,022	1.7%	173,529
	$ 6,289,584	$ 3,151,762	50.1%	$ 3,137,822

Prepared Date: 11/05/2020

MEMORANDUM

To: Budget and Finance Committee

From: Sheila Shegos, Director of Community Development

Date: November 12, 2020

Subject: *Agenda Item 6e*: Community Resource Project: Energy Upgrade California Program Agreement – **Action Item**

Community Action Partnership of Kern's 211 Kern program serves to provide information and referral services across Kern County and beyond to support people during crisis and challenging times. 211 continues to grow its capacity and reach across new sectors and in new ways, with new partners, to include Community Resource Project, a sister community action agency based in Sacramento.

The proposed project, Time of Use Education Outreach Program, known as "TOU", will serve to provide outreach, advocacy and education to raise awareness and encourage adoption of energy saving strategies in Northern California and Central Valley communities. Information will be provided by Energy Upgrade California (EUC) on how to effectively save Energy by running gas and electric during non-peak hours, targeting low-income families, low-income seniors, multi-cultural persons and communities, and disabled persons.

211 Information and Referral Specialists will share non-peak hours information and rate increases that will take effect in the near future. Informational brochures will be mailed out in Home Energy Assistance Program (HEAP) applications. Additionally, TOU information will be shared on CAPK's Facebook platform with the goal to reach 400 families/people per month. During the agreement period of Nov. 1, 2020 – Dec. 31, 2021, CAPK's 211 program will receive $30,000 for program staffing costs.

Serving the CAPK mission and strategic plan goal #2, the 211 program and staff are eager to support this vital service to Kern residents.

Recommendation:

Committee approval for CEO to sign Community Resource Project – Energy Upgrade California Program Agreement with Community Resources Project, Inc.

Attachment:

Community Resource Project – Energy Upgrade California Program Agreement.

AGREEMENT
ENERGY UPGRADE CALIFORNIA PROGRAM

This **AGREEMENT – ENERGY UPGRADE CALIFORNIA PROGRAM (**hereinafter, "Agreement"**)** is made this 1 day of November, 2020, by and between Community Resource Project Inc., a California non-profit corporation (hereinafter, "CRP"), and Community Action Partnership of Kern_(hereinafter, "TOU Community Partner Educator").

1. RECITALS

1.1 CRP is authorized agent and outreach grant recipient for the Energy Upgrade California ("EUC") campaign. CRP is charged with planning, coordinating and implementing a marketing and education initiative for the EUC Program reaching specified customer groups, including low-income seniors, multi-cultural, and disabled in several counties in the California Central Valley and surrounding communities. To carry out its charged duties under the EUC Campaign, CRP is authorized to enter into agreements with local community entities to provide outreach and other services to implement and promote the EUC Campaign.

1.2 TOU Community Partner Educator is a non-profit located in Kern County California.

1.3 CRP desires to contract with TOU Community Partner Educator and TOU Community Partner Educator is willing and able to perform the services described in this Agreement under the terms and for the compensation set forth below.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

2. SCOPE OF SERVICES.

2.1 Goals and Plans. TOU Community Partner Educator shall provide outreach, advocacy, education and organizational services as described in the Appendix A which is attached hereto and which is incorporated into and made a part of this Agreement, in support of the goals put forth by the statewide marketing and education initiative for the EUC Program and by CRP.

2.2 Goals. The goal of the EUC Campaign and program is to raise awareness and encourage adoption of energy saving strategies in Northern California and Central Valley communities through education, advocacy, outreach programs, social media and earned media targeting the following customer groups: low income; low income seniors; multicultural persons and communities; and disabled persons.

2.3 Timeline. The following timeline is provided for TOU Community Partner Educator performance of consumer outreach activities described above in Appendix A.

3. OVERSIGHT OF TOU COMMUNITY PARTNER ACTIVITIES BY CRP.

3.1 Direction and Administration. Direction and administration will regularly be provided by CRP with regular and ongoing phone and email communications. CRP will provide feedback and benchmarks via monthly phone calls. To keep the outreach program on track, CRP and TOU Community Partner Educator will also do the following:

a. Monthly check-in calls for program development reporting of monthly objectives with the program between CRP and TOU Community Partner Educator;

b. CRP will also check in with TOU Community Partner Educator by email or phone as necessary to update deliverables and timelines;

c. When the program is underway, TOU Community Partner Educator will report monthly to CRP the metrics on meetings, outreach efforts and engagements with individuals, the number of persons or groups reached, the number of pledges generated, and the number and nature of follow-ups;

d. TOU Community Partner Educator will complete the monthly metrics forms as part of the regular monthly updates.

4. COMPENSATION

4.1 Compensation. CRP shall pay TOU Community Partner Educator a maximum of $30,000_ divided into one advanced payment and four quarterly payments for the performance of services and the completion of the deliverables described in this Agreement. These payments are neither automatic nor guaranteed, but are contingent upon the satisfactory performance by the TOU Community Partner Educator in providing services and the Deliverables described herein, with such determination being at the sole discretion of CRP and the EUC. In addition, payments to TOU Community Partner Educator shall be contingent upon the continuance of the EUC program by the California Public Utilities Commission.

4.2 Schedule of Payments. The schedule of payments under this Agreement by CRP to TOU Community Partner Educator shall be as follows:

a. Advance. An advance of $5,000_ will be made within 30 days of receipt of a signed agreement from the TOU Community Partner Educator representative.

b. Invoicing Schedule. Payment will be made within 30 days of receipt of the quarterly invoice. TOU Community Partner Educator is to invoice CRP on a quarterly basis as follows:

Invoice #1 – January 10, 2021
- $6,250_____

Invoice #2 – April 10, 2021
- $6,250_____

Invoice #3 – July 10, 2021
- $6,250_____

Invoice #4 – October 10, 2021
- $6,250____

CRP will pay TOU Community Partner Educator within 30 days receipt of the quarterly invoice provided that performance and reporting requirements under this Agreement are satisfied.

5. TERM OF AGREEMENT AND TERMINATION.

5.1 Term. The term of this Agreement shall be from November 1, 2020 through December 31, 2021 or earlier.

5.2 Termination. Either CRP or TOU Community Partner Educator may terminate this agreement before the end of its term for any reason by providing 30 days written notice to the other party. In the event of early termination, CRP will pay TOU Community Partner compensation equal to the percentage of TOU Community Partner's completion of performance of its goals and outreach deliverables as of the date of termination.

6. INDEPENDENT CONTRACTOR.

6.1 TOU Community Partner Educator acknowledges and agrees that in entering into and performing the services, obligations and covenants of this Agreement, it is at all times acting as an independent contractor. Nothing contained in this Agreement shall be construed as creating an employment relationship between CRP and TOU Community Educator.

7. NOTICE.

7.1 All notices, consents, requests, demands, and other communications required or permitted under this Agreement shall be in writing and shall conclusively be deemed effective (1) on personal delivery; (2) on confirmed delivery by courier service; (3) on the first business day after transmission if sent by confirmed facsimile transmission or by electronic mail transmission with unmodifiable proof of content delivery at time of delivery; (4) three days after deposit in the United States mail by certified mail postage prepaid addressed to the party to be notified as set forth below.

To: CRP Luis H. Sanchez,

Chief Executive Officer
Community Resource Project, Inc.
250 Harris Avenue
Sacramento, CA 95838

To: Jeremy Tobias, CEO
Community Action Partnership, Kern
5005 Business Park North
Bakersfield, CA 93309

7.2 Change of Address. Either Party may change its address for purposes of this Section by giving written notice of its new address to the other party in the manner set forth above.

8. REPRESENTATIONS AND WARRANTIES OF TOU COMMUNITY EDUCATOR.

8.1 Duly Formed Organization. TOU Community Educator is a governmental entity, validly existing and in good standing under the laws of the State of California.

8.1 Authorization for Agreement. TOU Community Educator has the power and authorization to enter into and perform this Agreement and the execution of this Agreement has been duly authorized by all necessary corporate action. The person or persons signing this

Agreement on behalf of TOU Community Educator are duly authorized to execute this Agreement in the name of TOU Community Educator and the signatures of such person or persons are sufficient to bind TOU Community Partner Educator.

8.2 Valid Obligation. This Agreement constitutes a valid and binding obligation on TOU Community Partner Educator, enforceable in accordance with its terms.

8.3 No Default. Neither the execution or delivery of this Agreement or the consummation of the transactions contemplated by it will constitute a default or violation of TOU Community Partner Educator's Articles of Incorporation, Bylaws or any license, lease, franchise or other agreement to which TOU Community Partner Educator is a party.

8.4 Debarment. TOU Community Partner Educator is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal or department or agency.

9 INSURANCE.

At all times while this Agreement is in effect, TOU Community Partner Educator shall maintain in effect, general liability insurance coverage with a minimum occurrence coverage in the amount of $500,000.00 (five hundred thousand dollars) and automobile liability insurance with minimum occurrence coverage in the amount of $500,000.00 (five hundred thousand dollars). If TOU Community Partner Educator employs any person, it shall carry workers compensation in the legally required form and coverage. Upon execution of this Agreement, TOU Community Partner Educator shall provide to CRP certificates of insurance evidencing compliance with insurance required by this Agreement and which name CRP as an additional insured.

10 GENERAL PROVISIONS.

10.1 Further Necessary Acts and Documents. he parties shall execute and deliver

such other documents and shall take such other actions as may be reasonably necessary to evidence or to carry out the intent and purposes of this Agreement. Each party agrees to cooperate in the performance and carrying out of this Agreement and neither party shall do anything to directly or indirectly prevent, hinder, or interfere with the performance of this Agreement.

10.2 Agreement Includes Recitals. All recitals are incorporated by reference into this Agreement.

10.3 Agreement Binding Upon Agents, Employees, Successors, Etc. This Agreement shall inure to the benefit of and be binding upon the agents, employees, stockholders, members, directors, officers, successors, and assigns of each party.

10.4 Entire Agreement. This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement existing between the parties pertaining to the matters encompassed herein and supersedes all prior and contemporaneous agreements of the parties as to such matters. Neither party has been induced to enter into this Agreement by any representation, or warranty outside those expressly set forth herein.

10.5 Governing Law. This Agreement shall be construed and enforced in accordance with California law in effect as of the Effective Date of this Agreement, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.

10.6 Counterparts. This Agreement may be executed in one or more counterparts, all of which together shall be deemed to be one instrument.

10.7 Amendments. This Agreement may be supplemented, amended, or modified only by the mutual agreement of all parties, evidenced in a writing signed by the parties.

10.8 Severability. In the event that any provision of this Agreement shall be held to be illegal, invalid, or unenforceable under existing or future laws effective during the time for the performance of this Agreement, the legality, validity, and enforceability of the remaining parts of this Agreement shall not be affected, and such remaining portions shall be liberally construed to affect the intent of the parties expressed in this Agreement.

10.9 Waiver. No waiver of any portion of this Agreement shall be effective, unless made in writing and signed by the party making such waiver. No waiver of any breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or of any other provision of this Agreement.

10.10 Indemnity. TOU Community Educator Partner agrees to defend, indemnify and hold harmless CRP, EUC, the California Public Utilities Commission, and their respective officer, directors, agents, employees, and insurers of and form all claims, demands, causes of action, damages or losses brought or asserted by any person arising from or related to the making or the termination of this Agreement; TOU Community Partner's representations against and warranties set forth herein; or TOUC Community Partner Educator's performance of its obligations under this Agreement and any acts or omissions related to such performance.

10.11 Attorney's Fees. In the event of any court action, proceeding or arbitration brought by either party hereto to enforce or to seek damages for breach of this Agreement, or to interpret any of its terms or provisions, or to seek a declaration of rights hereunder, the prevailing party shall be entitled to recover from the non-prevailing party, its reasonable attorney's fees and costs, including the reasonable services provided by in-house counsel, incurred in prosecuting or defending such action, proceeding or arbitration.

IN WITNESS WHEREOF, the parties hereto have executed and delivered this Agreement.

"CRP"
COMMUNITY RESOURCES PROJECT, INC.:

Date: _____ By: _____
Luis H. Sanchez, Chief Executive Officer

"TOU COMMUNITY PARTNER EDUCATOR"

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

Appendix A: Time of Use Education Outreach Program 2021

Work Plan

Project Name: Energy Upgrade California Time of Use Education Campaign

TOU Community Partner Agency: Community Action Partnership of Kern

Project Description: To deliver education campaign information about the Time of Use program to impacted populations, low income, multicultural, disability and low income seniors within TOU identified counties. The TOU campaign encompasses community outreach, grassroots engagement, and communication strategies identified in the work plan.

Service Areas: Kern County

Tasks:

Direct Outreach: Total 7,245 or 402 contacts per month.

Basic Outreach:

- Phone Banking Events 5
- Webinars, workshops, and presentations 5
- Tabling and Events 10, when appropriate

Ramp-up PG&E Wave 3:

- Phone Banking events 6 events (1,200 per event)
- Events 10

Indirect Reach: Total 26,430

This is to be achieved through the following outreach strategies:

Basic Outreach:

- Emails 3,540
- Direct Mailers 823
- Social Media posts 5
- Newsletter articles 4
- Earned media pieces 2

Ramp-up PG&E Wave 3:

- Social Media posts 5

Progress Reports and Program Completion reports

The TOU Educator shall participate in regular meetings, virtually or teleconference, with CRP to review campaign results and/or strategies. TOU Educator will submit monthly reports on their progress to CRP.

Planned Activity Calendar:

TOU Educator will provide to CRP, two months in advance, a planned calendar of events, activities, and media posts and pieces of their outreach activities.

Reports and calendars should be sent to:

Veronica Herrera, Program Manager
Community Resource Project
250 Harris Ave
Sacramento, CA 95838
(916) 567-5220 ext.2273
veronicah@communityresourceproject.org

Funding Allocation and Payment schedule:

Total funding $30,000, with an initial advance of $5,000. Thereafter, quarterly payments of $6,250 will be issued by CRP.

Quarterly Payment Schedule:

January 10, 2021

April 10, 2021

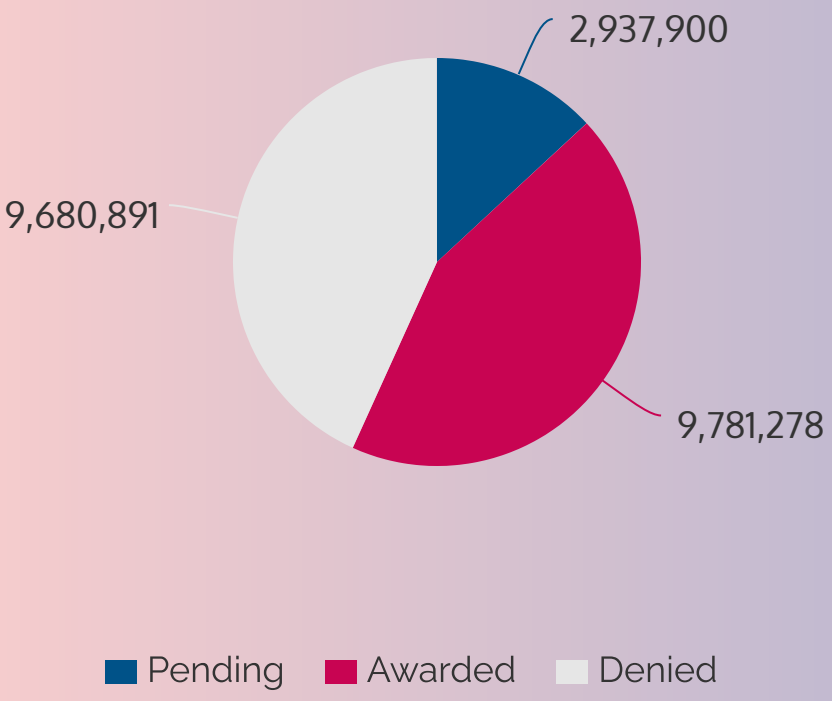
July 10, 2021

October 10, 2021

Note: correspondence and reports submitted by the TOU Educator to CRP shall be sent to:

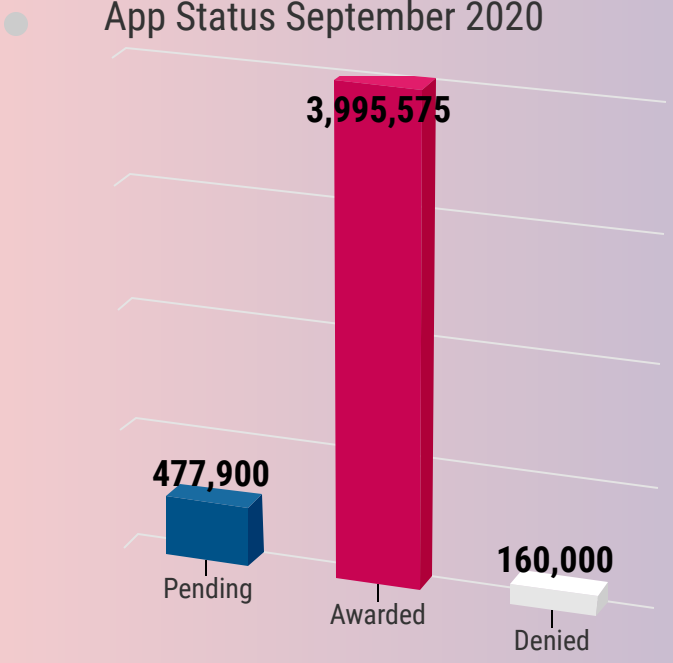
Veronica Herrera, Program Manager
Community Resource Project
250 Harris Avenue
Sacramento, CA 95838
(916) 567-5220 ext. 2273 office
(916) 413-4024 cell
veronicah@communityresourceproject.org email

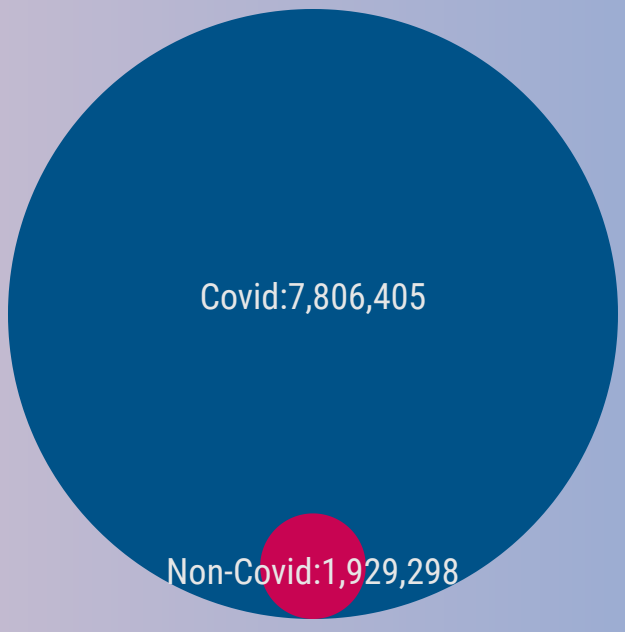
Application Status Report
September 2020



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		

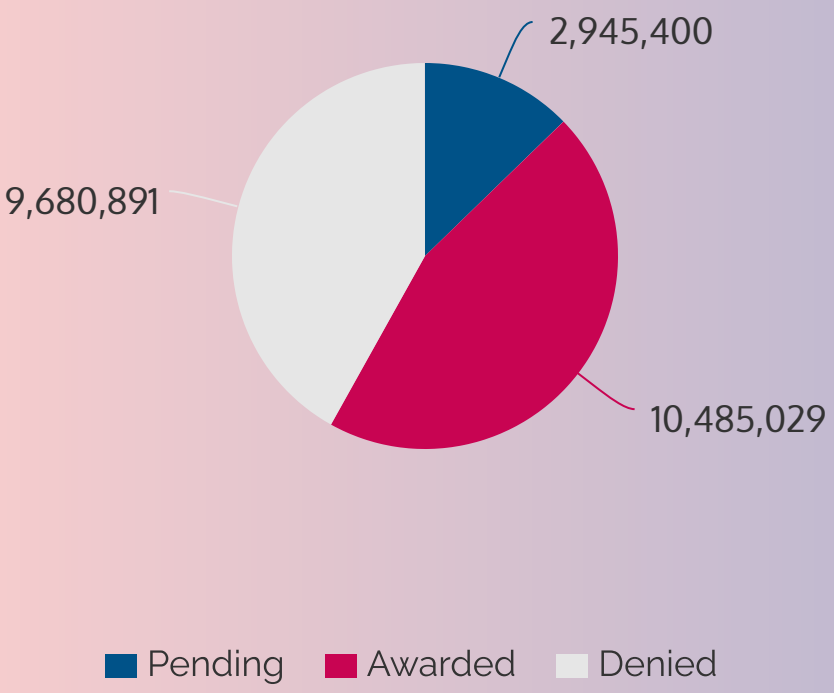
Funding Information			
Funding Type	Government	**CAPK Program**	Operational
Funding Agency	Kern County	**Project Name**	Kern Recovers Nonprofit Grant
CFDA	N/A	**Target Population**	Kern County residents
Estimated Request	$20,000	**Division Director**	Pritika Ram
Award Period	10/1/20 - 10/15/20	**Program 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

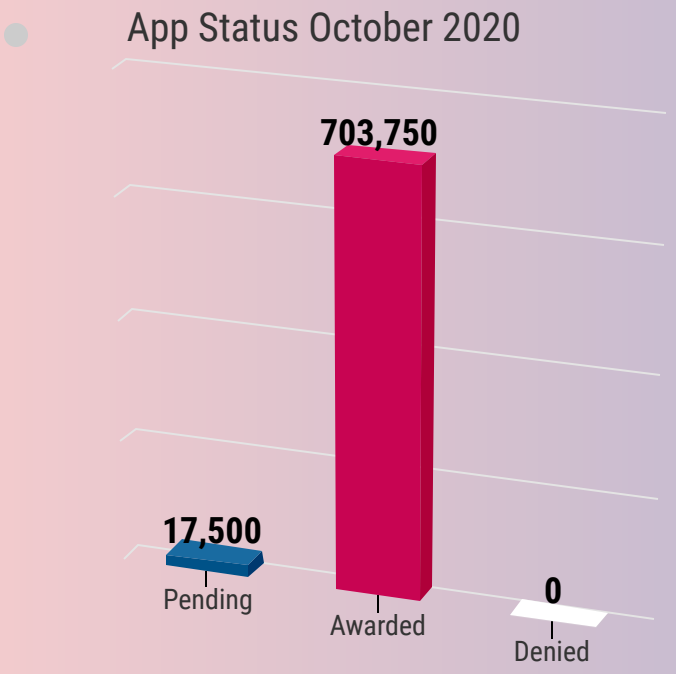
Policy Council: _____ PRE Presentation: _____ B&F Approval: _____ Board Approval: _____

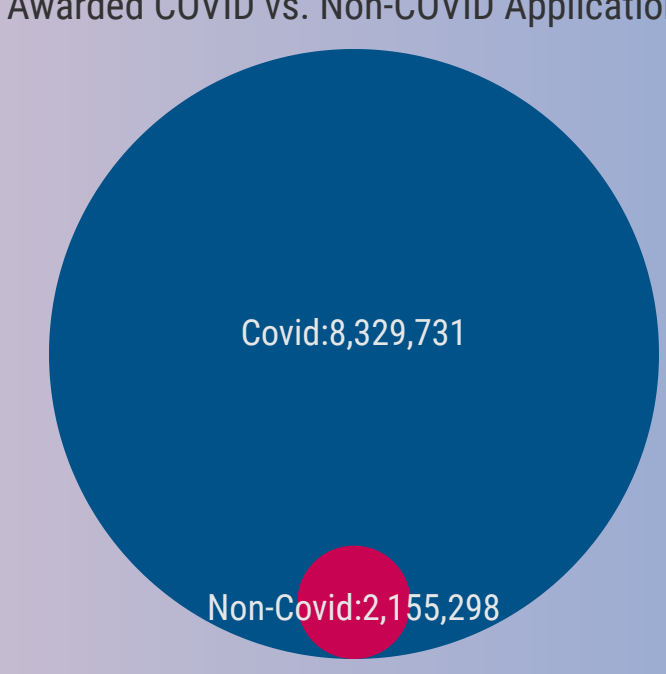
Application Status Report
October 2020



Grant Funding Year-to-Date

January 1, 2020 - October 31, 2020





Funder	Opportunity	Program	Requested	Awarded	Decision Date	Date Submitted	Status
Kern County	Kern Recovers Nonprofit Grant Program	Food Bank	$20,000	$5,000	10/26/2020	10/6/2020	Awarded
Community Resource Project, Inc.	Time of Use (TOU)	2-1-1 Kern	$10,000	$10,000	10/21/2020	5/15/2020	Awarded
Heffernan Foundation	Shafter Youth Center Computers Lab	SYC	$10,000	$3,000	10/19/2020	9/17/2014	Awarded
Kern County	Housing for Harvest	CDD	$0	$519,750	10/15/2020		Awarded
US Internal Revenue Service (IRS)	VITA 2020/2021	VITA	$166,842	$166,000	10/1/2020	6/1/2020	Awarded
Citizens Bank	Financial Empoweerment	VITA	$10,000	$0		10/15/2020	Pending
Citizens Bank	Virtual Food Drive	Food Bank	$5,000	$0		10/15/2020	Pending
Cal Water	Food Bank Operational Support	Food Bank	$2,500	$0		10/8/2020	Pending

MEMORANDUM

To: Board of Directors

From: Pritika Ram, Director of Administration

Date: November 18, 2020

Subject: *Agenda Item VIII(a)*: Community Action Partnership of Kern Foundation Monthly Report: November 2020 - **Action Item**

On Thursday, November 5, 2020, the Community Action Partnership of Kern (CAPK) Foundation held its first meeting. Many of the items on the agenda were business related and all action items were approved by the Board, including the adoption of the bylaws and authorization for counsel to file the State of Information. The Board also adopted the Foundation logo, displayed on the attached Board of Directors Roster, which includes two CAPK Board of Director members, Fred Plane and Nila Hogan. During the meeting Kevin Burton was elected as the Board Chair and Ariana Joven was elected as the Vice-Chair. A formal meeting schedule is being developed for 2021 and will be shared with staff and this Board.

With the development and operation of a functioning Foundation, staff has met an objective under Goal 1, which was to create a CAPK Foundation as discussed during the August 2019 Board Retreat.

Recommendation:
Staff recommends the Board of Directors approve the CAPK Foundation monthly report for November 2020.

Attachment:
Community Action Partnership of Kern Foundation Board Roster

Board of Directors Roster

Effective November 5, 2020

	NAME	OCCUPATION	INDUSTRY
1	Kevin Burton Chair	Director of Business Development	Business & Fund Development
2	Ariana Joven Vice Chair	Government Affairs Manager	Philanthropy / Farming & Agriculture
3	Michael Bowers	Director of Public Affairs	Healthcare / Physician Provider Network
4	Don Bynum	Chief Executive Officer	Real Estate / Business Owner
5	Nila Hogan	Business Owner	CAPK Board Secretary
6	Chase Nunneley	Assistant Treasurer & Tax Collector	Government & Finance
7	Gina Pettit	Community Engagement Advisor	Oil & Gas
8	Fred Plane	Retired CFO / Adjunct Teacher	Education / Finance / CAPK Vice-Chair
9	Michele Shain	Senior Director, Neuro & Cardiac Services Administration	Healthcare / Hospital Network
10	Megan Silva	Vice President of Government Relations & Public Affairs	Oil, Natural Gas and Petroleum
11	Chei Whitmore	Vice President of Branches	Banking / Finance

MEMORANDUM

To: Board of Directors

From: Lisa Price, Program Governance Coordinator

Date: November 18, 2020

Subject: *Agenda Item IX(a)*: November Policy Council Report – **Action Item**

The Policy Council met on October 27, 2020 at which time quorum was established. This was the final meeting of the 2019-2020 term and was conducted via teleconference as per California Governor Executive Order N-25-20.

Refunding applications for the Early Head Start Child Care Partnership as well as for Kern Head Start/Early Head Start were presented to the Council. Information specific to each application was shared independent of one another. Budget detail was provided to Council members and reviewed for both applications. Upon conclusion of each presentation a motion was made, with subsequent unanimous approval obtained, for the submission of the Early Head Start Child Care Partnerships as well as the Kern Head Start/Early Head Start refunding applications 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 November Report and the Policy Council meeting minutes from October 27, 2020.

Attachment:
Policy Council Meeting Minutes from October 27, 2020

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
October 27, 2020
Teleconference ID: 141 187 076#
Per Governor's Executive Order N-25-20

1. Call to Order
   Chairperson Nila Hogan called the meeting to order at 5:38 p.m.
   a. Moment of Silence
   b. Reading of the Promise of Community Action
   "Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other."

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

3. Approval of Agenda *ACTION
   a. A motion was made by Nicole Cabe to approve the agenda dated October 27, 2020; seconded by Kaylonie Howard. Motion carried unanimously.

4. Approval of Minutes Chairperson *ACTION
   a. A motion was made by Nicole Cabe to approve the minutes of September 22, 2020; seconded by Destiny Thompson Butler. 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; Leslie Mitchell, Director Head Start/State Child Development- Education; Gloria Barbero Assistant Director of Head Start and State Child Development-San Joaquin; Sylvia Ortega, Quality Assurance Administrator; Carolyn Coffey, Education and Support Services Administrator; Esperanza Contreras, Partnership Administrator; LeTisha Brooks, Program Administrator; Alan Rodriguez, Health and Nutrition Manager; Luz Adams, Program 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 October 20, 2020 with topics of discussion on Inclusion/Disabilities and Family Engagement. Members received information on the Ages & Stages Questionnaire. It was also shared that we, as a program are required to serve 10% of our funded enrollment to children with disabilities. Collaboration with Local Education Agencies is one of the ways that helps us to meet this requirement. Family Engagement information shared included a discussion on Family Partnership Agreements using the Early Learning Outcome Framework tool. The committee was also provided information about the web-based curriculum ReadyRosie, including the various ways it supports parents at home as their child's first teacher. Two-way

communication between teachers and families through the use of Learning Genie was also exampled.

b. Planning Committee
The Planning Committee met on October 6, 2020. The 2020 Goals and Objectives for both Kern Head Start/Early Head Start as well as the Early Head Start Child Care Partnership were reviewed with the subcommittee with subsequent approval. Enrollment reports for the months of August and September were shared with members as well. It was also noted the Child Adult Care Food Program prepared in excess of 28,000 meals in July and more than 18,000 in August. Compliance reporting for August indicated assessments for all part year centers have been completed. Additionally, Health and Safety Screeners were done (virtually) in September with child file reviews to begin in October. This review process will supplement the current desktop monitoring.

c. Budget & Finance Committee
The Budget & Finance committee met on October 20, 2020 through teleconference. Budget to actual financial documents for all grants as well as Parent Activity Funds and Parent Local Travel and Reimbursement reports were also shared. Additionally, budget detail along with additional information regarding the Early Child Care Partnership and Kern Head Start/Early Head Start refunding applications were provided to the committee for review, discussion, and subsequent approval. Committee members were thanked for their time and commitment.

d. Bylaws Committee
The Bylaws Committee met via teleconference on October 13, 2020. A recap noted that the bylaws had been approved by both the subcommittee and the full Council. It was shared that the next step is to present them to the CAPK Board of Directors for approval. The steps in this process as well as the draft memo to the Board was shared with the committee. Members were invited to attend (virtually) if their schedules allowed. In closing members expressed gratitude not only for the opportunity to serve on the committee (and Policy Council) but for each other and the bonds created. Staff also thanked members for their commitment, persistence, and work in revising the bylaws which once Board approved will be used for future Policy Council terms to come.

7. Presentations
None

8. New Business *ACTION

a. 2021 Early Head Start Child Care Partnership Refunding Application ~ Jerry Meade, Assistant Director of Head Start & State Child Development/Program
Jerry Meade stated, "as we come to the end of this Policy Council term, we typically seek approval for refunding applications that are due later in the year." He provided information with regard to the Early Head Start Child Care Partnership application for continued funding. Jerry shared that the application has a due date of December 1, 2020 and that we will be requesting continued funding for our partnership services at Bakersfield College, Blanton Child Development Center, Garden Pathways, Taft College and Escuelita Hernandez Child Development Center. This application would also support the direct services model that we have at our Angela Martinez Center. The funding year would begin March 1, 2021 and go through February 28, 2022 in the amount of $2,769,382. Jerry added that a detailed budget breakdown as well as current budget information for comparison purposes was also included with the memorandum in the Policy Council Packet. He noted there is an increase in personnel and fringe which is directly related to the cost of living adjustment received in the current year as well as quality improvement funding which will be ongoing. Jerry noted, there were some other adjustments made throughout the budget however nothing noteworthy other than some adjusted costs for facility usages as well as facility renovations. A question was posed by a member inquiring since the program is not functioning at the same capacity (limited enrollment) will that affect the grant in any way? Jerry thanked her for the question and stated that it will not affect funding as COVID is viewed as a "temporary situation". It was added that funding for our current year is secure and we have the ability to support all of our partners in continued services. However, if we do not expend all of those funds, we will have the opportunity to request to carryover, for use on other projects in the next funding year. The allocation for our next funding year is also unchanged and that is why we are applying for the full

amount. It was furthermore stated that we do not anticipate changes to our current funding or future funding as it relates to the current pandemic. It was noted we will be able to resume normal services or semblance of such when the pandemic is over. Upon conclusion of the discussion, staff recommended Policy Council approve the submission of the application for continued funding for the Early Head Start Child Care Partnership Grant for the 2021-2022 budget period to the Office of Head Start. Motion was made by Destiny Thompson Butler; seconded by Bianca Garibay. Motion carried unanimously.

b. 2021 Head Start/Early Head Start Kern Refunding Application ~ Jerry Meade, Assistant Director of Head Start & State Child Development/Program
Jerry shared information with regard to the Kern Head Start/Early Head Start refunding application which has a start date of March 1, 2021. He shared that within the application it is the intent for the program to continue to provide the same comprehensive services through the models we are currently using in our 0-5 state blended programs. The total amount of the award is $3,762, 939. Budget details for this grant year as well as for the current year were included with the memorandum in the Policy Council packet. It was noted there are significant variances in the personnel and fringe categories as it relates to the cost of living adjustment and the quality improvement funding where additional positions will be added to our organizational structure. Another notable area of significance is in the child and family services supplies line item. This has been increased by $282,000 to purchase needed supplies. It was shared at this time; we have been able to successfully distribute the surplus of supplies "left-over" from the 9 centers the program closed 2 years ago. However, now that those supplies have been exhausted it was necessary to increase this area of the budget to ensure we can continue purchasing those needed materials. Jerry shared another notable area of significance is with regard to construction. He stated that we do not have additional funding in this (current) budget to support the construction projects that have already been funded through the start of this funding year and through carryover. Upon completion of the presentation, staff recommended Policy Council approve the submission of the application for continued funding for the Kern Head Start/Early Head Start Grant for the 2021-2022 budget period to the Office of Head Start. Motion made by Nicole Cabe; seconded by Bianca Garibay. Motion carried unanimously.

9. <u>Communications</u>
   a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2020 through September 30, 2020
   b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2020 through September 30, 2020
   c. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2020 through September 30, 2020
   d. Early Head Start San Joaquin Budget vs. Actual Expenditures, February 1, 2020 through September 30, 2020
   e. Parent Local Travel & Child Care through September 30, 2020
   f. Parent Activity Funds through September 30, 2020
   g. Kern Head Start and Early Head Start Non-Federal and In-Kind Report, March 1, 2020 through September 30, 2020
   h. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2020 through September 30, 2020
   i. Head Start PRE-Report ~ September 2020
   j. Policy Council School Readiness Meeting Minutes ~ September 15, 2020 (English/Spanish)
   k. Policy Council Budget & Finance Meeting Minutes ~ September 15, 2020 (English/Spanish)
   l. Letter of Termination Raeann Haggard ~ September 29, 2020
   m. Letter of Termination Helena Conolly ~ September 29, 2020
   n. Policy Council Planning Meeting Minutes ~ October 6, 2020 (English/Spanish)
   o. Fall Activities During COVID-19
   p. Murray Farms, Kern County ~ October 2-31, 2020
   q. Dell'Osso Farms, San Joaquin County ~ October 3-31, 2020
   r. Children's Mobile Immunization Clinic ~ October 2020 (English/Spanish)
   s. Flu Guide for Parents ~ Center for Disease Control (English/Spanish)

t. What is Domestic Violence ~ National Center on Parent, Family and Community Engagement
u. Fire Safety in the Kitchen: Family Cooking Checklist ~ Kern County Fire Department (English/Spanish)
v. Head Start Awareness – Share Your Head Start Story

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

10. Program Governance Report ~ Lisa Price

Lisa Price thanked members for participating in the final Policy Council meeting of this term. She spoke to a few items received after completion of the packet which were emailed to members. Included were the November Mobile Immunization Calendar, Kern County Library expanded hours and services as well as a free, drive-thru Bulky Waste Collection Event taking place at various locations within Bakersfield. Lisa stated she wanted to thank and express her deepest appreciation to members. Lisa shared in November 2019 the new term started strong then several months later, came March and because of COVID Policy Council immediately went not only to teleconference meetings but subcommittee meetings were cancelled and only the Executive Committee met, not the full Council. She went on to share how eventually we were able to get back to full Council meetings. Everyone adapted very well to the new virtual setting and subcommittee meetings followed shortly thereafter. Lisa commended members on their time and commitment on a job well done stating that even though we were in this pandemic, there was still business to be conducted. She shared some of the accomplishments Policy Council members were a part of during this term such as, the approval of refunding applications, self-assessments, School Readiness goals for the current program year, Cost of Living Adjustment for staff, CARES Act funding and more. Lisa also stated that members received via mail, a certification of participation as well as a letter of recommendation from Head Start Director Yolanda Gonzales. She also recognized Destiny Thompson Butler for her service to Policy Council as a 3-year member. In closing Lisa also thanked staff, with an extra special acknowledgement given to Yolanda Gonzales and Jerry Meade for their continued support and sharing their knowledge and time with not only members but with her as well. In closing, Lisa shared that she hoped that there were members who are able to continue and return to serve for the new term.

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

Yolanda thanked members for their support of staff and the continued commitment in supporting our program; sharing that it is difficult to find adequate words to express the true appreciation felt. Yolanda commended members on their dedication and how they stayed focused and committed to the mission and the purpose of the Council. She added that members have always worked hard and shared innovative ideas. Yolanda noted that members have developed a great partnership not only with the Council but with center staff as well, giving many hours throughout their year of service. Yolanda shared that members were always available to support and give a helping hand. Even when having to change our journey and going into new territory members continued to show up and be a part of meetings. The hard work and dedication of members did not go unnoticed. Yolanda added, even more than that, members have made an impact in our communities, an impact to the families and children we serve. In closing Yolanda wished members the very best and hoped that the new Council will have some returning members; for those who are off on a new journey her hope was they take with them nuggets of new learning. She again thanked members for all of their work, dedication and stated they will always be part of the Head Start Family.

12. Policy Council Chairperson/Announcements ~ Nila Hogan

Nila Hogan thanked all the parents and representatives for their time. She shared that being new to the Council can feel "scary" then going from in person meetings to online was another adjustment, but members hung in there and did a great job. Nila was very appreciative of staff, and all that was done to help members be a "good board". She shared that the assistance given with reports and the explanations of information provided to members gave them the ability to be able to vote and make a difference to benefit all children in the program. In closing Nila expressed thanks to staff adding they made it easy for her to do her job; she also hoped her path would cross with members in the future.

13. Adjournment ~ Chairperson

Meeting was adjourned at 6:11 p.m.

BOARD OF DIRECTORS

2021 BOARD & STANDING COMMITTEE MEETING CALENDAR

MONTH	PERSONNEL COMMITTEE	PRE COMMITTEE	B & F COMMITTEE	AUDIT & PENSION COMMITTEE	EXECUTIVE COMMITTEE	BOARD MEETINGS
January	1/6	1/13	1/20	1/14		1/27
February	2/3	2/10	2/17			2/24
March	3/10	3/17	3/24			3/31
April	4/7	4/14	4/21	4/15		4/28
May	5/5	5/12	5/19			5/26
June	6/9	6/16	6/23			6/30
July					7/21	
August	8/4	8/11	8/18	8/19		8/25
September	9/8	9/15	9/22			9/29
October	10/6	10/13	10/20			10/27
November	11/2	11/3	11/10	11/9		11/17
December					12/15	

- Board of Director Meetings and Committee Meetings are generally held at the Community Action Partnership or Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA. Notice of change in meeting location will be given in advance.
- Community Action Partnership of Kern follows the meeting guidelines of the Ralph M. Brown Act. All meetings are open to the public.

Notes:

- November meetings are held one week early due to the Thanksgiving Holiday.
- No Standing Committee or Board meetings are scheduled in July & December. All items will be heard at the Executive Committee meetings.

11/18/20