DATE	March 31, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 395 256 785#

Board of Directors Meeting Agenda

Per Governor's Executive Order N-25-20, Meeting to be held via Tele-Conference. 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 93309

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.

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
Joe Garcia	Mike Maggard	Fred Plane
Craig Henderson	Jonathan Mullings	Ana Vigil

b. Review of the New Board Agenda Format – Jeremy Tobias, Chief Executive Officer – ***Info Item***

II. Public Comments

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.

III. Special Presentation

a. Retirement of Michael Lackman, Human Resources – Presented by Lisa McGranahan, Director of Human Resources

IV. Consent Agenda

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Board or the Public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed – ***Action Item***

a. Minutes from the February 24, 2021 Board of Directors Meeting ***(p. 4-9)***
b. Minutes from the March 10, 2021 Personnel & Affirmative Action Committee Meeting ***(p. 10-11)***
c. Minutes from the March 11, 2021 Executive Committee Meeting ***(p. 12-13)***
d. Minutes from the March 17, 2021 Program Review & Evaluation Committee Meeting ***(p. 14-16)***
e. Minutes from the March 24, 2021 Budget & Finance Committee Meeting ***(p. 17-20)***

f. Head Start / State Child Development Revised Job Descriptions & Org Structure ***(p. 24-38)***
g. CalFresh Healthy Living Program Revised Job Descriptions ***(p. 39-46)***
h. CalFresh Healthy Living Program Manager Title Change ***(p. 47-51)***
i. Community Development Division New Staffing Positions ***(p.52-71)***
j. Proposal for New Finance Position ***(p. 72-76)***
k. Early Head Start Child Care Partnership Contract Addendum ***(p. 77-97)***
l. February 2021 Program Reports ***(p. 98-126)***
m. Application Status Reports & Funding Requests ***(p. 127-129)***
n. February 2021 Head Start / State Child Development Enrollment Update & Meals Report ***(p. 130-131)***
o. Kern County Community Assessment Update 2021 ***(p. 132-189)***
p. Strategic Plan Progress Report: Goal 2 ***(p. 190-191)***
q. Head Start / Early Head Start Budget to Actual Reports ***(p. 192-209)***
r. Community Development Financial Institution (CDFI) and Community Development Corporation (CDC) Request for Proposal Results ***(p. 210)***
s. New Executive Vehicle Policy ***(p. 211-215)***
t. Employee Floating Holiday ***(p. 216)***
u. Agency Wide Budget Revision #1 ***(p. 217-229)***
v. Early Head Start Childcare Partnership Change of Scope Request ***(p. 230-232)***
w. Funding Increase Request for a Cost-of-Living Adjustment ***(p. 233-235)***
x. Update to County of Kern Housing for the Harvest Services Agreement ***(p. 236-270)***
y. CAPK Strategic Plan Program Report Goal 6 ***(p. 271-272)***
z. February 2021 Financial Statements ***(p. 273-315)***

V. New Business

a. Bakersfield Regional Homeless Collaborative (BKRHC) Coronavirus Relief Fund (Motel Agreement) – ***Action Item (p. 316-346)*** — Sheila Shegos, Director of Community Development

b. Funds Transfer to Community Action Partnership of Kern Foundation – ***Action Item (p. 347)*** — Tracy Webster, Chief Financial Officer

c. M Street Navigation Center Update – ***Info Item (Verbal)*** — Laurie Hughey, M Street Navigation Center Program Manager

d. Preparation for the Strategic Plan Board Retreat – ***Info Item (Verbal)*** — Pritika Ram, Director of Administration

VI. CAPK Foundation Report

a. CAPK Foundation Report – ***Action Item*** — Kayla Wofford-Nelson, Associate Director of Development

1. March 2021 CAPK Foundation Report ***(p. 348)***
2. Minutes from the January 26, 2021 Meeting ***(p. 359-351)***

VII. Advisory Board Reports

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

1. March 2021 Policy Council Report ***(p. 352)***
2. February 23, 2021 Policy Council Minutes ***(p. 353-357)***

VIII. Chief Executive Officer Report

a. CEO Report for March 2021 – ***Action Item – Receive & File (Verbal Report)*** Jeremy Tobias, Chief Executive Officer
   1. COVID-19 Update
   2. North Kern Low-Income Seat
   3. Facilities Plan
   4. Agenda Format

IX. Board Member Comments

X. Closed Session

XI. Closed Session Report

XII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, April 28, 2021
5005 Business Park North
Bakersfield, CA 93309

XIII. 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, March 26, 2021. Paula Daoutis, Administrative Coordinator.

DATE	February 24, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 186 577 142#

Board of Directors Meeting Minutes

Per Governor's Executive Order N-25-20, Meeting to be held via Tele-Conference. 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 93309

I. Call to Order

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

a. Board Seat Appointment – ***Action Item***

i. Accepting the appointment of Joe Garcia as the 14th State Senate District Representative.

Motion was made and seconded to accept the appointments of Joe Garcia as the 14th State Senate District Representative. Carried by unanimous vote (Henderson/Hogan).

b. Roll Call was taken with a quorum present:

Present: Janea Benton, Jimmie Childress, Curtis Floyd, Joe Garcia, Craig Henderson, Nila Hogan, Michelle Jara-Rangel, Maritza Jimenez, Mike Maggard, Yolanda Ochoa, Marian Panos, Fred Plane, and Ana Vigil

Absent: Jonathan Mullings, Guadalupe Perez

Others present: Jeremy Tobias, Chief Executive Officer; Lorraine Casillas, Director of Finance; Yolanda Gonzales, Director of Head Start / State Child Development; Fred Hernandez, Director of Youth & Community Services; Lisa McGranahan, Director of Human Resources; Traco Matthews, Chief Program Officer; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Sheila Shegos, Director of Community Development; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff; David Klauber from Resource Development Associates; and Alex Dominguez from Klein DeNatale Goldner Cooper, Rosenlieb & Kimball, LLP.

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for February 24, 2021. Carried by unanimous vote (Benton/Ochoa).

III. Approval of Meeting Minutes

a. Minutes of January 27, 2021 Board of Directors Meeting – ***Action Item***

Motion was made and seconded to approve the minutes of the January 27, 2021 meeting. Carried by unanimous vote (Panos/Plane).

IV. Introduction of Guests / Public Forum

Former Board Member Jose Gurrola addressed the Board and thanked them for the opportunity to serve as a member of the Board for the last two years and stated his desire to continue his involvement with CAPK, and extended well wishes to Mr. Garcia.

V. Special Presentation

a. Presentation of the Ralph M. Brown Act by Alex Dominguez, Associate Attorney with Klein, DeNatale, Goldner, Cooper, Rosenlieb & Kimball, LLP.

Attorney Alex Dominguez reviewed the major components of the Brown Act with the Board and highlighted some of the key requirements. Make Maggard suggested that all future emails to the Board should display the email addresses on the bcc line to avoid inadvertently violating the Brown Act if recipients happen to reply to emails by selecting the "reply all" feature.

VI. New Business

a. 2021-2023 Strategic Plan Update by Pritika Ram, Director of Administration, and David Klauber, Resource Development Associates – ***Info Item***

Pritika Ram introduced David Klauber, who provided the Board with an update on the status of the work group meetings he has been conducting to determine the Board's goals, objectives and discussed the upcoming Board Retreat sessions in April. David also stated that part of the focus during the work meetings is to develop the 2021-2023 Strategic Plan and discussed the next steps with the estimated completion date by the end of summer 2021.

b. Board Recruitment: North Kern Low-Income Sector - Pritika Ram, Director of Administration – ***Info Item***

Pritika Ram described the recruitment process for the North Kern Low-Income Sector and stated that an ad-hoc committee has been appointed to oversee the recruitment and election processes. The advertisement for this seat will begin on March 8, 2021 with applications and all materials due back to staff by April 9, 2021. If more than one application is received, an election will take place on May 10, 2021.

c. COVID-19 Voluntary Vaccination Policy – Tracy Webster, Chief Financial Officer and Lisa McGranahan, Director of Human Resources – ***Action Item***

Tracy Webster and Lisa McGranahan presented the above action item for approval. The Board engaged in discussion with staff regarding planned educational videos to be distributed to the staff, time off for staff who may experience side effects from the vaccine, and the option to contract with a vaccination center to expedite staff vaccinations.

Lisa McGranahan clarified that CAPK is unable to provide specialized time off for potential vaccination side effects, because not all employees are able eligible to partake in this option and CAPK cannot provide a benefit to one class of employee and benefits must be equitable to all staff. Regular sick leave or vacation leave could be utilized. Jeremy Tobias advised the Board that there is always a possibility that the State Community Care Licensing may issue a mandate that all childcare providers be vaccinated. This issue will be addressed at a later date if the State does impose this mandate.

Other questions were raised about the tracking and sharing of employee vaccinations. Lisa McGranahan stated that evidence of employee vaccinations will be maintained in HR and only confirmation of vaccinations will be shared with Payroll for the purpose of the comp time payment.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Plane/Jara-Rangel).

d. Early Head Start Child Care Partnership Contract Revision – Esperanza Contreras, Partnership Administrator – ***Action Item***

Esperanza Contreras presented the above action item for approval. Following the presentation, the Board engaged in discussion with staff on several issues raised regarding enrollment, facility renovations, and the contract terms with the facility operator. The Board requested that the contract language be changed to reflect that funds issued for the purpose of renovations be repaid to CAPK on an amortized schedule if the facility operator should terminate the partnership agreement with CAPK prior to the original 4-year term.

Board Chair Curtis Floyd asked if there was a motion to approve staff's recommendation.

Motion was made and seconded to approve staff's recommendation. The motion did not pass. (Ochoa/Vigil).

After clarification of the discussion above, a second motion was presented.

Motion was made and seconded to authorize staff to revise the language of the contract amendment presented to the agreed upon language recommended by the Board, and further authorize the Executive Committee to approve the revised contract amendment on behalf of the full Board. Carried by unanimous vote (Vigil/Maggard)

VII. Committee Reports

a. Personnel & Affirmative Action Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***

1. Minutes from the February 3, 2021 Meeting
2. Community Development Division New Staffing Positions: Housing Services Program Manager & Rental Assistance Supervisor
3. Head Start / State Child Development Revised San Joaquin County Job Descriptions
4. Human Resources Analytical Info for CY 2020
5. Discussion: Agency Vaccine Strategy
6. Second Extension of COVID-19 Distance Learning Assistance Plan

Tracy Webster reported that all items presented at the February 3, 2021 Personnel Committee meeting were approved.

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

b. Program Review & Evaluation Committee Report – Pritika Ram, Director of Administration – ***Action Item***

1. Minutes from the February 10, 2021 Meeting
2. January 2021 Program Reports
3. Application Status Report
4. January 2021 Head Start / State Child Development Enrollment Update & Meals Report

5. San Joaquin Community Assessment Update for 2021
6. 211 United Way Contracts, Vaccination Calls
7. Strategic Plan Progress Report for Goal 1

Pritika Ram reported that all items presented at the February 10, 2021 Program Review & Evaluation Committee meeting were approved.

Motion was made and seconded to approve the report for the February 10, 2021 Program Review & Evaluation Committee and all items. Carried by unanimous vote (Henderson/Hogan).

c. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***

1. Minutes from the February 17, 2021 Meeting
2. Head Start / Early Head Start Budget to Actual Reports for January 2021
3. Annual Budget for Fiscal Year 2021-2022
4. January 2021 Financial Statements

Tracy Webster reported that all items presented at the February 17, 2021 Budget & Finance Committee meeting were approved.

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

VIII. CAPK Foundation Report

a. CAPK Foundation Report for February 2021 – Pritika Ram, Director of Administration – ***Action Item***

1. February 2021 CAPK Foundation Report
2. Minutes from the December 8, 2020 Meeting

Pritika Ram provided an update on activities of the CAPK Foundation Board and reported that all items presented at the December 8, 2020 Foundation Board Meeting were approved.

Motion was made and seconded to approve the February 2021 CAPK Foundation Board report and all items. Carried by unanimous vote (Henderson/Panos).

IX. Advisory Board Reports

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

1. February 2021 Policy Council Report
2. January 26, 2021 Policy Council Minutes

Nila Hogan provided a summary report of the above Policy Council and recommended Board approval of the above action item.

Motion was made and seconded to approve the February 2021 Policy Council report and all items. Carried by unanimous vote (Childress/Henderson).

X. Chief Executive Officer Report

a. CEO Report for January 2021 – Jeremy Tobias, Chief Executive Officer – ***Action Item***

1. COVID-19 Update
2. Senate Bill 393
3. Revised 2021 Standing Committee Roster

Jeremy Tobias provided an update on COVID-19 and stated that CAPK has cleared the Harvey Hall Center to reopen following a staff outbreak. As stated above, management staff is finalizing vaccination educational materials, including an employee Town Hall meeting. He agreed that it may be possible to look into the possibility of contracting with a vaccination provider to expedite staff vaccinations with a goal of achieving as many staff vaccinations as possible.

Jeremy informed the Board that Senator Melissa Hurtado introduced Senate Bill 393, to modify the Migrant Childcare Alternative Payment Program's funding stream to align with other voucher-based programs. CAPK is a sponsor of the bill. Lastly, Jeremy advised the Board of a couple of minor changes to the Standing Committee assignments.

Motion was made and seconded to approve the Chief Executive Officer's report and all items. Caried by unanimous vote (Henderson/Hogan)

XI. Board Member Comments

- Yolanda Ochoa referenced the Brown Act presentation that stated that votes should be conducted by roll call.
- Ana Vigil asked everybody to keep up the good work and stay safe.

XII. Closed Session

Motion was made and seconded to enter into closed session at 2:04 pm. Carried by unanimous vote (Henderson/Hogan)

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

Motion was made and seconded to reconvene in open session at 2:38 pm. Carried by unanimous vote. (Henderson/Plane).

XIII. Closed Session Report

Board Chair Curtis Floyd announced the Board had completed the evaluation of the CEO Jeremy Tobias, and the Board was very pleased with his performance. Chair Floyd asked the CEO to explain some of the additional decisions.

Jeremy Tobias reported that in closed session, after the completion of the evaluation the Board approved a merit-based salary increase of 3%, and the assignment of an agency vehicle to the CEO for his use.

XIV. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, March 31, 2021
5005 Business Park North
Bakersfield, CA 93309

XV. Adjournment

The meeting was adjourned at 2:40 pm.

DATE	March 10, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 446 174 55#

Personnel & Affirmative Action Committee Minutes

1. **Call to Order**

   Committee Chair 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.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Jimmie Childress, Craig Henderson, Michelle Jara-Rangel, and Fred Plane

   Absent: Yolanda Ochoa

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

3. **Approval of Agenda**

   Motion was made and seconded to approve the Personnel & Affirmative Action Committee Agenda for March 10, 2021. Carried by unanimous vote (Childress/Jara-Rangel).

4. **Public Forum**

   No one addressed the Committee.

5. **New Business**

   a. Head Start / State Child Development Revised Job Descriptions & Org Structure – Jerry Meade, HS Assistant Director: Program – ***Action Item***

      Jerry Meade presented the above action item for approval.

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

b. CalFresh Healthy Living Program Revised Job Description – Tammy Fisher, Program Manager – ***Action Item***

Tammy Fisher presented the above action item for approval.

Motion was made and seconded to approve staff's recommendation (Henderson/Childress).

c. CalFresh Healthy Living Program Manager Title Change – Carmen Segovia, Director of Health & Nutrition - ***Action Item***

Carmen Segovia presented the above action item for approval.

Motion was made and seconded to approve staff's recommendation (Henderson/Jara-Rangel).

d. Community Development Division New Staffing Positions – Sheila Shegos, Director of Community Development – ***Action Item***

Sheila Shegos presented the above action item for approval and brought attention to revisions to the job descriptions made after the agenda was posted.

Motion was made and seconded to approve staff's recommendation that includes revisions to the job descriptions (Jara-Rangel/Henderson).

e. Proposal for New Finance Position – Tracy Webster, Chief Financial Officer & Lorraine Casillas, Director of Finance – ***Action Item***

Tracy Webster presented the above action item for approval.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Henderson/Jara-Rangel).

6. Committee Member Comments

- Fred Plane thanked staff for straightforward reporting.
- Craig Henderson thanked staff for a good job.
- Jeremy Tobias advised the Committee members that staff is working to streamline the Board Agenda's going forward.

7. Next Scheduled Meeting

Personnel & Affirmative Action Committee
12:00 pm
Wednesday, April 7, 2021
5005 Business Park North
Bakersfield, CA 93309

8. Adjournment

The meeting was adjourned at 12:17 pm.

DATE	March 11, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 613 932 558#

Executive Committee Minutes

1. **Call to Order**

   Committee Chair Fred Plane called the meeting to order at 12:04 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern administrative building, located at 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Curtis Floyd, Nila Hogan, Jonathan Mullings, Guadalupe Perez, Fred Plane

   Absent: Janea Benton

   Others present: Jeremy Tobias, Chief Executive Officer; Lorraine Casillas, Director of Finance; Yolanda Gonzales, Director of Head Start / State Child Development; Lisa McGranahan, Director of Human Resources; Traco Matthews, Chief Program Officer; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. **Approval of Agenda**

   Motion was made and seconded to approve the Executive Committee Agenda for March 11, 2021. Carried by unanimous vote (Plane/Hogan).

4. **Public Forum**

   No one addressed the Committee.

5. **New Business**

   a. Early Head Start Child Care Partnership Contract Addendum – Esperanza Contreras, Partnership Administrator – ***Action Item***

      Esperanza Contreras presented the above action item for approval and said that following the Board's instruction to amend the contract addendum language, the contract addendum was changed to reflect that either party could terminate the agreement with 180 days' notice. Jeremy Tobias explained that staff contacted Region IX for clarification regarding the Board's request to have the Partner refund the cost of facility upgrades on a prorated basis if they should terminate the agreement early. Jerry Meade reported that the Region IX office said that Head Start Partners are required to meet the expectations from the Office of Head Start, and often times upgrades are required to their existing facilities. Funding from Region IX is available for upgrades to meet the expectations. The Partners have been advised of the proposed

amendment and are in agreement with the 180 day option to terminate. Traco Matthews provided additional comments from discussions with Region IX, and when he asked how many Partners have terminated early, Region IX reported that there were none. The Committee was reminded that CAPK is the passthrough agency, the funds for Partner upgrades come directly from Region IX and they are not worried about a financial loss if the Partner should terminate the agreement. Region IX advised staff that a claw back clause is not recommended as it ties CAPK to the Partner for 180 days, which could be harmful to CAPK if the Partner has violation issues.

Motion was made and seconded to approve staff's recommendation. Carried by a vote of 3 in favor and 1 opposed. (Hogan/Mullings).

6. Committee Member Comments

- Fred Plane commented that the memo from item 5a should have identified the changes made to the contract and a summary of the conversations between staff and Region IX, along with Region IX's recommendation.
- Curtis Floyd said he voted in opposition because he did not feel the staff had clarified what had been asked by the Board.

7. Closed Session

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

Motion was made and seconded to enter into closed session at 12:20 pm. Carried by unanimous vote (Plane/Hogan).

8. Closed Session Report

Motion was made and seconded to enter into open session at 12:31 pm. Carried by unanimous vote.

Curtis Floyd provided the closed session report and stated that the Committee offered clarification on the approval of the assignment of the agency vehicle to the CEO and approved the purchase of the vehicle with total cost including all fees and taxes not to exceed $40,000.

9. Next Scheduled Meeting

Executive Committee
12:00 pm
Wednesday, July 21, 2021
5005 Business Park North
Bakersfield, CA 93309

10. Adjournment

The meeting was adjourned at 12:32 pm.

DATE	March 17, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 475 485 49#

Program Review & Evaluation Committee Minutes

Per Governor's Executive Order N-25-20, Meeting to be held via Tele-Conference. 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 93309

1. **Call to Order**

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

2. **Roll Call**

   Roll call was taken with a quorum present.

   Present: Joe Garcia, Nila Hogan, Michelle Jara-Rangel, Maritza Jimenez (joined at 12:06), and Marian Panos

   Absent: None

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

3. **Public Comments**

   No one addressed the Committee.

4. **Program Presentation**

   a. CalFresh Healthy Living Program Presentation by Tammy Fisher, Program Manager.

   Tammy Fisher provided information about the CalFresh Healthy Living Program and noted they are in year 2 of 3 funded years. Tammy provided staff updates and the work being done to accomplish the mission, to improve the nutritional health of low-income Californians by providing access to nutrition education, physical activity education, and leadership toward healthy initiatives. The goal is to reach 90,000 qualified individuals.

   The committee posed questions about public charge and pantry items for distribution and Tammy clarified that the program is about education, not the distribution of benefits.

5. New Business

a. February 2021 Program Reports – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram presented a summary of the program reports for approval. Marian Panos requested that staff add a line item to the Food Bank report to reflect inventory totals.

Motion was made and seconded to approve the February 2021 Program Reports. Carried by unanimous vote (Jara-Rangel/Panos).

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

Pritika Ram presented the above Application Status Report and Consent Funding Requests for February 2021 for approval.

Motion was made and seconded to approve the Application Status Report for January 2021. Carried by unanimous vote (Jimenez/Panos)

c. February 2021 Head Start / State Child Development Enrollment Update & Meals Report – Ginger Mendez, Head Start State Enrollment Attendance Manager – ***Action Item***

Ginger Mendez presented the above reports for approval. The committee members posed questions about enrollment for the next school year, and the 11 remaining Partnership slots. Jerry Meade confirmed that staff has not been able to secure additional partners and following consultation with the Office of Head Start, the change of scope for the 11 slots will be presented at the Budget & Finance Committee next week. If approved by the Board, Jerry cautioned it will take some time for facility renovations, but Home Base options will be available until the classrooms can open.

Motion was made and seconded to approve the February 2021 Head Start / State Child Development Enrollment Update & Meals Report. Carried by unanimous vote (Panos/Garcia).

d. Kern County Community Assessment Update for 2021 – Vanessa Cortez, Administrative Analyst – ***Action Item***

Vanessa Cortez presented the 2021 Kern County Community Assessment Update for approval.

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

e. Strategic Plan Progress Report: Goal 2 – Ryan Dozier, Information Systems Business Analyst – ***Info Item***

Ryan Dozier presented the above info item for review and provided updates on the new system launches.

6. Committee Member Comments

- Maritza Jimenez told staff keep up the good work.
- Marian Panos complimented staff on the new program report format.

7. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
Wednesday, April 14, 2021
5005 Business Park North
Bakersfield, CA 93309

8. Adjournment

The meeting was adjourned at 12:55 pm.

DATE	March 24, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 738 641 795#

Budget & Finance Committee Minutes

Per Governor's Executive Order N-25-20, Meeting to be held via Tele-Conference. 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 93309

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, Guadalupe Perez, Fred Plane, Ana Vigil

   Absent: None

   Others present: Jeremy Tobias, Chief Executive Officer; Traco Matthews, Chief Program Officer; Tracy Webster, Chief Financial Officer; Lorraine Casillas, Director of Finance; Yolanda Gonzales, Director of Head Start/State Child Development; Fred Hernandez, Director of Youth & Community Services; 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. **Public Comments**

   No one addressed the Committee.

4. **New Business**

   a. Head Start / Early Head Start Budget to Actual Reports for February 2021 – Heather McCarley, Finance Manager – ***Info Item***

      Heather McCarley presented the above informational reports to the Committee.

      Janea Benton inquired if CAPK normally carries over funds. Heather McCarley responded that before we can request to carry over funding, we need to provide final documentation supporting the carry-over. The due date to submit the final documentation is April. Tracy Webster commented that Finance's goal is to complete a preliminary SF 425 this week to request carry-over funds for construction.

   b. Community Development Financial Institution (CDFI) and Community Development Corporation (CDC) Request for Proposal Results – Pritika Ram, Director of Administration – ***Info Item***

      Pritika Ram presented the above item to the Committee as an information item.

c. Funds Transfer to Community Action Partnership of Kern Foundation – Tracy Webster, Chief Financial Officer ***Action Item***

Tracy Webster presented the above action item to the Committee for approval. Janea Benton requested this item be presented to the Board at the March 31st meeting.

Motion was made and seconded to approve staff's recommendation. Carried by a vote of 4 in favor and 1 abstention. (Perez/Vigil).

d. New Executive Vehicle Policy – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the Vehicle Policy to the Committee for approval.

Janea Benton questioned the section of personal usage of the company vehicle. Tracy Webster responded that this language was included for incidental usage, as necessary. Additionally, this provision was included in consultation with the insurance company to ensure CAPK is protected.

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

e. Employee Floating Holiday – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the Floating Holiday item for Committee approval.

Ana Vigil commented that this is a good idea and thanked the team for considering.

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

f. Agency Wide Budget Revision #1 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item to the Committee for approval.

Janea Benton questioned if this revision is similar to the Head Start Change of Scope request. Tracy Webster commented that it is not and that the Finance Department does not recognize budget revisions until a Notice of Award is received. Upon receipt, a budget revision will be brought to the Committee.

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

g. Early Head Start Childcare Partnership Change of Scope Request – Jerry Meade, HS Assistant Director: Program – ***Action Item***

Jerry Meade presented the Change of Scope request to the Committee and clarified that this request is not for additional funding and stated that the Regional Office is in support of this recommendation.

Janae Benton asked staff to clarify the difference between direct services and partnerships. Jerry Meade responded that direct services represent a classroom or home-based model with CAPK's own operational staff. Partnerships require children to be enrolled in the partners programs and CAPK provides enhancements, and employees are employed by the partner. Partnerships are also less costly than direct services.

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

h. Funding Increase Request for Cost-of-Living Adjustment – Jerry Mead, HS Assistant Director: Program – ***Action Item***

Jerry Meade presented the above action item for approval and stated that this is a 1.22% COLA increase, and a budget revision will be presented to the committee once a Notice of Award is received.

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

i. Update to County of Kern Housing for the Harvest Services Agreement – Sheila Shegos, Director of Community Development – ***Action Item***

Sheila Shegos presented the above action item for Committee approval and advised the Committee that a revision was received after the agenda was posted that changed the start date from March 3, 2021 to March 17, 2021.

Janea Benton asked several questions regarding goals for the program, potential penalties of the goals were not met, and if other agencies in the county are offering similar services. Sheila Shegos confirmed that CAPK is the only agency providing this service and no penalties will be assessed if the goal is not met. Traco Matthews added that CAPK was encouraged to relaunch the program with the funding retroactive.

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

j. CAPK Strategic Plan Program Report Goal 6 – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster presented the above informational item for discussion.

Janea Benton asked if the deferred maintenance schedule will be added to the next strategic plan. Tracy Webster said that this initiative is an ongoing objective and will likely be carried over to the nest Strategic Plan.

k. February 2021 Financial Statements – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the February 2021 financial statements to the Committee.

Janea Benton requested that all credit card statements include a brief description of the expense for transparency purposes.

Motion was made and seconded to approve the February 2021 Financial Statements. Carried by unanimous vote (Plane/Benton).

Janea Benton asked Jeremy Tobias to address how the County's likely move to the COVID red tier will impact CAPK programs. Jeremy Tobias stated that he and Tracy Webster will continue to discuss amending policies that were put in place as a result of the COVID-19 pandemic and staff will continue to follow CDC and State Department of Health guidelines and will review operational protocols, as necessary. He said he expects new guidelines will be released in the coming weeks if cases continue to drop.

Janea Benton inquired if there will be a cost-of-living adjustment for the entire agency, not just for Head Start as we approved earlier. Jeremy Tobias replied that funding for an agency-wide COLA was placed in the budget this year. The decision of enacting a wage COLA for Head Start and potentially all other staff will come back to the

committees and Board at a later date. We typically would bring that back after we received the Notice of Award from Head Start for our contract COLA.

Jeremy Tobias advised the Committee that adjustments were made to the upcoming Board Agenda to ensure more effective and efficient meetings in the future.

5. Committee Member Comments

- Fred Plane thanked the staff for all the hard work.
- Ana Vigil also thanked the staff for their leadership.
- Janea Benton congratulated the team and encouraged rewarding the staff for their success.

6. Next Scheduled Meeting

Budget & Finance Committee
12:00 pm
Wednesday, April 21, 2021
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 1:13 pm.

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director ~ Program

Date: March 10, 2021

Subject: *Agenda Item 5a:* Head Start and State Child Development Revised Job Descriptions and Org Structure – **Action Item**

As shared at the February Personnel Committee meeting, the Early Head Start San Joaquin program began their program fiscal year on 2/1/2021. Additional positions were added to their budget for 2021. The remaining two San Joaquin Job Descriptions are included for approval.

On February 26, 2021 the Kern County Board of Supervisors approved a budget revision for our Home Visiting Program with the Department of Human Services. This revision includes an additional $1.6 million in funding to expand program operation across Kern County. An additional 14 employees will be hired to support this expansion. The revised organizational structure is included with this memorandum for approval. The Home Visiting Coordinator position was created to support the oversite and supervision of this expanded team. Staff have worked in partnership with Human Resources to create new and revised job descriptions to reflect the approved changes within the new structure. Included with this memo are four job descriptions that have been reviewed by Human Resources and are presented for Board Approval. Below you will find a table showing the changes made to the positions shared above along with a minor edits to the Family Advocate ~ Homebase. Changes include: title changes, new positions, and grade changes determined appropriate by HR for positions with increased responsibilities.

Position	Reason for Change	Grade/ Change
Inclusion and Wellness Coordinator	New Position	9
Enrollment and Attendance Coordinator ~ SJC (Former: Enrollment and Attendance Specialist)	Title Change/New Reports	From 8 to 9
Home Visiting Coordinator	New Position	9
Family Advocate ~ HomeBase	Minor Edits	N/A

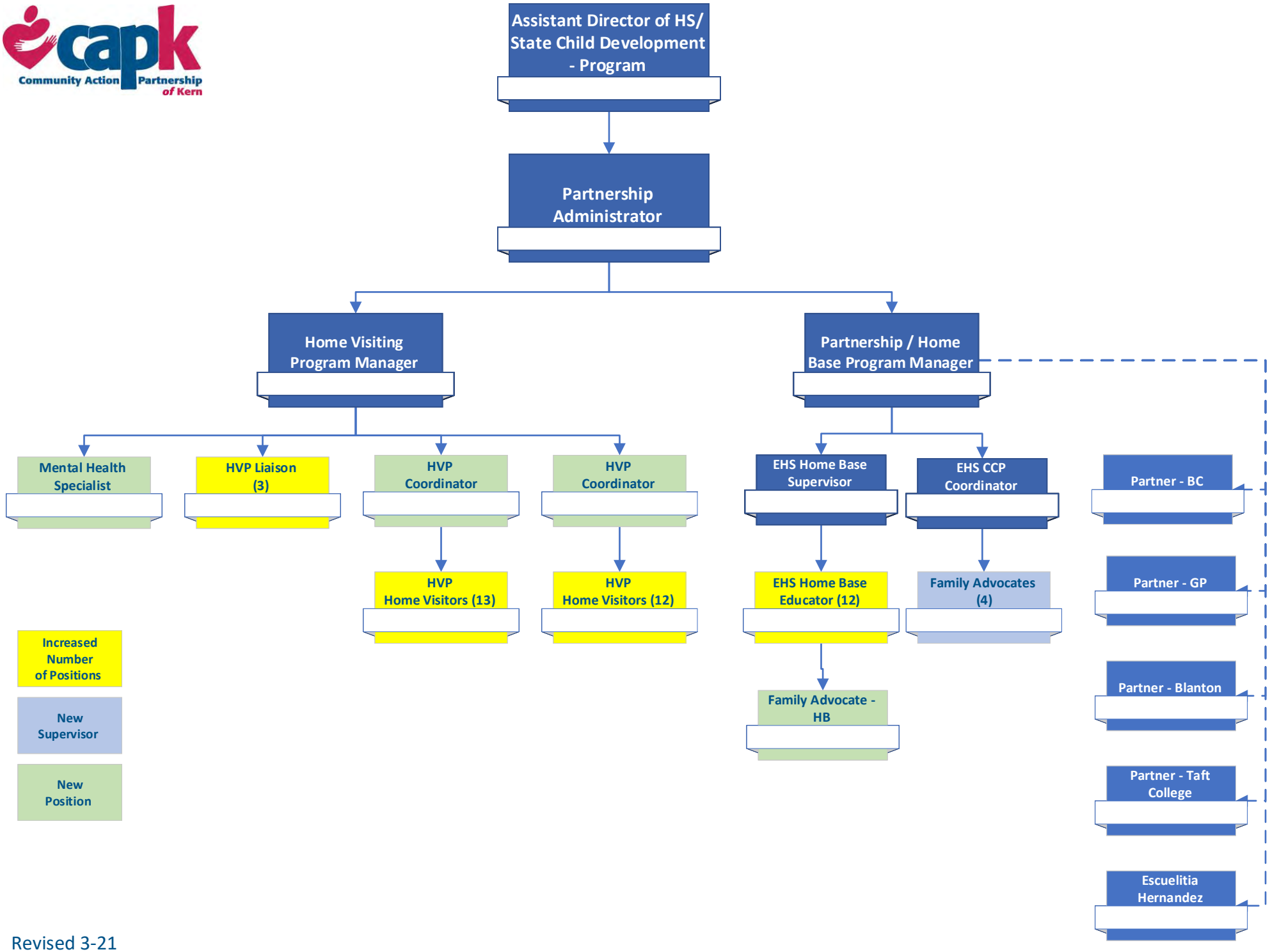
The addition of these new and revised positions will support our program goal for delivering a high-quality early learning program. Upon approval from the Board of Directors, staff will begin the onboarding process working towards a full implementation of the approved organization structure.

Recommendation

Staff recommends the Personnel Committee approve the four revised Job Descriptions and organizational structure for the Head Start and State Child Development division.

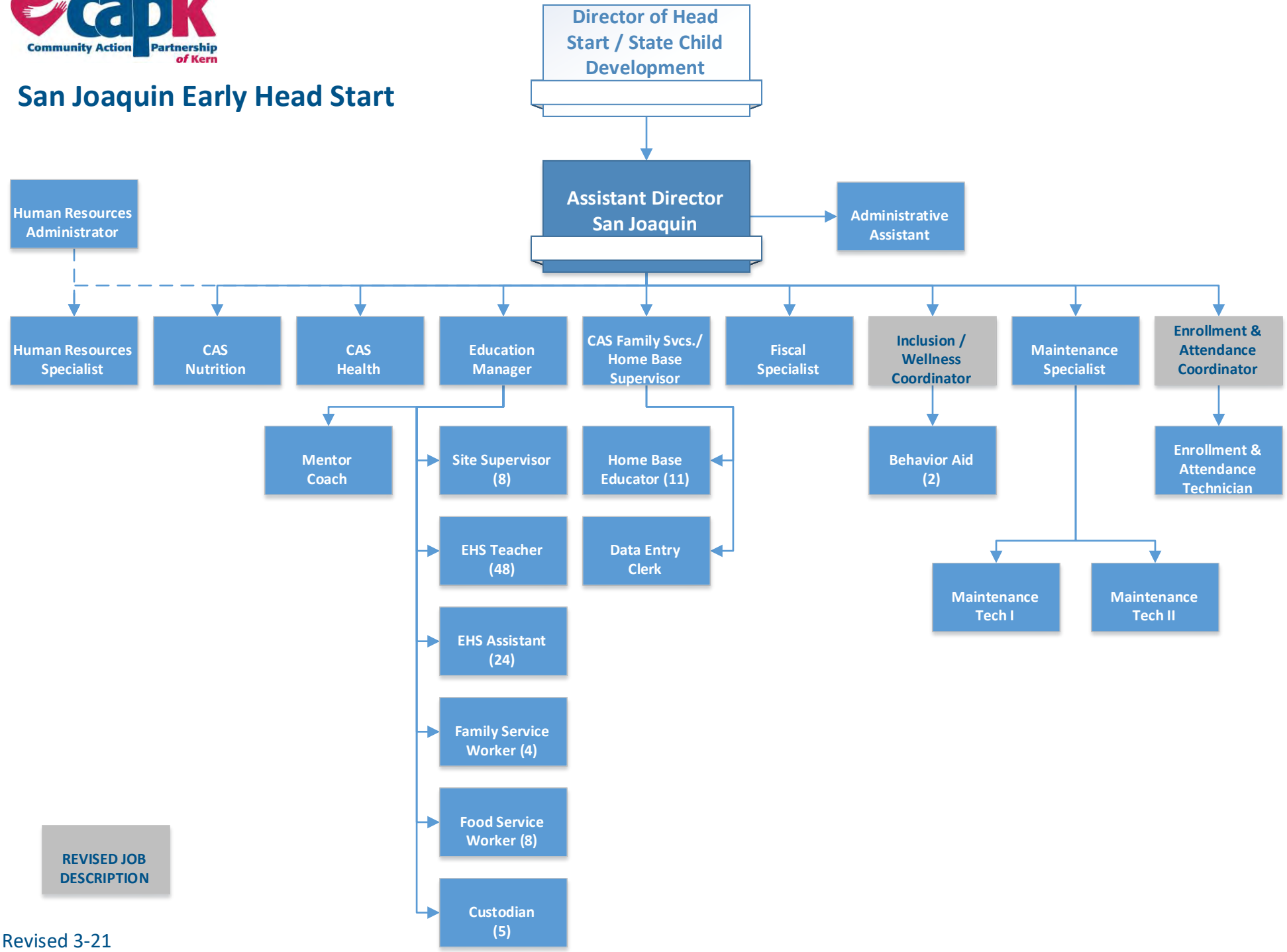
Attachments:

Partnership Administrator Org Chart
San Joaquin Early Head Start Org Chart
Inclusion and Wellness Coordinator SJC ~ JD
Enrollment and Attendance Coordinator SJC ~ JD
Home Visiting Coordinator ~ JD
Family Advocate - Home Base ~ JD


Assistant Director of HS/ State Child Development - Program
Partnership Administrator
Home Visiting Program Manager
Partnership / Home Base Program Manager
Mental Health Specialist
HVP Liaison (3)
HVP Coordinator
HVP Coordinator
EHS Home Base Supervisor
EHS CCP Coordinator
Partner - BC
HVP Home Visitors (13)
HVP Home Visitors (12)
EHS Home Base Educator (12)
Family Advocates (4)
Partner - GP
Partner - Blanton
Family Advocate - HB
Partner - Taft College
Escuelitia Hernandez
Increased Number of Positions
New Supervisor
New Position

Revised 3-21

San Joaquin Early Head Start



Revised 3-21

Helping People. . . Changing Lives.

Head Start and State Child Development
Inclusion and Wellness 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 9 **FLSA Status:** Non-exempt **Date Approved:**

SUMMARY:
Implements the operation of the Early Head Start Program Service Area for Disabilities and Family Wellness. Ensures that delivery of services is in compliance with all the pertinent regulations and Performance Standards. Plans, coordinates, monitors, trains, and implements disabilities and family wellness services for all Early Head Start participants. Oversees and ensures implementation of training programs for staff, parents, and volunteers. Manages and implements a record-keeping system which will assure the achievement of program outcomes.

SUPERVISION RECEIVED:
Receives supervision from Assistant Director of SJC

SUPERVISION EXERCISED:
Behavioral Aids

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. Maintains confidentiality of all records and information for all Early Head Start families.
2. Oversees the disability assessments of Early Head Start participants and weekly collection of data necessary for the assessments.
3. Provides staff training and development, coaching and supervision to assigned staff.
4. Provide training and guidance to staff and parents on pertinent topics as requested, including monthly new hire orientation and other mandated trainings.
5. Ensure weekly data monitoring, tracking, follow-up, and analysis of disabilities and wellness services.
6. Conduct ongoing site monitoring and observation visits to ensure the goals for children with disabilities are being met and that children with challenging behavior or concerns are receiving the required intervention.
7. Ensure ongoing coordination of communication with staff, parents, program consultants, and community partners to support services to children and families.
8. Coordinates referrals and follows-up with appropriate medical/mental health providers and/or LEA's when a child is found to need treatment or diagnosis of possible disability or mental health concern.
9. As a member of a multi-disciplinary team, assess and implement each child's Individual Education Program or Individual Family Service Plan for all service areas.

10. Responsible for the timely implementation and coordination of services for incoming children with disabilities to ensure environments are accessible and inclusive for the child and for children with challenging behaviors to ensure a safe environment for all children and staff.
11. Works with staff to provide for prevention, early identification and intervention strategies for problems which interfere with a child's development.
12. In collaboration with supervisors, specialist is responsible for creating, implementing, and the monthly review of plans of actions for all participants with disabilities and/or challenging behaviors.
13. Ongoing research of disabilities and mental health trends to provide the latest strategies and techniques to staff.
14. Attends IEP/IFSP meetings with school districts as required.
15. Responsible for acquiring Memorandums of Understanding for disabilities and mental health services with consultants and other community agencies.
16. Assess and observe classroom environments and socializations for staff/child interactions.
17. Update disabilities and wellness policies, procedures, forms, and service area plan in accordance with Early Head Start Performance Standards and applicable laws and regulations.
18. Collaborate with Supervisors to provide monitoring, training, and/or intervention.
19. Performs any other like duties as assigned.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned
2. Maintains safe and functional work environment
3. Able to work a flexible schedule that may involve some evenings, weekends, and some overnight travel to attend trainings or conferences
4. Is proactive in the program effort to recruit and enroll families that qualify for Head Start programs
5. Performs any other like duties as assigned

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Current problems of socially and economically challenged families
- Modern office procedures and equipment including computers
- Word processing and other related software applications

Ability to:

- Plan, organize, and allocate resources
- Work as a positive team member
- Work independently
- Maintain record-keeping and reporting systems
- Exercise sound, independent judgment within general policy guidelines
- Provide guidance and interpret and explain policies and procedures
- Analyze problems; identify alternative solutions
- Work with accuracy and attention to detail
- Operate and use modern office equipment
- Effectively organize and prioritize assigned work
- Reasonably obtain knowledge of agency and departmental policies and procedures

- Effectively communicate with community members and groups, managers, agencies, and families, both individually and in group settings

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from any accredited college or university in child development or disabilities related field
- Minimum 2 years of experience in any mental health, disabilities or child development related field
- Minimum of 1 year of supervisory experience
- Experience working with young children and their families highly desirable
- Bilingual (English/Spanish) capabilities are desirable

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout
- Must have reliable transportation during working hours
- Completion of a physical and substance abuse screening upon offer of employment
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing
- Successful completion of TB screening upon employment and every three (3) years thereafter
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps and rubella (MMR)

WORK ENVIRONMENT:

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

- Work is primarily performed indoors
- Noise level varies
- Hazards are minimal

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Inclusion / Wellness 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					

DRAFT

Enrollment and Attendance 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 9 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Responsible for auditing information from applicants and recipients regarding eligibility, recruitment, selection, enrollment and attendance of Early Head Start services for San Joaquin County; ensure compliance with all EHS Performance Standards, California Department of Education state contracts enrollment and attendance; and Child and Adult Care Food Program through an auditing and monitoring process completed by the department. Responsible for the maintenance and development of computerized database management systems; ensure compliance of Recruitment and Selection Plan and all Enrollment and Attendance processes.

SUPERVISION RECEIVED:
Receives supervision from the Assistant Director San Joaquin receives indirect supervision from the Enrollment and Attendance Manager

SUPERVISION EXERCISED:
Direct supervision of Enrollment and Attendance Technician

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

A. Essential Job Specific Duties:

1. Ensures full enrollment is maintained at all times.
2. Audits accuracy, completeness, timely submission and consistency of eligibility requirements and documents for the program to ensure compliance with funding sources and community care licensing.
3. Establishes priorities, organizes tasks, delegates' responsibility, sets timelines, meeting deadlines and manages time to effectively meet goals and objectives.
4. Conducts performance evaluations based on measureable and objective criteria and related to the program service area plans and goals; ensures that personal and professional development and training plans are implemented for Enrollment and Attendance Technician.
5. Analyze staff development needs and makes recommendations for training, conducts training sessions for subordinates and/or other agency staff; teaches and coaches individuals and as required to assist them in meeting goals and objectives.
6. Confers with departmental management to discuss policies, procedures, staff, equipment, etc.
7. Evaluates the effectiveness of policies and procedures; enrollment and recruitment strategies.
8. Provides staff training and development, including on-site consultation, coaching and mentoring to subordinates and other staff related to eligibility and audit functions.
9. Maintains records, prepares and compiles reports.
10. Makes presentations to applicants and recipients; co-workers and community and governmental representatives.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned
2. Maintains safe and functional work environment
3. Work alternative hours as required, including nights and weekends
4. Performs any other like duties as assigned

Knowledge of:

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

Ability to:

Ability to deal with conceptual matters
Ability to plan, organize, allocate, and control substantial resources.
Ability to communicate effectively
Good interpersonal skills
Effectively present program to the general public
Establish professional working relationships with staff, agencies and parents
Understand complex instructions or procedures

EDUCATION AND EXPERIENCE:

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

- Associate or Bachelor's degree from accredited college or university. Major in one of the following disciplines: Social Services, Early Childhood development, public or business administration
- Any equivalent combination of education and/or experience may be acceptable
- Three years experience in a social service program, agency or related program
- One year supervisory experience
- Bilingual language fluency (Spanish/English) fluency highly desirable

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout
- Completion of a physical and substance abuse screening upon offer of employment
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing
- Successful completion of TB screening upon employment and every three (3) years thereafter
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps and rubella (MMR)

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 Enrollment and Attendance 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**	
51-75lbs	**x**			**x**		
76-100lb	**x**			**x**		
100lbs+	**x**			**x**		

DRAFT

Home Visiting 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 9 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Under the direction of the Home Visiting Program Manager, the Home Visiting Coordinator will supervise and lead a team of HVP Home Visitors in preparing parents of young children for self-sufficiency. The Home Visiting Coordinator is responsible for ensuring that the HVP Home Visitors implement best practices, ensuring family outcomes are documented, school readiness goals and service delivery. This position will provide regular reflective supervision, observations, and feedback for staff to provide high-quality and comprehensive services. The Home Visiting Coordinator will lead and model professionalism and teamwork with the HVP Home Visitors, the agency, and the Department of Human Services (DHS) by developing and maintaining supportive, professional relationships with children and their families to enhance parent education, communication, involvement and advocacy.

SUPERVISION RECEIVED:
Receives supervision from the Home Visiting Program Manager

SUPERVISION EXERCISED:
Direct supervision of HVP Home Visitors

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

A. Essential Job Specific Duties:

1. Responsible for the supervision and support for full compliance of required regulations from Home Visiting Program assigned staff.
2. Ensures collaborative planning and evaluation systems are followed between DHS and HVP Home Visitors to foster continuous program improvement.
3. Conduct regular supervision with each HVP Home Visitor to review case records, enrollment levels, and assignment of cases; and to provide assigned staff support and guidance in meeting program requirements and implementing policies and procedures.
4. Monitor and supervise assigned HVP Home Visitors through staffing, observations during home visits, Group Socializations, and program events to identify strengths and provide constructive feedback. Hold assigned staff accountable for meeting performance expectations.
5. Completes performance evaluations based on measurable and objective criteria which are related to program services, school readiness and personal goals and provides and implements professional development and training plan.
6. Ensures staff follows all policies, procedures and legal mandates including HIPAA, client confidentiality and release of information.
7. Oversee the timely implementation of all education assessments, screenings and transition.

8. Conduct follow-up on non-compliance items identified through monitoring to ensure corrective actions have been implemented.
9. Ensure that assigned staff follow ChildPlus procedures accurately and that reports are regularly used to monitor delivery of services.
10. Mandated Reporter of suspected cases of child abuse and neglect in accordance with California State and Kern County regulations. Reports suspected cases of child abuse and neglect to Home Visiting Program Manager.
11. Attend workshops, conferences, and continuing education trainings about best practices in home visiting, program expectations, and effective leadership and supervision.
12. Performs other duties as assigned.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned
2. Maintains safe and functional work environment
3. Work alternative hours as required, including nights and weekends
4. Performs any other like duties as assigned

Knowledge of:

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

Ability to:

Ability to deal with conceptual matters
Ability to plan, organize, allocate, and control substantial resources.
Ability to communicate effectively
Good interpersonal skills
Effectively present program to the general public.
Establish professional working relationships with staff, agencies and parents.
Understand complex instructions or procedures

EDUCATION AND EXPERIENCE:

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

- Associate or Bachelor's degree from accredited college or university. Major in one of the following disciplines: Social Services, Early Childhood development, public or business administration
- Any equivalent combination of education and/or experience may be acceptable
- Three years experience in a social service program, agency or related program
- One year supervisory experience
- Bilingual language fluency (Spanish/English) highly desirable

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout
- Completion of a physical and substance abuse screening upon offer of employment

- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing
- Successful completion of TB screening upon employment and every three (3) years thereafter
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps and rubella (MMR)

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 Home Visiting 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	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x			x		

DRAFT

Family Advocate ~ Homebase

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 5 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Responsible for completing and auditing information from applicants and recipients regarding eligibility, recruitment, selection, enrollment and attendance of Early Head Start HomeBase services; ensure compliance with all EHS Performance Standards and Child and Adult Care Food Program through an auditing and monitoring process completed by the department. Responsible for the maintenance and development of computerized database management systems; ensure compliance of Recruitment and Selection Plan and all Enrollment and Attendance processes.

SUPERVISION RECEIVED:
Receives supervision from the EHS Home Base 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. With support of the EHS Home Base Educators, identify children and families in greatest need for services and provide children and families with resources and referrals.
1. Ensures full enrollment for EHS Home Base is maintained at all times.
2. Audits accuracy, completeness, timely submission and consistency of eligibility requirements and documents for the program to ensure compliance with funding sources and community care licensing.
3. Establishes priorities, organizes tasks, delegates' responsibility, sets timelines, meeting deadlines and manages time to effectively meet goals and objectives.
4. Confers with departmental management to discuss policies, procedures, staff, equipment, etc.
5. Evaluates the effectiveness of policies and procedures, enrollment and recruitment strategies.
6. Provides staff training and development, including on-site consultation, coaching and mentoring to EHS Home Base Educators related to eligibility and audit functions.
7. Maintains records, prepares and compiles reports.
8. Makes presentations to applicants and recipients, co-workers and community and governmental representatives.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.

4. Performs any other like duties as assigned.

Knowledge of:

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

Ability to:

Ability to deal with conceptual matters
Ability to plan, organize, allocate, and control substantial resources.
Ability to communicate effectively
Good interpersonal skills
Effectively present program to the general public.
Establish professional working relationships with staff, agencies and parents.
Understand complex instructions or procedures

EDUCATION AND EXPERIENCE:

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

- High School graduation or equivalent
- Six semester units in the principles of social work, child development, counseling, and/or psychology or related courses
- 6 months experience with data entry
- One year experience in a social service program, agency or related program.
- Bilingual language fluency (Spanish/English) highly desirable

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout
- Completion of a physical and substance abuse screening upon offer of employment
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing
- Successful completion of TB screening upon employment and every three (3) years thereafter
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps and rubella (MMR)

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 Family Advocate Home Base			
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	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x			x		

DRAFT

MEMORANDUM

To: Personnel Committee

From: Tammy Fisher, CalFresh Healthy Living Program Manager

Date: March 10, 2021

Subject: *Agenda Item 5b*: CalFresh Healthy Living Program Revised Job Descriptions – **Action item**

In February 2021, CAPK CalFresh Healthy Living Program (CHL) staff worked with Human Resources (HR) to review 2 job descriptions to reflect the duties and responsibilities of the CHL program positions. Included with this request are two job descriptions, CHL Program Assistant and CHL Health Educator that have an updated scope of work and are presented to the Committee for approval.

The purpose of this request is to bring the position of CHL Program Assistant and CHL Health Educator position in alignment with the scope of work impacted by the COVID-19 pandemic. The position scope of work is updated to clarify the positions are part of the California Department of Public Health (CDPH) Nutrition Education Obesity and Prevention Branch (NEOPB) and the CAPK Cal Fresh Healthy Living program to ensure that program activities/services are compliant with the scope of work/integrated work plan and all pertinent regulations.

Funding for these positions is from the US Dept. of Agriculture; State of California Department of Public Health, Nutrition Education and Obesity Prevention Branch in compliance with SNAP-Ed Plan Guidance including provisions of the FNA, Section 28, as amended by the Healthy, Hunger-Free Kids Act of 2010, and the SNAP: Nutrition Education and Obesity Prevention Grant Program Final Rule. The position is included in the current budget and will continue to be included in future budgets.

The proposed scope of work change will not have a fiscal impact and there is no proposed change in compensation.

This scope of work change is in alignment with CAPK Strategic Goal that unifies the program efforts throughout the agency and will give the program a more engaged staff and retained workforce.

Recommendation:
Staff recommends approval of the CalFresh Healthy Living Program Assistant and CalFresh Healthy Living Health Educator revised job descriptions.

Attachments:
CalFresh Healthy Living Program Assistant Dob Description
CalFresh Healthy Living Health Educator Job Description

Program Assistant - CalFresh Healthy Living

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 4 **FLSA Status:** Non-exempt **Date Approved:**

SUMMARY:
Under the supervision of the CalFresh Healthy Living Program Manager, the Program Assistant is responsible for the clerical duties of the California Department of Public Health (CDPH) Nutrition Education Obesity and Prevention Branch (NEOPB Cal Fresh Healthy Living Program and assisting staff as necessary to ensure that program activities and services are compliant within the scope of work, the Integrated Work Plan, and all pertinent regulations.

SUPERVISION RECEIVED:
Receives supervision from the CalFresh Healthy Living Program Manager.

SUPERVISION EXERCISED:
N/A

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

A. Essential Job Specific Duties:
1. Responsible for clerical duties of the Cal Fresh Healthy Living grant, including answering the telephone, filing, ordering supplies, maintaining program inventory, and assisting staff, as necessary.
2. Assists with data collection, data entry, and preparing and submitting reports.
3. Assists staff with organizing and conducting educational presentations for schools, community groups and agencies, and other interested groups.
4. Assists staff with community surveys to determine the need for, and effectiveness of, health promotion and education.
5. Assists staff with developing and implementing health promotion messages via media outreach and special events, including using Zoom, Microsoft Teams, FaceBook Live, and similar platforms.
6. Assists staff with tracking site monitoring visits to ensure that services are delivered according to the scope of work and integrated work plan.
7. Safeguards confidential information and documents, the disclosure of which could have an adverse effect on the Agency's relationships with other individuals and/or organizations.

B. Other Job Specific Duties:
1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains a safe and functional work environment.
3. Works a flexible schedule that may involve some evenings, weekends, and overnight travel to attend trainings or conferences.
4. Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
5. Performs any other like duties as assigned or as needed.

MINIMUM QUALIFICATIONS:

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

Knowledge of:
Current problems of socially and economically challenged families.
Modern office procedures and equipment, including computers, telephones, and alarm systems.
Word processing and other related software applications.
Common health problems, their causes and prevention, current public health concerns.
Community resources and their functions.
Effective methods for disseminating public health information to the public.

Ability to:
Work as a positive team member.
Work independently.
Effectively organize and prioritize assigned work.
Work with accuracy and attention to detail.
Demonstrate strong verbal and written communication skills.
Demonstrate excellent problem-solving skills.
Maintain record-keeping and reporting systems.
Reasonably obtain knowledge of Agency and departmental policies and procedures.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent.
- Minimum of two (2) years of clerical/office management experience.
- Minimum of two (2) years of experience using MS Word, Excel, PowerPoint, and Access.
- Social media skills, video conference calling, and instant messaging.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion of TB screening upon employment and every three years thereafter.
- Successful completion of a background check.
- Bilingual language fluency (Spanish/English) highly desirable.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level varies.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Program Assistant - CalFresh Healthy Living			
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					

Health Educator - CalFresh Healthy Living

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

Salary Range: Grade 8 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Under the supervision of the CalFresh Healthy Living Program Coordinator, the CalFresh Healthy Living Health Educator is responsible for implementing the program activities of the California Department of Public Health (CDPH) Nutrition Education Obesity and Prevention Branch (NEOPB) Cal Fresh Healthy Living program, e.g., curriculum instruction, educational and informational presentations, training, and collection of data, etc. The Health Educator ensures that program activities and services are compliant with the scope of work, the Integrated Work Plans, and all pertinent regulations.

SUPERVISION RECEIVED:
Receives supervision from the CalFresh Healthy Living Program Coordinator.

SUPERVISION EXERCISED:
N/A

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. Implements nutrition education activities according to the Integrated Work Plan for the Cal Fresh Healthy Living grant.
2. Conducts direct and indirect nutrition education activities.
3. Trains others to provide health education interventions to groups.
4. Assesses community health education needs, develops, plans, organizes, and evaluates health promotional activities, which may include special events in conjunction with community celebrations, workshops, meetings, and discussion groups.
5. Identifies and contacts community leaders to promote health education services and informs target groups of health education programs and/or services.
6. Assists, develops, and implements health promotion messages via media outreach and special events.
7. Organizes and conducts educational presentations for schools, community groups and agencies, and other interested groups.
8. Assists in community surveys to determine the need for, and effectiveness of, health promotion and education.
9. Assist with collecting data and preparing reports, as directed.
10. Maintains, distributes, and develops health promotion and educational materials, e.g., pamphlets, videos, articles, etc.
11. Assists with conducting site monitoring visits to ensure that services are delivered according to the scope of work and integrated work plan.
12. Establishes and maintains effective working relationships with staff, clients, subcontracted partners, and community organizations.
13. Participates in trainings, meetings, and collaborative alliance meetings.

14. Safeguards confidential information and documents, the disclosure of which could have an adverse effect on the agency's relationships with other individuals and/or organizations.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains a safe and functional work environment.
3. Works a flexible schedule that may involve some evenings, weekends, and overnight travel to attend trainings or conferences.
4. Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
5. Performs any other like duties as assigned or as needed.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

Current problems of socially and economically challenged families.
Modern office procedures and equipment, including computers.
Word processing and other software applications, including Adobe Acrobat; MS Word, Excel, PowerPoint, Access
Social media platforms, including instant messaging and Story Maps.
Planning, developing, coordinating, implementing, and evaluating health promotion and education practices and principles.
Common health problems, their causes and prevention, and current public health concerns.
Community resources and their functions and effective methods for disseminating public health information to the public.

Ability to:

Plan, organize, and allocate resources.
Work as a positive team member.
Work independently.
Maintain record-keeping and reporting systems.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and interpret and explain policies and procedures.
Analyze problems and identify alternative solutions.
Work with accuracy and attention to detail.
Operate and use modern office equipment.
Effectively organize and prioritize assigned work.
Reasonably obtain knowledge of Agency and departmental policies and procedures.
Effectively communicate with community members and groups, managers, agencies, and families, individually and in group settings.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in community health education, nutrition, or other health related field.
- Minimum two (2) years of experience in a nutrition or health-related field.
- Minimum two (2) years of experience in conducting classes or public speaking.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion of TB screening upon employment and every three (3) years thereafter.
- Successful completion of a background check.
- Bilingual language fluency (Spanish/English) highly desirable.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level varies.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

MEMORANDUM

To: Personnel Committee

From: Carmen Segovia, Director of Health & Nutrition

Date: March 10, 2021

Subject: *Agenda Item 5c*: CalFresh Healthy Living Program Manager Title Change – **Action item**

The CalFresh Healthy Living Program began its second year of operation on October 1, 2020. The CAPK CalFresh Healthy Living program mission is to improve the nutritional health of low-income Californians by providing access to nutrition education, physical activity education, and leadership toward healthy community initiatives. The CAPK CalFresh Healthy Living program objectives are to collaborate to provide education and support to eligible participants to increase consumption of healthy food and beverages, improve food resource management, and increase physical activity by promoting the Dietary Guidelines and SNAP-Ed intervention strategies proven to change behavior. The CAPK CalFresh Healthy Living funded partnerships for this program include three subcontractors: Kernville Union School District, Lamont Elementary School District – Lamont Weedpatch Family Resource Center; and Kern County Superintendent of Schools, in addition to USDA FNS Funded Partnerships with Kern County Aging and Adult Services and the University of California Cooperative Extension to further the reach and impact of SNAP-Ed activities.

The purpose of this request is to bring the position of CalFresh Healthy Living Program Manager in alignment with other positions performing at similar levels of authority and responsibility within CAPK. The position of CalFresh Healthy Living Program Manager is responsible for the operation and administration of the CalFresh Healthy Living Program.

Funding for this position is from the US Dept. of Agriculture; State of California Department of Public Health, Nutrition Education and Obesity Prevention Branch in compliance with SNAP-Ed Plan Guidance including provisions of the FNA, Section 28, as amended by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), and the SNAP: Nutrition Education and Obesity Prevention Grant Program Final Rule. The position is included in the current budget and will continue to be included in future budgets.

The proposed title change will not have a fiscal impact since the position is presently at grade 12 and there is no proposed change in compensation.

This title change is in alignment with CAPK Strategic Goal that unifies the program efforts throughout the agency and will give the program a more engaged staff and retained workforce.

Recommendation:
Staff recommends approval to change the title from CalFresh Healthy Living Program Manager to CalFresh Healthy Living Program Administrator.

Attachment:
CalFresh Healthy Living Program Administrator Job Description

CalFresh Healthy Living Program Administrator

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

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Under the direction of the Director of Health & Nutrition, the CalFresh Healthy Living Program Administrator will be responsible for the operation and administration of the California Department of Public Health (CHDP) Nutrition Education Obesity Prevention Branch (NEOPB) Cal Fresh Healthy Living program. The Program Administrator will ensure programmatic compliance with federal and state laws and/or regulations and any other requirements specific to the agreement and/or program.

SUPERVISION RECEIVED:
Receives supervision from the Director of Health & Nutrition.

SUPERVISION EXERCISED:
Program Coordinator

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

A. Essential Job Specific Duties:
1. Responsible for the overall operation of the CalFresh Healthy Living Program, including planning, developing, implementing, and monitoring policies and procedures to ensure compliance with program and contract goals and objectives, in accordance with the funding source requirements and scope of work and Integrated Work Plan.
2. Responsible for the development, implementation, and monitoring of the CalFresh Healthy Living program budget, ensures that funds are allocated and expended in accordance with guidelines set by applicable funding sources.
3. Ensures that program expenses are in accordance with CAPK's internal policies and procedures, e.g., staff travel.
4. Interprets and applies state and federal laws, contract rules and regulations, and policies appropriate to program operations.
5. Supervises the activities of personnel involved in the implementation of the CalFresh Healthy Living grant.
6. Conducts regular staff meetings, observes employee activities, tracks performance, and completes employee performance evaluations.
7. Meets with subcontracted partners on a regular basis to ensure compliance within the scope of work and Integrated Work Plan and accuracy of reports and invoices submitted for payment.
8. Assists subcontracted partners in organizing special events, direct/indirect nutrition education activities, and media campaign awareness events to increase healthy eating and physical activity.
9. Responsible for all reporting requirements, including reviews of PEARS entries of indirect, direct, and partnerships quarterly and at year-end to ensure all annual reporting requirements are met and submitting the Kern County PSE Story (Policy, System, and Environment strategies) by the reporting deadline to the State Project Director.

10. Conducts site visits to each subcontracted partner to ensure fiscal objectives are met and completes the program site monitoring form.
11. Keeps open communication with subcontracted partners through quarterly conference calls and on-site visits.
12. Keeps open communication with USDA Partners (UCCE and KCAASD) through in-person meetings or conference calls to discuss collaboration of resources around programmatic and budget fiscal goals.
13. Plans, organizes, and facilitates four (4) CNAP Collaborative and four (4) Steering Committee meetings per program fiscal year. Prepares the meeting agenda and gathers feedback from members to complete the work group objectives based on the program's fiscal year Integrated Work Plan.
14. Independently researches, analyzes, and makes effective recommendations on administrative, management, budgetary, and fiscal practices.
15. Works closely with subcontracted partners along with the CAPK Finance staff to review invoices and perform other fiscal activities.
16. Makes program presentations to the CAPK Board of Directors and its subcommittees, elected officials, private and public agencies, and the community.
17. Works in collaboration with other agencies, organizations, and local government that support and enhance services provided by CAPK.
18. Establishes and maintains positive working relationships with staff, Board members, the community, other organizations, and elected officials as well as state and federal funding representatives.
19. Participates in monthly webinars/conference calls that update local implementing agencies on NEOP Branch announcements, updates, trainings, programmatic, and fiscal updates.
20. Participates in the NEOP Cal Fresh Healthy Living Central Valley conference calls and meetings on a regular basis.
21. Responsible for ensuring that internal controls are developed and implemented to safeguard confidential information and documents, the disclosure of which could have an adverse effect on the Agency's relationships with other individuals and/or organizations.

B. Other Job Specific Duties:

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

MINIMUM QUALIFICATIONS:

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

Knowledge of:

Principles and practices of non-profit administration, budgeting, fiscal oversight, grant and project management, and HR/employee practices.
Federal, state, and local programs, laws, and regulations pertaining to the operation of the program.
Agency and departmental policies and procedures.
Modern office practices, methods, procedures, and equipment, including computers.
Word processing software applications, including Adobe Acrobat, SharePoint, MS Word, Excel, PowerPoint, Access, and related software applications.
Social media skills, instant messaging, video conference calling, GIS mapping, and Story Maps.

Ability to:
Analyze demographic and program statistical data to effectively plan program goals and objectives.
Deal with conceptual matters
Gather and analyze data and prepare reports and make recommendations.
Communicate effectively, verbally and in writing.
Prepare clear and concise reports.
Establish and maintain effective working relationships with staff, agencies, and parents.
Plan, organize, allocate, and control substantial resources.
Demonstrate good interpersonal skills.
Attend evening and weekend meetings.
Effectively present program information to the public.
Prioritize workload efficiently, without direct instruction.
Exercise initiative.
Work independently while managing competing demands.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from an accredited institution with a major in public administration, business administration, health care administration, or closely related field.
- Master's degree in public administration, business administration, or health care administration desirable.
- Five (5) years' senior management level experience, including supervision, in directing, organizing, and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization with an emphasis in health, health education, and nutrition programs desirable.
- Public speaking experience and media relations is desirable.

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 physical, background check, and substance abuse screening upon offer of employment.
- Successful completion of TB screening upon employment and annually thereafter.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Program Administrator- CalFresh Healthy Living			
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					

DRAFT

MEMORANDUM

To: Personnel Committee

From: Sheila Shegos, Director of Community Development

Date: March 10, 2021

Subject: *Agenda Item 5d*: Community Development Division New Staffing Positions - **Action Item**

Proposed under the new Community Development Division are five new staffing positions to support existing program growth and contract deliverables supporting Coordinated Entry Services (CES), Housing Services and the county of Kern M Street Navigation Center (Homeless Shelter).

ESG Cares funding through September 2022 ($3.8MM budget formerly approved by the CAPK board) will support the following fulltime positions of:

- 3 CES Housing Navigators (focusing on Rental Assistance and Housing)
- 1 Transport Driver (assisting homeless residents with necessary appointments)
- 1 Housing Program Educator (assisting the homeless and other vulnerable populations)
- 1 Housing Administrator (assigned to rental and housing specific projects)

HUD funding through annual contract and also approved by the CAPK board will support one fulltime position of:

- 1 CES Program Supervisor

Positions and reporting structure are aligned with the Agency mission, vision, and strategic plan (Goals #1 & #2); serving to further efforts in satisfying human services needs of clients, strengthening provider partners, and local systems of care in Kern communities.

The proposed job descriptions have been pointed by CAPK Human Resources and approved by CAPK leadership (CFO, CPO, CEO).

Recommendation:
Staff recommends the Personnel & Affirmative Action Committee approve the new positions and job descriptions within the Community Development Division – New CES Housing Navigator, Driver, Program Educator, Housing Administrator and CES Program Supervisor.

Attachments:
Job Descriptions
Organizational Charts

CES Housing Navigator

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 6 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Under the supervision of the CES Supervisor and in coordination with the Program Specialist, the CES Navigator works with community service providers to build relationships with the community, provide advocacy, and assist with connection to benefits and housing. The primary goal is to identify unsheltered homeless and other individuals through community referrals from direct homeless providers and social service agencies. In identifying highly vulnerable homeless and other individuals, the Navigator will administer assessment tools, facilitate referrals and resources, and connect to social services and permanent housing. The Navigator will also assist individuals in obtaining housing readiness documentation and enter data into the homeless management information system (HMIS) and/or CRM software. The Navigator will work as part of a larger team within the Kern County Homeless Collaborative.

SUPERVISION RECEIVED:
CES 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. Works with and receives referrals from 211 I&R staff for callers that qualify for entry into the CES program for homeless services and/or rental assistance.
2. Conducts appropriate assessments (QRT and VI-SPDAT), enters clients in the Coordinated Entry System and inputs client's data into the HIMIS homeless data base and CRM, as appropriate, for all clients receiving homeless/services. This includes providing training, as needed, on assessment tools.
3. Provides 24/7 coordinated entry assessment and maintains communication with CES staff, homeless service providers, and related resources about the status and progress of Agency and client progress.
4. Enters data into the HMIS system and/or CRM for shelter and housing placement, including follow-up to complete client profiles.
5. Inputs data entry and exit information into HMIS system and CRM. Works closely to minimize errors and duplicate entries. This also applies when working directly with designated service providers.
6. Assists in data collection and reporting, planning, recruiting, and scheduling volunteers and agencies/organizations to provide gap services.
7. Works directly with homeless service providers and designated community service providers.

8. Assists with and participates in weekly conference calls with homeless service providers/others.
9. Assists in providing support to the Kern County Homeless Collaborative (KCHC) website on daily bed availability and other information, as appropriate.
10. Complies with the policies and procedures under the KCHC/CoC, HUD, and related guidelines for a CES program.
11. Maintains case management, rental assistance documentation, and forms. If applicable, ensures that all regulations and standards of care are followed per policy and procedures.
12. Ensures program follow-up is completed in a timely manner.
13. Ensures data and application quality and, when appropriate, works with providers to improve submission processes.
14. Provide supports to the I&R Specialist, Program Coordinator, and Program Educator.

B. Other Job Specific Duties:
1. Assists and participates in KCHC meetings, as assigned.
2. Assists the Chair /Co-Chair of the KCHC CES committee.
3. Other duties and special projects as assigned.

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

Knowledge of:
Agency policies and procedures.
Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.
Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
Current problems of socially and economically challenged homeless individuals.

Ability to:
Multitask in a hectic environment, with prompt attention to caller's needs.
Communicate effectively, verbally and in writing.
Analyze problems and identify alternative solutions.
Plan and implement developmentally appropriate routines, activities, and experiences.
Plan, organize, and allocate resources.
Work independently.
Prepare clear and concise reports.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and interpret and explain policies and procedures.
Work with diverse populations whose circumstances may include mental illness, drug addiction, health issues, and other socioeconomic and environmental factors.
Understand and apply written regulations and instructions.
Work with accuracy and attention to detail.
Operate and use modern office equipment, including multi-line phone systems.
Effectively organize and prioritize assigned work.
Maintain professional relationships with diverse groups and community representatives.
Speak at engagements on issues related to homelessness.

EDUCATION AND EXPERIENCE:

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

- High school diploma required.
- Up to one (1) year of working with the homeless and/or vulnerable populations experience.
- Knowledge of Kern health and social services preferred.

OTHER REQUIREMENTS:

- Completion of physical, TB, substance abuse screening and fingerprints upon offer of employment.
- Bilingual language fluency (English/Spanish) desired.
- Possession of a valid California Driver's license, current automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be able to obtain applicable certifications/licensing relating to homeless programming, as appropriate.

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 CES Housing Navigator			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking		x	
Standing		x	
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	

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

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

Transport Driver

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 2 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Safely operates shelter vehicle to transport homeless resident passengers and their belongings to various appointments during established transport hours. Acts as an Agency representative. Develops and covers established routes, follows schedules, maintains orderliness, ensures passenger safety, and helps passengers (and belongings) in and out of the vehicle. Responsible for keeping records of passenger drop-off and pick-up and established routes. Always keeps the vehicle in clean and good working condition and follows established transport procedures and policies.

SUPERVISION RECEIVED:
Homeless Services Program Manager

SUPERVISION EXERCISED:
None

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

A. Essential Job Specific Duties:
1. Responsible for establishing transport routes and schedules.
2. Performs primary vehicle operational maintenance.
3. Maintains orderliness and ensures passenger safety at pick up and drop off.
4. Schedules regular operating maintenance, safety, and inspections.
5. Data collection and reporting of transport activities in a timely manner.
6. Monitors related and/or assigned reports to ensure all mandatory requirements are met.
7. Works in collaboration with staff, providers, volunteers, and clients to implement transport strategies, techniques, and/or recommendations.
8. Responsible for requisitioning appropriate supplies and materials for the vehicle transport program.
9. Ensures records, files, daily logs, plans, and service delivery statistics are maintained in an accurate and timely manner.

B. Other Job Specific Duties:
1. Works alternative hours as required, including nights, weekends, and holidays.
2. Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
3. Maintains a safe and functional work environment.
4. Is proactive, in cooperation with other division and Agency staff, partners, vendors, volunteers, and clients in achieving the transport program goals.
5. Performs other tasks for the efficient operation of the comprehensive, integrated transport program.

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:
Correspondence and report writing practices and procedures.
Current problems of the homeless and socially and economically challenged families.
The contributions of volunteers and clients who may be non-professional.
Modern office practices, methods, procedures, and equipment, including computers.
Word processing, spreadsheet, database, and related software applications.

Ability to:
Demonstrate good interpersonal skills.
Work as a positive team member
Communicate effectively, verbally and in writing.
Work with conceptual matters.
Plan, organize, and allocate resources.
Effectively present housing program services to the public.
Establish professional working relationships with staff, vendors, partners, and volunteers.
Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations.
Reasonably obtain knowledge of Agency and departmental policies and procedures.

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

- High school diploma.
- At least two (2) years of driving passengers experience.
- Knowledge of and/or experience working with the homeless and/or economically challenged.

OTHER REQUIREMENTS:
- Completion of physical, TB, substance abuse screening and fingerprints upon offer of employment.
- Bilingual language fluency (English/Spanish) desired.
- Possession of a valid California Driver's license, current automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be able to obtain applicable certifications/licensing relating to homeless programming, as appropriate.

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

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

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

POSITION TITLE Transport Driver			
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					

Program Educator

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

Salary Range: Grade 6 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Assist in educational and training opportunities for homeless and other vulnerable populations to increase life and employability skills and build self-sufficiency with the goal to end homelessness. Act as a mentor and Agency representative. Develop and update curriculum and tools using subject matter expertise to educate, foster and build skills development, and establish and enhance collaborative relationships with community providers, staff, vendors, volunteers, and others. Ensure data collection and reporting of education and training program.

SUPERVISION RECEIVED:
Rental Assistance 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. Develops program curriculum and training components serving homeless and vulnerable populations.
2. Schedules and facilitates ongoing cohorts and individual trainings, as needed.
3. Serves as a mentor and monitor participant progress.
4. Serves as an Agency representative among individuals, provider partners, and networks.
5. Maintains education and training data collection and reporting of activities in a timely manner.
6. Works in collaboration with staff, providers, volunteers, and clients to implement strategies and techniques and/or make recommendations.
7. Responsible for requisitioning appropriate supplies and materials for the program.

B. Other Job Specific Duties:
1. Ensures records, files, daily logs, plans, and service delivery statistics are maintained in an accurate and timely manner.
2. Works alternative hours as required, including nights, weekends, and holidays.
3. Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
4. Maintains a safe and functional work environment.
5. Is proactive, in cooperation with other division and Agency staff, partners, vendors, volunteers, and clients, in achieving the program goals.
6. Performs other tasks for the efficient operation of the comprehensive, integrated education program.

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:

Correspondence and report writing practices and procedures.
Current problems of the homeless and socially and economically challenged families.
The contributions of volunteers and clients who may be non-professional.
Modern office practices, methods, procedures, and equipment, including computers.
Word processing, spreadsheet, database, and related software applications.

Ability to:

Demonstrate good interpersonal skills.
Work as a positive team member
Communicate effectively, verbally and in writing.
Work with conceptual matters.
Plan, organize, and allocate resources.
Effectively present housing program services to the public.
Establish professional working relationships with staff, vendors, partners, and volunteers.
Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations.
Reasonably obtain knowledge of Agency and departmental policies and procedures.

EDUCATION AND EXPERIENCE:

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

- High school diploma required. Associate degree preferred.
- At least two (2) years of training, mentoring, developing curriculum, working in a social service setting.
- Knowledge of and/or experience working with the homeless and/or economically challenged.

OTHER REQUIREMENTS:

- Completion of physical, TB, substance abuse screening and fingerprints upon offer of employment.
- Bilingual language fluency (English/Spanish) desired.
- Possession of a valid California Driver's license, current automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be able to obtain applicable certifications/licensing relating to homeless programming, as appropriate.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

Administrative Assistant – Community Development

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

Salary Range: Grade 1 **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY:
Under the direction of the Program Manager, responsible for general administrative and clerical support, maintenance of computerized database management system, outreach activities, and maintenance of client files.

SUPERVISION RECEIVED:
Receives supervision from Program Manager

SUPERVISION EXERCISED:
None

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

A. Essential Job Specific Duties:
1. Ensure that program records are maintained in compliance with the reporting and auditing requirements as needed.
2. Maintain a computerized database management system for the CDD program by entering and updating client data into the database management system.
3. Review information and verify data entry on a regular basis for accuracy.
4. Operate a variety of office business machines including computers, calculators, copiers, etc.
5. Provide administrative and clerical support such as typing, copying, filing as needed by CDD program staff.
6. Answer phones and schedule appointments.
7. Works alternate hours as required, including nights and weekends.
8. Participate in recruitment and outreach activities for the program.
9. Perform any other like duties as assigned.

B. Other Job Specific Duties:
1. Attends all meetings, trainings, and conferences as assigned.
2. Maintain a safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the effort to support clients in the CDD program.

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

Knowledge of:
Agency policies and procedures.
Applicable federal, state, and local laws, codes, and regulations.
Departmental policies and procedures.

Modern office practices, methods, procedures and equipment, including computers.
Word processing, spreadsheet, database, and other related software applications.
Problems of socially and economically challenged families.

Ability to:
Deal with conceptual matters.
Communicate effectively, verbally and in writing.
Demonstrate good interpersonal skills.
Attend evening and weekend meetings.
Effectively present program to the public.
Establish professional working relationships with clients and staff.
Type 35 WPM.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent
- Two (2) years paid or volunteer experience in a highly responsible data entry position with secretarial and/or general clerical support function in a human or health service public or nonprofit agency is desirable.

OTHER REQUIREMENTS:

- Completion of physical, TB, substance abuse screening and fingerprints upon offer of employment.
- Bilingual language fluency (English/Spanish) desired.
- Possession of a valid California Driver's license, current automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during work hours.

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 Administrative Assistant - VITA			
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					

CES 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 9 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:
Supervise the day-to-day operations of the CES program/staff, specifically related to CES and HMIS, case management, including CRM specific programs, and provider and client support. Will provide a successful and supervised setting for staff, providers, volunteers and clients, on-going follow-up services and assessment on data reporting and collection and case management. Will also facilitate in the progress of CES program and partner support. Responsible for maintaining compliance with all applicable regulations, policies and procedures, and program related contracts and reporting.

SUPERVISION RECEIVED:
Housing Program Manager

SUPERVISION EXERCISED:
CES Program Specialist, CES Navigator

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

A. Essential Job Specific Duties:
1. Responsible for monitoring day-to-day operations and staff specifically related to CES and HMIS, case management, including CRM programs, provider and client support to ensure compliance with federal, state, and local regulations, including indoor and outdoor environments.
2. Ensures ongoing communication to staff and leadership in a timely manner.
3. Addresses all staff, volunteer, provider, and client concerns under the direction of the Housing Services Program Manager.
4. Monitors related and/or assigned electronic reports to ensure all mandatory requirements are met.
5. Prepares and submits accurate and timely reports, assessments, and correspondence, as required.
6. Ensures maintenance of required program files.
7. Adheres to the American with Disabilities Act (ADA 1992), which prohibits discriminatory actions toward children and/or adults with disabilities.
8. Works in collaboration with staff and providers to mentor staff and volunteers in implementing strategies, techniques, and/or recommendations.
9. Responsible for providing document planning and program implementation.
10. Provides technical assistance and guidance to staff, providers, and community/volunteers.
11. Responsible for requisitioning appropriate supplies and materials for the department.
12. Conducts performance evaluations based on measurable and objective criteria.
13. Ensures that personal and professional development plans are implemented for supervised staff.
14. Completes disciplinary plans of action, as identified, to maintain program compliance.

B. Other Job Specific Duties:

1. Assists in interviewing, hiring, training, evaluating, and mentoring staff, volunteers, and providers, as appropriate.
2. Ensure client records, individual case files, daily log, and service statistics are maintained in an accurate and timely manner.
3. Schedules staff and works alternative hours as required, including nights and weekends.
4. Prepares, conduct, and attends all meetings, trainings, and conferences, as assigned.
5. Maintains a safe and functional work environment.
6. Is proactive, in cooperation with other staff, partners, volunteers, and clients, in achieving CES program goals.
7. Performs other tasks as may be required for the efficient operation of the comprehensive, integrated CES program.

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:

Correspondence and report writing practices and procedures.
Current problems of the homeless and socially and economically challenged families.
The contributions of volunteers and clients who may be non-professional.
Modern office practices, methods, procedures, and equipment, including computers.
Word processing, spreadsheet, database, and related software applications.

Ability to:

Demonstrate good interpersonal skills.
Work as a positive team member
Communicate effectively, verbally and in writing.
Work with conceptual matters.
Plan, organize, and allocate resources.
Effectively present CES/Housing Program services to the public.
Establish professional working relationships with staff, vendors, partners, and volunteers.
Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations.
Reasonably obtain knowledge of Agency and departmental policies and procedures.

EDUCATION AND EXPERIENCE:

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

- Associate degree from any accredited college or university with major in one of the social services, psychology, or other related field.
- At least two (2) years' supervisory experience.
- Experience working with the homeless and economically challenged.

OTHER REQUIREMENTS:

- Completion of physical, TB, substance abuse screening and fingerprints upon offer of employment.
- Bilingual language fluency (English/Spanish) desired.
- Possession of a valid California Driver's license, current automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during work hours.

- Must be able to obtain applicable certifications/licensing relating to homeless programming, as appropriate.

WORK ENVIRONMENT:

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

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

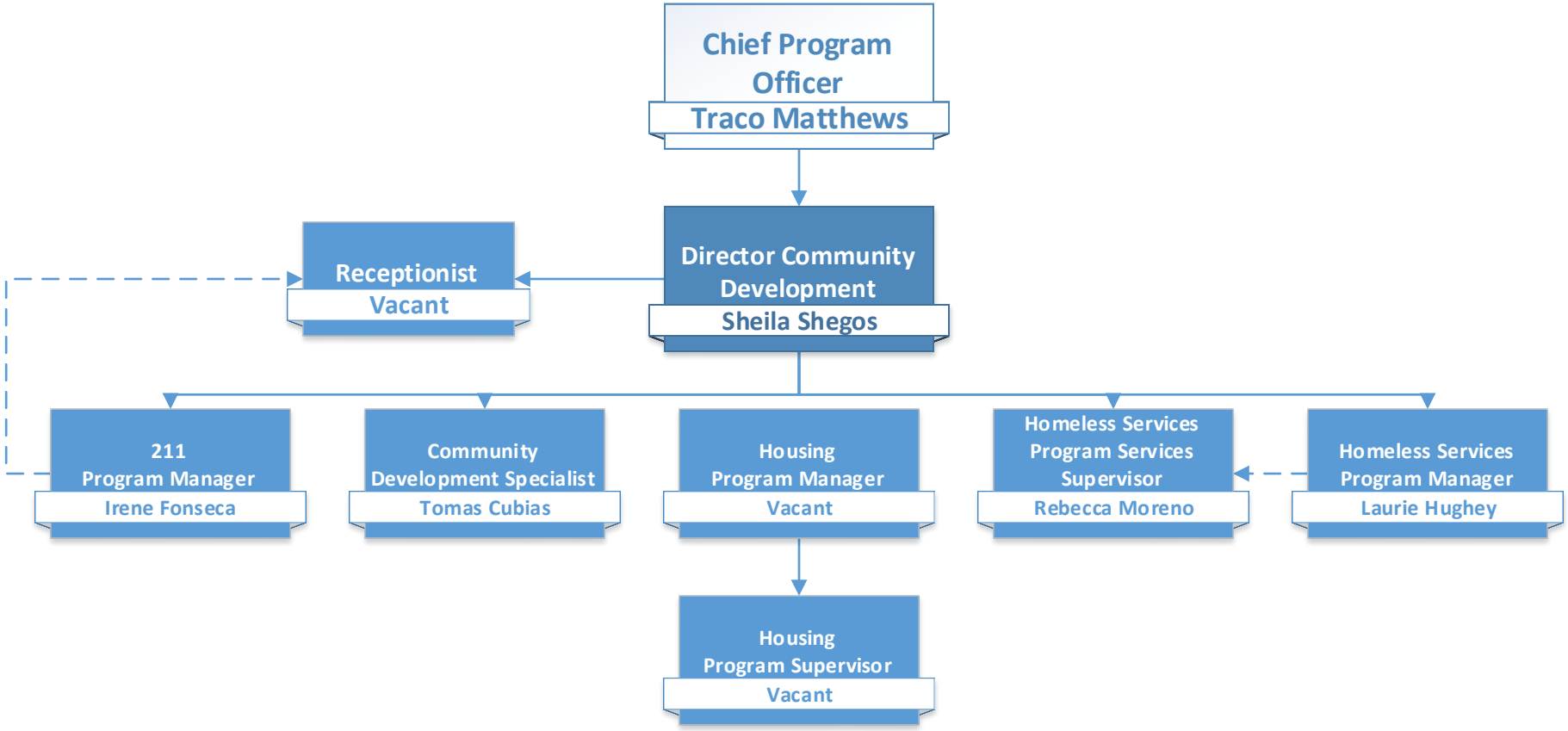
ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE CES 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	

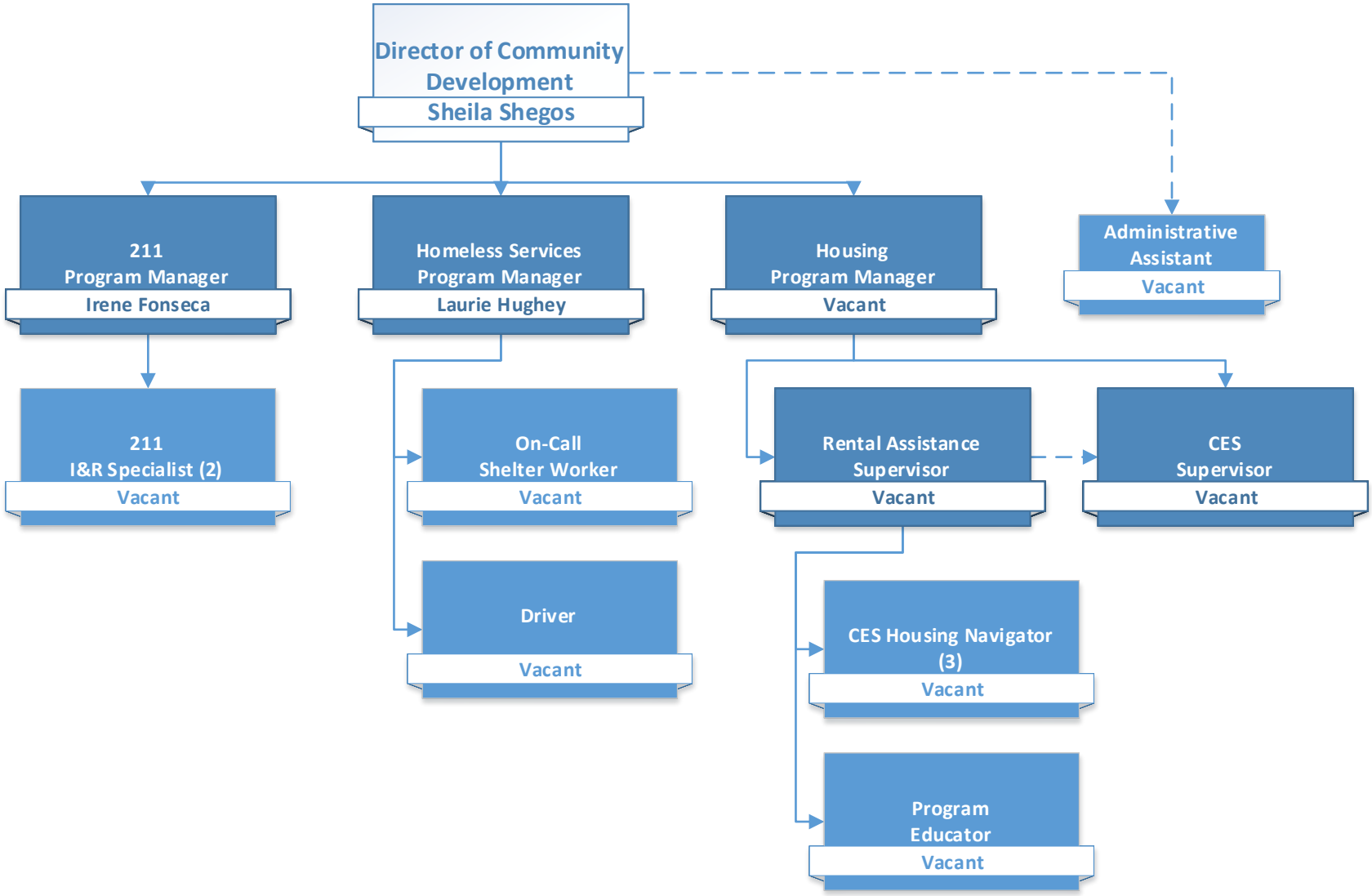
	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

Community Development Division



Revised 1-21

Homeless Prevention / Housing Program



Revised 3-21

MEMORANDUM

To: Personnel Committee

From: Tracy Webster, Chief Financial Officer

Lorraine Casillas, Director of Finance

Date: March 10, 2021

Subject: *Agenda Item 5e*: Proposal for New Finance Position – **Action Item**

In recent months, Finance has experienced an increase in growth due to the addition of new programs and contracts and COVID-19. To ensure equitable distribution of this increased growth, Finance is proposing the addition of a permanent Accountant position.

This new position will be responsible for the management of our new contracts as well as the day-to-day management of other accounts. This position will report to the Director of Finance. In addition, this new position will be a Grade 9 ($45,718.40 - $68,640.00). Accordingly, this new position will be presented to the Budget and Finance Committee on March 24, 2021 for consideration. This position will follow the standards for recruitment, and applications will be accepted and reviewed based on experience.

Recommendation:

Staff recommends that the Personnel Committee approve the addition of a permanent Accountant position within the Finance Department.

Attachments:

Accountant Job Description
Finance Department Organizational Chart

Accountant

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 9 **FLSA Status:** Non-Exempt **Date Approved:** 12/1/2017

SUMMARY:
Responsible for complex general accounting and financial reporting functions of the organization to include preparing financial statements, reconciling bank accounts, and monitoring and analyzing assets, liabilities, revenues and expenditures accounts.

SUPERVISION RECEIVED:
Receives supervision from the Finance Manager, or from the Controller or CFO in the absence of the Finance Manager.

SUPERVISION EXERCISED:
None

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

A. Essential Job Specific Duties:
1. Prepare organization financial statements.
2. Prepare financial reports for grants/contracts in accordance with funding source requirements.
3. Analyze general ledger accounts for propriety and accuracy.
4. Maintain fixed assets subsidiary ledger in accordance with regulatory requirements.
5. Reconcile bank accounts on a monthly basis.
6. Analyze organization cash balances daily by grant and program.
7. Prepare U.S. Treasury cash drawdown supporting schedules.
8. Monitor expenditures on an ongoing basis to ensure that expenditures do not exceed the established budget.
9. Prepare periodic and special reports for financial, statistical, and other purposes for use by management staff.
10. Prepare annual audit schedules.
11. Provide technical support to program staff in resolving budget, financial, and reporting issues.
12. Keep supervisor(s) informed on all accounting and financial issues affecting grants/programs and recommend solutions for improvement.
13. Train key management staff and division staff on effective use of the accounting software applications/modules.
14. Perform other financial and accounting duties as assigned.

B. Other Job Specific Duties:
1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.

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:

Generally accepted accounting principles.
Applicable federal, state, and local laws, codes, and regulations.
Organization and Finance division policies and procedures.
Modern office practices, methods, procedures and equipment, including computers.
Word processing, advanced spreadsheet, general ledger database, and other related software applications.

Ability to:

Prepare financial statements and reports.
Analyze financial data.
Research and resolve accounting issues.
Work independently.
Coordinate work requiring constant alertness and attention to detail.
Work under frequent time pressures and deadlines.
Plan, organize, allocate, and control confidential data and organizational resources.
Communicate effectively, verbally and in writing
Use good organizational methods and procedures.
Establish and maintain effective working relationships, internally and externally.

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 accounting, business administration or related field.
- Six (6) years of progressive financial accounting experience.
- Financial accounting experience in a non-profit organization or governmental entity is desirable, including familiarity with fund accounting and governmental accounting standards and regulations.

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.
- Must be fingerprinted and have such records filed with the State Department of Social Services.

WORK ENVIRONMENT:

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

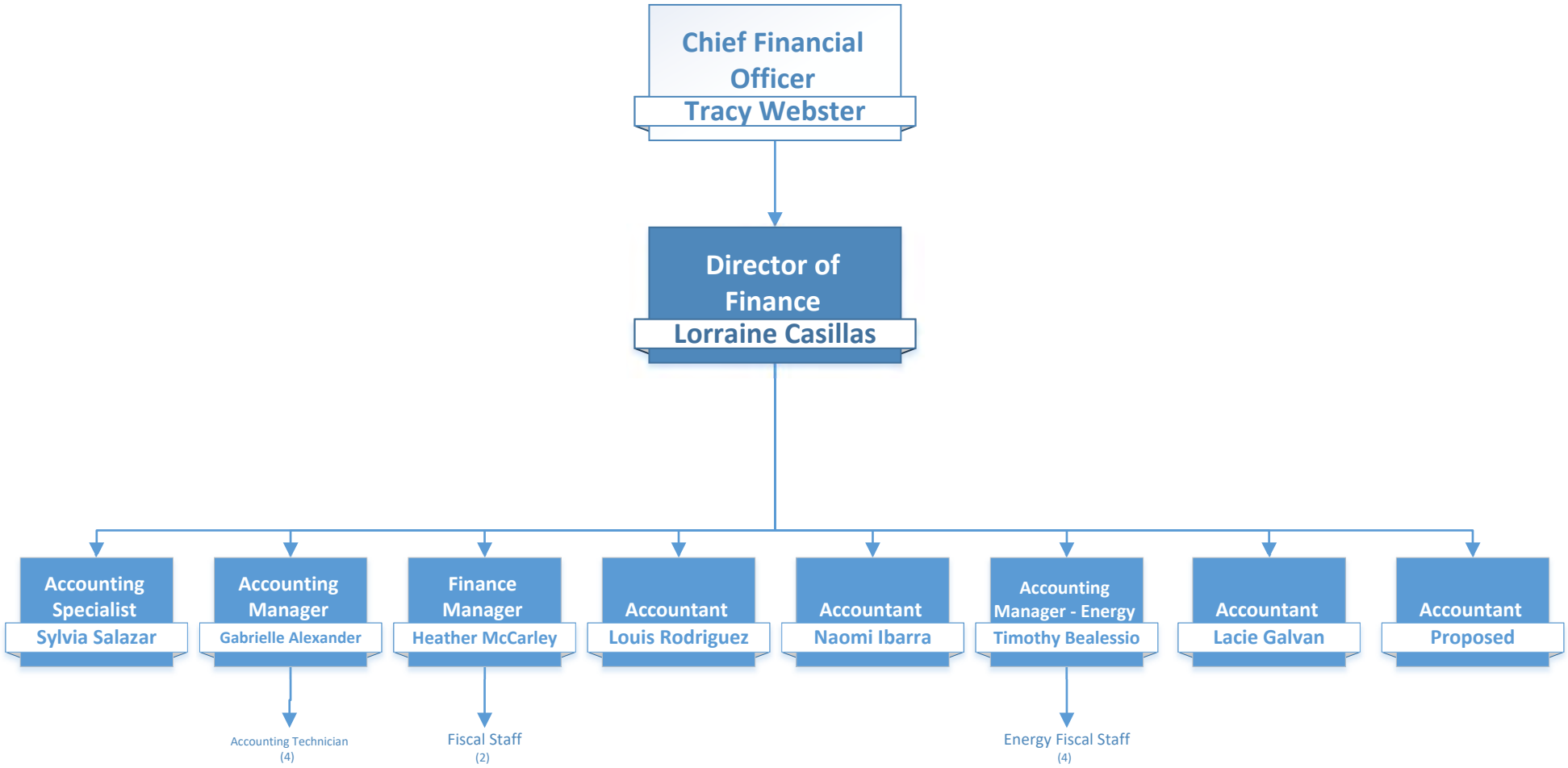
- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Accountant			
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					



Revised 03-21

MEMORANDUM

To: Executive Committee

From: Esperanza Contreras, Partnership Administrator

Date: March 11, 2021

Subject: *Agenda Item 5a*: Early Head Start Child Care Partnership Contract Addendum – **Action Item**

Stemming from the discussions at the CAPK Board meeting on February 24, revisions were made to the Early Head Start Child Care Partnership contract addendum with Escuelita Hernandez Little School. Staff evaluated the terms of the contract and incorporated the recommendations from the Board. Additionally, staff consulted with the Office of Head Start, CAPK's Business Services, Senior Management, and our Partner to ensure the new terms are mutually satisfactory for all parties.

The project will be funded through the Early Heard Start Child Care Partnership grant allocated to support partners meeting the high-quality childcare expectations of the Head Start Performance Standards. The original contract in the amount of $537,600.00 supports the ongoing Early Head Start enhanced services through 08/31/2024. The addition of $83,992 is included in the attached addendum to support required projects bringing the contract total to $621,592.

Recommendation:

Staff recommends the Executive Committee approve the Early Head Start Child Care Partnership Addendum I with Escuelita Hernandez Little School and authorize the Chief Executive Officer (CEO) to execute the Addendum I to Contract for Service Agreement on behalf of CAPK.

Attachments:

Escuelita Hernandez Little School Addendum I Contract for Services Agreement V2
Fully Executed Escuelita Hernandez Little School Contract 01062020

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

AMENDMENT I TO CONTRACT FOR SERVICES AGREEMENT

This is Amendment I to the Contract for Services Agreement ("Agreement") dated January 1, 2020 by and between Escuelita Hernandez Little School ("Contractor") and Community Action Partnership of Kern ("CAPK") for the address of 909 Castro Lane, Bakersfield California 93304. The effective date for this Amendment I will be March 11, 2021.

The Agreement made on January 1, 2020 between CAPK and Vendor shall be amended as follows.

Termination of this agreement may be exercised by either party with or without cause for any reason upon one hundred and eighty (180) days written notice. The new total for the entire Agreement shall not exceed $622,600.00. The newly established amount shall increase the current Agreement not to exceed total by $85,000.00. The additional $85,000.00 shall be designated for interior and exterior building improvements, as outlined in the scope of work provided in **Exhibit A** to this Amendment I, for a fully operational child development center. Contractor and its subcontractors shall be subject to CAPK Procurement guidelines in order to ensure funds expensed and services to be rendered are obtained in a just and equitable manner. Additionally, services to be rendered for building improvements shall be subject to Prevailing Wage which is a part of the Davis Bacon Act and detailed in the Code of Federal Regulations (CFR) 29 Part 5 provided in **Exhibit A** to this Amendment I for reference. CAPK shall work with Contractor for the duration of this Agreement to assist in ensuring compliance with proper policies and procedures.

Contractor is obligated under this contract to pay any and all selected Subcontractors/Suppliers for all improvements and site amenities related to the startup of the facility. Moreover the progress payments shall be provided by CAPK to Contractor to disburse for services rendered. $42,500.00 shall be paid to Contractor at the time of execution of this Amendment I. The remaining $42,500.00 shall be provided to Contractor upon issuance of certificate of occupancy by the City of Bakersfield Building Department and completion of site improvements. Contractor shall provide CAPK with invoices and certified payroll and if the invoices amount to less than the estimated $85,000.00, payments provided by CAPK shall only match the invoices received. In the event payments provided by CAPK have exceeded the total cost for services rendered by Contractor's Subcontractors/Suppliers, Contractor shall return any and all overpayment to CAPK in a timely manner. Additionally, Contractor shall be responsible for its pro-rate share of expenses should Contractor elect to terminate this Agreement without cause. Contractor shall be solely responsible for control, and oversite of payment to its Subcontractors/Suppliers and shall provide a copy of proof of payment to Subcontractor upon the completion of Subcontractor's services. Contractor acknowledges that all duties assigned to them regarding payment are non-delegable and Contractor shall indemnify CAPK from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against them by Subcontractor or any others while executing this Agreement as stated in **Paragraph 13** of the Original Agreement. Additionally, Contractor agrees to mandate and enforce that the identified Subcontractors procure, furnish, and maintain the types of limits of insurance specified in **Attachment B** of the Original Agreement and have Subcontractors name CAPK as an additional insured.

Both parties wish to enter into this Amendment I to reflect the above stated changes. All other terms of the original Agreement remain binding except where they contradict Amendment I, which shall prevail.

VENDOR: ESCUELITA HERNANDEZ LITTLE SCHOOL

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: _____ **Date:** _____
Jeremy Tobias, Chief Executive Officer

Exhibit A

DAVIS BACON: The Davis-Bacon Act, as detailed in the Code of Federal Regulations (CFR) 29. Part 5 of the CFR 29 applies to any construction, renovation or repair work that exceeds $2,000.00.

a. The Department of Industrial Relations (DIR) determines the General Prevailing Wage Rates (GPWR), including fringe benefits, for each craft, classification, or type of worker considered to be necessary to complete the contract work.

b. The Secretary of Labor (SOL) determines the Davis- Bacon Wage Rates for Federal-Aid projects and in most cases the wage rates set forth by the DIR and SOL will be the same for most given labor classifications.

c. If there is a difference, the bidder shall pay not less than the higher wage rate.

d. Concerning Classification of Labor and Davis-Bacon Wage Rate Determinations:

   i. Bidder must obtain Davis-Bacon Wage rate determinations from the following sites: http://www.wdol.gov/ (Federal); http://www.dir.ca.gov/OPRL/PWD/index.htm (State).

e. Contractor must use the classification that most accurately describes the work to be performed. Bidder must reclassify workers to conform to changes in duties, if any. Contractor must maintain an accurate payroll record of the time spent in each classification and submit certified payroll weekly.

SCOPE OF WORK:

Provide interior and exterior building improvements as well as demolition of chain link fence, gates, posts, wood, metal fence, concrete, roots and block planter and other material found at the left and right sides of the property. Installation of privacy fence and gate with gate latch on left side, behind left side, behind right-side, rear and front sides of property. Removal of all debris and materials used for and removed during demolition and installation.

Location for Services: 909 Castro Lane, Bakersfield California 93304.



ESTIMATE
Report ID: **118922**
Job ID: Day care Remodel-Prevailing wage
9/21/2020

Brightwood Construction Inc.
Byron Bulford
9530 Hageman rd suite B147, Bakersfield, CA 93312
Cert #: EPA Lead safe # NAT-F148648-1 **License #:** Gen Contractor Class "B" 1032058

Work Phone: (661) 205-0191 **Mobile:** (661) 205-0191
brwc@att.net
brightwoodconstruction.com

Property
909 Castro Ln, Bakersfield, CA 93304

Customer
Raquel

Estimate 9-15-2020

GARAGE LABOR

Install and/or repair the following at garage conversion Architectural and Building permit for garage conversion Frame attic access hole, Frame in new door way opening Demo and repair damaged stucco 40sf, R Retrofit insulation at walls and cieling, Hang new exterior metal door Electrical Rough-in and install two interior cieling lights 9" Add ADA wall hung sink at garage ADD Childs toilet at daycare classroom Exclusions: Planning department fees Note: Project is set at Prevailing wage residential rates with certified payroll

	Description	QTY	UOM
1	Architectural design	1	EA
2	Certified Payroll	1	EA
3	Stucco-Plasterer-crew	40	HRS
4	Debris Disposal	1	EA
5	Install new - blown insulation - cellulose - R-13 & cieling R30	40	HRS
6	General labor - Crew	80	HRS
7	Painter-interior walls and doors-crew	40	HRS
8	Rough Framing Carpenter-crew	40	HRS
9	Electrician-crew	40	HRS
10	Flooring installer-crew	40	HRS
11	Plumber-crew	100	HRS
12	Drywaller Labor crew	40	HRS

Area Total: **$43,110.20**

GARAGE MATERIAL

	Description	QTY	UOM

1	Building Permits	1	EA
2	Stucco Material	64	SF
3	Install new - wall blown insulation - cellulose - R-13	800	SF
4	Install new - ceiling blown insulation - cellulose - R-30	550	SF
5	Framing 2x4x8, 4x10 header	1	EA
6	Install new - 36" metal exterior door including jamb and casing, knob and dead bolt	1	EA
7	Install new - wood floor - vinyl plank with underlayment - Material: Deco Products Hydro stop or equivalent and quiet walk underlayment	550	SF
8	Electrical boxes, wiring, switches and 2-9" cieling lights	1	EA
9	Plumbing Wall hung sink, faucet, includes all rough-in and septic system tie-in, toilet	1	EA
10	Drywall, mud and tape	1	EA
11	Paint-Sherwin Williams Interior semi-gloss latex paint	1	EA

Area Total:	**$8,581.80**
Sub Total:	**$51,692.00**
Estimate Tax:	**$0.00**
Estimate Total:	**$51,692.00**

Signature: **Date:**

Exhibit A Continued



Exclusions: Any work that is not specifically included in Estimate or Scope of work shall not be any part of this Contract. Estimate is Preliminary in nature and may change once exact location size, design and engineering details of project are known.

Estimate is good for 30 days

A one-year workmanship warranty for all srevices will be provided except for areas that are otherwise mentioned. Our warranty does not cover any appliance failures (appliance warranties should be covered by manufacturer if there are any) and damage related to intentional damage casued by anyone, act of nature, war/terror, earthquake, or flood related damages. When appliance failures occur, client(s) are responsible for the warranty and usability of all the materials (e.g. cabinet,refrigerator and etc.) that are purchased and/or provided themselves or by 3rd party. warranty is not transferable during ownership change.

Progress payment schedule

Payment 1 10 percent deposit or $1000.00

Payment 2 40 percent Progress payment- Due on mobilization

Payment 3 40 percent Progress payment- Completion of Rough-in work (framing,plumbing,electrical)

Payment 4 10 percent final payment-Due upon completion of the project

Contractors General Liability Insurance and Workers compensation certificate availible upon request.

Owner's Responsibilities: In connection with the work to be undertaken by building in accordance herewith, Owner agrees to provide the following:

a) Provide free and clear access for all work to proceed on the following days M-F, 7 a.m.-5:00 p.m., b) Provide a secure staging area for material to be stored as necessary and for all installation, cutting, tooling etc... To be done on site

c) Provide Utilities, Electricity, & Water d) Provide a wash out area for painters, Lathers, framers, etc...as deemed necessary

Preliminary -Lien Notice: Brightwood construction reserves the right to issue a Preliminary Lien for all labor and materials.

Exhibit A Continued

TRES HOMBRES FENCE CO.
2201 Virginia Ave.
Bakersfield, CA 93307
CA Cont. Lic #731465
(661) 323-7461 Office
(661) 323-7482 Fax
(661) 331-4823 Cell

Proposal

PROPOSAL NO. 4031
SHEET NO. 1
DATE 11/23/20

PROPOSAL SUBMITTED TO:

NAME CAPK	WORK TO BE PERFORMED AT: ADDRESS ESCUELITA HERNANDEZ
ADDRESS 5005 Business Park North	909 CASITO LN
BKFD CA. 93309	DATE OF PLANS BKFD CA.
PHONE NO. 661-336-5236	ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of Fence Installation

282' of 4' Chain Link Fence
Post - End/Gate 2 7/8" x 6' Sch 40 Line Post - 2 3/8" x 6' Sch 40
Top rail 1 5/8" x Sch 40 Fabric 48" 9ga 2" mesh Tension wire 7ga. Coil
Gates 1-10'x6' Double Swing 1-10'x4' Double Swing 5-5'x4' Single Walk Gate
1-4'x6' wrought Iron Gate 1-5'x6' walk gate
3 perimeter Gates have Free exit Handles
14' of 6' wrought Iron with Gate Regal Pattern Straight Top & Bottom
Note - Remove all chain Link & wood that is not Safe - all 4" has barbs
5-4"x7' Barrier Post at End of Drive way in Front of Infants Classroom
Concrete work - Remove Dirt, grass and small strip of brick
Remove roots where Concrete is to be Placed & Haul off.
Bring in Fill Dirt, Set Forms, Pour 4" thick regular gray concrete
1 Concrete Pumper - Leave Broom Finish - Install Control Joints.
All Labor & Materials - Haul off all Brick from Garden area

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Thirty Two Thousand Three Hundred Dollars ($ 32,300) with payments to be made as follows.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted [signature]

Per _____

Note — this proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date _____ Signature _____

3-12

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

ACCOUNT CODE:

CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement ("Agreement") is made and entered into as of this 1st day of January 2020 by and between: Escuelita Hernandez Little School ("Contractor") and Community Action Partnership of Kern ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, Contractor agrees as follows:

1. **DESCRIPTION OF SERVICES.** Contractor shall provide center-based services for up to 8 infants and 8 toddlers (combined) with a minimum of 1380 hours of care per program per year as more fully detailed in **Attachment A** (Scope of Work).
2. **LOCATION FOR SERVICES.** Escuelita Hernandez Little School, Facility #153810012/3, 909 Castro Lane, Bakersfield CA 93304
3. **PAYMENT FOR SERVICES.** Payment for services shall be six hundred dollars ($600.00) per child per calendar month, up to a maximum of sixteen Early Head Start children. The total maximum monthly charges are Nine Thousand Six Hundred dollars ($9,600.00). Prior approval for trainings, conferences, classes are to be obtained from CAPK prior to registration. Prior approval for start-up costs are to be obtained from CAPK before the work starts. Any additional services not approved by CAPK in advance will be at Contractor's own expense. A copy of CAPK's signed approval is to be submitted with Contractor's invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10th day of the following month. Terms are Net 30 from the date the invoice is received in CAPK's Accounting Department. Additionally, Contractor invoices shall be in accordance with **Attachment B** contained in and attached hereto for reference.
4. **TERM.** This period of performance for this Agreement shall commence on January 01, 2020 and end on August 31, 2024. This Agreement may be terminated by either party with or without cause for any reason upon thirty (30) days written notice. The entire length of this Agreement shall be separated into two phases as shown below.

   Phase 1: January 01, 2020 to August 31, 2020

   Phase 2: September 01, 2020 to August 31, 2024.

5. **OPTION TO RENEW.** This agreement may be renewed upon approval from CAPK and the Administration for Children and Families for a term mutually agreed upon by both parties..
6. **RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Contractor is an independent Contractor and is not an officer or employee of CAPK.
7. **EVALUATION.** Contractor may be evaluated throughout the contract term. If Contractor fails to provide satisfactory service, CAPK may terminate this contract with 30 days written notice.
8. **LOSS OF SUBSIDY.** Eligible children identified as EHS participants may not be dis-enrolled as a result of a loss of subsidy. In the case of where an EHS slot is not subsidized, CAPK will pay a non-subsidized rate of no more than the contractor's other subsidy daily rate for any unsubsidized EHS-Child Care Partnership child. CAPK will continue to make payments for the unsubsidized child until the child ages out of the program, the parent declines services or secures childcare elsewhere. CAPK will work with the Contractor to ensure continuity of services due to a loss of subsidy either in the Center Based option or offering EHS Home Based services through CAPK's EHS Home Based program. The non-subsidized rate can either be short term until subsidy resumes or long term to support continued EHS services to the child and family. In the case of loss of subsidy, Contractor will submit request for payment in writing. Payments made for loss of subsidy pursuant to this paragraph will be in addition to any payments made to Contractor pursuant to paragraph one (1) above.
9. **RESPONSIBILITIES.** Vendor shall perform the services provided for under this Agreement and shall keep CAPK informed of progress and developments and will respond within a reasonable time to CAPK's inquiries and

communications. CAPK shall provide on a timely basis all information and documents necessary for Vendor's effective representation of CAPK's interests.

10. **CONFIDENTIALITY.** Vendor shall not at any time or in any manner, either directly or indirectly, use for its benefit, or divulge, disclose or communicate in any manner any information that is proprietary to CAPK. Vendor will protect such information and treat it as strictly confidential. This provision shall continue to be effective even after the termination of this Agreement for a period of three (3) years.

11. **RECORD KEEPING.** Payrolls, attendance and basic accounting records pertaining to the above described services shall be kept on a generally recognized accounting basis and shall be available to CAPK at mutually convenient times. Contractor shall keep accounting records for a period of three years after completion and acceptance of the agreement by the Owner.

12. **INSURANCE.** Contractor shall maintain General Liability Insurance and is responsible for maintaining any public liability, property damage, Workers' Compensation Coverage and fire insurance, as specified in **Attachment C** titled "CAPK Additional Terms and Conditions."

13. **INDEMNIFICATION.** The Contractor shall hold harmless CAPK from every claim or demand which may be made by reason of any injury to person or property sustained by the Contractor or by any person, firm or corporation, employed directly or indirectly by him/her upon or in connection with his or her performance under this Agreement, however caused, and any liability that may arise from the furnishing or use of any copyrighted or un-copyrighted composition, secret process or patented or un-patented invention. Contractor agrees to indemnify CAPK from all claims, losses, expenses, fees, including attorney fees, costs, and judgments that may be asserted against Contractor while executing this Agreement.

14. **NOTICES.** Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served via certified mail, return receipt requested, to the address set forth in this Agreement.

Contractor:
Escuelita Hernandez Little School
ATTN: Raquel Hernandez, Director
909 Castro Lane
Bakersfield, CA 93304
Phone: (661) 422-5437

CAPK:
Community Action Partnership of Kern
ATTN: Esperanza Contreras, Partnership Administrator
5005 Business Park North
Bakersfield, CA 93309
Phone: (661) 336-5236 ext. 2225

15. **APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date hereinabove first written.

CONTRACTOR: ESCUELITA HERNANDEZ LITTLE SCHOOL

Signature: _____ **Date:** 01/06/2020

Printed Name: Raquel Hernández **Title:** Director

INITIALS

OWNER: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____ **Date:** 1/3/2020

Printed Name: Jeremy T. Tobias **Title:** Chief Executive Officer

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Enrollment – 45 CFR 1302:

Ensure that full enrollment is met throughout the Head Start Program year, July 1 – June 30.

Achieve full enrollment on day one of program services by following the steps below:

- Provide a minimum of 1380 hours of care per program year.
- Attendance will be closely monitored to ensure that any child who does not show up on the first day or within 10 days is dropped and replaced with a new student.
- Make reasonable efforts so that Early Head Start (EHS) vacancies are filled within 30 calendar days.
- Enroll children after CAPK Head Start has verified eligibility and signed a statement certifying eligibility as per 45 CFR 1302.12. Certification can occur as follows:
  - ✓ Request a Head Start employee to verify eligibility (a minimum of 5 files is required).
  - ✓ Scan or fax the documents to the ERSEA Manager at fax number (661)336-5248.
  - ✓ Enroll 10% of slots with children with Individual Family Service Plan (IFSP). Fill slots no later than January 1 each year.
  - ✓ Accept files from Head Start waiting list of children with an IFSP and enroll to fulfill the 10% enrollment.
  - ✓ Provide a monthly enrollment report (include waitlisted and dropped children) along with the monthly invoice that includes attendance.
  - ✓ If average daily attendance falls below 85 percent, Contractor will analyze the causes and develop and submit to CAPK to review and approve a plan that outlines corrective measures no later than the 15th day of the following month.
  - ✓ Documentation of work with families to improve daily attendance and how parents will be supported with issues that impact the child's attendance.

CAPK will:

Enrollment – 45 CFR 1302:

- Provide on-going monitoring of enrollment and verify that all vacancies are filled within 30 days.
- Provide Training and Technical Assistance to Contractor's staff to ensure that timelines are met, records are maintained and that follow-up services are provided.
- Review and sign off on eligibility documents prior to the enrollment of all children and return to Contractor within 2 business days to ensure full enrollment.
- Enrollment will be verified by the ERSEA Manager and the Head Start/State Child Development Programs Director or assignee.
- Provide Training and Technical Assistance to Contractor to assist in developing inclusive classrooms and enroll children with disabilities in order to meet the 10% mandate.
- Refer Federal Head Start eligible children to Contractor to assist in meeting funded enrollment and 10% children with disabilities.
- Provide training and technical assistance to Contractor's staff in developing and revising Contractor's procedures to ensure compliance with Head Start regulations and mandates.
- Provide technical assistance and strategies to improve attendance problems and ensure that children are receiving the required services under this Agreement.
- Monitor implementation of service plan and provide assistance and training determined to be needed from the analysis of Program Information Report (PIR), Infant/Toddler Environment Rating Scale (ITERS), Self-Assessment, Monitoring and other CAPK program monitoring data.
- Include Contractor staff in CAPK trainings as appropriate.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Education – 45 CFR – 1302:

- Hire teaching and support staff that meet Head Start and licensing regulations as outlined in the Head Start Act of 2007, and any updates issued thereto.
- Make available at least one annual training day to all EHS staff conducted by CAPK to ensure understanding of and compliance with Early Head Start guidelines.
- Align curriculum to meet school readiness goals established by the Head Start program.
- Provide two home visits, and two parent conferences for every child during program year.
- Ensure on-going Child Assessments/Desired Results Developmental Profile (DRDP) data is submitted according to CAPK timelines-three times per year. Complete Behavior Screening and submit to Family Advocate within 45 days of child's first day of school.
- Provide reports that document that staff has reviewed the results of developmental and behavior screening within 30 days after it was completed and discuss results with parents.
- Refer children identified with concerns from screening to CAPK's Content Area Specialist (CAS) Wellness for further assessment.
- Ensure children have a smooth transition experience following the guidelines of the Early Head Start Transition plan.
- Implement a high-quality research-based curriculum and other supporting strategies as defined by Head Start Performance Standards, Head Start Act.
- Review and implement Head Start current policies and procedures related to education, including the new Head Start Child Outcomes Framework in curriculum implementation and the Program for Infant and Toddler Care (PITC).
- Ensure all lesson plans, children's education goals and ongoing assessments are aligned with Head Start School Readiness and Early Learning Framework.
- Provide monthly reports on status of home visits, parent conferences, intentional teaching, individualization, observations/ongoing child assessments, 45-day mandates, and lesson planning.
- Provide yearly Pedestrian Safety training to parents and children.
- Monitor curriculum implementation, individualization and school readiness and forward monitoring reports to CAPK Head Start Director.

CAPK will:

Education – 45 CFR –1302:

- Provides start-up instructional materials and furnishings identified by CAPK.
- Provide Training and Technical Assistance in the following areas:
  - ✓ Federal Head Start regulations, Performance Standards, and mandates, Head Start School Readiness mandates, Head Start Child Development and Early Learning Framework; i.e., Home Visits, Family Partnership Agreements, etc.
  - ✓ Training in curriculum planning and implementation.
  - ✓ Mental Health – Appropriate Behavioral Intervention.
  - ✓ Content expectations for home visits and parent conferences.
- Schedule for completing and submitting results on the following:
  - ✓ Education compliance reports for home visits, conferences, etc.
  - ✓ PIR status reports
  - ✓ Parent Engagement

The training calendar will be issued at the beginning of the Program year and updated monthly; in addition, the Head Start program will dedicate a Supervisor, a Family Advocate and a coach to train and mentor staff on site.

- Hire a Family Advocate to support full enrollment, recruiting, selection, eligibility and attendance requirements, ChildPlus data entry.
- Hire Program Partner Coordinator to support and ensure full compliance of all comprehensive services and regulations as defined in the Head Start Performance Standards.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Health- 45 CFR – 1302:

- Ensure that there is documentation indicating that all physical exams (well-baby check-ups) are completed at time of child enrollment per the Early and Periodic Screening Diagnosis and Treatment (EPSDT) requirements by age group.
- Review the results of all health exams, follow up on noted comments and submit to the Family Advocate to enter in ChildPlus. Refer for any needed treatment or missing requirements, documents and follow up on contact log.
- Assist parents to obtain or arrange further diagnostic testing, examination, and treatment by an appropriate licensed or certified professional for each child with an observable, known or suspected health, nutritional, behavior or developmental problem. Develop and implement a follow-up plan for any condition identified so that any needed treatment can begin.
- Take current height and weight for each child, three (3) times a year; and submit information to the Family Advocate for entry in ChildPlus.
- Generate and review health reports (summary and detailed) from weekly monitoring reports and follow up on areas needing improvement or focus within 5 days.
- By July 1 of each year, review and modify as necessary policies and procedures of Health, Mental Health and Nutrition Services that meet Head Start Performance Standards and Regulations. Submit to CAPK to review.
- Review the monthly "Partner Monitoring Report" and complete the plan of action section for each area of the report where a concern was identified no later than one week after receiving reports from CAPK.
- Submit a report to CAPK within 24 hours for any known or suspected instances of child abuse or neglect and/or any unusual incident.
- Responsible for administering any authorized medications and document on medication log all medication administered to children as required by state guidelines.

CAPK will:

Health- 45 CFR – 1302:

- Provide training and technical assistance on health-related requirements such as:
  - ✓ Health Plans
  - ✓ Nutrition Assessments
  - ✓ Medication Administration
  - ✓ Food Allergies
  - ✓ ChildPlus data entry
- Ensure all physical exams and health information are entered in ChildPlus within 30 days of the child's first day of attendance.
- Refer for annual well child exams at the appropriate intervals and dental exams at least 30 days prior to due date or expiration date and document referral on contact note or in ChildPlus.
- Ensure that all immunizations are complete and up-to-date at time of enrollment and entered in ChildPlus within 30 days of the child's first day of attendance. Refer and follow- up regularly until all immunizations outlines by age are completed according to CA Immunization Requirements. Document all referrals and follow-up on contact notes.
- Conduct and enter Nutrition Assessments in ChildPlus within 45 days of the child's first day of attendance. Follow up on nutrition concerns including referral for low Hgb/Hct, high lead levels and develop nutrition plans if needed as soon as possible but no later than 90 days from the first day of attendance.
- CAPK will review growth chart to determine height and weight are within normal range. For children who do not fall within normal range, Family Advocate will submit a referral to CAPK nutrition.
- Ensure that dental exams have been completed, including follow up treatment and are entered in ChildPlus, documented on contact notes within 90 days of the child's first day of attendance.
- Review the Contractor's policies and procedures for Health, Mental Health and Nutrition Services to ensure they meet the Head Start Performance Standards and Regulations.
- Document all medical follow-up treatment and services on contact notes. This is to include all medical treatments that improve the child's overall health.
- Ensure an authorization for medication is completed by child's physician and signed by parent prior to accepting and administering medication.
- Ensure health plans are developed for children with chronic health conditions to include medications as needed.
- Enter and track treatment needed, and treatment received in ChildPlus.
- Conduct vision and hearing screenings, enter in ChildPlus within 45 days of child's first day of attendance and rescreen within 4-6 weeks as needed.
- Obtain results of clinical vision screening and clinical hearing screening from current well baby check by age at time of enrollment within 45 days of child's first day of attendance and enter in ChildPlus. Document all referrals, if any, and follow up on contact notes.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Family Services – 45 CFR – 1302:

- By July 1 of each year, review policies and procedures for Family Services that meet Head Start Performance Standards and Regulations. Submit to CAPK for review.
- Review monthly Family Services Reports (summary and detailed) provided by Family Advocate. Follow-up on areas needing improvement or focus within one (1) week of running the report.

CAPK will:

Family Services – 45 CFR – 1302:

- Provide training and technical assistance on Family Service requirements such as:
  - ✓ Family Assessments and Family Partnership Agreement (FPA) process.
  - ✓ ChildPlus data entry
  - ✓ Service delivery tracking
- Family Assessments to be completed within 5 working days of the child's first day of attendance. Document on the contact notes and ChildPlus on the same day the family assessment is completed.
- Provide referrals for services and resources that are responsive to family's needs, interests and goals on the same day the need is identified. Document on the contact notes and ChildPlus on the same day the referral is made.
- Conduct timely follow-up on family needs, referrals and services received as soon as possible but not to exceed 60 calendar days depending on the urgency of the need. Document all follow-up pertaining to referrals and services received on the contact notes and ChildPlus on the same day follow-up is conducted.
- Initiate the goal setting process with all families and on the contact log and ChildPlus within 5 days of the child's first day of attendance.
- Develop Family Partnership Agreements (FPA) based on family's readiness and willingness to participate in the process. Complete the FPA form if goal is established. Document on the contact notes and ChildPlus on the same day the FPA is developed.
- Conduct FPA follow-up every 60 calendar days to review the status of the goal(s) established or reevaluate the family's readiness to participate in the goal setting process if goal has not been established. Document the contact notes and ChildPlus on the same day FPA follow-up is conducted.
- Review the Contractor's policies and procedures for Family Services to ensure they meet the Head Start Performance Standards and Regulations.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Program Design and Management – 45 CFR – 1301:

- Child Care License – Contractor shall maintain for the term of this Agreement a current Child Care License issued by the California Department of Social Services; shall provide CAPK with a copy of the license and shall notify CAPK in writing of any changes in the status of the license, including Type A and Type B violations within 24 hours of the violation.
- Ensure and provide documentation by September 30th of each year that all staff working with children receive annual Child Abuse Training.
- By July 1 of each year, review operational procedures to ensure that children receive services within the mandated time frames of the Head Start Performance Standards and the Head Start Act 2007.
- Document annual performance evaluations for employees.
- Participate in Partner's meetings and trainings related to Head Start/Early Head Start.
- Document staff individual and group training needs.
- Provide a monthly report to CAPK Head Start/State Child Development Programs Assistant Director on issues related to Program Information Report (PIR) with a final report provided no later than June 1 of each year.
- Monitor areas in the PIR that are below 100%. Develop a plan of action to meet non-compliant areas on a monthly basis.
- Provide a representative to participate in the following:
  - ✓ Annual Self-Assessment
  - ✓ Monitoring Assessments
- Complete follow-up within 30 days of each monitoring event to document closure to individual findings. Provide a corrective action plan for any areas of non-compliance that were found during the annual self-assessment within 30 days.
- Conduct ongoing monitoring of program operations by submitting monthly analysis of health, education and family services data along with a plan of action for all areas of non-compliance and participate in Partner Coordination Meetings.
- Report any licensing finding, non-compliance with Child and Adult Care Food Program (CACFP), or any other loss of funding that materially weakens the financial stability of the Contractor or its ability to deliver the services required under this Agreement within 24 hours of the finding.
- Make reasonable efforts to have one parent representative to serve on the CAPK Head Start Policy Council (PC) monthly meetings. Representative must be elected in accordance with PC By-Laws at a local parent meeting. Parent must have a child currently enrolled in the Head Start Program.
- Ensure that employees hired to perform services under the Agreement meet Early Head Start Performance Standards and Community Licensing regulations.

CAPK will:

Program Design and Management – 45 CFR – 11301:

- Provide necessary trainings to appropriate staff to set up systems and procedures as needed.
- Provide feedback on reports and assist with any needed corrective action.
- Develop the structure and training for the Annual Self-Assessment.
- Develop the system for ongoing monitoring and conduct monitoring of Contractor operations.
- Participate in training of staff to provide support and technical assistance and ensure implementation of procedures meet federal regulations.
- Provide data regarding service achievements, gaps and possible solutions to meet federal regulations.
- Update office equipment and software necessary to track program performance and document the yearly Program Information Report (PIR).
- Organize monthly service reviews with content area experts to analyze progress, identify gaps and help develop timely solutions.
- Provide monthly Policy Council Minutes via email for distribution to parents of Head Start classrooms.
- Use ChildPlus software for the purpose of data collection and reporting entering information by Friday every week and run reports on Monday.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Training:

- Provide staff training on State and Federal regulations and mandates, mutually coordinated with CAPK and other partners.
- Provide staff training related to other areas of the program as requested by CAPK.
- Make available at least one day per year for the line staff to receive training on Head Start mandates.
- In-Kind: Provide documentation for Non-Federal Share to CAPK each month (amount is 25% of Federal funds expended).
- Contractor will be responsible for requesting in writing for staff to attend Head Start specific approved conferences, classes, trainings and workshops.

CAPK will:

Training:

- Staff to provide groups as well as on-site training as needed.
- Registration for outside training and conferences: CAPK will be responsible for registration and incidental expenses for Contractor's staff to attend Head Start specific approved conferences, classes, trainings, workshops and will invoice with receipts attached. Request to attend must be approved by CAPK in writing.

ATTACHMENT B —Payment Provisions

1. **Payment Limits** – CAPK total payments to Contractor under this Contract shall not exceed $537,600.00 for children services, training and technical assistance and start up budget amounts are to be determined.
2. **Payment Basis** – Subject to the Payment Limit, payments to the Contractor for all services provided for CAPK under this Contract shall only be for costs that are actually incurred in the performance of the Contractor's obligations under this Contract as evidenced by the timely provision of services to families and submittal of monitoring reports, invoices, and Program Information Report.
3. **Payment Amounts** – Subject to later adjustments in total payments as provided below and subject to the Payment Limit of this Contract.

   $600 per child per month, maximum of 8 Early Head Start children and 8 Head Start children, for 55 months 30 days (January 01, 2020 through August 31, 2020 and September 01, 2020 through August 31, 2024), in addition, a TBD yearly budget is allocated to cover trainings, conferences, classes and workshops for agency staff.

Attachment C

Community Action Partnership of Kern
Additional Terms and Conditions

1. **TAXES.** The Contractor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.

2. **ASSIGNMENT OR SUBCONTRACTING.** The Contractor may not assign or transfer the Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Agreement and must be included as such.

3. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate the Agreement at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Contractor hereby expressly waives any and all claims for damages or compensation arising under the Agreement except as set forth in this section in the event of such termination.

4. **CHANGES.** CAPK may from time to time, require changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Contractor and CAPK's Chief Executive Officer.

5. **CLAIMS.** All claims for money due or to become due to the Contractor from CAPK under the Agreement may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.

6. **NOTICE.** Any notice or notices required or permitted to be given pursuant to the Agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.

7. **AFFIRMATIVE ACTION.** The Contractor agrees to abide by all State and Federal Affirmative Action policies and laws.

8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Agreement, including any claims for breach of the Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.

9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Contractor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.

10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.

11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Contractor will be American made.

12. **CONFIDENTIALITY.** The Contractor shall use his or her best efforts to keep confidential any information obtained during the performance of the Agreement.
13. **RESPONSIBILITY.** If Contractor is part of a corporation, the individual or individuals who sign the Agreement on behalf of the corporation are jointly responsible for performance of the Agreement.
14. **PROTEST BY CONTRACTOR:** If the Contractor wishes to file a protest against CAPK for any action, the Contractor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Contractor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Contractor may file a protest with CAPK as specified in the section titled "Protest by Contractor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION**: Contractor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
    a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
    b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
    c. Does not have a proposed debarment pending; and
    d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

    If there are any exceptions to the Certifications above, insert the exceptions in the following space:

    Exceptions will not necessarily result in denial of award but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

    Note: Providing false information may result in criminal prosecution or administrative sanctions.
17. **WORKER'S COMPENSATION**: Labor Code Section 3700 provides:

    "Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

    > "(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.
    >
    > "(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."
    >
    > Contractor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Agreement.
    >
    > (In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Agreement.)

18. **INSURANCE REQUIREMENTS:** Contractor shall procure, furnish and maintain for the duration of the Agreement the following types and limits of insurance herein:

a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:
b. Provide coverage for owned, non-owned and hired autos.
c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:
e. Provide Contractual Liability coverage for the terms of the Agreement.
f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

All policies required of the Contractor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Contractor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Best's rating of no less than A: VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Agreement, or insurance rated below Best's A: VII, must be declared prior to execution of the Agreement and approved by CAPK in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by the Agreement is satisfactorily completed.

Contractor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Agreement or cancel the Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of the Agreement.



01/06/2020

Signature **Date**

Raquel Hernandez Director

Print Name **Title**

Escuelita Hernandez Little School

Company Name



ESTIMATE
Report ID: **118922**
Job ID: Day care Remodel-Prevailing wage
9/21/2020

Brightwood Construction Inc.
Byron Bulford
9530 Hageman rd suite B147, Bakersfield, CA 93312
Cert #: EPA Lead safe # NAT-F148648-1 **License #:** Gen Contractor Class "B" 1032058

Work Phone: (661) 205-0191 **Mobile:** (661) 205-0191
brwc@att.net
brightwoodconstruction.com

Property
909 Castro Ln, Bakersfield, CA 93304

Customer
Raquel

Estimate 9-15-2020

GARAGE LABOR

Install and/or repair the following at garage conversion Architectural and Building permit for garage conversion Frame attic access hole, Frame in new door way opening Demo and repair damaged stucco 40sf, R Retrofit insulation at walls and cieling, Hang new exterior metal door Electrical Rough-in and install two interior cieling lights 9" Add ADA wall hung sink at garage ADD Childs toilet at daycare classroom Exclusions: Planning department fees Note: Project is set at Prevailing wage residential rates with certified payroll

	Description	QTY	UOM
1	Architectural design	1	EA
2	Certified Payroll	1	EA
3	Stucco-Plasterer-crew	40	HRS
4	Debris Disposal	1	EA
5	Install new - blown insulation - cellulose - R-13 & cieling R30	40	HRS
6	General labor - Crew	80	HRS
7	Painter-interior walls and doors-crew	40	HRS
8	Rough Framing Carpenter-crew	40	HRS
9	Electrician-crew	40	HRS
10	Flooring installer-crew	40	HRS
11	Plumber-crew	100	HRS
12	Drywaller Labor crew	40	HRS

Area Total: **$43,110.20**

GARAGE MATERIAL

	Description	QTY	UOM

18. **INSURANCE REQUIREMENTS:** Contractor shall procure, furnish and maintain for the duration of the Agreement the following types and limits of insurance herein:

a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:
b. Provide coverage for owned, non-owned and hired autos.
c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:
e. Provide Contractual Liability coverage for the terms of the Agreement.
f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

All policies required of the Contractor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Contractor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Best's rating of no less than A: VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Agreement, or insurance rated below Best's A: VII, must be declared prior to execution of the Agreement and approved by CAPK in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by the Agreement is satisfactorily completed.

Contractor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Agreement or cancel the Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of the Agreement.



01/06/2020

Signature **Date**

Raquel Hernandez Director

Print Name **Title**

Escuelita Hernandez Little School

Company Name

Program Monthly Reports
February 2021
PRE Meeting
March 17,2021

Administration

Grant Development

CAPK Foundation

Outreach & Marketing

Community Action Partnership of Kern
Monthly Report 2021

Month	February	**Program/ Work Unit**	Grant Development, CAPK Foundation, and Outreach
Division/Director	Executive/Pritika Ram	**Program Manager**	N/A
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

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, and English-Spanish translations.

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	22,073	47,121	180,000	147%	26%
Facebook Impressions - number of times users see content	125,000	151,000	900,000	167%	17%
Other Social Media Impressions	10,631	20,131	220,000	58%	9%

Note: Data and goals have been revised from January to improve reporting accuracy

Outreach Advocacy	Outreach Special Projects
Completed mettings with all City Council Members on Food Bank Expansion	COVID-19 Communications Taskforce communications to staff
Created Videos for vaccine promotions	Completed draft Communication Plan
Prepared Social Media Report/Plan	Completed draft Advocacy Plan
Strategic Plan GG3 and GG4 work	Created videos for Read Across America Week

Grants In Progress	Projects
USDA Community Food Projects-Planning Grant	Housing Assessment
Kern Family Health Care, SYC and FHCC	Literacy Grant/Bookmobile
CDC Preventing Violence Affecting Young Lives (Research)	Community Needs Assessment
Feeding America Service Insight (Research)	Strategic Plan 2021
	CDFI/CDC - Consultant Identified

CSBG	ROMA
Completion of Module 3, Community Indicators	2/11/2021 CSBG Overview and Roma Introduction

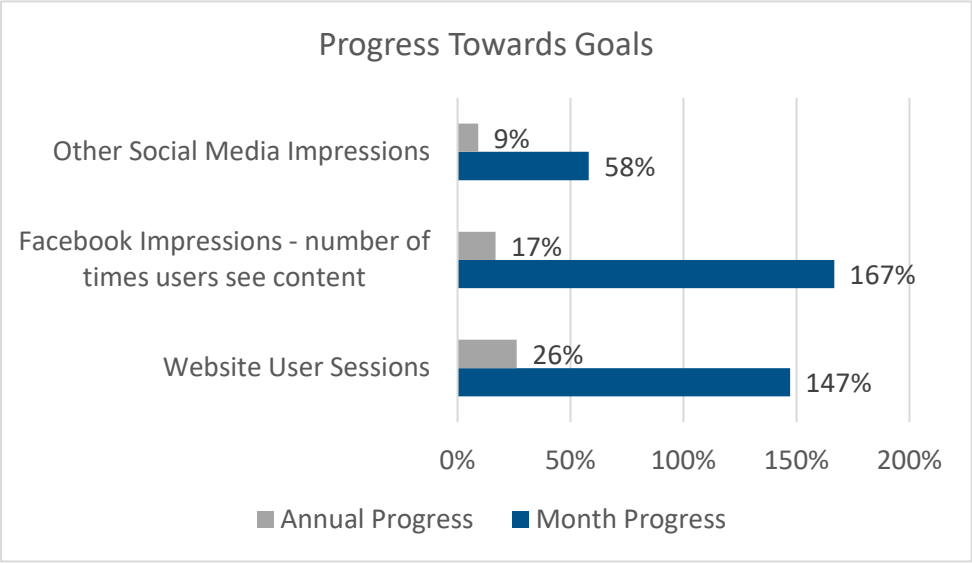
Foundation

CAPK Foundation Committee Chairs appointed
Development Plan/collateral in the works
Donor Perfect System Review
Website/Social Media being built

Program Strategic Goals	Progress Towards Goal
Fund Development/Donation Management	In progress
Training for CAPK Managers/Directors (Grant Hub, CSBG/ROMA and Outreach & Marketing)	Trainings in progress and will coninue through the year.
Conduct In depth program specific needs assessment	In progress

Community Action Partnership of Kern
Monthly Report 2021

Month	February	**Program/Work Unit**	Grant Development, CAPK Foundation, and Outreach





Community Development

211 Kern

Coordinated Entry Services

M Street Homeless Navigation Center

Community Action Partnership of Kern
Monthly Report 2021

Month	February	Program/Work Unit	211 Kern
Division/Director	Youth & Community Services Sheila Shegos	Program	Irene Fonseca
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

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.

Most Requested Services	COVID Testing	Rental Assistance	Shelter
Top 3 Unmet Needs	Shelter	Meal Delivery	Financial Assistance

Information and Referral Services Calls Handled (Referred)	Month	YTD	Annual Goal	Month Progress	Annual Progress (8%)
Kern County (SRV 7c)	4,370	10,347	72,000	73%	14%
Kings County (SRV 7c)	361	918	2,400	181%	38%
Tulare County (SRV 7c)	2,505	7,719	18,000	167%	43%
Stanislaus County (SRV 7c)	1,602	3,401	14,400	134%	24%
Total	**8,838**	**22,385**	**106,800**	**138%**	21%

Staffing vs. Call Volume	Current Staff	Staff Needed Per Call	Staff Over/ Short
I&R Staff dedicated to call handling. Expectation is 42 calls handled per staff, per 8-hour shift (6,720 calls each per month.)	17	1.9	**(14.84)**

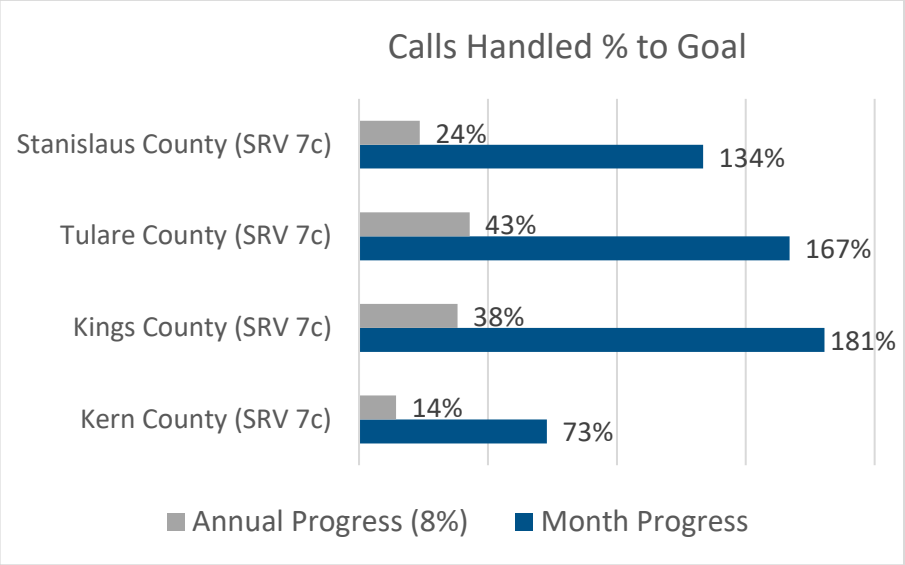
Grant Funded Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)	25	36	300	100%	12%
Medi-Cal Application (SRV 7b & SRV 7c)	10	23	100	120%	23%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)	28	52	300	112%	17%

Website Visitors	Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated	19,357	40,437	200,000	116%	20%

Specialized Services Calls Handled	Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)	3,485	7,272	42,000	100%	17%
Mental Health (SRV 7c)	264	561	2,400	132%	23%
Health and Human Service Referrals	9,381	19,955	100,000	113%	20%

Community Action Partnership of Kern
Monthly Report 2021

Month	February	Program/Work Unit	211 Kern
Program Strategic Goals		**Progress Towards Goal**	
1. Fill Staff Vacancies		Working with HR to identify I&R candidates and conduct interviews for open positions	
2. Retain Staff		Hiring additional I&R staff for call handling to assist with special projects/initiatives to avoid burn out	
3. Contingency Staffing Plan		Institution of additional support staff to better prepare for call surges and balance workloads	



Community Action Partnership of Kern
Monthly Report 2021

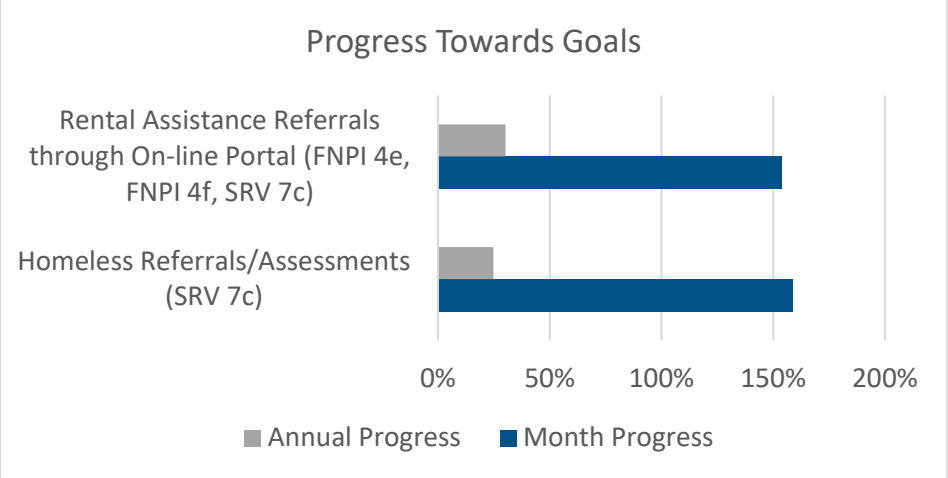
Month	January	**Program/Work Unit**	Coordinated Entry Services (CES)
Division/Director	Community Development / Sheila Shegos	**Program Manager**	Rebecca Moreno
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

Serves as the Kern County point of entry for assessment and referral to homeless services. Coordinated Entry Services (CES) works with all Bakersfield Kern Regional Homeless Collaborative partners to maximize member resources. CES is also the entry point for COVID related rental assistance.

Referrals/Assessments	Month	YTD	YTD Goal	Month Progress	Annual Progress
Homeless Referrals/Assessments (SRV 7c)	792	1,487	6,000	158%	25%
Rental Assistance Referrals through On-line Portal (FNPI 4e, FNPI 4f, SRV 7c)	256	606	2,000	154%	30%
Total Calls	**1,048**	**2,093**	**8,000**	**157%**	26%
Performance	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of applicants who received a response within 24 Hours	278	358	100%	27%	15%
Pending Assessments	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Pending Homeless	0	367	0	0	(367)
Pending Rental Assistance	0	200	0	0	(200)
Total Pending Percentage	**0%**	**27%**	**0**	**0%**	-27%

Program Strategic Goals	Progress Towards Goal
1. Improve 24 hour call back response.	Improved tracking.
2. Integrate Customer Relation Software (CRM).	Discussing funding sources.
3. Build provider network support.	Discussing CRM options/use.



Community Action Partnership of Kern
Monthly Report 2021

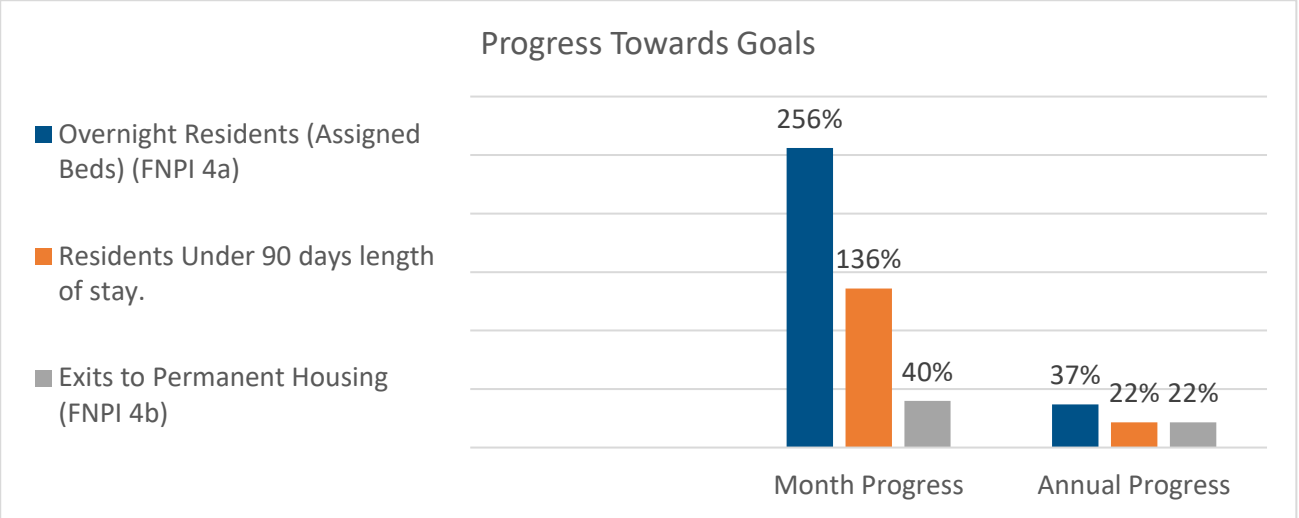
Month	February	**Program/Work Unit**	M Street Navigation Center
Division/Director	Community Development / Sheila Shegos	**Program Manager**	Laurie Hughey
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

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 un- sheltered 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.

Shelter	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) ***Month only*** (COVID-19 Related, will review ongoing)	64	111	75	85%	
Overnight Residents (Assigned Beds) (FNPI 4a)	64	111	300	256%	37%
Residents Under 90 days length of stay.	34	65	300	136%	22%
Exits to Permanent Housing (FNPI 4b)	2	13	60	40%	22%
Other Exits (Voluntary/Involuntary)	76	108	240	380%	45%
Critical Incidents	25	52	360	83%	14%
Shelter Residents Meals SRV 5ii	2,372	4,499	325,000	9%	1%
Community Homeless Meals 5jj	2,668	6,571	40,000	80%	16%
Number of Volunteers	41	66	50	984%	132%
Volunteers Hours	131	183	400	392%	46%

Program Strategic Goals	Progress Towards Goal
1. Offer walk-in client services.	NA
2. Increase community Engagement i.e. volunteers, in-kind donations, non-operational special need items, etc.	Donations received from KC veterans affairs, 2/27 dinner provided by KBHRS, 2/28 dinner provided by Cityserve, Monica's Shoes, Dignity Health, and Lowes.
3. Develop and implement a job program	Training being completed through Cityserve.



Health & Nutrition Services

CalFresh

Food Bank

Migrant Childcare Alternative Payment (MCAP)

Women Infant and Children (WIC)

Community Action Partnership of Kern
Monthly Report 2021

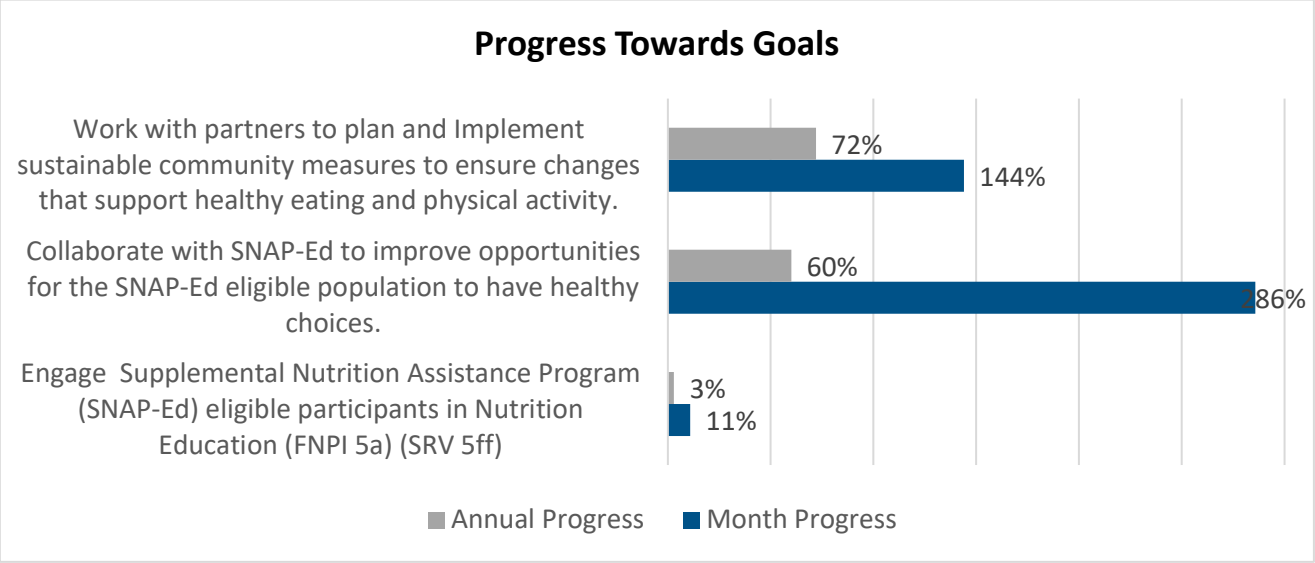
Month	February	**Program/Work Unit**	CalFresh Healthy Living
Division/Director	Health & Nutrition Services / Carmen Segovia	**Program Manager**	Tammy Fisher
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

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.

Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Engage Supplemental Nutrition Assistance Program (SNAP-Ed) eligible participants in Nutrition Education (FNPI 5a) (SRV 5ff)	405	1,320	45,000	11%	3%
Collaborate with SNAP-Ed to improve opportunities for the SNAP-Ed eligible population to have healthy choices.	25	63	105	286%	60%
Work with partners to plan and Implement sustainable community measures to ensure changes that support healthy eating and physical activity.	3	18	25	144%	72%

Program Strategic Goals	Progress
1. Retain Staff	Voluntary employee lead Mindfulness break on Fridays
2. Create Contingency Staffing Plan	Incorporating State Guidance for this Plan
3. Expand Social Media Presence	Using Microsoft Booking for online nutrition education



Community Action Partnership of Kern
Monthly Report 2021

Month	February	Program/Work Unit	Food Bank
Division/Director	Health & Nutrition Services / Carmen Segovia	Program Manager	Jaime Orona
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

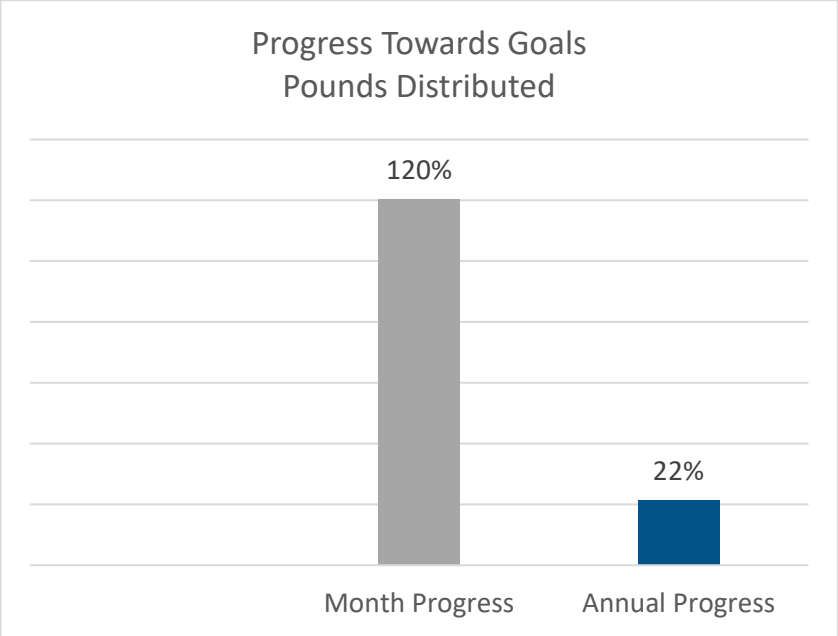
Provides food assistance to low-income families and individuals through a network of more than 150 partnering food distribution sites throughout Kern County. The Food Bank also offers the Senior Food and Backpack Buddies program at CAPK youth centers, schools, and other community sites.

Food Distributions	Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (Duplicated) (SRV 5jj)	41,484	83,787	650,000	77%	13%
Pounds Received	1,244,845	2,989,750	25,000,000	60%	12%
Pounds Distributed	1,328,598	4,417,669	22,000,000	72%	20%
Senior Food	**Month**	**YTD**	**Month Goal**	**Month Progress**	
Individuals Served (SRV 5jj)	4,345	8,653	4,300	101%	
Pounds Distributed	158,593	313,717	150,500	105%	
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Households Served (SRV 5jj)	1,325	2,661	8,000	199%	33%
Pounds Distributed	38,222	85,752	250,000	183%	34%
Total Pounds Distributed	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
All Programs	**1,525,413**	**4,817,138**	**22,400,500**	**120%**	22%
Volunteers	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Volunteers who received job skill training (SRV 6f)	21	36	60	**420%**	60%
Other Volunteers	48	108	1,500	38%	7%

Program Strategic Goals	Progress Towards Goal
1. Improve data collection and reporting methods.	Working with Operations Supervisor to get Primarius back on track for inventory 2021
2. Fill newly created positions & train new employees.	Currently scheduling interviews for vacant positions
3. Increase numbers of volunteers.	Posting volunteer request through social media

Community Action Partnership of Kern
Monthly Report 2021

Month	February	Program/Work Unit	Food Bank



Community Action Partnership of Kern
Monthly Report 2021

Month	February	**Program/Work Unit**	Migrant Childcare Alternative Payment (MCAP)
Division/Director	Health & Nutrition Services / Carmen Segovia	**Program Manager**	Susana Magana
Reporting Period	February 1 , 2021 - February 28, 2021		

Program Description

The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidy to migrant, agriculturally working families. Families can apply for child care services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, the family can migrate anywhere in California to follow agricultural work and their childcare services can continue.

Services	Month	YTD	Goal	Month Progress	Annual Progress
Kern Number of Child Enrollments	0	313	200	0%	157%
Kern Number of Childcare Providers	0	50	50	0%	100%
Other Counties Number of Child Enrollments	61	567	800	92%	71%
Other Child Counties Number of Childcare Providers	3	131	190	19%	69%
Total	**64**	**1,061**	**1,240**	28%	86%

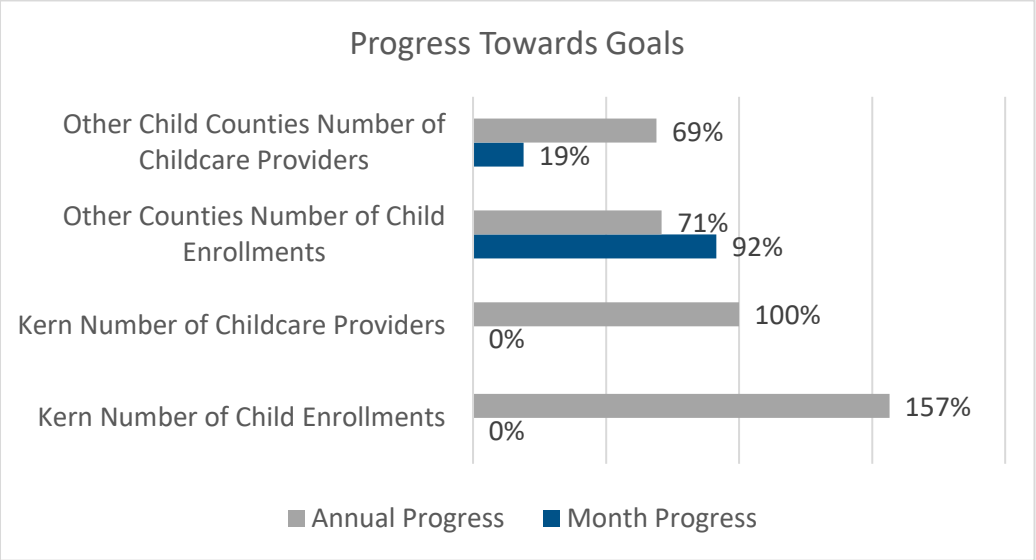
MCAP Subsidies	Month	YTD	Goal	Month Progress	Annual Progress
Provider Payments-Subsidies Expended	$536,657	$ 1,078,714	$7,900,000	82%	14%

Agriculture Childcare Program Kern Ends in July	Month	YTD	Goal	Month Progress	Annual Progress
Number of Children Served	-	21	21	0%	100%
Number of Childcare Providers	-	9	9	0%	100%

Program Strategic Goals	Progress Towards Goal
1. Fill Staff Vacancies.	2 specialists began on 2/16 and 1 admin clerk began 2/22
2. Retain Staff.	Both Family and Reimbursement Specialist are now a grade 8 and have a competitive wage
3. Contingency Staffing Plan.	The two coordinators attended the Microix training on 2/2

Community Action Partnership of Kern
Monthly Report 2021

Month	February	Program/Work Unit	Migrant Childcare Alternative Payment (MCAP)



Community Action Partnership of Kern
Monthly Report 2021

Month	February	**Program/Work Unit**	Women Infants & Children (WIC) Nutrition
Division/Director	Health & Nutrition Services / Carmen Segovia	**Program Manager**	Kathlyn Lujan
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

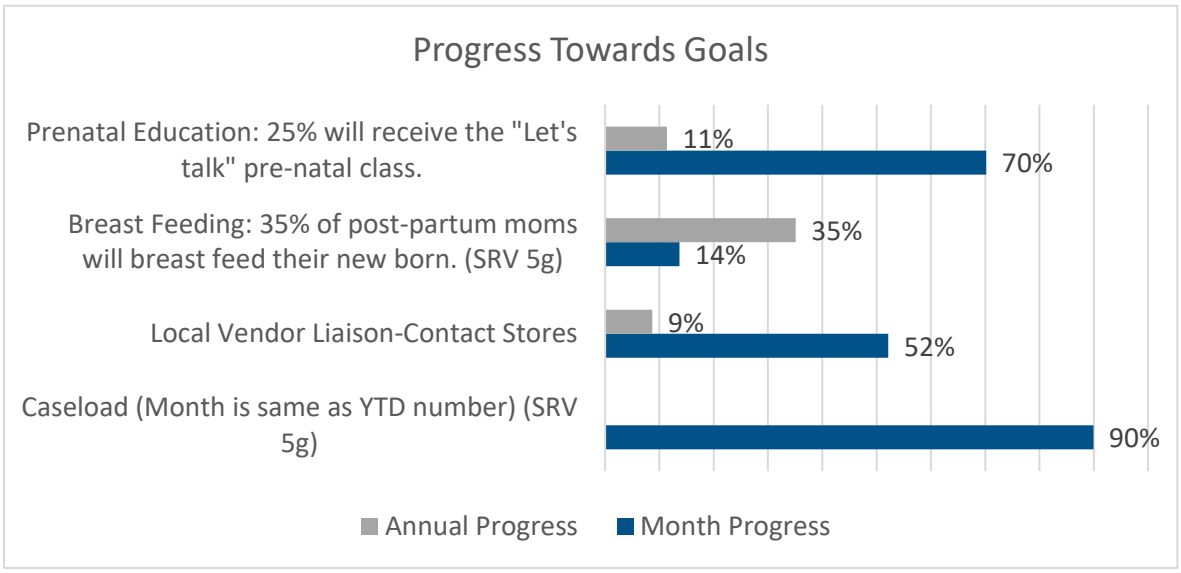
The WIC program provides education, breastfeeding support and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breast feeding. CAPK WIC operates in 21 sites throughout Kern County, 5 locations in San Bernardino County, and through one mobile WIC clinic to reach hard-to-serve populations.

Services	Month	YTD	Goal	Month Progress	Annual Progress
Caseload (Month is same as YTD number) (SRV 5g)	90	14,534	16,160	90%	
Local Vendor Liaison-Contact Stores	3	6	69	52%	9%
Breast Feeding: 35% of post-partum moms will breast feed their new born. (SRV 5g)	36	1,096	3,120	14%	35%
Prenatal Education: 25% will receive the "Let's talk" pre-natal class.	79	154	1,350	70%	11%
Outreach	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Enrollment from Website Goal is 100%	223	318	1,400	191%	23%
WIC Presentations	2	3	12	200%	25%
Create one PSA for publication in newspaper, television, or social media.	1	1	2	600%	50%
Regional Breast Feeding	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provide Breastfeeding education to health care provider office	2	5	12	200%	42%

Program Strategic Goals	Progress
1. Develop Nutrition Topics on Facebook/Instagram.	Continuing
2. Develop nutrition course for new hires.	In progress
3. Implement Tele-Health for WIC appointments and counselling.	

Community Action Partnership of Kern
Monthly Report 2021

Month	February	Program/Work Unit	Women Infants & Children



Operations

Business Services

Maintenance

Information Technology

Risk Management

Community Action Partnership of Kern
Monthly Report 2021

Month	February	**Program/Work Unit**	Operations: Business Services, Maintenance, Information Technology, Risk Management
Division/Director	Operations/Emilio Wagner/Todd Payne Assistant Director	**Program Managers**	Dan Ripoli, Douglas Dill, Kerri Davis, Laurie Sproule
Reporting Period	January 1, 2021 - December 31, 2021		

Division Description

Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.

Business Services

Activity	Requested	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Purchase Orders				229	TBD	TBD
Contracts	8	37	14	14	TBD	TBD
Leases	0	14	3	3	TBD	TBD
Requests for Proposals				1	TBD	TBD

Maintenance & Operations

Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Facility Work Orders	420	62	358	659	TBD	TBD

Information & Technology

Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Help Desk Work Orders	242	137	256	544	TBD	TBD

Risk Management

Workers Comp Claims	Reported	Reported YTD
First Aid (Reported only)	1	2
First Aid	2	2
Medical Treatment	0	0
Modified Duty	0	0
Lost Time	0	0
Non-Industrial (not work related)	0	0
Under Investigation	0	0
Confirmed Work related COVID	22	28

Other	Reported	Reported YTD
General Liability	0	0
Property Incidents	5	9
Vehicle Incidents	2	4
Litigated	0	0

Community Action Partnership of Kern
Monthly Report 2021

Month	February	Program/Work Unit	Operations

RFPs
Mental Health Consultant SJEHS
Food Service Vendor -SJEHS
CDC-CDFI
Diversity Training
Pest Control - Agency
Janitorial -Agency

Contracts
Wellworks For You (Finance)
Colombo Construction (Head Start)
Blue Ribbon Automotive
McWilliams and Walden, Inc.
Motor City
Big O Tires
Turks Kern Copy (Maintenance)
Turks Kern Copy (LBNC)
Tel Tec (Various Programs) Phase #2
RM Industries Amendment VII (Agency Wide)
RM Industries Amendment VII (COVID Services)
Crown Lift Trucks (Food Bank $420.35)
Escuelita Hernandez (Partnership) Amend I
CSET (CALEITC) Subcontract Renewal
CACC Subcontract Agreement (Com. Dev. $500,000
Mission Linen (Head Start Addendum)
Koantic, Inc. (HS $3,062)
Michael K Brown Amendment I
Mojave Unified School District Food Service Contract
Kristen Hayes Consulting
Bakersfield Glass Amendment I (Energy $25,000)
ACI (M St. $4,131)
Dave Bang Associates (EHS $26,871.11)
PLC System Services (M. St. Nav. $4,995)
WIPFLI Change Order #4
WIPFLI Contract
Transwest Amendment II
Office 1 Comm. Dev.
Zero to Three (Head Start)
Sarana Educational Consulting (Head Start)
Daniells Phillips Consulting Contract
Singco (Food Bank $1,127.16)
Dave Bang Associates (EHS $26,871.11) (2nd Draft)
Ken Smith Construction Renewal
Creative Child Care Food Service Contract

Contracts (Cont'd)
211 Program UWTC Addendum
Bookmobile (Executive Division)
211 Program UWSC Addendum II

Risk Projects
Waiting for approval
Final Rev Draft Fleet Vehicle Policy
Final Draft ATD Exposure Plan
Final Draft PPE Manual
Final Draft Wildfire Smoke Mgmt.
Final Draft Workplace Violence
Final Draft Bloodborne Pathogens
Draft of GPS Policy

IT Projects
AT&T Switch Ethernet installation
Head Start Networking upgrades
SYC Computer lab Upgrades
FH Computer lab Upgrades

Leases
277 E. Front St Buttonwillow (WIC)
7000 Doe Ave. (MCAP)
Mojave Veteran's Bldg. Rental Agreement (WIC)
15682 K St. Mojave
425 E. Fairview (Head Start)
1001 Main St. Delano (WIC)
1815 Van Ness Ave. (MCAP)
216 West 7th St. (Hanford)
108 S. Robinson St. Tehachapi (WIC)
26904 Nichols St. Boron (WIC)
2400 Planz Rd. (Head Start)
8201 Palm Ave.Lamont (Head Start)
4600 Panama Lane (WIC)
741 Palm Ave. Wasco (WIC)

Youth and Community Services

East Kern Family Resource Center (EKFRC)

Energy

Friendship House Community Center (FHCC)

Shafter Youth Center (SYC)

Volunteer Income Tax Assistance (VITA)

Community Action Partnership of Kern
Monthly Report 2021

Month	February	**Program/Work Unit**	East Kern Family Resource Center (EKFRC)
Division/Director	Youth & Community Services Fred Hernandez	**Program Manager**	Stacy Ralston
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

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.

Differential Response	Month	YTD	Annual Goal	Month Progress	Annual Progress
Provide One Time Referral Services to Families. (SRV 7c)	7	7	130	65%	5%
Provide One Time Referral Services to Children. (SRV 7c)	14	14	300	56%	5%
Case Management-Families. (SRV 7a)	3	4	90	40%	4%
Case Management-Children. (SRV 7a)	12	13	210	69%	6%
Differential Response Total	**36**	**38**	**730**	**57%**	5%

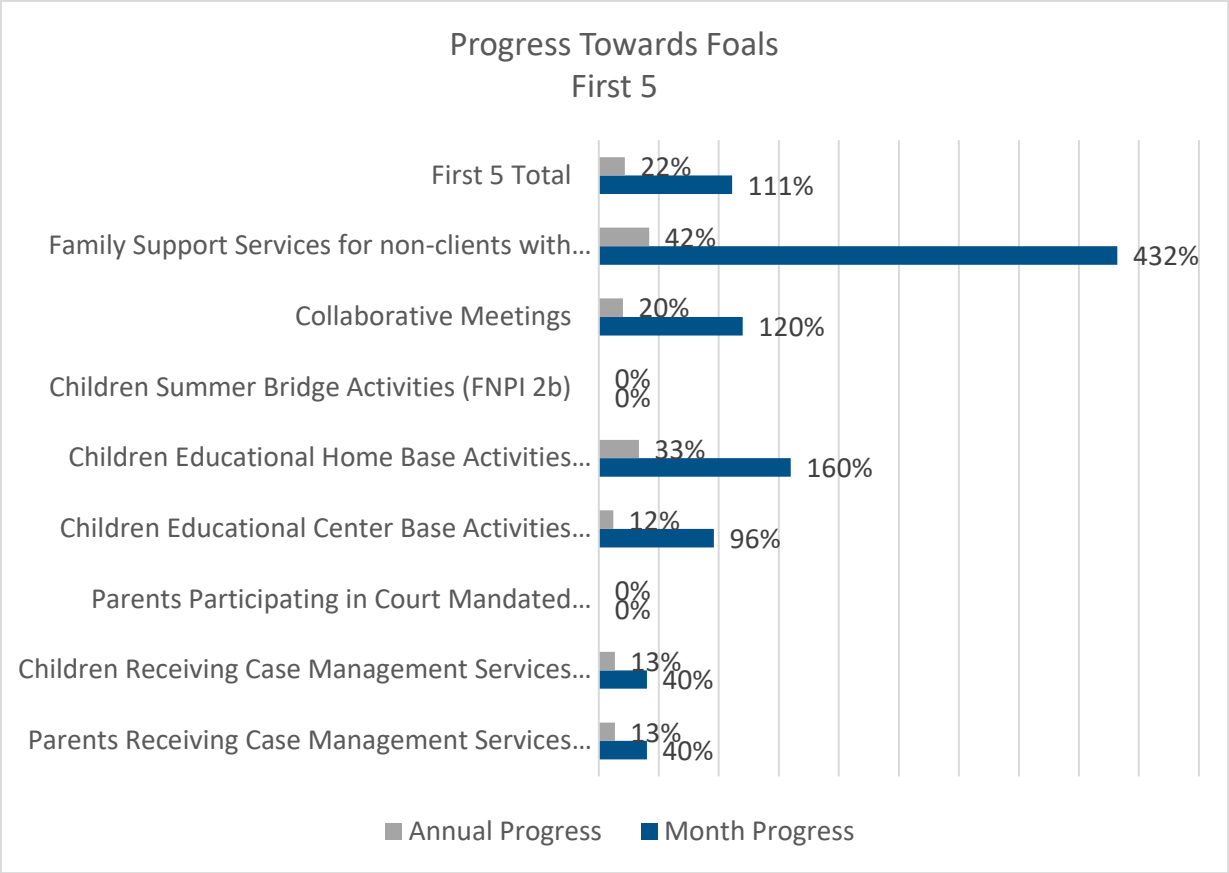
First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	1	4	30	40%	13%
Children Receiving Case Management Services (SRV 7a)	1	4	30	40%	13%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	0	10	0%	0%
Children Educational Center Base Activities (FNPI 2b)	2	3	25	96%	12%
Children Educational Home Base Activities (FNPI 2b)	2	5	15	160%	33%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Collaborative Meetings	1	2	10	120%	20%
Family Support Services for non-clients with children 5 and under	18	21	50	432%	42%
First 5 Total	**25**	**39**	**180**	**111%**	22%

Walk-In Services (Non-Clients)	Month	YTD
Food/Household Items	56	121
Referrals/Administrative Services	90	230

Program Strategic Goals	Progress Towards Goal
1. Create client data base.	The EKFRC continues with ongoing meetings with Wipfli.
2. Improve office internet connectivity.	The damage done by the storms was repaired earlier in the month. The wiring for the Wifi was completed March 3rd.

Community Action Partnership of Kern
Monthly Report 2021

Month	February	**Program/Work Unit**	East Kern Family Resource Center (EKFRC)
3. Expand the influence of the East Kern Collaborative.		We are excited to hold the next collaborative at Tehachapi Mountain Vineyard Church and continue to offer the opportunity for participants to join in via Zoom.	



Community Action Partnership of Kern
Monthly Report 2021

Month	February	Program/Work Unit	Energy & Utility Assistance
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Wilfredo Cruz, Loretta Andrews, Ruben Minor
	January 1, 2021 - December 31, 2021		

Program Description

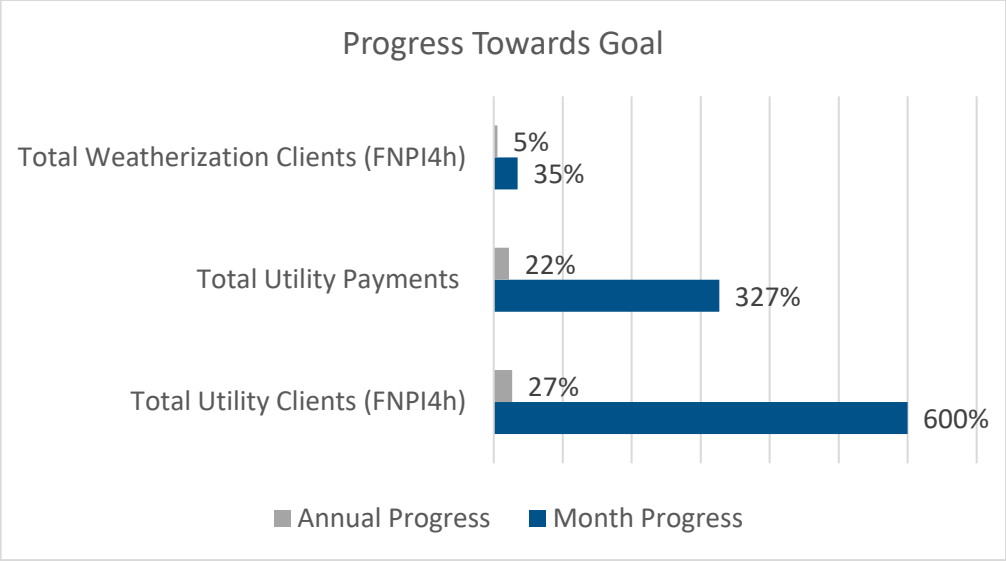
The Energy Program assists income-eligible Kern County residents with utility bill payment, free weatherization, and energy education at no cost to the participant. Weatherization services include weather stripping; repair or replacement of windows and doors, heating/ cooling appliances, stoves, refrigerators,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

Low-income Home Energy Program (LIHEAP)	Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance	558	969	6,700	100%	14%
Utility Payments	$409,796	$696,616	$5,035,559	98%	14%
Clients Served Weatherization	10	14	250	48%	6%
Discouragement Assistance Program (DAP)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Clients Served Utilities Assistance	199	208	210	1137%	99%
Utility Payments	39,468	144,009	$145,000	327%	99%
Clients Served Weatherization	7	11	150	56%	7%
CARES ACT (Ends September)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Clients Served Utilities Assistance	451	923	962	563%	96%
Utility Payments	$197,256	$403,143	$425,313	557%	95%
Department Of Energy (DOE) Weatherization	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Clients Served Weatherization	0	1	100	0%	1%
Totals	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Utility Clients (FNPI4h)	**1,208**	**2,100**	**7,872**	600%	27%
Total Utility Payments	**$646,520**	**$1,243,768**	**$5,605,872**	327%	22%
Total Weatherization Clients (FNPI4h)	**17**	**26**	**500**	35%	5%

Program Strategic Goals	Progress Towards Goal
1. Expedite assistance to client by increasing efficiency in paperwork (Weatherization).	Nothing to report this month.
2. Implement a digital inventory system.	Nothing to report this month.
3. Improve our outreach methods.	We have 3 billboards up in Bakersfield from 2/15 to 4/11 marketing our Utility Assistance Program.

Community Action Partnership of Kern
Monthly Report 2021

Month	February	Program/Work Unit	Energy & Utility Assistance



Community Action Partnership of Kern
Monthly Report 2021

Month	February	**Program/Work Unit**	Friendship House Community Center (FHCC)
Division/Director	Youth & Community Services Fred Hernandez	**Program Manager**	Lois Hannible
Reporting Period	January 1, 2021 - December 31, 2021		

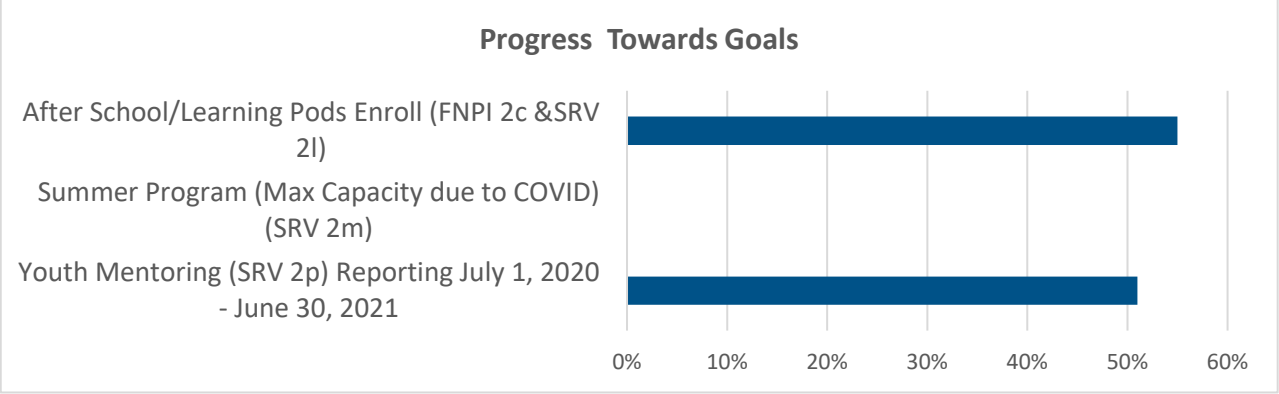
Program Description

Located in Southeast Bakersfield, the program serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Month	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (SRV 2p) *Reporting July 1, 2020 - June 30, 2021*	0	51	100	0%	51%
Summer Program (Max Capacity due to COVID) (SRV 2m)	0	0	18	0%	0%
After School/Learning Pods Enroll (FNPI 2c &SRV 2l)	0	11	20	0%	55%

Medi-Cal Outreach	Month	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions	31	343	3,000	12%	11%
Canvasing phone calls and flyers	3263	6,060	15,000	261%	40%

Program Strategic Goals	Progress
1. Develop and implement an education and tutoring program.	Materials for the tutoring program are being secured.
2. Strengthen technical infrastructure to increase tech based services for youths such as STEM and distance learning.	CAPK IT has installed an outdoor WIFI access point at the FHCC, as well as a new access point in classroom #112, which can handle 40 or more WIFI devices at one time.
3. Create Advisory Board Recruitment Plan.	CAPK staff has spoken to the FHCC Advisory Board regarding board recruitment, and will be assisting in creating the recruitment plan.



Community Action Partnership of Kern
Monthly Report 2021

Month	February	**Program/Work Unit**	Shafter Youth Center (SYC)
Division/Director	Youth & Community Services Fred Hernandez	**Program Manager**	Angelica Nelson
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

SYC serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

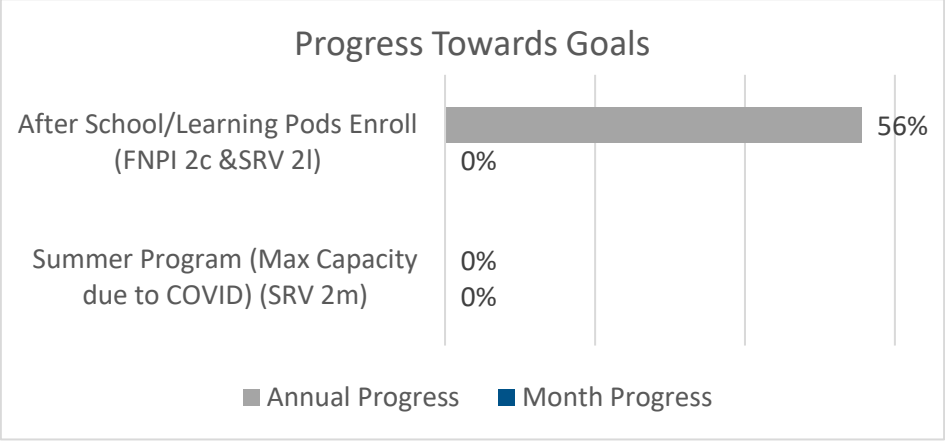
Youth Programs	Month	YTD	Goal	Month Progress	Annual Progress
Summer Program (Max Capacity due to COVID) (SRV 2m)	0	0	21	0%	0%
After School/Learning Pods Enroll (FNPI 2c &SRV 2l)	0	10	18	0%	56%

Community Programs (On-hold due to COVID)	Month	YTD	Goal	Month Progress	Annual Progress
Zumba	0	0	30	0%	0%
Fitness Boot Camp	0	0	30	0%	0%
Open Basketball	0	0	45	0%	0%
Tai-Chi	0	0	12	0%	0%

Outreach	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events	0	0	6	0%	0%
Community Events	2	3	6	400%	50%

VITA provided services at SYC for Shafter residents on two Saturdays in February. Thanks VITA!

Program Strategic Goals	Progress
1. Develop program services to grow enrollment while maintaining safety	Currently in the process of adapting facility areas to accommodate more students safely
2. Increase youth programs offered such as STEM, Art & Culture, Healthy life styles, etc.	Increasing application efforts for grants to fund such activities
3. Increase staff development opportunities.	Nothing for this month.



Community Action Partnership of Kern
Monthly Report 2021

Month	February	**Program/Work Unit**	Volunteer Income Tax Assistance (VITA)
Division/Director	Youth & Community Services Fred Hernandez	**Program Manager**	Jacqueline Guerra
Reporting Period	January 1, 2021 - December 31, 2021		

Program Description

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.

Completed Returns	Month	YTD	Goal	Month Progress	Annual Progress
Federal	968	977	5,000	234%	20%
State	936	945	5,000	227%	19%
Total Returns (State included with Federal) (SRV 3o)	**968**	**977**	**5,000**	231%	20%

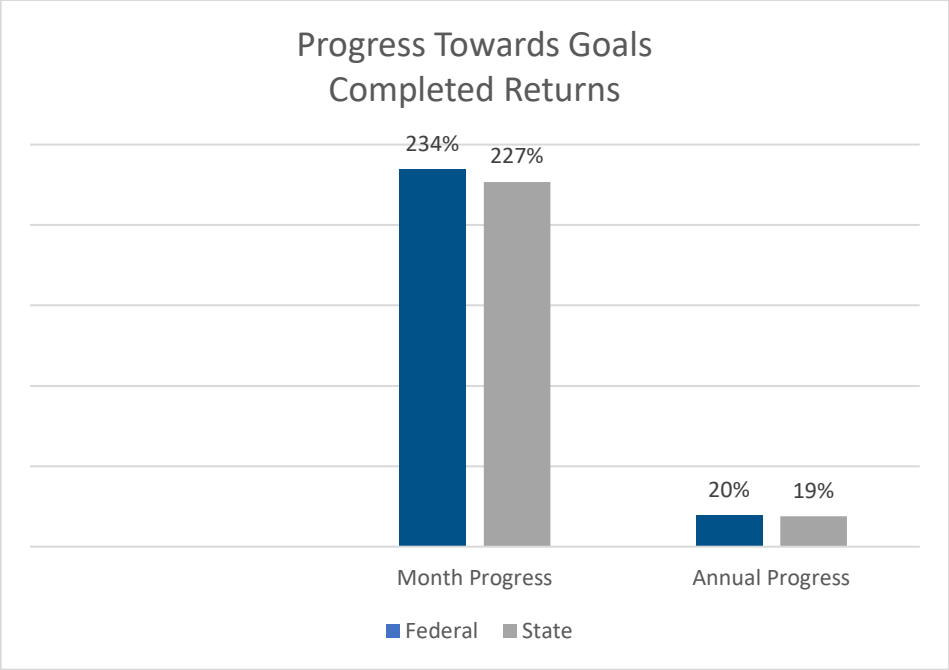
Refunds and Credits	Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds	$1,569,131	$1,577,032	$3,500,500	541%	45%
State Refunds	$243,019	$245,150	$730,000	403%	34%
Federal EITC (SRV 3o)	$567,211	$572,944	$2,300,000	299%	25%
CalEITC (SRV 3o)	$52,084	$52,084	$350,000	179%	15%
Total Refunds and Credits	**$2,431,445**	**$2,447,210**	**$6,880,500**	355%	36%

Individual Taxpayer Identification Number (ITIN)	Month	YTD	Goal	Month Progress	Annual Progress
Applications	4	11	25	528%	44%

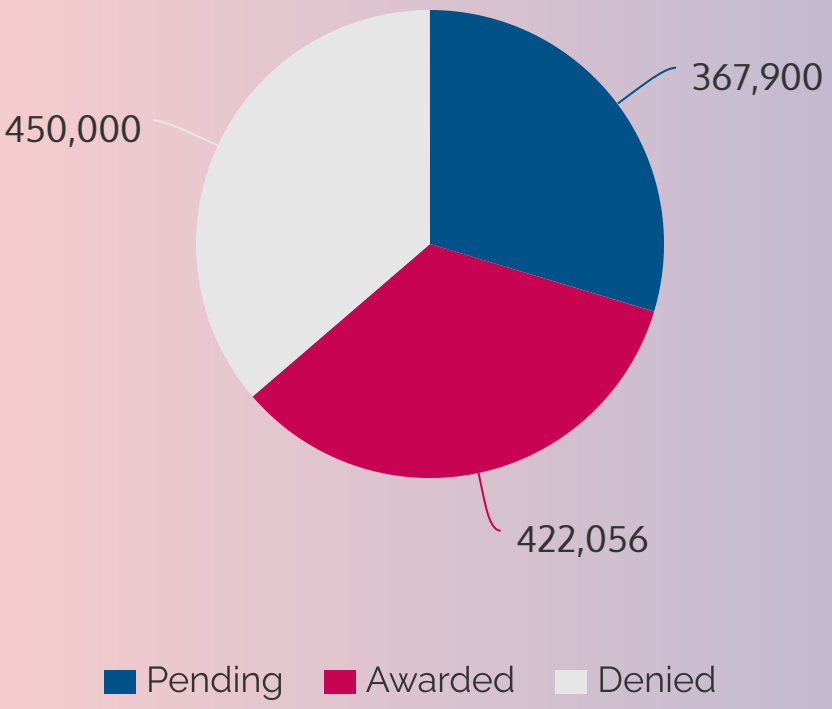
Program Strategic Goals	Progress Towards Goal
1. Develop and implement site expansion plan.	Nothing to report for February
2. Build community awareness of VITA services.	In the month of February, there were 14 GET buses advertising the CA Earned Income Credit and how to make an appt by dialing 2-1-1. The
3. Develop and implement volunteer retainment plan.	Nothing to report for February

Community Action Partnership of Kern
Monthly Report 2021

Month	February	**Program/Work Unit**	Volunteer Income Tax Assistance (VITA)



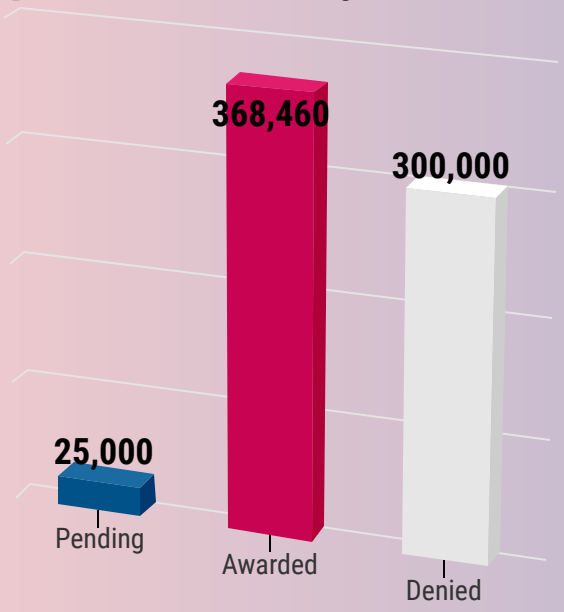
Application Status Report
February 2021



Grant Funding Year-to-Date

January 1, 2021 - February 28, 2021

App Status February 2021



Donations YTD

94

$13,805

Funder	Opportunity	Program	Amount Requested	Amount Awarded	Date Submitted	Notification Date	Status
California Association of Food Banks (CAFB)	Food Access for Farmworker Initiative Health and Nutrition Collaboration	Food Bank	$62,460	$62,460	1/1/2021	2/11/2021	Awarded
Pacific Gas and Electric Company (PG&E)	Community Based Outreach PSPS	Food Bank	$306,000	$306,000	2/16/2021	2/16/2021	Awarded
Department of Resources Recycling and Recovery	Food Waste Prevention and Rescue Grant Program (Greenhouse Gas Reduction Fund, Fiscal Year 201-20 Funds)	Food Bank	$300,000	$0	12/3/2020	2/11/2021	Denied
Bank of America	Economic Mobility focused on needs of individuals and families	M Street	$25,000		2/19/2021		Pending

Community Action Partnership of Kern
Multiple Funding Requests

February, 2021

Funding Information			
Funding Type	Private	**CAPK Program**	M Street
Funding Agency	Bank of America	**Project Name**	HireUp Program
CFDA	N/A	**Target Population**	Metro Bakersfield Homeless
Request	$13,000	**Division Director**	Sheila Shegos
Award Period	07/01/2021-12/31/2021	**Program Manager**	Laurie Hughey
Description	Supporting the implementation of the HireUp Program at the M Street Navigation Center. The funds would provide materials, technology advancements, employment incedentials, etc. to residents enrolled in the program.		

Funding Information			
Funding Type	Private	**CAPK Program**	Friendship House Community Center
Funding Agency	Kern Family Health Care	**Project Name**	Virtual STEM
CFDA	N/A	**Target Population**	Disadvantaged Youths
Estimated Request	$2,000	**Division Director**	Freddy Hernandez
Award Period	July 1, 2021 - December 31, 2021	**Program Manager**	Lois Hannible
Description	FHCC will purchase VR headsets and a subscription for virtual learning. Youths will have an opportunity to experience innovative virtual reality STEM and other lessons. This funding will allow FHCC to pilot the program and build outcomes for future funding opportunities.		

Funding Information			
Funding Type	Private	**CAPK Program**	Shafter Youth Center
Funding Agency	Kern Family Health Care	**Project Name**	Virtual STEM
CFDA	N/A	**Target Population**	Disadvantaged Youths
Estimated Request	$2,000	**Division Director**	Freddy Hernandez
Award Period	July 1, 2021 - December 31, 2021	**Program Manager**	Angelica Nelson
Description	SYC will purchase VR headsets and a subscription for virtual learning. Youths will have an opportunity to experience innovative virtual reality STEM and other lessons. This funding will allow FHCC to pilot the program and build outcomes for future funding opportunities.		

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

Date Presented/Approved

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

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** February 2021
Program/Work Unit: Head Start/Early Head Start	**Program Manager/Supervisor:** Ginger Mendez/Robert Espinosa
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 (Based on Actual Enrollment)	Over Income
Head Start Kern	**1317**	**918**	**70%**		**4.4% (6.4%)**	**10%**
Early Head Start Kern • EHS Center Based • EHS Home Based • EHS Home Based-Interim	**446** 243 123 80	**300**	**67%**	 176 /243 101/123 23/80	**10.5% (16.9%)**	**9.9%**
Early Head Start San Joaquin	**313**	**214**	**68%**		**18.9% (28%)**	**8%**
Early Head Start Partnership • Angela Martinez • Bakersfield College • Blanton • Garden Pathways • Taft College • Escuelita Hernandez • Seeking Partner	**152** 24 32 16 11 42 16 11	**57**	**37%** 29% 25% 69% 64% 50% 19% 0%	 7/24 8/32 11/16 7/11 21/42 3/16 0/11	**5.6% (14.6%)**	**4.6%**

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	140	**140**

HIGHLIGHTS: March 2021 we will begin our expansion of 64 slots to East Kern, Taft, and Shafter communities.

Division Staffing			
Currently Employed	**Vacant Positions**	**Continuous Family Leave**	**Intermittent Family Leave**
622	21	18	90

HIGHLIGHTS: We currently have 17 employees in the onboarding process.

In the month of February, 4 new staff members have joined the CAPK family.

Compliance
The Child and Adult Care Food Program (CACFP) administrative review was completed February 9, 2021. During our exit interview, the reviewer reported that all areas were found to be in compliance, and the program was congratulated on an excellent administrative review! The following 5 sites were reviewed: Cleo Foran, Kennedy (Stockton), Sterling, Tehachapi and Willow. Congratulations to center staff and support staff on an excellent review!

Central Kitchen February 2021				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Head Start / Early Head Start Centers	24,230	8,854	7,236	8,140
Boxed Meals—Virtual	25,788	8,596	8,596	8,596
Home Based	3,927	1,309	1,309	1,309
TOTALS	**53,945**			

HIGHLIGHTS:

CACFP					
January 2020					
Total Meals Requested			Meals Allocated		% of Meals Served
Central Kitchen	Vendor Meals	**Total Meals**	CACFP/USDA	HS/EHS	January 2020
53,334	5,834	59,168	46,041	13,127	**84%**

MEMORANDUM

To: PRE Committee

Vanessa Cortez

From: Vanessa Cortez, Administrative Analyst

Date: March 17, 2021

Subject: Kern County Community Assessment Update 2021– **Action Item**

The Office of Head Start (OHS) requirement Part 1302 – Program Operations: 1302.11 Determining community strengths, needs, and resources, requires an annual review and update of the community assessment to reflect changes including the availability of publicly funded pre-kindergarten services. The updated assessment utilizes Census data from the newly released 2019 American Community Survey - 1 year and 5-year Estimates Data Profiles to evaluate how the community meets the needs of parents and children. Topics of special consideration, as required by OHS, include children experiencing homelessness, children in foster care, and children with disabilities. Head Start is requesting approval to submit the Kern County Community Assessment Update - 2021 for 2021-2022 funding cycle of the Head Start (HS) and Early Head Start (EHS) Kern County grant #09CH011132. Approval from the Board of Directors is a required component.

This update will inform any service gaps and necessary changes to our program options so that we may continue to provide a comprehensive service delivery plan that support school readiness for children 0-5, while focusing on communities most in need. The program is funded by the CDE, OHS, and USDA. CAPK will manage the development, implementation, and evaluation of early learning theories that are researched-based.

This program supports state and county efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families. The report will support the delivery of services for the funding period beginning on March 1, 2022 and ending on February 28, 2023.

Recommendation

Staff recommends the PRE Committee approve the submission of the Kern County Community Assessment Update – 2021 for the HS and EHS grant #09CH011132.

Attachment:

Kern County Community Assessment Update - 2021


Head Start
A Program of CAPK
Head Start Kern County
Community Assessment Update
2021

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EXECUTIVE SUMMARY

Community Action Partnership of Kern (CAPK) has been serving low-income people and families since 1965. As the dedicated poverty fighting agency in Kern County, the Agency provides quality, life changing services through an array of programs designed to meet basic needs as well as empower people and families to improve their lives. CAPK's Head Start/Early Head Start (HS/EHS) program plays a crucial role in the fight against poverty by giving children and families the support they need for children to be successful academically and throughout their lives.

CAPK's HS/EHS mission is to "provide rich, high quality early learning experiences to a diverse population of children ages birth to five. We will promote access to comprehensive services with a holistic focus on the family by encouraging family engagement, supporting school readiness and instilling self-reliance in children and their families." CAPK's HS/EHS provides high quality early childhood education to children from pre-natal to five years-old through part-day, full-day and home-based options.

For this assessment, CAPK HS/EHS used primary and secondary data sources to identify community needs of Kern County low-income children and families. Findings will assist CAPK to identify and respond to gaps in services and emerging needs in the community for low-income HS/EHS eligible children and families. The data and analysis are used to guide CAPK's strategic planning process to better serve HS/EHS children and families.

In accordance with the requirements of 45 CFR Part 1305 Section 1305.3(e), 1302.11(b), the CAPK Head Start and Early Head Start Programs 2021 Community Assessment Update was completed and approved by the Head Start Policy Council Planning Committee on March 2, 2021 and the CAPK PRE Committee on March 17, 2021.

When comparing the current findings to the previous assessment, there has been very little change in the determinants of needs affecting Head Start eligible children and families, with the exception of homelessness. In Metro Bakersfield, the number of people who are homeless rose by 42% over the previous year, driven by a 108% jump in the number of unsheltered homeless people. Rural homelessness rose by 131%.

Another notable change is the increase in transitional kindergarten public school enrollments. There has been a 38% increase over the past several years.

KEY FINDINGS

The results of the needs analysis of Kern County confirms the continued need in the County for Head Start Services for low-income children and families. Head Start/Early Head Start is an important part of community efforts to break the cycle of poverty by providing low-income preschool children and their families a wholistic and culturally responsive approach to help them meet their emotional, social, health, nutritional and psychological needs.

- Kern County is a large and geographically diverse county with a high need for services in rural communities.
- Approximately ***8% (70,269) of Kern's children are ages 0-5 years***.
- The ***0-5 years*** population has decreased slightly overall in Kern County, California, and the United States between 2015-2019
- Slightly over half (52%) of Kern Residents ***and 65% of children ages 0-5 years are Hispanic or Latino***.
- An estimated 79.2% of residents are native – born in the United States, while 19.9% are foreign born
- Of Kern County residents for whom ***Spanish is their primary language, 17% have less than a High School education***.
- Approximately ***88% of residents that use a language other than English at home, speak Spanish***.
- The ***unemployment rate has decreased in recent years but remains high at nearly*** (10%) in comparison to the State of California and the United States (5.1% and 5.3% respectively).
- Kern County median household has risen over the last few years to $53,067 in 2019, is remains ***$12,645 less than the United States and $27,373 lower than the State of California.***
- In 2019, ***21% of Kern residents and 17.2% of Kern families lived in poverty***
- Single female headed households with children under the age of 5 experienced poverty at five times the rate of married couples with children under 5
- An estimated ***22,524 of Kern Children ages 0-5 years live in poverty***
- An estimated ***89% of children ages 0-5 who live in communities served by CAPK Head Start/Early Head Start, live in poverty***.
- ***At least 8.5% of working residents in Kern County are living in poverty (working poor)***.
- Most ***(92.1%) of Kern County residents have health insurance***.
- Access to health care remains an issue throughout the County with a ***ratio of one primary care physician per 2,040 residents***.
- ***Kern County Ranks 52 of 58 of California Counties for worst health outcomes***.
- The results from the ***CAPK 2019 Community Needs survey are consistent with the overall needs identified in the Head Start Community Assessment***.

METHODS

In 2021, the Community Action Partnership of Kern (CAPK) Head Start/State Child Development (HS/SCD) Division completed a comprehensive community assessment and report detailing the most current data and source material available. The Community Assessment provided a detailed understanding of the characteristics of Kern County's children and families, their childcare needs, and the conditions that impact their health, development, and economic stability.

This Community Assessment includes updated statistics and considerations of county and incorporated community population numbers, household characteristics and relationships, estimates of income eligible children, disability, educational attainment, health, child welfare, prenatal health, homeless children and families, and Head Start and Early Head Start program information. Wherever possible data was sought for the 0-3 and 3-5 age groups, (areas that this age breakdown for data was not available, are noted throughout the report.

The primary data source (unless otherwise sited) for the 2021 Community Assessment Update is the U.S. Census Bureau American Community Survey (ACS), 2019 ACS 1-year Estimates and 2015-2019 ACS 5-year Estimates. Other sources of local, state, regional, and national data and intelligence are cited throughout the report and presented in the "Work Cited" page. The CAPK Head Start & Early Head Start Program 2018/2019 Information Reports (PIR) was used for data directly related to HS/EHS.

CAPK performs a comprehensive bi-annual community needs survey of clients, staff, and Agency partners. Along with the 2019 CAPK Community Needs Survey, CAPK held focus groups in select locations representing the diversity of Kern County to gain deeper understandings and insights of the survey results. Findings from the 2019 survey and focus groups are included in this current report.

AGENCY OVERVIEW

Established in 1965, CAPK is a private nonprofit 501(c)(3) corporation. In carrying out its mission *to provide and advocate for resources that will empower the members of the communities we serve to be self-sufficient,* CAPK develops and implements programs that meet specific needs of low-income individuals and families.

CAPK is one of the largest nonprofit agencies in Kern County and one of the oldest and largest Community Action Agencies in the United States. Originating as the Community Action Program Committee of Kern County in 1965, CAPK later became the Kern County Economic Opportunity Corporation, and in 2002 became the Community Action Partnership of Kern.

CAPK operates seven divisions, which include Head Start/State Child Development (HS/SCD); Health and Nutrition Services; Administration; Finance; Human Resources; Operations; and Community Development. Head Start and Early Head Start (HS/EHS) programs are operated under the HS/SCD Division.

As Kern County's federally designated Community Action Agency in the fight against poverty, CAPK provides assistance to over 100,000 low-income individuals annually through 16 direct-service programs including but not limited to 2-1-1 Kern County; CalFresh Healthy Living Program; the East Kern Family Resource Center; Energy; CAPK Food Bank; Friendship House Community Center; Head Start/Early Head Start; Migrant Childcare Alternative Payment; Shafter Youth Center; CAPK Volunteer Income Tax Assistance (VITA); and Women, Infants and Children (WIC) Supplemental Nutrition.

CAPK has offices located in 27 cities/communities In Kern County and offers services at over 100 sites. The Agency also operates programs in other counties in the San Joaquin Valley including Migrant Childcare Alternative Payment (MCAP) Program, enrolling families through six Central Valley counties that include Kern, Madera, Merced, Tulare, Kings, and Fresno; WIC program services in San Bernardino County; and 2-1-1 Information and Referral Helpline in Kings, Tulare, Stanislaus, and San Diego Counties. In 2015 CAPK's EHS program expanded to San Joaquin County (Stockton, Lodi, Manteca, and Tracy). The information below further details CAPK's programs.

2-1-1*Kern County*: *24*/7 information and referral service that provides residents with comprehensive information and linkage to community health and human services at no cost. In addition to live phone operators, 2-1-1 Kern has a database of over 1,500 social service agencies that is available to the public through the 2-1-1 Kern Online Resource Directory at www.capk.org > 2-1-1 Kern. Additionally, 2-1-1 Kern is the Homeless Coordinated Entry Services provider in partnership with the Kern County Homeless Collaborative.

CAPK Food Bank: Provides emergency food assistance to eligible food-insecure Kern County residents through a network of over 130 pantry and commodity distribution sites. Food Bank also operates a senior food program providing over 3,500 seniors with healthy and nutritious food each month. Community support as well as volunteer hours are essential to the operation of the Food Bank, which is the third largest food bank in California.

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 and cooling; and energy efficient appliances, stoves, and refrigerators.

East Kern Family Resource Center: Case management to east Kern County families identified by Child Protective Services as high-risk for child abuse and/or neglect. Other services and programs offered at the center include the Financial Empowerment for Families program and school readiness for prekindergarten-age children. An emergency supplies closet and referral services are also provided to individuals and families in the community who require assistance with basic and other needs.

Friendship House Community Center and Shafter Youth Center: Educational and recreational activities are provided to children ages 6-18 from low-income families at community centers in southeast Bakersfield and Shafter. Activities and programs for children, adults and families include youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, mentoring, community gardens, and access to social services.

Head Start and Early Head Start: High quality early childhood education for children from pre-natal to age five through part-day, full-day and home-based options. The program uses a wholistic approach by not only addressing the needs of the child, but by teaching parents to become advocates and self-reliant providers for their children through its Parent Policy Council and Family Engagement programs.

Migrant Childcare Alternative Payment (MCAP) Program: A voucher-based childcare program that allows migrant, agriculturally working families to choose the best childcare option for their situation. Parents can enroll one time and use the vouchers to access childcare as they travel throughout the state for employment.

Volunteer Income Tax Assistance (VITA): Free tax preparation and e-filing for low- and medium-income individuals and families. VITA also assists eligible clients to take advantage of the Earned Income Tax Credit (EITC), thereby increasing the amount of their tax return and boosting the local economy. All VITA services are provided through trained IRS-certified staff and community volunteers.

Women, Infants, and Children (WIC) Supplemental Nutrition Assistance: Provides free nutrition education, breast feeding support, and food vouchers for infants, children, and women who are pregnant, postpartum, or breast feeding and who are at nutritional risk. Foster parents, grandparents, and single parents can apply on behalf of their children.

CAPK's New Programs:

Homeless Services: in partnership with the County of Kern, CAPK operates a new 150 bed homeless Low Barrier Navigation Center on M Street in Bakersfield. This 24-hour shelter offers housing, meals and an array of mental health, medical care and economic assistance to unsheltered homeless people including those with partners and pets.

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.

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.

CAPK's HS/EHS serves over 2,800 children and their families at 36 locations across Kern County. Children and families also have access to CAPK's network of comprehensive programs and services, all of which are in place to assist and empower families towards self-sufficiency.

Table 1, CAPK Head Start and Early Head Start Kern County Locations

HS/EHS Site Name	Address
Administration Office	5005 Business Park North, Bakersfield 93309
Alberta Dillard	5704 Pioneer Dr Bakersfield, CA 93306-6546
Alicante	7998 Alicante Ave Lamont, CA 93241-1744
Bakersfield College	1801 Panorama Bakersfield CA 93305
Blanton	315 E. 18th Street, Bakersfield, CA 93301
Broadway	929 Broadway St., Wasco, CA 93280
California City	9124 Catalpa Ave California City, CA 93505-2781
Cleo Floran	1410 11th Street Bakersfield, CA 93304-1432
Delano	1835 Cecil Ave Delano, CA 93215-1519
East California	1900 E. California Ave Bakersfield CA 93307
Fairfax	1500 S. Fairfax Rd. Bakersfield, CA 93307
Fairview	425 E Fairview Rd Bakersfield, CA 93307-5322
Garden Pathways	1130 17th St. Bakersfield, CA 93301
Harvey L. Hall	315 Stine Rd Bakersfield, CA 93309-3268
Heritage Park	2320 Mt Vernon Ave Bakersfield, CA 93306-3300
Jewett	4032 Jewett Ave, Bakersfield CA, 93301
Lamont	8201 Palm ave Lamont, CA 93241-2118

Martha J. Morgan	3811 River Blvd Bakersfield, CA 93305-1004
McFarland	410 E Perkins Ave McFarland, CA 93250-1230
Mojave	1940 Inyo St Mojave, CA 93501-1765
Oasis	814 North Norma, Ridgecrest, CA 93555
Planz	2400 Planz Rd Bakersfield, CA 93304-5939
Primeros Pasos	1111 Bush St Arvin, CA 93203-2056
Rosamond	2584 Felsite Rosamond, CA 93560-7688
San Diego	10300 1/2 San Diego St Lamont, CA 93241-1743
Shafter EHS	459 E. Euclid Ave Shafter, CA 93263-2777
Shafter HS	452 W. Los Angeles Ave Shafter, CA 93263-2590
Seibert	2800 Agate St Bakersfield, CA 93304-5306
Sterling	3000 Sterling Road Bakersfield, CA 93306-4569
Sunrise Villa	1600 Poplar Ave Wasco, CA 93280-3405
Taft	819 6th Street Taft, CA 93268-2305
Taft College	29 Cougar Ct. Taft, CA 93268
Tehachapi	1120 S Curry St Tehachapi, CA 93561-2300
Vineland	14327 S Vineland Rd Bakersfield, CA 93307-9463
Virginia	3301 Virginia Ave Bakersfield, CA 93307-2931
Wesley	1314 Oswell St, Bakersfield CA 93306
Willow Tree	400 Willow Dr Bakersfield, CA 93308-4761

Source: CAPK Operations

Kern County has an abundant list of providers of services for low-income families and children. CAPK 2-1-1 Information and Referral Help-Line has a data base of over 1,500 social service and other agencies that people can be linked to through calling 2-1-1 or on the CAPK 2-1-1 web page www.capk.org. Common resources for Kern families include Addiction Resource Center, Alliance Against Family Violence, Bakersfield Homeless Center, Clinica Sierra Vista, Department of Fair Housing and Employment, Delores Huerta Foundation, Ebony Counseling Center, Kern County Behavioral Health, Kern County Department Of Human Services, Employers Training Resources, Family Growth Counselling, Independent Living Center of Kern County, New Advances for People with Disabilities, Operation Fresh Start, Salvation army, Social Security administration, and many more.

DETERMINANTS OF NEED

KERN COUNTY OVERVIEW

Kern County is in Central California, at the southern end of the San Joaquin Valley. At 8,172 square miles, Kern is California's third-largest county by land area. Terrain varies dramatically within the County, from the valley lowlands to the mountain peaks of the southern Sierra Nevada, to arid stretches of the Mojave Desert. Because of this geographic diversity, the county has a wide range of climates, determined largely by elevation and precipitation. Summer temperatures often reach over 100 degrees on the valley floor and in the Mojave Desert, and winter temperatures drop into the teens in the higher mountains.

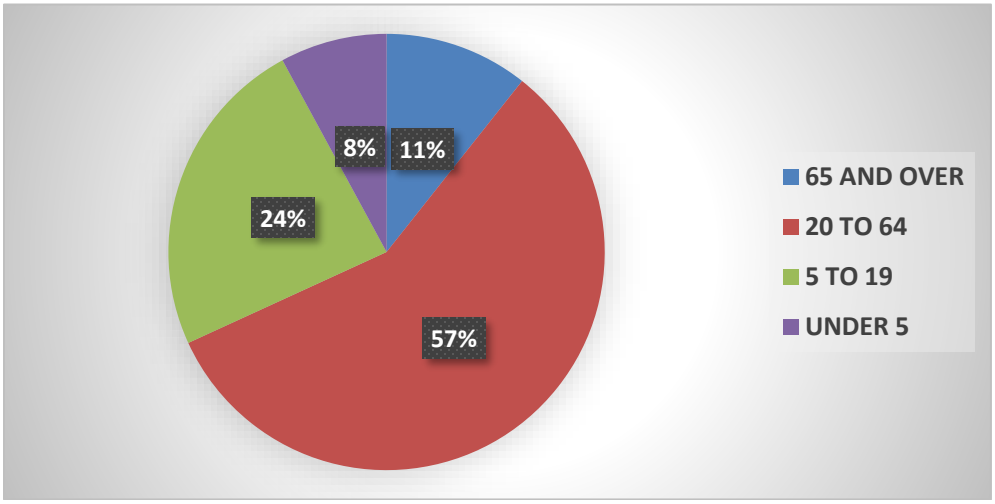
Figure 1, Kern County Location



POPULATION

There are 887,641 people living in Kern County with most residents living in Bakersfield, the County's major metropolitan area. A total of 10 other cities containing about 20% of the population and the remaining residents (38%) live in unincorporated mostly rural areas of the county. Approximately **70,269** of the County's residents are **under the age of 5** years; 212,393 are ages 5 to 19; 510,267 are ages 20 – 64; and 94,712 are ages 65 and over.

Figure 2, Kern Population Age Distribution



Source: US Census American Community Survey 2019, 5-Year Estimates

Of the estimated ***70,269*** children ages 0 to 5 in Kern County, approximately ***48% are in the 0-2 years age group*** (kids.data.org). Gender for children in the 0-5 age group is almost even with 49% female and 51% male.

POPULATION GROWTH

Kern County's overall population growth from 2010-2019 is similar to trends for the State and Nation. Noteworthy, the 0-5 population has decreased at the county, state, and nation level.

Table 2, Population Growth Comparison

Location	2010	2019	Growth
Kern	**839,631**	**887,641**	**5.7%**
California	37,253,956	39,283,497	5.4%
United States	308,745,538	324,697,795	5.2%
Children Ages 0-5			
Kern	**71,484**	**70,269**	**-1.7%**
California	2,545,065	2,451,528	-3.7%
United States	20,131,420	19,767,670	-1.8%

Source: US Census American Community Survey 2019, 5-Year Estimates

RACE/ETHNICITY

Kern County's racial and ethnic composition is diverse. After White, the largest Racial/Ethnic group is Hispanics/Latino (53.3%), compared to 39% of California's population and 18% of the United States. The smallest group are Native Hawaiian/Pacific Islander at .2% in Kern County and the United States and .4% in California.

Table 3, Kern County Race and Ethnicity

Race/Ethnicity	All Residents
White	74.4%
African American	5.5%
American Indian or Alaska Native	1%
Asian	4.7%
Native Hawaiian or Other, Pacific Islander	.2%
Hispanic or Latino	53.3%
Some Other Race	11.8%

Source: US Census American Community Survey Estimates 2019, 5-Year Estimates

From 2015 to 2019, Kern County has seen growth in most race/ethnicities with Native Hawaiians and other Pacific Islanders seeing the highest percent rate of growth, followed by Asians. The only decrease was in American Indian and Alaskan Native groups. Whites and Hispanics grew at almost the same rate, with Hispanics seeing slightly more growth.

Table 4, Kern Population Change by Race/Ethnicity, 2015-2019

Race/Ethnicity	Percent Change
White	-5.9%
Black or African American	-.5%
American Indian and Alaska Native	.2%
Asian	.1%
Native Hawaiian and Other Pacific Islander	-.1%
Hispanic or Latino (of any race)	2.4%

Source: US Census American Community Survey 2015-2019, 1-Year Estimates

NATIVITY AND FOREIGN BORN

Of Kern County's population, 79.2% (702,971) were born in the United States, and 19.9% (176,874) were foreign-born. Of the county's foreign-born population, 64.5% (114,052) are not U.S. citizens.

LANGUAGE

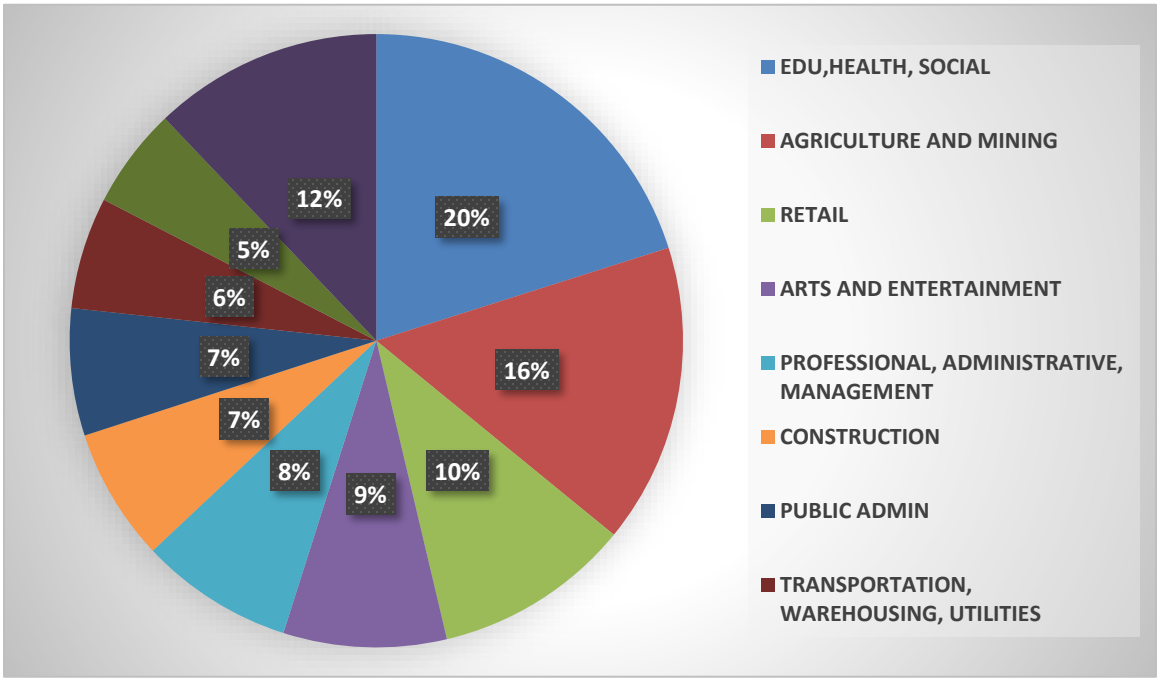
Approximately 44.2% of Kern and California's adults speak a language other than English at home, with most of these comprised of Spanish speakers (88.5%). The next most common language are Asian and Pacific islander languages at 6%. (U.S. Census, 2019).

EMPLOYMENT

The petroleum and agriculture industries are the main drivers of Kern County's economy. According to the Kern Economic Development Corporation, Kern is the top agricultural producing and the second highest oil-producing county in the nation. The County also has two military bases on its eastern edge and has seen growth in the alternative energy, (wind and solar) and aerospace industries. Agriculture and oil are not consistent in employment and are affected by seasons, environmental, national, and global economic factors. For example, while most of the Country was recovering from the recession, decreases in oil production resulted in mass layoffs in Kern County and the recent California drought had dire consequences for seasonal farm workers.

There are 656,416 Kern County residents ages 16 and over. Of these, an estimated 58.3% that are in the labor force are employed. The largest employment sector in Kern is Education, Health, and Social Work which has large variances in types and pay rates of jobs. The second, Agriculture and mining (which include the oil industry), can be unstable sources of employment due to strong seasonal cycles as well as other factors discussed previously.

Figure 3, Kern County Workers by Industry

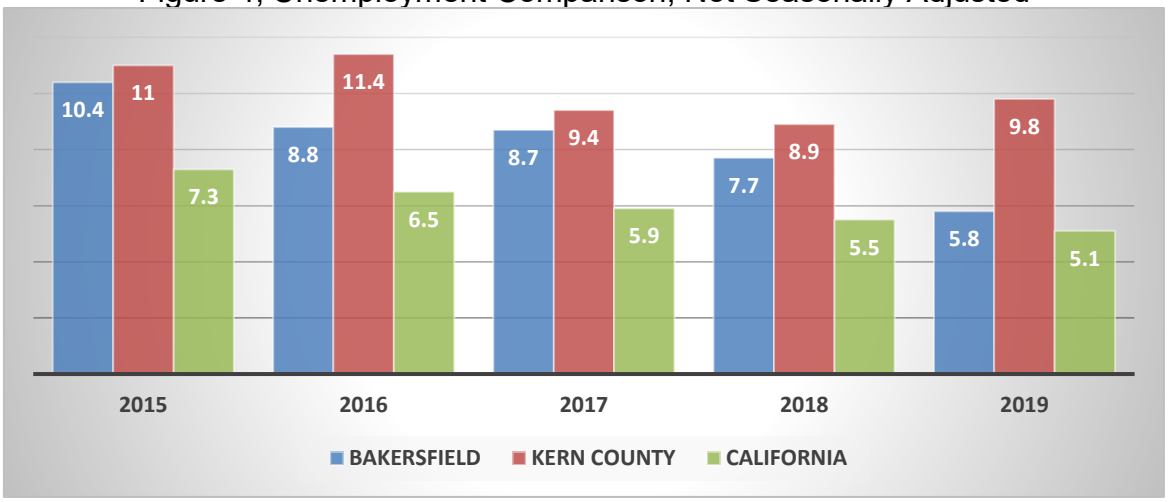


Source: US Census American Community Survey 2019, 5-Year Estimates

UNEMPLOYMENT

Although the County, State, and Nation have seen sharp decreases in unemployment since the recession, Kern County consistently has a higher rate of unemployment than California or the United States. In 2019, approximately 38.9% of people who fell below the poverty level worked part time while 6% of people who fell below the poverty level worked full-time.

Figure 4, Unemployment Comparison, Not Seasonally Adjusted

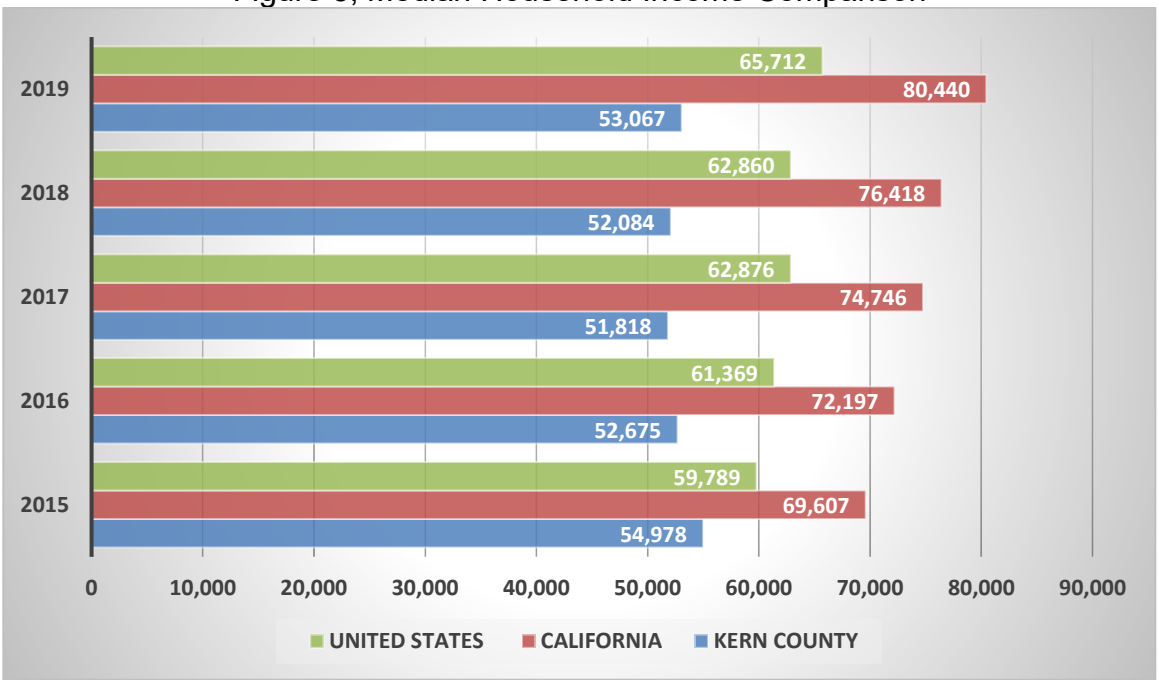


Source: US Census American Community Survey 2015 – 2019, 1-Year Estimates

INCOME

Kern County median household income, at $53,067 in 2019, is ***$12,645 less than the United States and $27,373 lower than the State of California.***

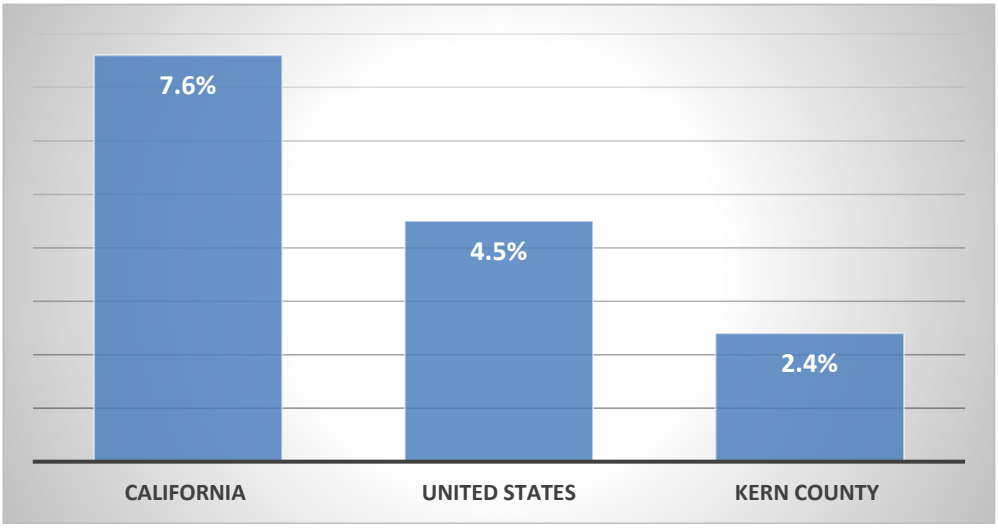
Figure 5, Median Household Income Comparison



Source: US Census American Community Survey 2015-2019, 1-Year Estimates

Overall, the state and nation have seen a steady increase over the last 5 years. Kern's median income has steadily grown over the last three years but falls significantly behind in comparison.

Figure 6, Income Growth Comparison 2017-2019



Source: US Census American Community Survey 2015-2019, 1-Year Estimates

POVERTY

According to the US Census, 21% of Kern County residents live in poverty; Kern County has one of the highest poverty rates when compared to all 58 California Counties (The Public Policy Institute of California, 2018). Within Kern County, there are pockets of extreme poverty with some communities having more than 45% of residents living below the federal poverty level.

WORKING POOR

The face of poverty in the United States has changed greatly over the last decade. In a report presented at the National Community Action Partnership Mega Trends Learning Cluster, *Inequality in America*, former Secretary of Labor Robert Reich discusses trends of those living in poverty in the U.S. According to Reich, as the median family income continues to drop, an estimated 65% of U.S. families live paycheck to paycheck. He goes on to say that a significant number of people in poverty are working but are unable to earn enough to lift themselves out of poverty. Reich also claims that about 55% of all Americans aged 25 to 60 have experienced at least one year of poverty or near poverty (below 150% of the poverty line), and at least half of all U.S. children have relied on food stamps at least once in their life time.

This is also supported by the California Budget and Policy Center, *Five Facts Everyone Should Know About Poverty,* which states that the majority of families that live in poverty are working and 67% of those families have one or more workers supporting them. The key reasons cited for working families remaining in poverty are a lack of good paying jobs and the low minimum wage. In Kern County, almost 8.3% of employed residents who are 16 years of age or over are living in poverty (U.S. Census, 2019).

HOUSING

According to the US Census Estimates, there are 270,282 occupied housing units in Kern County.

The Kern County Council of Governments' (KCOG) Housing Element 2015-2023 reports that Bakersfield (Kern County's most populated city) is projected to only meet 42.7% of their Regional Housing Needs Allocation (RHNA) for very low and low-income households. Other factors affecting housing, are as follows:

- Jobs to housing ratio of 1 job very every .13 of housing.
- Majority of available housing is single family homes.
- Approximately 50% of households are at 50% of the median income—51% earn less than $50,000 per year.
- Limited inventory of Section 8 housing for larger families.
- Subsidized multifamily units are at risk of becoming market rate units.

The U.S. Department of Housing and Urban Development states that families who pay more than 30% of their income for housing are considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation, and medical care. Based on the 2017 American Community Survey estimates, 30.6% of all Kern County homeowners with a mortgage paid 35% or more of their household income on housing. Renters paid an even higher percentage of their income on housing, with almost half of renters spending 35% or more of their household income on rent.

The Housing Authority of the County of Kern indicates that there are at least 15,000 households in Kern County and 5,300 households in the city of Bakersfield that—due to very low to extremely low incomes—have a rent cost burden that exceeds 50% of their income. In addition, there are 28,885 "non-homeless, special needs" households that need housing in Kern County with another 8,837 in the City of Bakersfield. Each year there are ***at least 7,000 households on the Section 8 waiting list and more than 8,000 on the Public Housing waiting list.***

HOUSING QUALITY

Substandard housing is common in much of the County. The KCOG Regional Housing Needs Allocation Plan 2013-2023, included an assessment of county housing quality which shows that an estimated 54% of Kern County Housing is substandard, ranging from a low of 30% in Tehachapi to almost 96% of homes in California City.

Table 5, Kern Substandard Housing

City	Substandard Stock
Arvin	57.1%
Bakersfield	34.0%
California City	95.9%
Delano	42.0%
Maricopa	94.3%
McFarland	50.8%
Ridgecrest	39.6%
Shafter	44.2%
Taft	54.9%
Tehachapi	29.6%
Wasco	54.4%
Unincorporated	56.5%

Source: Kern Council of Governments, 2013-2023

TRANSPORTATION

Transportation poses challenges in Kern County, particularly for those in rural areas. Bakersfield

is the hub of the county where people can access employment, doctors, social services, and other needed resources. In rural areas of Kern, many low-income people with limited incomes rely on public transportation to get to Bakersfield, which in most of these areas has one trip to Bakersfield in the morning and one return trip in the afternoon.

For those who own a vehicle, the higher gas prices in California, approximately $1.20 per gallon over the national average, can be an additional burden for low-income families.

Figure 7, Public Bus Routes in Rural Kern County



Source: Kern Transit

MENTAL HEALTH

According to the California Health Interview Survey, over 10% of Kern County residents experienced serious psychological distress last year, which is slightly higher than for California as a whole. Obtaining mental health treatment can be difficult. HealthyKern.org reported that only 59% of those who felt they needed mental health treatment received it. According to the National Mental Health Services Survey, 2018, California has approximately 851 mental health treatment facilities with many of those private care facilities. In California, there are approximately 10 public psychiatric hospitals and more than 30 private psychiatric hospitals. In Bakersfield there are approximately eight mental health facilities with three of those accepting patients for in-hospital treatment. Most of the rest of the county is in a mental health shortage area. Bakersfield and the county lack mental health professionals especially those who serve low-income populations and the San Joaquin Valley has one of the lowest ratios of behavioral health professionals to population in California. (Coffman et al., 2018).

SUBSTANCE USE DISORDER

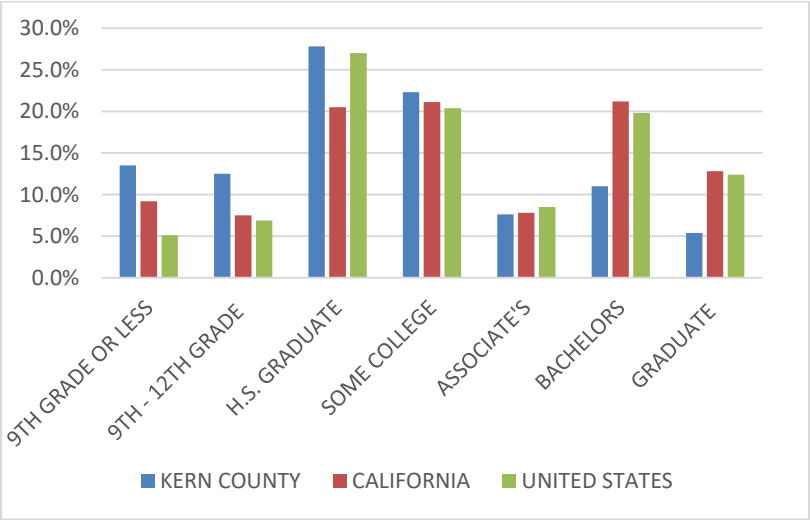
According to the California Health Care Foundation, substance use disorders are common; about 8% of California meets the criteria for a substance use disorder and only 10% of people with a substance use disorder receive any type of treatment. Many rural areas of the state lack access to treatment. In 2016, Kern County had only 12 beds licensed to provide inpatient chemical dependency services. In California, only 10 counties had this type of service. Los Angeles County offered 232 of these beds.

NEEDS AND RESOURCES OF ELIGIBLE CHILDREN AND THEIR FAMILIES

EDUCATIONAL ATTAINMENT

In 2019, 13.5% of people ages 25 and older in Kern County had less than a 9th grade education;12.5% has between a 9th and 12thgrade without a diploma; 27.8% were a high school graduate (or equivalent); 22.3% of residents had some college experience without a degree; 11% had a bachelor's degree and 5.4% had a Graduate or Professional degree. California has less residents over the age of 25 with a 9th grade education or less and with a 9th grade to 12th grade education without a diploma, at 9.2% and 7.5%, respectively. California has more than twice the percentage of residents with a bachelor's degree or Graduate degree at 21.2% and 12.8%, respectively. The nation fares better than the state in educational attainment for a high school graduate, though California's rates for a Bachelor degree is higher than both the county and the nation. The details of each percentage at educational level of attainments are depicted below. The most concerning for Kern County is the low attainment of college degrees—about half as many Kern residents have a bachelor's degree or higher than the state or nation. Today, college is the new high school, with many entry level jobs requiring higher levels of education and skills than what can be acquired as a high school graduate.

Figure 8, Educational Attainment Comparison, 2019



Source: US Census American Community Survey 2019, 5-Year Estimates

The lack of higher educational attainment has far reaching implications for Kern residents. According to a report by The PEW Charitable Trust, a four-year college degree encourages upward mobility from the lower rungs of society and prevents downward mobility from the middle and top. The report states that about 47% of people who are raised in the bottom quartile of the family income ladder who do not get a college degree stay at that level compared to 10% who have earned a college degree. Also, about 39% of those raised in the middle-income ladder who do not get a college degree move down, while 22% with a degree stay in the middle or advance.

According to the U.S. Census Community Data for Kern County, approximately 24,292 of people age 25 years or older that have a high school diploma (includes GED) or less live in poverty compared to 3,217 with a bachelor's degree or higher.

Table 6 Educational Attainment by Race Ethnicity, 2019

	Kern		CA		US	
Race/Ethnicity	**HS or Higher**	**BA or Higher**	**HS or Higher**	**BA or Higher**	**HS or Higher**	**BA or Higher**
White	74.5%	16%	85.8%	34.8%	89.9%	33.5%
Black	82.8%	15.4%	89.8%	25.7%	86%	21.6%
American Indian or Alaska Native alone	74.5%	6.8%	76.4%	14.9%	80.3%	15%
Asian	80.3%	37.2%	87.9%	53%	87.1%	54.3%
Native Hawaiian and Other Pacific Islander alone	90.5%	19.6%	87.1%	20.1%	87%	17.8%
Some other race	60.4%	8.3%	60.4%	10.3%	62.7%	12%
Hispanic or Latino Origin	57.9%	7.4%	64.5%	13.3%	68.7%	16.4%

Source: US Census American Community Survey 2019, 5-Year Estimates

ADULT EDUCATION

In Kern County, 12.5% of residents over age 25 have between a 9th and 12th grade education without a diploma. Among families enrolling in Head Start/Early Head Start the figure is even higher with 34% (approximately 960) of parents not having a high school diploma. This number demonstrates a need for Adult Basic Education (ABE) or General Education Development (GED) preparation. ABE and GED preparation is available in most populated areas in Kern County. Job training is an unmet need as demonstrated in the table here.

Table 7, HS/EHS Families Obtaining Diploma, GED, Professional Training or Job Skills

Head Start			Early Head Start			Early Head Start Partnership		
In Job Training or School	Not in Job Training or School	Completing GED/Diploma, Job Training, Professional Certificate or License	In Job Training or School	Not in Job Training or School	Completing GED/Diploma, Job Training, Professional Certificate or License	In Job Training or School	Not in Job Training or School	Completing GED/Diploma, Job Training, Professional Certificate or License
337	1,999	277	88	418	175	84	34	29

Source: 2018/2019 Kern PIR DATA

Undergraduate education opportunities exist in Kern County with 4-year degrees offered on-campus and online in Bakersfield through several institutions and 2-year/vocational/associates degrees offered in Bakersfield via the Kern Community College District (KCCD) campuses and online learning as well as others. Locations in Ridgecrest, Lake Isabella, California City, and Tehachapi offer classes through KCCD as well. There does not seem to be a shortage of undergraduate education opportunities. Head Start families in Kern County can receive the educational services they need. It is noted that some families are already enrolled in adult education or job training upon their children's entry into the Head Start/Early Head Start programs.

Low cost or free GED preparation, ESL classes, and vocational training are often offered by the same institutions. A GED is also available online through the public schools. Some colleges also offer vocational training. Although multiple locations are available, gaps in the current training system were observed when compiling the information:

- Locations are concentrated in more populated areas and may be difficult for others to reach.
- Inconsistent options for vocational training among varying locations.
- Programs associated with the public-school system were not necessarily linked to the school district website and their websites were sometimes difficult to find.
- Schedules and offerings were not always listed on the websites.
- Programs have differing eligibility criteria.
- Some programs may charge fees.

Different directories list different programs and/or different services for the same location.

EMPLOYMENT AND JOB TRAINING

Employment and job training for Head Start/Early Head Start families is critical in ensuring the ability of families to become self-sufficient and capable of adequately providing for themselves and their children. According to the Kern County PIR, ***more than 1,943 parents of Head Start/Early Head Start children are employed or are active-duty military***. Head Start/Early Head Start parents can work and feel secure about the care of their children while they are working. The numbers from this report do not preclude the need for job training and education opportunities for the families served by Head Start and Early Head Start. Although many HS/EHS parents are employed, (over half), their low-income status indicates a high need for further job skills and/or education.

ENGLISH AS A SECOND LANGUAGE

There is a high need for English as a second language (ESL) education in Kern County with many foreign-born Kern residents indicating a low English-speaking ability. Among Head Start and Early Head Start families in Kern, approximately 31.5% residents stated that they primarily speak another language at home. ESL training opportunities are relatively abundant in Kern County with each city or census tract showing opportunities.

FINANCIAL LITERACY/ASSET BUILDING SERVICES

Financial empowerment helps families with low incomes build financial stability. Services focus on strengthening low-income people's financial position by providing access to proven routes out of poverty—education/ training, employment, entrepreneurship, safe/affordable credit, asset building, and home ownership. Financial empowerment is not a substitute for other poverty reduction programs, however, when integrated into existing programs, financial empowerment can significantly boost a family's ability to rise out of poverty. Approximately 408 of Head Start/Early Head Start families in the county had a need for services that would help them build assets or reduce debt, and 404 received these services.

In 2019, CAPK HS/EHS began staff training and implementation of the Your Money Your Goals (YMYG) Tool Kit. Created by the U.S. Consumer Financial Protection Bureau, the YMYG Toolkit is a collection of important financial empowerment information and tools that can be selected based on the needs and goals of families. The goal is to help someone get started on solving specific financial challenges and reaching their goals. And, when they want or need additional help, the aim is to help you refer them for financial counseling. Unlike a financial education curriculum that may have a specific set of goals and requires materials be presented in a set order, the YMYG toolkit is made up of modules that can be selected based on the family's specific needs.

HEALTH

Lower income and fewer bachelor's degrees are linked to worse health outcomes including increases in asthma, obesity, diabetes, stroke, cancer, low birth weight, poor mental health days, and heart attack ER visits, (Kern County Community Health Needs Assessment, 2019). The health of Kern County residents falls far behind residents of other California counties.

According to the County Health Rankings and Roadmaps for 2020, Kern County ranked ***52 out of 58*** California counties in ***'Health Outcomes'*** and ***57 out of 58 in 'Health Factors'.*** According to this study, health factors that affect people living in Kern County include many of the socio-economic factors previously discussed, such as educational attainment, unemployment, and income inequality. When comparing scores over the past five years, scores have remained dangerously high.

Table 8, Kern County Health Rankings, 2015-2020

Outcomes	2015	2016	2017	2018	2019	2020
Health Outcomes	**51**	**52**	**53**	**52**	**52**	**52**
Length of Life	44	44	46	47	46	46
Quality of Life	55	51	54	55	55	54
Health Factors	**55**	**57**	**55**	**57**	**57**	**57**
Health Behaviors	52	57	57	57	58	57
Clinical Care	55	50	N/A	52	52	54
Social & Economic Factors	52	54	51	53	53	54
Physical Environment	44	45	52	52	57	57

Source: County Health Rankings.org

Some of the most prevalent health conditions affecting Kern residents are asthma, obesity and diabetes. Asthma is one of the most common chronic diseases among children in the U.S. and a leading cause of hospitalizations and absences from school. Although identifying the impact of independent risk factors for asthma is difficult, low-income and minority children are at disproportionately high risk for severe symptoms, missed school days, and emergency room visits due to asthma. (U.S. Environmental Protection Agency, 2019).

More than 30% of U.S. children ages 2-19 are overweight/obese, according to a survey from the Centers for Disease Control and Prevention (Fryer, C. D., et al., 2018). Kern County's rates are often higher; kidsdata.org noted that 45% of 5th grade children were obese in 2018.

According to the Centers for Disease Control, among children and adolescents younger than 20, non-Hispanic whites had the highest rate of new cases of Type 1 diabetes compared to members of other U.S. racial and ethnic groups. Among children and adolescents age 10-19 years, U.S. minority populations had higher rates of new cases of type 2 diabetes compared to non-Hispanic whites. The risk of developing type 2 diabetes increases with age. The number of children diagnosed with type 2 diabetes is growing due to more overweight youth. Still, it is less common in children and young adults than it is in older people.

Asthma: A key contributor to the high asthma rates is Kern's poor air quality (American Lung Association, 2019).

- Kern residents experiencing asthma – 19.9% (California Department of Public Health, 2018).
- ***Kern children*** suffering from Asthma – **31.1%** (Kidsdata.org, 2018).

Obesity

- Of Kern adults, 75% are overweight or obese.
- People of color have obesity rates higher than average at 25%.
- Children aged 11-14, nearly 46% are considered overweight or obese. (Kidsdata.org, 2018)

Diabetes:

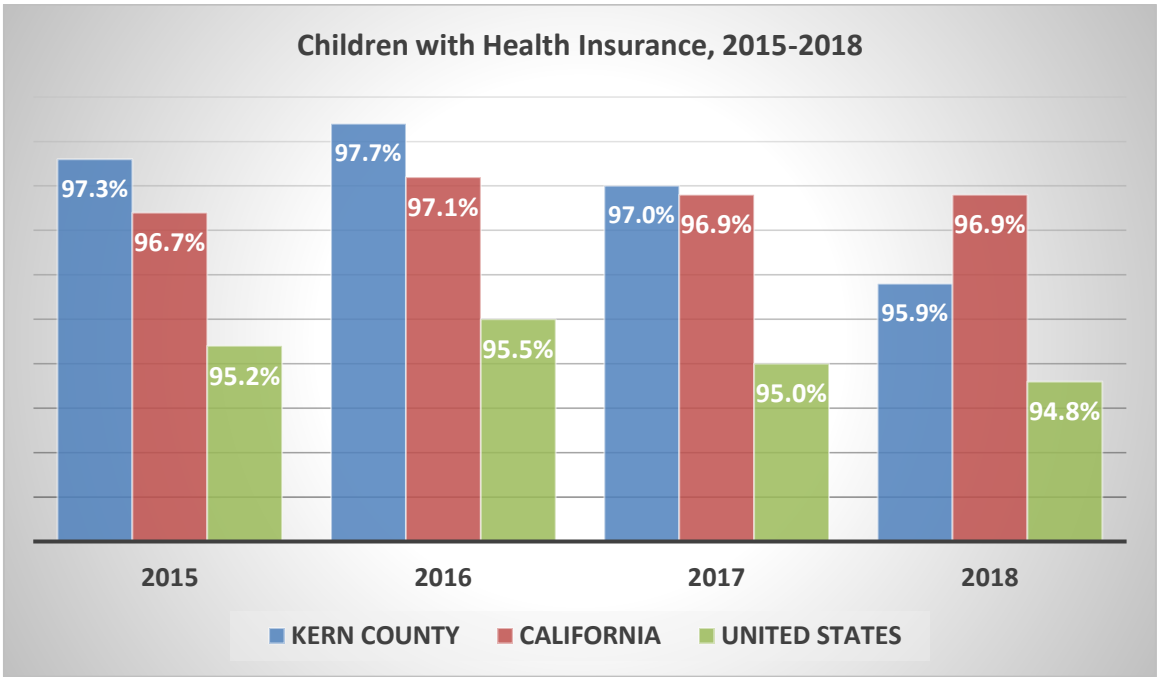
- In Kern County, 9% of adults have been diagnosed with diabetes, (County Health Rankings, 2018).
- Of the children discharged from hospitals in Kern County in 2018, 2% or 115 children were diagnosed with diabetes. This rate is higher than that of California overall, who reported that 1.4% of discharged children had diabetes. (Kidsdata.org, 2018)

HEALTH INSURANCE

The US census estimates the percentage of children with health insurance each year by county. Estimates are available for children younger than 19 and living at 138% of the federal poverty level or below. Coverage rates in Kern County have been rising and are now at 98.7%, which is above national and state estimates. Data from Kern County's Head Start/Early Head Start program information report (PIR) is similar. All (100%) of children in Head Start and Early Head Start had health insurance at the end of the reporting period.

Despite these successes, there are still groups of people without health insurance. The US Census estimates above indicate that 1.3% of children at 138% of the FPL do not have health insurance and the California Department of Public Health, Maternal and Infant Health Assessment found that 4% of women were uninsured during pregnancy. The survey also reported that 14% were uninsured post-partum and 2% had no infant health insurance.

Figure 9, All Children with Health Insurance in the United States, California, and Kern County



Source: US Census American Community Survey 2015-2019, 1-Year Estimates

HEALTH CARE ACCESS

Although most of Kern Residents (and all of HS/EHS children) are insured, having access to quality and timely care is an issue. In Kern County there are 2,040 people for each primary care physician (2,040:1) compared to a ratio of 1,270:1 for the State of California (County Health Rankings and Roadmaps, 2019). Where a family lives in the county also plays a crucial role in access. According to the 2019 Kern Community Health Needs Assessment, approximately 2 out of every 3 Kern residents (over 519,000) are living in a severely under-resourced area. Communities identified in this report as majorly under resourced include Oildale, East Bakersfield, Southeast Bakersfield, Arvin, Lamont, Greenfield, Wasco, McFarland, Delano, Shafter, Taft and Buttonwillow. Pregnant women are a priority in the health care system but continue to face access issues. The California Maternal and Infant Health Assessment reported several important findings:

- Almost 63% of pregnant women had a routine source of pre-pregnancy care;
- During the first trimester, 82% initiated care; and
- Nearly 12% reported either they or their infant needed care post-partum, but they could not afford it.

Although 100% of program participants at Kern County Head Start/Early Head Start had health insurance, keeping children up to date on screenings was challenging, as shown in Table 16. This may be partially related to the access issues previously discussed.

Table 9, HS/EHS Medical Care Received

Care Type	Received Care
Pre-and post-natal care for pregnant women	80%
Medical home	100%
Received all possible immunizations or exempt	100%
Up to date on EPSDT schedule	83.5%

Source: 2018/2019 Kern PIR

DENTAL CARE

Kern County faces a general scarcity of dentists. The Robert Wood Johnson Foundation reports there are 2,080 Kern residents for every one dentist (2,080:1). California shows a much higher rate of dental professionals per person, with a ratio of 1,200:1.

Data for Head Start/Early Head Start in Kern County show that while 99% of participants have a dental home, only 54% of Early Head Start and 60% of Head Start participants had completed a professional dental examination. A much lower percentage of HS/EHS children who were identified as needing dental treatment had received it (9%).

EXPECTANT MOTHERS

In addition to access to health care mentioned previously, pregnant women continue to face a variety of challenges. According to the California Department of Public Health, Maternal and Infant Health Assessment Survey, of the poorest 6,900 pregnant Kern County women, only 29% self-reported taking folic acid daily in the month prior to their pregnancy, and nearly 25% did not seek first term care. Also noteworthy is that 30.5% reported being food insecure, and almost 22% did not gain adequate weight. An additional 45% gained excessive weight.

Many poor women in Kern County experience a range of hardships during pregnancy. Some of these instances include experiencing two or more hardships during childhood, 30.3%; homelessness, 5.2%; moving locations due to problems paying rent or mortgage, 9.4%; woman or their partner losing job, 25.3%; woman or partner cut in pay or hours, 18%; becoming separated or divorced, 12%; and having no practical or emotional support during pregnancy, almost 5%. Out of this same group of women, 87% had Medi-Cal insurance pre-natal coverage with 4.4% being uninsured, and 8.4% having private insurance. In 12.4% of cases, either the mother or infant needed post-partum care but did not afford said care.

Other data for the county show 70.8% of pregnant women are unmarried, 26% did not complete high school or obtain a GED, and nearly 75% live in a high poverty neighborhood.

AIR QUALITY

Kern County has the worst air quality in the nation, (American Lung Association, 2019.) The rankings were based on three types of pollutants:

- Short term particulate—episodes of increased particulates caused by events such as wild fires.
- Year round particulate—chronic exposure to particulates caused by things like soot, diesel exhaust, chemicals, metals, and aerosols.
- Ozone—mostly attributed to wood burning and auto exhaust.

Kern County ranked as having the worst short-term particle pollution; 2nd worst year-round particle pollution; and 3rd worst ozone pollution in the nation. Climate change and the resulting California droughts and wildfires further exasperates this problem of short- term particulate matter due to weather patterns that trap the pollutants in the lower atmosphere (American Lung Association, 2019).

These particulates are of special concern for Kern County residents because of the significant health risks. As mentioned in this report, Kern County has significantly high rates of death for respiratory conditions and heart disease, which are known to be related to poor air quality. Also, as noted in this report, Kern has a high poverty rate, especially in our rural farming communities, which is linked to lower access to health care. A last factor to consider is that Kern's main industries, agriculture and oil, are major contributors to the poor air quality.

FOOD INSECURITY

According to the United States Department of Agriculture, food insecurity occurs when there are reports of multiple indications of disrupted and reduced food intake. Although Kern County is one of the largest producers of agriculture in the world, it also hosts the city with the highest food insecurity rate in America. The Food Research and Action Center's (FRAC), identified Bakersfield as first among the 100 largest metropolitan cities in the U.S. for food insecurity.

CAPK's Food Bank is the largest emergency food distributor in Kern County. The Food Bank provides an emergency means of food for Kern County's low-income children, families, and other vulnerable people such as elderly, disabled, and the homeless. Over the last few years the Food Bank has seen dramatic increases in food needs going from 13 million lbs. of food distributed in 2015 to over 20 million lbs. in 2019.

According to the Feeding America, Map the Meal Gap 2018 statistics, ***21.6% of children in Kern County are food insecure*** compared to 15.2% of children in both California and the United States.

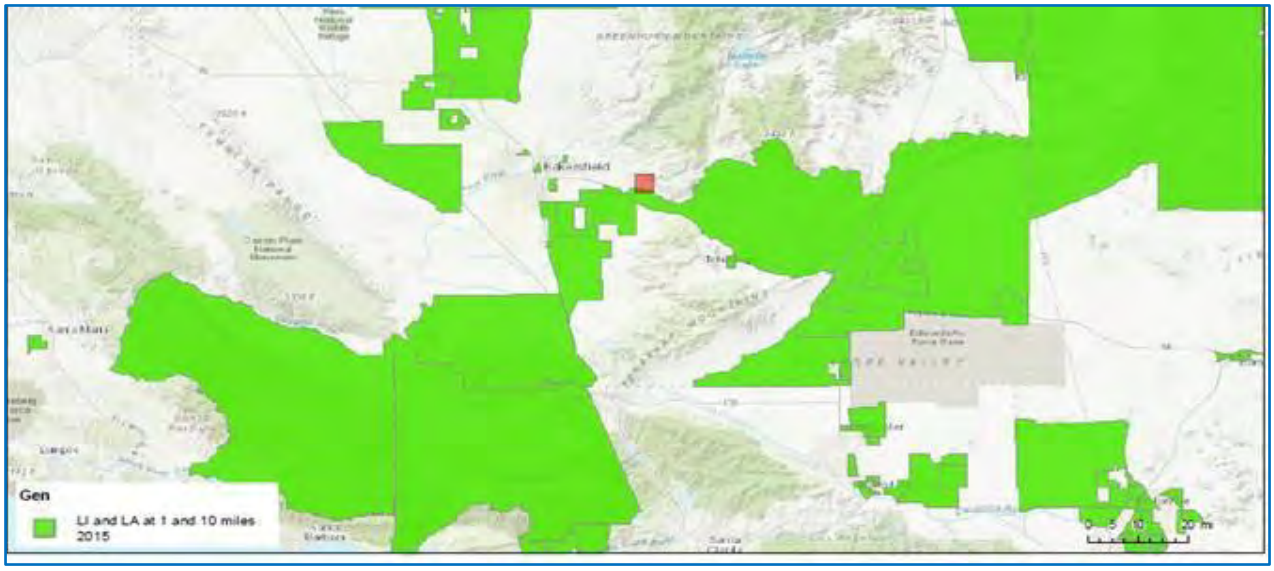
- California Department of Education: up to 140,000 Kern children receive free or reduced-price school lunch
- California Department of Social Services: Approximately 83,589 children receive CalFresh (SNAP) benefits
- Over 25,692 children are served by WIC in Kern County

The CAPK Food Bank provides food distributions throughout the County. In 2019, the Food Bank served approximately 40,000 households per month, the majority of which include children. The CAPK Head Start Central Kitchen prepares approximately 72,000 meals and snacks each month for HS/EHS children and parent volunteers. Additionally, CAPK's Friendship House and Shafter Youth Center serve daily no- cost meals and snacks, to children and parents throughout the year.

FOOD DESERTS

A **food desert** is an area that has limited access to affordable and nutritious food, (Karpyn et al., 2019). They are most common in low-income and/or rural areas but can also appear in metropolitan areas. Racial and economic disparities in food access persist across the nation; approximately 1/3 of white residents experience limited access to food retail than there non-white counterparts. As seen in the map below, where the green areas represent low-income and low access areas, most of Kern County is considered food desert. (United States Department of Agriculture, 2015).

Figure 10, Kern County Food Deserts



Source: United States Department of Agriculture

The Kern County Food System Assessment reports 17 community gardens; Edible School Year program with cooking classes and a garden in Shafter, Bakersfield, and Arvin; Certified Farmer's Markets in Bakersfield, Delano, Lake Isabella, Lamont, Shafter, Tehachapi, Wasco, and Wofford Heights. Additionally, in response to the lack of fresh and healthy foods for many low-income people in Kern, the CAPK Food Bank began holding "Free Farmers Markets" — giving fresh locally sourced donated produce at no-cost to low-income people in Bakersfield. These occasional produce distributions have grown into regularly scheduled Free Farmers Markets held in Delano, Wasco, and low-income Bakersfield areas.

HEAD START/EARLY HEAD START ELIGIBLE CHILDREN AND FAMILIES

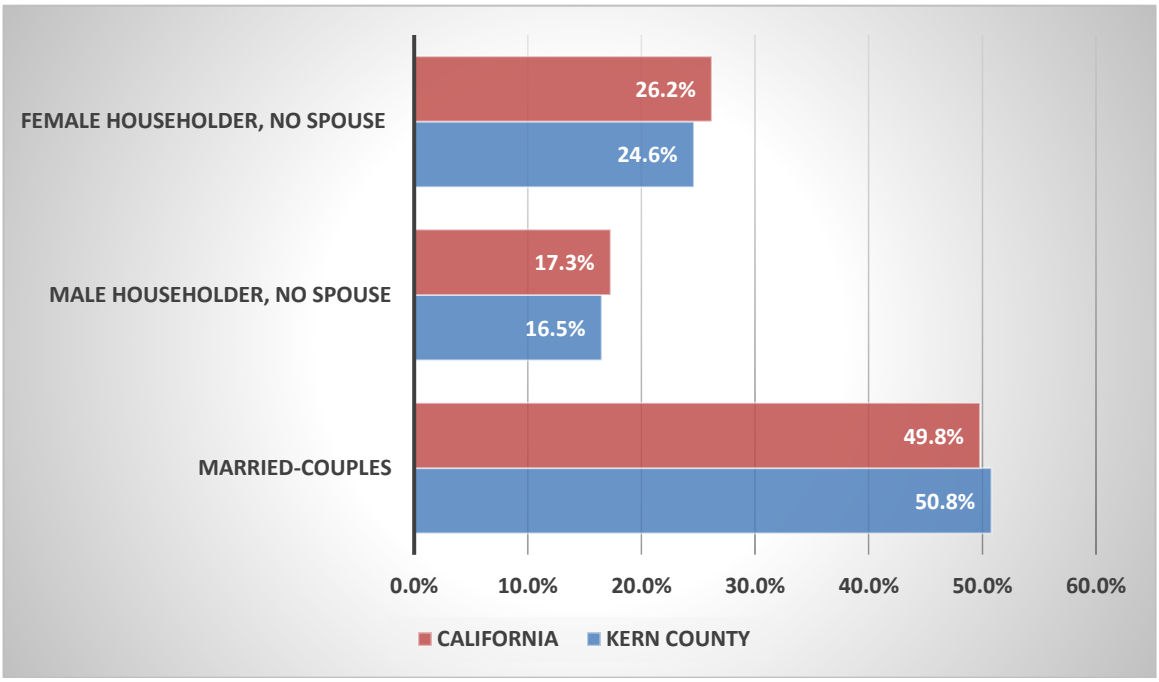
CAPK's Head Start/Early Head Start (HS/EHS) provides services and programs that positively impact low-income children ages 0-5 years and their families. Income limits for eligibility to enroll into HS/EHS programs are set by current federal poverty guidelines. Additionally, foster children, children experiencing homelessness, and children with disabilities, as well as those receiving TANF/CalWORKs assistance, are given priority.

Unless otherwise indicated in this section, the data source for the CAPK Head Start and Early Head Start programs are the 2018-2019 CAPK Head Start Program and Early Head Start Program Information Reports (PIR).

HOUSHOLDS AND FAMILIES

In 2019 there were an estimated 270,282 households in Kern County, California (US Census) with married-couple families making up 50.8% (137,205) of these. Single male and single female households comprising 16.5% and 24.6%% of all Kern households. Householders living alone consist of 10.4% of the population. About 50% of married-couple families have children under the age of 18, while about 11% of male householders and 28% of female householders (no spouse) have children under the age of 18.

Figure 11, Family Household Types Comparison, Kern County and California

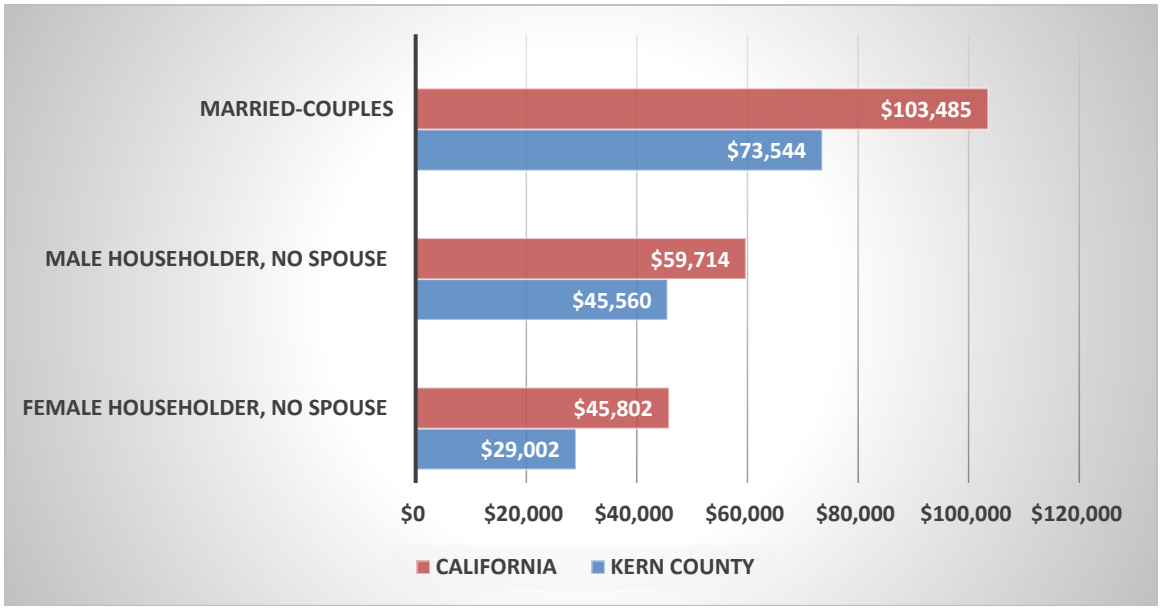


Source: US Census American Community Survey 2019, 5- Year Estimates

HOUSEHOLD INCOME

Kern County disparities in income are especially apparent when looking at family types. In Kern County, the median income for female householders - no spouse ($29,002), was 64% of the male householder's median income ($45,560) and 40% of the married-couple's median income ($73,544). In each category, Kern County's median incomes are approximately $15,000 to $30,000 less than their respective counterparts for the state.

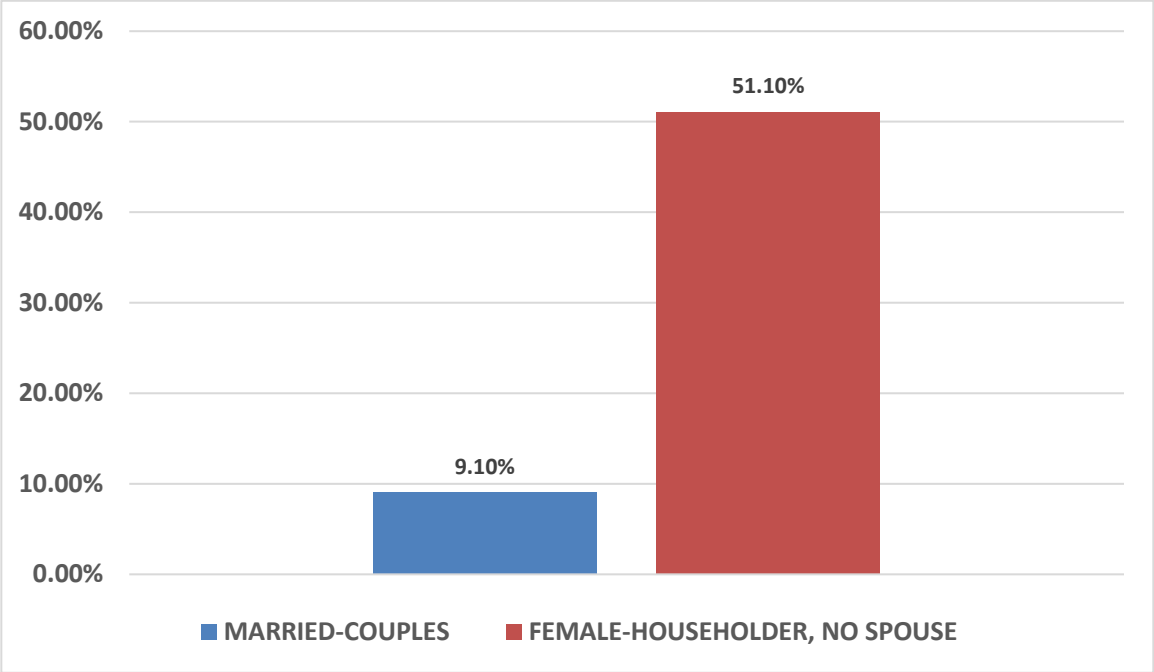
Figure 12, Median Income by Household Type



Source: US Census American Community Survey 2019, 5-Year Estimates

There are wide inequities in poverty among family types. Single female headed households with children under 5 experiencing poverty at five times the rate for married couples.

Figure 13, Kern County Poverty by Household Type with Children under 5 years



Source: US Census American Community Survey 2019, 5-Year Estimates

AGE-ELIGIBLE CHILDREN

According to American Community Survey 5-Year Estimates, there are 70,269 Kern County children that are 5 years of age and under. Approximately half (48%) are in the 0-2 age group and 52% are ages 3-5 years.

INCOME-ELIGIBLE CHILDREN

Of Kern County children ages 0-5 years, approximately 21,994 (31.3%) live in poverty and are Head Start income eligible. ***An estimated 89% of impoverished Kern children ages 0-5 live in zip codes where HS/EHS centers are located.*** Some of these communities have poverty rates for this age group as high as 58%.

HEAD START AGE CHILDREN – RACE AND ETHNICITY

The following data from the Kern County Network for Children, *2016 Report Card,* provides the most current information for racial characteristics for children broken out by age groups. Of Kern children ages 0-5, most (61.7%) are Hispanic.

Table 10, Kern Children by Age, Race, and Ethnicity

Age Group	African American	Caucasian	Latino	Asian/Pacific Islander	Native American	Multi-Race
Under 1	0.9%	4.4%	10.4%	0.5%	0.1%	0.6%
1 to 2	1.7%	8.8%	20.5%	1.0%	0.1%	1.1%
3 to 5	2.6%	13.2%	30.8%	1.5%	0.2%	1.5%
Total	**5.2%**	**26.5%**	**61.7%**	**3.0%**	**0.4%**	**3.2%**

Source: Kern County Network for Children, *2016 Report Card (Numbers may not match US Census data in Table 3, due to different data collection methods.)*

Other notable facts as reported by the Kern County Network for Children include:

- A small percentage (5.4%) of Kern County children were born outside the United States.
- Students in Kern County public schools are linguistically diverse—20% of County enrollments were English Learners.
- In 2016, 42% of Kern County children ages 0-17 lived with one or more foreign-born parents.

KINSHIP CARE

Traditionally, grandparents and other relatives have played an important role in a child's life. From being the occasional visitor bearing treats to being full-time caregivers to children, these relatives contribute much to the life of a child and family. According to *Zero to Three*, a national non-profit organization that informs, trains and supports professionals, policymakers and parents, in 2017, upwards of 24% of America's preschool children were being cared for by grandparents. Other relatives, including siblings also often have the role of caregiving for preschoolers. Although convenient, it can often be conflicting with relatives having different ideas for care and they may not be able to provide educational and experiential benefit to children's early development.

https://www.zerotothree.org/resources/1979-grandparents-as-caregivers-by-the-numbers

HOMELESS CHILDREN

According to the annual Homeless Point-in-Time Count, conducted by the Kern County Homeless Collaborative, in 2019, there were an estimated 1,330 people living in homelessness in Kern County—a 50% increase from 2018. ***Families with children accounted for 16% of the homeless population and children constituted almost 11% of homeless people counted.*** Other findings from the study include:

- Over 80% of Kern County's homeless population was in Metro Bakersfield and 20% in rural cities and communities outside of Bakersfield.
- About 4% of Bakersfield's homeless population had shelter on the count night, 56% were unsheltered.

- Only 11% of rural homeless people had shelter;
- Homelessness in Metro Bakersfield rose by 42% over the previous year, driven by a 108% jump in the number of unsheltered homeless people. Rural homelessness rose by 131%.
- Countywide, 85% of homeless families with children had shelter; 69% of single adults were unsheltered

CHILDREN IN FOSTER CARE

Foster care is intended to provide temporary, safe living arrangements and therapeutic services for children who cannot remain safely at home because of risk for maltreatment or inadequate care. The U.S. foster care system aims to safely reunify children with their parents or secure another permanent home, e.g., through adoption; however, too often this goal is not achieved, especially for older youth and children with disabilities. Instead, many children spend years in foster homes or group homes, often moving many times.

Children in foster care are at increased risk for a variety of emotional, physical, behavioral, and academic problems, with outcomes generally worse for children in group homes. Recognizing this, advocates and policymakers have made efforts to prevent children from entering the system and to safely reduce the number of children living in foster care, particularly in group homes. While the number of children in foster care nationally has decreased since the 2000s, it has risen in recent years, and California continues to have the largest number of children entering the system each year. Further, children of color continue to be overrepresented in the foster care system; in California, for example, African American/black children make up 23% of foster children but only 6% of the general child population. (U.S. Department of Health and Human Services, Children's Bureau, 2018.)

Although Kern County has slightly more children in foster care compared to the state, the numbers have remained essentially static over the years spanning 2013 to 2018. (kidsdata.org, 2020)

Table 11, Kern and California Children in Foster Care

Locations	Rate per 1,000					
	2013	2014	2015	2016	2017	2018
California	5.3	5.6	5.6	5.5	5.4	5.3
Kern County	5.6	5.9	6.0	6.2	6.1	5.6

Source: Kidsdata.org, 2020

CHILDREN WITH DISABILITIES

Among the civilian non-institutionalized population in Kern County, 11.1% reported a disability. The likelihood of having a disability varied by age with people under 18 years least likely to have a disability and those 65 and over having the highest rates (US Census ACS 5-Year Estimates, 2019). According to Kidsdata.org, in 2019 there were ***22,091 children K-12 with disabilities in Kern County, with learning disabilities being the most prevalent*** followed by Speech or Language difficulties.

Table 12, Kern Children Disabilities, K-12

K-12 Disabilities	Number	Percent
Learning Disability	8,522	44.4%
Speech or Language Impairment	4,440	23.1%
Autism	2,987	15.5%
Other Health Impairment	2,471	12.8%
Intellectual Disability	1,990	10.3
Emotional Disturbance	669	3.5%
Hard of Hearing	455	2.4%
Orthopedic Impairment	212	1.1%
Multiple Disability	161	0.8%
Visual Impairment	87	0.5%
Traumatic Brain Injury	66	0.3%
Total	**22,091**	

Source: Kidsdata.org, 2019

Resources for children who have disabilities in Kern County include California Children's Services, Clinica Sierra Vista, Kern regional Center. Kern Autism Network, and First Five Kern. CAPK 2-1-4-1 also offers free developmental screenings for any callers with children under 5 years of age. If the screening indicates that the child may need assistance, they are connected with the appropriate services.

CHILDREN AND BODY MASS INDEX (BMI)

Body mass index is a measurement value that often can determine the health outcomes for individuals. This is especially true for children with a high amount of body fat. This high measure can lead to weight-related health problems both in the near-term and in the future. For Kern County children enrolled in Head Start, statistics show 66% at a healthy BMI with 27% of them either overweight or obese. 5% of the children enrolling in the program are underweight at enrollment. Statistics for Early Head Start are not available.

TRAUMA INFORMED CARE

As quoted from Child Trends, "How to Implement Trauma-informed Care to Build Resilience to Childhood Trauma", *Children who are exposed to traumatic life events are at significant risk for developing serious and long-lasting problems across multiple areas of development. However, children are far more likely to exhibit resilience to childhood trauma when child-serving programs, institutions, and service systems understand the impact of childhood trauma, share common ways to talk and think about trauma, and thoroughly integrate effective practices and policies to address it—an approach often referred to as trauma-informed care.*

Some common types of childhood trauma include abuse and neglect, family, community, and school violence, life-threatening accidents and injuries, frightening or painful medical procedures, serious and untreated parental mental illness, loss of or separation from a parent or other loved one, natural or manmade disasters, discrimination, and extreme poverty. Any of these exposures can lead to post-traumatic stress disorder (PTSD), which can lead to aggressive, self-destructive, or reckless behavior.

Young children who experience trauma may have difficulties forming attachments to caregivers, experience excessive fear of strangers or separation anxiety, have trouble sleeping and eating and can be especially fussy. Oftentimes, these young children will show regression after reaching a developmental milestone such as sleeping through the night, toilet training, and others.

Trauma-informed care benefits children by providing a sense of safety and predictability, protection from further adversity, and offering pathways to recovery from the trauma. By implementing realization of the wide impact of trauma and understanding the paths for recovery, recognizing the signs and symptoms of trauma, responding by fully integrating knowledge about trauma into the policies, procedures, and practices surrounding trauma-informed care, and by resisting re-traumatization of children, as well as the adults who care for them, trauma-informed care can be healing and beneficial to young children. Trauma informed care must include comprehensive, ongoing professional development and education for parents, families, school staff and other service providers on jointly addressing childhood trauma.

Secondary trauma among adults working with children who have experienced trauma should be addressed. Care for staff is an important component to trauma-informed care. This is accomplished through high-quality, reflective supervision, maintaining trauma caseload balance, supporting workplace self-care groups, enhancing the physical safety of staff, offering flex-time scheduling, providing training for staff and leadership about secondary traumatic stress, development of self-care practices for staff and leadership, such as the Staff Wellness Clinic, and creating a buddy-system for self-care accountability.

https://www.childtrends.org/publications/how-to-implement-trauma-informed-care-to-build-resilience-to-childhood-trauma

CAPK HEAD START AND EARLY HEAD START ENROLLED CHILDREN

The 2018-2019 CAPK Head Start/Early Head Start Program Information Reports (PIRs) provide a wide variety of information pertaining to enrolled children. The following information is provided to give an overview of the children in the program. As stated previously,

PROGRAM ENROLLMENT

During the 2018/2019 school year, CAPK HS/EHS had cumulative enrollment of 3,185 children with the majority, (78%), enrolled in the Head Start program.

Table 13, Enrollment 2018/2019

	Head Start	Early Head Start	Total
Funded Enrollment	2,041	384	2,425
Cumulative Enrollment	*2,475*	*710*	*3,185*

Source: Kern PIR 2018/2019

Head Start/Early Head Start centers are located in low-income communities across Kern County's 8,163 square miles.

Table 14, Head Start/Early head Start Enrollment by Zip Code

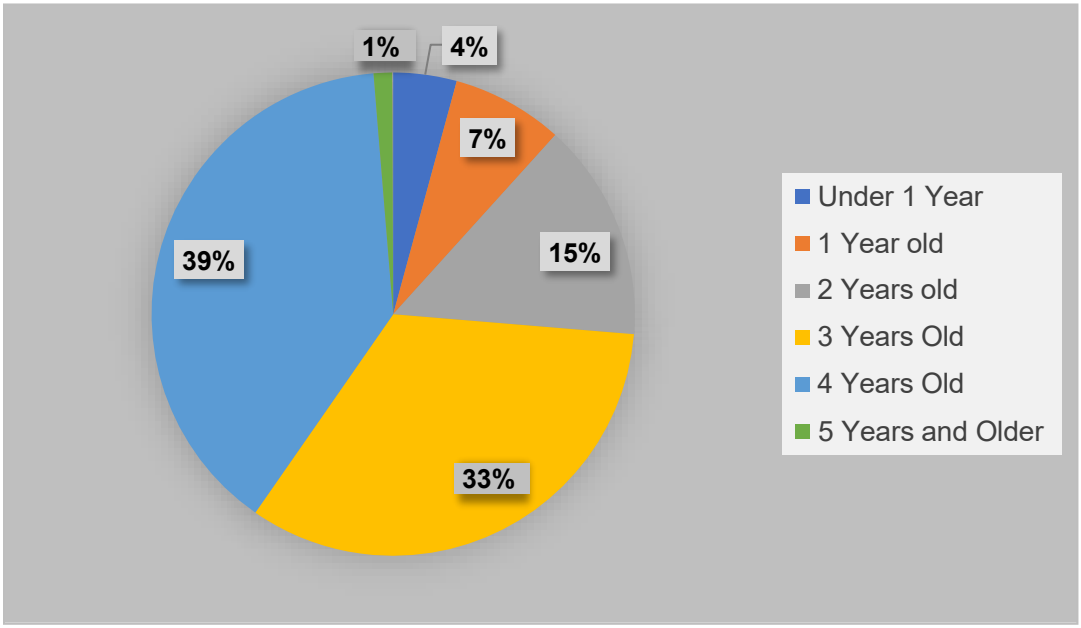
Zip Code	Head Start	Early Head Start	Total Slots	Zip Code	Head Start	Early Head Start	Total Slots
93203	71	32	103	**93309**	74	31	105
93215	79	1	80	**93311**	15	10	25
93241	92	6	98	**93312**	12	11	23
93249	2	0	2	**93313**	51	22	73
93250	26	0	26	**93314**	6	4	10
93252	7	0	7	**93386**	1	0	1
93257	1	0	1	**93387**	1	0	1
93263	29	34	63	**93501**	27	0	27
93268	53	0	53	**93504**	1	0	1
93280	62	15	77	**93505**	42	0	42
93301	9	17	26	**93516**	1	0	1
93304	90	29	119	**93523**	2	0	2
93305	72	44	116	**93527**	1	0	1
93306	244	63	307	**93555**	64	0	64
93307	208	72	280	**93560**	87	0	87
93308	56	29	85	**93561**	43	0	43

Source Kern PIR 2018/2019

AGE

Of the 3,185 children who participated HS/EHS during the 2018-2019 school year, the majority, 61% were ages 0-3 years.

Figure 14, Enrollment by Age



Source: Kern PIR 2018/2019

RACE AND ETHNICITY

Most children (76.5%) enrolled in HS/EHS are of Hispanic or Latino origin and accounted for 76.5% of CAPK's Head Start enrollments. Of HS/EHS children, 36% were from families where Spanish is the primary language.

Table 15, Enrollment by Race/Ethnicity

Race/Ethnicity	HS	EHS	Total
American Indian/Alaska Native	0.04%	0.14%	0.06%
Asian	0.93%	0.85%	0.91%
Black or African American	9.13%	9.30%	9.17%
Hispanic/Latino	76.28%	77.32%	76.51%
White	11.15%	10.85%	11.08%
Biracial/Multi-Racial	1.74%	0.70%	1.51%
Other Race	0.32%	0.42%	0.35%

Source: Kern PIR 2018/2019

HOMELESS CHILDREN

Within the context of Head Start and Early Head Start enrollment, approximately 51 children (48 families) experienced homelessness during the enrollment year with 26 of these families affected acquiring housing during the enrollment year.

FOSTER CARE

PIR data show that 209 children enrolled during the program year for both Head Start and Early Head Start were in foster care at some point during the year. There were 145 HS/EHS enrolled children referred by a child welfare agency was 145.

DISABLED

CAPK Head Start had 170 children enrolled with diagnosed primary disabilities. All these children received special services. Of the children enrolled in the Early Head Start program, 73 infants and toddlers have an Individualized Family Service Plan (IFSP) indicating they have been determined eligible to receive early intervention services.

OBESITY

At enrollment in the Head Start program, 27% of children of children were overweight or obese. Obesity and overweight are not measured for Early Head Start children.

CHILDCARE AND PRESCHOOL

LICENSED CARE

Childcare is a critically important need for many families in the United States. High-quality childcare centers and homes deliver consistent, developmentally sound, and emotionally supportive care and education (Cahan E.D., 2017). Research indicates that high- quality early care and education can have long-lasting positive effects; specifically, high-quality childcare before age 5 is related to higher levels of behavioral/emotional functioning, school readiness, academic achievement, educational attainment, and earnings, with improvements particularly pronounced for children from low-income families and those at risk for academic failure (Cahan E.D., 2017).

However, finding affordable, high-quality childcare is a major challenge for many families, and access differs based on geography, race/ethnicity, and income. In 2017, licensed childcare was available for an estimated 23% of California children ages 0-12 with working parents. That same year, California was ranked the least affordable state for center-based and family-based infant care in the nation. (Childcare Aware of America, 2018). These costs often require that low-income families compromises on basic expenses when choosing childcare for their children. For example, center-based infant care costs in California made up an estimated 17 to 18% of the median annual income for families in 2019 (California Childcare Resources and Referral Network, Child Care Data, 2019).

Head Start operates within the context of California's early childcare and education system, described by the Learning Policy Institute as a "patchwork of programs" (Melnick, et al., 2017) and one that "can be difficult for policymakers, providers, and families to understand because of its complexity." Childcare and preschool providers are typically divided into two categories: licensed and unlicensed.

Recent data show a gap in childcare availability across California and in comparing Kern County with other counties of comparable size and demographics as well as with larger, more metropolitan counties, it is apparent that qualified and licensed childcare is mostly unaffordable for many in California, but especially for those living in poverty. According to the 2020 State Fact Sheet of California by Childcare Aware, the average annual cost of center-based childcare for infants is $17,384 and $11,718 for family-based childcare. Cost is a primary factor for families in poverty finding appropriate care for their children (Corcoran and Steinley, 2017). In Kern County there are slots available across the many zip- codes, but that availability is uneven.

Capacity continues to be a factor in determining what childcare and early childhood education is available. As illustrated in the most recent California Childcare Resources and Referral Network data, it seems there is not enough available child-care slots. Overall, only 23% of children 0-12 with parents in the labor force have licensed childcare in California. Kern County families do not fare any better. As the economy continues to improve, parents going back to work may have difficulty finding care that best fits the needs of their families.

Table 16, Childcare Slots by Type of Care

Type of Care	Infant/Toddler Ages - 2	Preschool Ages 3 - 5
Center-based Private	340	5,782
Center-based Subsidized	656	5,928
Family Childcare	1,962	3,803
Total Slots	**2,618**	**15,513**

Source: Kern County Early Childhood Council 2018/2019

Publicly funded Early Childhood Education (ECE) programs currently do not have capacity to serve all of California's children and families. In 2015–16, ***only 33% of children under age 5 who qualified for one of California's publicly funded ECE programs were served—***based on family income and having working parents. In extrapolating from the statistics of poverty which note that 31.3% or 21,994 children (31.3% of 70,269 total children 0-5 in Kern County)

are income eligible children, approximately 7,331 are in a publicly funded state program—***an estimated 14,663 Kern eligible children not receiving services***. Many of these children were enrolled in programs that ran for only a few hours each day. The state is making strides toward meeting the needs of 4-year-olds, with roughly 69% of low-income 4-year-olds enrolled in an ECE program. However, nearly 650,000 children birth to age 5 do not have access to the publicly funded ECE programs for which they are eligible.

Access to publicly funded ECE programs is extremely limited for infants and toddlers. Approximately 14% of eligible infants and toddlers are enrolled in subsidized programs—a large portion of whom are in family childcare homes or license-exempt (friend, family, or neighbor) care. Subsidized ECE for this age group is mostly limited to working families.

Full-day programs are particularly limited in scope. Many of California's largest early learning programs offer mostly part-day slots, despite a demand for full-day services, which is challenging for working families. Furthermore, ***few of California's ECE programs are available during the nontraditional hours that many low-income working parents need. Working evening, weekends, or overnight hours are especially challenging in getting childcare***. In research conducted by the US American Children and Families Bureau, single parents are most likely to need care for their children during non-traditional work hours. However, two-parent families tend to be able to more readily adjust their schedules to cover childcare needs.

According to the available data, only 3% of licensed childcare facilities in the state of California offer non-traditional childcare hours. The same data shows this care is more available in licensed family childcare homes at 41%, a somewhat better option. Kern County data shows percentages for alternative care at 5% in licensed childcare centers and 67% in licensed childcare homes for off-hours, certainly an improvement.

Table 17, Kern County Childcare Providers by Type

Childcare Supply	Infant/Toddler	Preschool
Center	29%	24,422
Relative	24%	20,426
Non-relative	12%	10,213
No Regular Weekly Arrangement	47%	39,377

Source: Corcoran and Steinley, 2017

Per the report from the Learning Policy Institute, 2017, California's ECE programs are too limited in scope to serve all the state's vulnerable young children, presenting a challenge for families who cannot independently afford the high cost of care, which can be as high as college tuition.

Kern County Head Start and Early Head Start programs continue to have waiting lists for eligible children. These numbers are a snapshot of the need for quality child-care in the county.

Table 18 Head Start/Early Head Start Waitlist

Program	Average number of children waitlisted	Highest number on list	Lowest number on list
Head Start	330	652	321
Early Head Start	402	765	330
Early Head Start Partnership	2	3	1

Source: HS/EHS Data Base

EARLY CHILDHOOD EDUCATION

According to the *Childcare Resource & Referral Network, 2019,* between 2017 and 2019 the number of Family Childcare slots saw a 3% decrease, while Childcare Centers slots grew by 3%. As unemployment rates continue to decrease, childcare options will become increasingly important. Working parents need childcare options that support their ability to sustain a work schedule. Parents who are in school are also faced with childcare challenges, influencing their choices regarding the selection of classes and the rate by which they may complete their diploma or degree. The lack of affordable options persuades parents to pay a family member for childcare services. While these payments are lower than those required by non-subsidized centers, a payment of any size can weigh heavily on families with a limited expendable income.

Table 19, Childcare Supply in Kern County

Age and Type	Licensed Childcare Centers			Licensed Childcare Family Homes		
	2017	2019	Change	2017	2019	Change
Total number of slots	12,258	12,612	3%	7,136	6,920	-3%
Infant slots (under 2 years old)	623	630	1%	n/a	n/a	n/a
Preschool slots (2-5 years old)	10,330	10,587	2%	n/a	n/a	n/a
School-age slots (6 years and older)	1,305	1,395	7%	n/a	n/a	n/a
Total number of sites	185	190	3%	670	635	-5%

Early education has a great impact on a child's future by preparing them for success in school and life. The *2019 Childcare Portfolio* also provided insight into the nature of childcare requests countywide; it shows that while 28% of requests for provider referrals were from parents seeking infant/toddler care, only 5% of licensed center slots in Kern County were specifically for children under the age of 2 years.

CHILDCARE WORKFORCE SHORTAGE

According to the Early Childhood Workforce Index (2018), there is an overall shortage of childcare workers in California. For the industry in general, pay is not especially good and approximately 58% of child-care worker families in the state receive some sort of public assistance. Many child-care workers lack higher education credits as many jobs in the field do not require anything more than a high school diploma. This combination of low pay and low expectations is not a good formula for having a quality childcare workforce. There are initiatives in the works for potentially unionizing child-care providers and with that an increase in pay for those workers. Should this come to pass, it might be good for the workers but unless it is properly funded, the cost would eventually be passed along to already strapped families.

STAFF WELLNESS

According to the National Head Start Association, there are seven dimensions of wellness:

- Physical
- Social
- Emotional
- Spiritual
- Environmental
- Occupational
- Intellectual

The wellness of employees in the education and childcare sector is often overlooked. Recognizing the importance of their wellness is vital to improving overall child health and development. Healthy workers make for healthier children. With teachers being role models, the classroom setting is an excellent place for promoting healthy behaviors, with life-long effect on the children. Teachers modeling nutritious eating, physical activity, happiness and other good-health attributes pass along to their students these opportunities for a healthy life.

An emphasis on staff wellness is not only good for the childcare workers but is consequently good for the children in their care, too. By addressing the seven dimensions of wellness among staff, the results across the board are good for all concerned. Reduced absenteeism, lower health care costs and worker's compensation claims, increased productivity and employee morale are just a few of the benefits. Ultimately, addressing the seven dimensions of wellness in childcare employees pays off for staff and for the children under their care.

At CAPK, wellness takes the form of activities such as the Staff Wellness Clinic featuring guided meditation, yoga, and art projects. This initiative allows staff to take a break and focus on their personal wellbeing and health.

CHILDREN AGES 0 TO 5 WHO ARE NOT IN LICENSED CARE

The National Household Education Survey conducted a national study of childcare choices for children not enrolled in kindergarten ages birth through 6. The study estimated the percentage of children aged 0 to 5 in each type of childcare setting. Although percentages are not given for Kern County, they are provided for the Western region. These percentages were applied to Kern County population numbers to create estimates for the number of children in Kern County, as shown in the table below (Children may be in multiple sources of care).

Table 20, Kern Children by Childcare Type

Type of Care	Percent of Children	Number of Children
Center	29%	20,378
Relative	24%	16,865
Non-Relative	12%	8,432
No Regular Weekly Arrangement	47%	33,026

Source: National Household Education Survey, 2017

The estimated number of children in center-based care is higher than the number of childcare slots in the county. Consequently, the estimates above are likely underestimates of the number of children in relative and non-relative care. Nevertheless, the table shows a very large number of relative and non-relative caregivers. There are over 16,000 children with relative caregivers and over 8,000 children with non-relative caregivers. There are also over 33,000 children with no regular childcare arrangement, although some of them may not have working parents. As seen in the table below, grandparents are the most common relative caregiver.

Table 21, Kern Children Ages 0 to 5 by Type of Relative Caregiver

Statistic	Percent	Number
Grandparent	73%	12,311
Aunt or Uncle	14%	2,362
Other Relative	13%	2,192
	Total	**16,865**

Source: National Household Education Survey, 2017

LOW INCOME CHILDREN AGES 3 -5 WHO ARE NOT IN PRESCHOOL

As noted above, approximately 14,663 children ages 0-5 are not enrolled in Head Start services though they are eligible given their income status. As 52% of children 0-5 fall between the 3-5 age range, approximately 7,625 children between 3 to 5 are not enrolled in Head Start services. This figure is based on current Head Start enrollment and the level of poverty in Kern County.

PRE- KINDERGARTEN

Enacted in 2010 by the California state legislature, the Kindergarten Readiness Act changed admission requirements for kindergarten and established a Transitional Kindergarten (TK) program. Prior to this legislation, kindergarten-eligible children were required to have their 5th birthday by December 2. The new legislation moved that date back to September 2.

Coinciding with this change was the implementation of TK, the first year of a two-year kindergarten program for 4-year old children who would turn 5 between September 2 and December 2. TK is an early year kindergarten experience for young 5- year old children and provides students with a year of kindergarten readiness to help them transition to traditional kindergarten. TK programs, as defined in statute, are not preschool classrooms or child development programs. They are part of the K-12 public school system and use a modified kindergarten curriculum. Each elementary or unified school district in California is required by law to provide TK classes for all age-eligible children. Enrollment in TK is optional and free to all children. Additionally, many school districts provide transportation for TK students.

Head Start-eligible families may choose to enroll their children in TK instead of Head Start because TK is a more convenient option for them. TK has no income eligibility requirements, transportation is often provided, and families may have older children already attending the same school site. TK, however, cannot provide the same level of service to low-income families and children with disabilities as Head Start. This lack of focus on low-income and disabled children

and their families means that disadvantaged children enrolled in TK may not receive the specialized services needed to prepare them to perform at or above the level of their peers when entering the K-12 system. In addition, while TK teachers must be credentialed, legislation allows the credentialing to be undetermined verses the early childhood specific credential that better serves children in the TK age group (as required by Head Start).

Head Start locations are seeing an impact from transitional kindergarten with fewer children ages 4-5 years and have re-focused their efforts on recruiting younger children for Early Head Start. As noted previously in this report, there is a high level of unmet need for childcare for children ages 0 to 3. The Early Head Start programs help to bridge that gap. This can be demonstrated an increased enrollment of 38% in Kern County public schools pre-kindergarten classes (California Department of Education, Data Quest.)

Table 22, Kern Public School Transitional Kindergarten Enrollments

	2018/19	2017/18	2016/17	2015/16	2014/15	Difference
Hispanic or Latino of Any Race	2,901	2,145	2,045	1,879	1,887	35%
American Indian or Alaska Native	20	18	11	17	9	55%
Asian	89	105	73	75	82	8%
Pacific Islander	13	4	5	2	9	31%
Filipino	34	32	25	22	20	41%
African American	252	182	188	177	143	43%
White	1,116	922	731	589	616	45%
Two or More Races	113	101	85	57	56	50%
Not Reported	35	38	31	32	9	74%
Total	**4,573**	**3,547**	**3,194**	**2,850**	**2,831**	**38%**

Source: California Department of Education, Data Quest

CAPK 2019 COMMUNITY NEEDS SURVEY

Every two years, Community Action Partnership of Kern completes the Community Action Plan (CAP) as a two-year roadmap demonstrating how Community Services Block Grant (CSBG) eligible entities plan to deliver CSBG services. Similar to the Head Start Community Assessment, the CAP identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals and priorities for delivering those services to individuals and families most affected by poverty. The 2019 Community Needs Survey and Focus Groups are integral components of the CAP, by assisting to identify needed programs and services for low-income residents and families in Kern County.

Three community needs surveys were administered to CAPK Clients; Partner/Community Agencies; and CAPK Staff, Volunteer and Board Members. A total of 1,783 surveys were completed, a 65% increase from the previous 2017 survey, with 90% of the surveys completed by CAPK clients.

Table 23, Survey Completion by Group

Survey	Response
CAPK Clients	1,603
Partners/Community Agencies	59
Staff, Volunteers and Board Members	121
Total Responses	**1,783**

Source: Survey Monkey, CAPK 2019 Community Needs Survey

The brief survey had a list of 26 program/services. Respondents were asked to rank each service on a scale form 0-3 with higher scores indicating the most need. The following table shows the results, with the top five scores for each survey group, highlighted in green.

Table 24, Survey Results

Needed Services	All Combined	Clients	Partners	CAPK Staff,
Adult Education	**2.17**	1.87	2.37	2.44
Affordable Childcare	**2.42**	2.19	2.76	2.73
Affordable Housing	**2.06**	2.25	1.32	2.75
After School/Summer Recreation	**2.34**	2.07	2.64	2.65
Anti-Gang/Violence	**2.01**	1.93	1.80	2.39
Building Credit	**2.08**	1.98	2.25	2.52
Business Start-up	**1.78**	1.70	1.90	2.01
Domestic Violence	**2.01**	1.89	1.83	2.57
Financial Education	**2.19**	1.89	2.53	2.57
Health Insurance	**2.27**	2.04	2.47	2.48
Health/Nutrition Education	**2.22**	1.89	2.54	2.51
Homeless Services	**2.04**	2.03	1.44	2.64
Immigration/Citizenship	**1.98**	1.76	1.85	2.32
Job Skills Training	**2.40**	2.09	2.78	2.74
Mental Health Treatment	**2.31**	1.93	2.88	2.63
Nutritious Food	**2.31**	2.00	2.58	2.53
Pre-School (Kindergarten readiness)	**2.16**	1.97	2.31	2.51
Senior Programs	**2.08**	1.71	2.31	2.41
Services/Program in Rural Areas	**2.03**	1.63	2.42	2.35
Substance Abuse Treatment	**2.29**	1.93	2.80	2.64

Needed Services	All Combined	Clients	Partners	CAPK Staff,
Teen Pregnancy Prevention	**2.18**	1.94	2.44	2.37
Transportation	**2.17**	1.93	2.36	2.52
Tutoring/Reading Assistance	**2.06**	1.85	2.32	2.36
Utility Assistance	**2.02**	2.05	1.68	2.61
Youth Employment	**2.17**	1.83	2.44	2.45
Youth leadership	**2.10**	1.81	2.47	2.44

Source: Survey Monkey, CAPK 2019 Community Needs Survey

In all three groups, ***affordable childcare, after school/summer recreation,*** and ***job skills training*** were identified as top needs. ***Affordable housing*** was identified by CAPK clients and staff as a top need. Clients also identified ***utility assistance*** as a top need, while partners and community agencies chose ***mental health*** and ***substance abuse*** as some of the most needed services.

Due to the vast geographic and demographic diversity across Kern County CAPK conducted focus groups to further explore and define the top needs in Kern's rural and/or high need communities of Central Bakersfield, East Kern, Lamont, Shafter, and South East Bakersfield. Each focus group participant received the list of possible services/programs from the 2019 Community Needs Survey. They were asked to choose and prioritize the top five needs for their community. After completing the individual lists, the group discussed their choices, and together, identified the top five needs for their communities. The following table shows the top five needs identified by each focus group:

Table 25, CAPK 2019 Community Needs Survey, Focus Groups Top Needs

	Central Bakersfield	East Kern	Lamont	Shafter	South East Bakersfield
1	Mental Health	Access	Affordable Housing	Adult Education	Affordable Housing
2	Affordable Housing	Affordable Housing	Homeless	Affordable Housing	Mental Health
3	Youth	Youth Programs	Substance Abuse	Affordable Childcare	Anti-Gang
4	Homeless	Homeless	Access	Seniors	Transportation
5	Seniors	Substance Abuse	Affordable Child Care	Business Start-up	Youth Employment

Focus Group Discussion Points:

Affordable Housing

- Available low-income rental housing is sub-standard and in short supply;
- Rising rents;
- Absentee landlords contribute to the poor condition of some low-income housing;
- Drastic increase in multiple *working* families living in one home; and
- Need for low-income homeowners to receive assistance with repairs and upkeep.

Homelessness

- Increase of homeless on the streets;
- Concerns that homeless people are being sent to their communities by other cities;
- Link to the rising/high housing costs and increased homelessness;
- Homelessness as a substance abuse and/or mental health issue;
- Need for community education including the definition of homelessness and risks; and
- Housing programs for undocumented migrant families.

Youth

- Connect youth to higher education;
- Exposure and guidance to choices for their future;
- Feelings of hopelessness in rural areas and youth not being aware of options outside the community;
- High drug use, early pregnancy, and continuing the cycle of poverty;
- Need for youth leadership and activities to connect youth to the community;
- Youth job and life skills; and
- Anti-gang programs.

Affordable Child Care

- Lack of available free/low cost childcare for working families;
- Need for flexible/extended hours that match those of working families; and
- Availability of early mornings for agriculture workers.

Mental Health

- Mental health services for homeless persons;
- Prevention and interventions needed for children, youth, and adults;
- Addressing mental health as a family issue.

Substance Abuse

- Substance abuse/addiction linked to increases in child abuse/neglect;
- Methamphetamine is the most common drug used; and
- Increase in grandparents caring for grandchildren due to parental drug use/addiction.

Seniors

- Free or low-cost day/respite care for seniors with disabilities such as Alzheimer's;
- Need more healthy food; and
- Caregiver support.

Access to Services (Rural Areas)

- Need more local services in rural areas i.e. such as mental health, dental, substance abuse, and emergency housing/shelters;
- Local health clinics shutting down;
- Limited public transportation;
- Food and clothing are mostly only available in Bakersfield; and
- Bakersfield organizations only giving to Bakersfield residents.

Transportation

- Rural areas have limited access to public transportation;
- Public transportation has raised their rates; and
- Most residents can't afford private vehicles, gas, repairs, etc.

Adult Education

- Adult literacy to improve employability;
- Many parents lack the literacy skills to read to their children;
- Education and skills to advance in employment; and
- Community college and technical programs unavailable in rural communities.

Business start-up

- Small business ownership is a way to get out of poverty;
- Helps improve the community; and
- Helps keep people from leaving the area once they get education/skills.

In review of the CAPK 2019 Community Needs Survey, results are aligned with many of the identified community needs in this current report. Specifically, “Affordable Childcare” was identified as the number one top need in Kern. In focus group discussions, people discussed the need for free or affordable childcare that matches their work schedules including nights and weekends.

COMMUNITY STRENGTHS AND OPPORTUNITIES

As indicated in this report, Kern County is a region with many needs. However, there are many strengths in the community that can be built upon.

Kern County is centrally located in California, with two main freeways that run up and down the state, SR 5 and SR 99. This is drawing new businesses and increased opportunities for Kern residents. According to an article in Industry Today, 2019, Kern County is quickly establishing itself as a major location for distribution centers and the creation of new jobs. Many companies have opened sites here over the last couple of years including Targe, IKEA, L’Oreal, and Dollar general. Most recently Amazon is planning on opening a new distribution center in Bakersfield this year, which will provide hundreds of needed jobs.

With the High Speed Rail project, Bakersfield will be a destination on the route through the Valley. This can assist the County in building a greater tourism niche as a destination or as a gateway to the Sierras.

Another strength of Kern County is the growing aerospace and alternative (wind and solar) industries, as well as the existing oil industry. These industries have a high demand for higher educated employees with STEM related skills to fill high paying jobs. In recent years, area schools and community agencies have increased efforts to provide STEM education and in South East Bakersfield, one of Kern’s poorest neighborhoods, a new STEM based High School will be opening in 2022.

Although Kern County has lower rates of higher educational attainment, the County also boasts a higher High School graduation rate than the State of California and the Nation. Engaging students to further their education can be a key path out of poverty, and assist youths in peparing for the growing industries discussed above.

The high needs in Kern County has resulted in a community that knows how to pool resources and work together to serve our children and families more efficiently. Community agencies work collaboratively towards assisting residents. For example, CAPK leadership and staff are engaged in over 32 community collaboratives and partnerships.

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CAPK Strategic Plan Progress Report
Goal 2

Completed By: Ryan Dozier **Report Month/Year** March 2021

. CAPK will establish a system so that individuals and families can easily access the full spectrum of CAPK services.				
Objectives	**Strategies**	**Last Update Oct 2020**	**Current Month/ Year**	**Comments**
Objective 2.1 Establish a single point of entry for all CAPK services.	2.1.1 Develop central intake and case management systems to ensure clients receive holistic, integrated, and seamless services that meet their needs and provide follow-up services. The committee will gather information about data collection practices, software used, data export capability, data security requirements, ability to link database systems, and determine the impact of future system upgrades. a. Develop a software inventory matrix to include but not limited to; department, cost, connectivity, requirements, capabilities, and pain points. b. Collect all intake forms in use by programs. c. Develop and solicit RFP to select a consultant to assist with platform design and development	100%	100%	
	2.1.2 Evaluation of current software and processes to determine current gaps and program needs. a. Analyze current software matrix to determine options for integration and consolidation. b. Interviews with Program leads to determine how existing software is utilized and current gaps. c. Develop Program process flow diagrams highlighting software usage. d. Create user stories / requirements backlog for each program.	100%	100%	

	2.1.3 Identify roadmap and vision to consolidate and streamline the technology landscape. a. Future State Architecture Diagram and Roadmap. b. Implementation timeline and estimates. c. Align key stakeholders to the vision and purpose of the software. d. Executive summary of key findings and recommendations.	100%	100%	
	2.1.4 Proof of Concept of a software platform to review with key stakeholders. a. Trial environment focused on selecting a future process. b. Reporting & Data Management POC. • The initial design, approach, and build of one report. c. Integration with TBD Systems. Initial Design, approach, and build of one integration.	100%	100%	
	2.1.5 Implementation and phased roll-out of a software platform to all programs. a. Develop a customized database for service programs that do not have software for tracking client data. Shafter Youth Center, Friendship House, LBNC, Rental assistance. b. Integrate Dynamics with Customer insights to merge data and produce a holistic view of a client for reporting purposes. Using Power Bi for displaying information.	15%	75%	Youth Center and Friendship House went live with their custom Dynamics application on Feb 16th, 2021. b. Client Data Platform Phase 2 will be starting in March to further integrate client data into Customer Insights.
Total Progress		**83%**	**95%**	

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MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manger

Date: March 24, 2021

Subject: *Agenda Item 4a* - Head Start - Kern
Budget to Actual Report for the Period Ended February 28, 2021 – **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 February 28, 2021. Twelve months (100.0%) of the 12-month budge period have elapsed.

Base Funds

Overall expenditures are at 95% of the budget, which is on trend with expenditures at this point in the prior budget period. The budget revisions that were brought to the Board and the Policy Council have been approved. The request to carryover the unexpended funding into the next budget will be submitted once we have finalized numbers for the end of the current budget period.

Training & Technical Assistance Funds

Overall expenditures are at 74% of the budget.

Carryover Funds

Overall expenditures are at 9% of the budget. Carryover projects will be carried over into the next budget period.

COVID Cares Funds

Overall expenditures are at 36% of the budget. The unexpended funds will be carried over into the new budget period.

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

Non-Federal share is at 112% 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 - February 28, 2021
Month 12 of 12 (100.0%)

Prepared 3/12/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,818,776	8,699,267	1,119,509	89%	11%
FRINGE BENEFITS	3,060,914	2,706,316	354,598	88%	12%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	544,252	576,136	(31,884)	106%	-6%
CONTRACTUAL	110,999	97,334	13,665	88%	12%
CONSTRUCTION	0	0	0		
OTHER	2,688,652	3,205,909	(517,257)	119%	-19%
INDIRECT	1,561,956	1,528,496	33,460	98%	2%
TOTAL BASE FUNDING	**17,785,549**	**16,813,457**	**972,092**	**95%**	**5%**

TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	45,136	2,035	43,101	5%	95%
SUPPLIES	23,986	12,084	11,902	50%	50%
CONTRACTUAL	10,005	4,125	5,880	41%	59%
OTHER	82,315	101,686	(19,371)	124%	-24%
INDIRECT	16,144	11,993	4,151	74%	26%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**131,922**	**45,664**	**74%**	**26%**

CARRYOVER					
CONSTRUCTION	1,874,586	120,550	1,754,036	6%	94%
OTHER	0	36,514			
INDIRECT	0	3,645	(3,645)		
TOTAL CARRYOVER	**1,874,586**	**160,709**	**1,750,391**	**9%**	**91%**

COVID CARES					
SUPPLIES	631,304	335,128	296,176		
OTHER	420,869	25,295	395,574		
INDIRECT	105,217	57,130	48,087		
TOTAL COVID CARES	**1,157,390**	**417,554**	**739,836**	**36%**	**64%**

GRAND TOTAL HS FEDERAL FUNDS	**20,995,111**	**17,523,642**	**3,507,983**	**83%**	**17%**

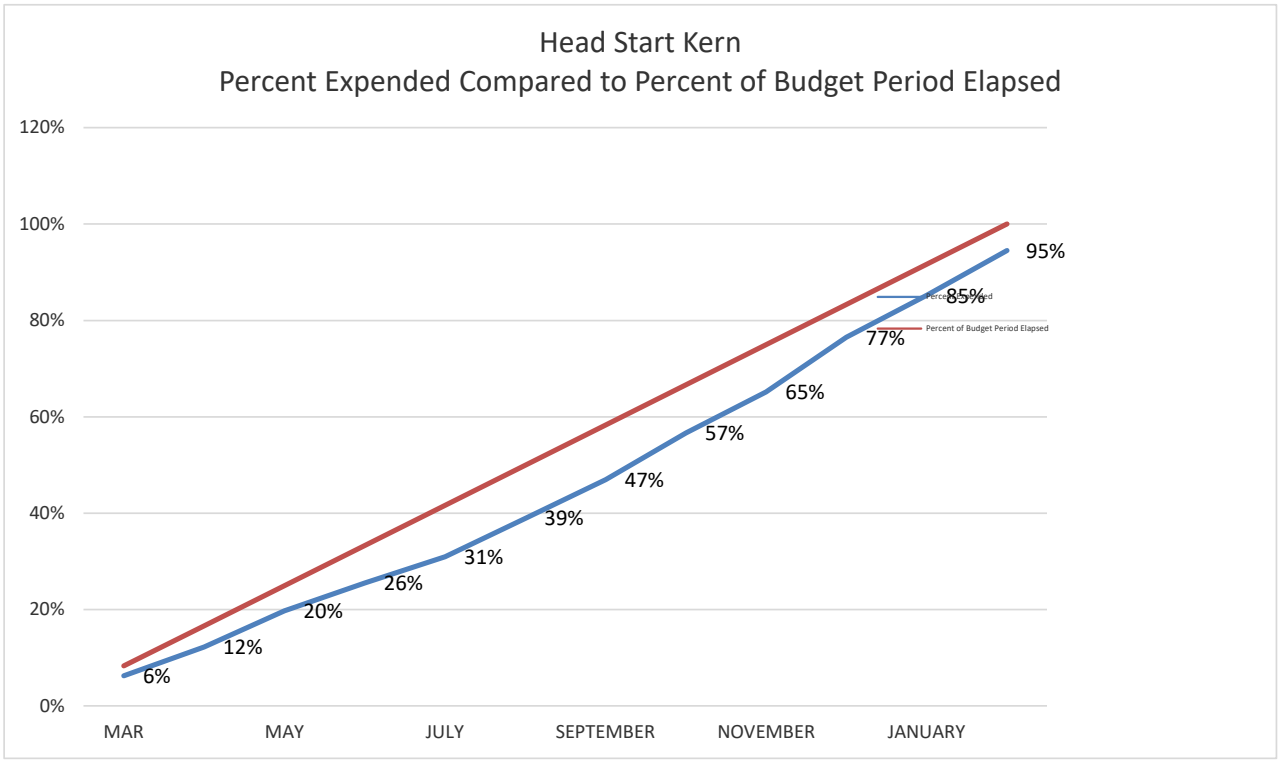
HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	1,347,415	220,223	86%	14%
CALIF DEPT OF ED	5,130,608	6,122,857	(992,249)	119%	-19%
TOTAL NON-FEDERAL	**6,698,246**	**7,470,272**	**(772,026)**	**112%**	**-12%**

Budget reflects Notice of Award #09CH011132-02-02
Actual expenditures include posted expenditures and estimated adjustments through 2/28/2021
Administrative Cost for HS and EHS Kern **7.3%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	10,107				**10,107**	3/2/2021
Lowe's	-				**0**	1/25/2021
Smart & Final	-				**0**	2/1/2021
Save Mart	-				**0**	2/2/2021
Chevron & Texaco Business Card	5,424				**5,424**	3/6/2021
Home Depot	7,739				**7,739**	3/5/2021
	23,269	**0**	**0**	**0**	**23,270**	


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
MAR
MAY
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SEPTEMBER
NOVEMBER
JANUARY
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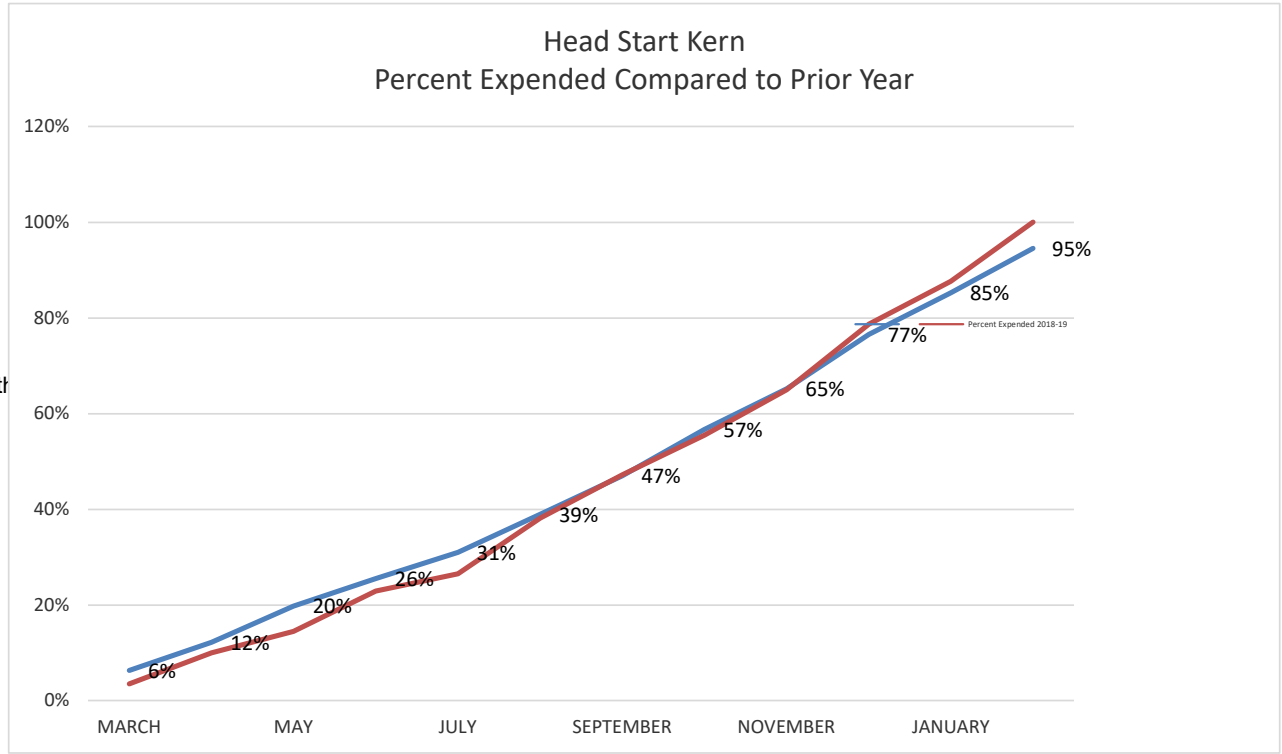
47%
57%
65%
77%
85%
95%
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
MARCH
MAY
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SEPTEMBER
NOVEMBER
JANUARY
6%
12%
20%
26%
31%
39%
47%
57%
65%
77%
85%
95%
Percent Expended 2018-19

MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manger

Date: March 24, 2021

Subject: *Agenda Item 4a* - Early Head Start - Kern
Budget to Actual Report for the Period Ended February 28, 2021 – **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 February 28, 2021. Twelve months (100.0%) of the 12-month budge period have elapsed.

Base Funds

Overall expenditures are at 86% of the budget. The budget revisions that were brought to the Board and the Policy Council have been approved. The request to carryover the unexpended funding into the next budget will be submitted once we have finalized numbers for the end of the current budget period.

Training & Technical Assistance Funds

Overall expenditures are at 73% of the budget.

Carryover Funds

Overall expenditures are at 4% of the budget. The Carryover projects will be carried forward into the new budget period, as well.

COVID Cares Funds

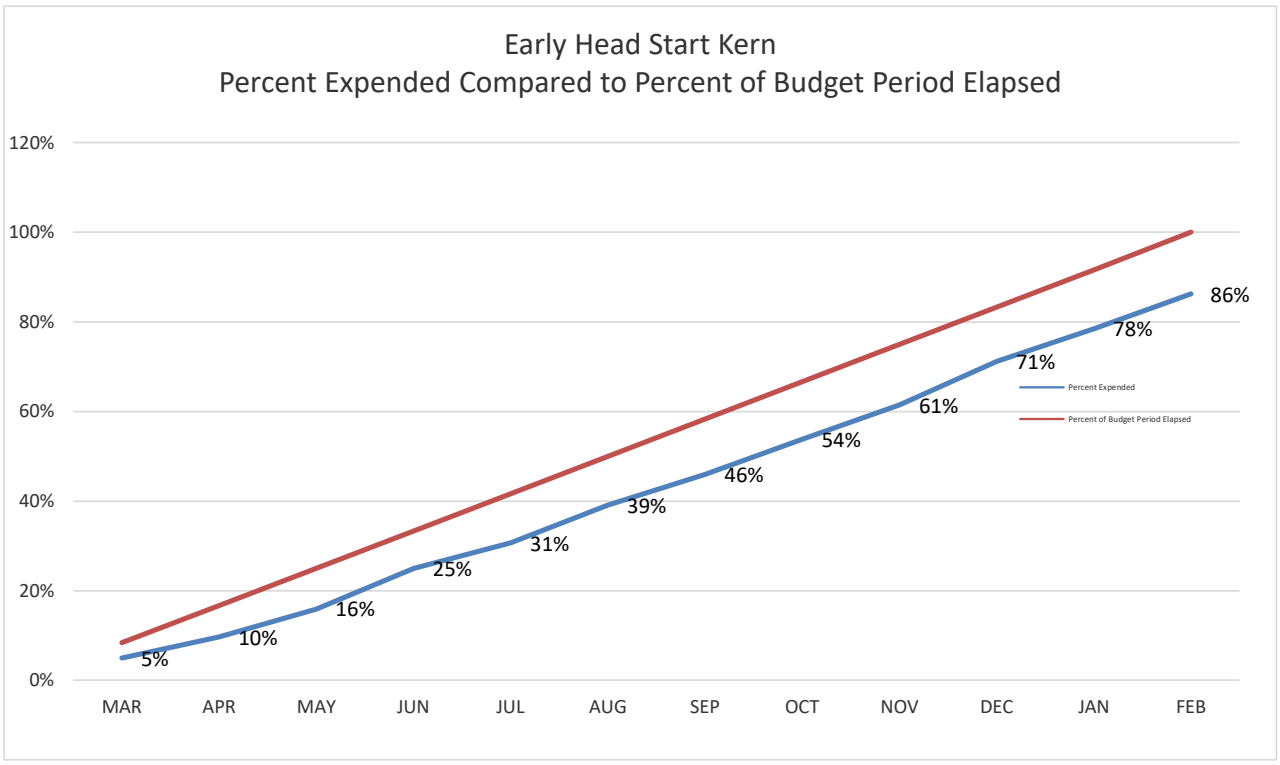
Overall expenditures are at 48% of the budget. The unexpended funds will be carried over into the new budget period.

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 - February 28, 2021
Month 12 of 12 (100.0%)

Prepared 3/12/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	4,462,290	4,470,619	(8,329)	100%	0%
FRINGE BENEFITS	1,659,459	1,260,381	399,078	76%	24%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	390,472	303,134	87,338	78%	22%
CONTRACTUAL	37,099	27,432	9,667	74%	26%
CONSTRUCTION	610,998	0	610,998		
OTHER	953,456	927,367	26,089	97%	3%
INDIRECT	799,530	698,893	100,637	87%	13%
TOTAL BASE FUNDING	**8,913,304**	**7,687,825**	**1,225,479**	**86%**	**14%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	36,140	843	35,297	2%	98%
SUPPLIES	6,807	4,426	2,381	65%	35%
CONTRACTUAL	7,169	5,918	1,251	83%	17%
OTHER	103,144	100,190	2,954	97%	3%
INDIRECT	15,326	11,138	4,188	73%	27%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**168,586**	**122,515**	**46,071**	**73%**	**27%**
CARRYOVER					
CONSTRUCTION	3,178,199	112,468	3,065,731	4%	96%
OTHER	0	26,441	(26,441)		
INDIRECT	0	2,641	(2,641)		
TOTAL CARRYOVER	**3,178,199**	**141,551**	**3,036,648**	**4%**	**96%**
COVID CARES					
SUPPLIES	213,789	144,142	69,647	67%	33%
OTHER	142,527	19,500	123,027	14%	86%
INDIRECT	35,632	25,141	10,491		
TOTAL COVID CARES	**391,948**	**188,783**	**203,165**	**48%**	**52%**
GRAND TOTAL EHS FEDERAL FUNDS	**12,652,037**	**8,140,674**	**4,511,363**	**64%**	**36%**

Budget reflects Notice of Award #09CH011132-02-02
Actual expenditures include posted expenditures and estimated adjustments through 2/28/2021


Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
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80%
60%
40%
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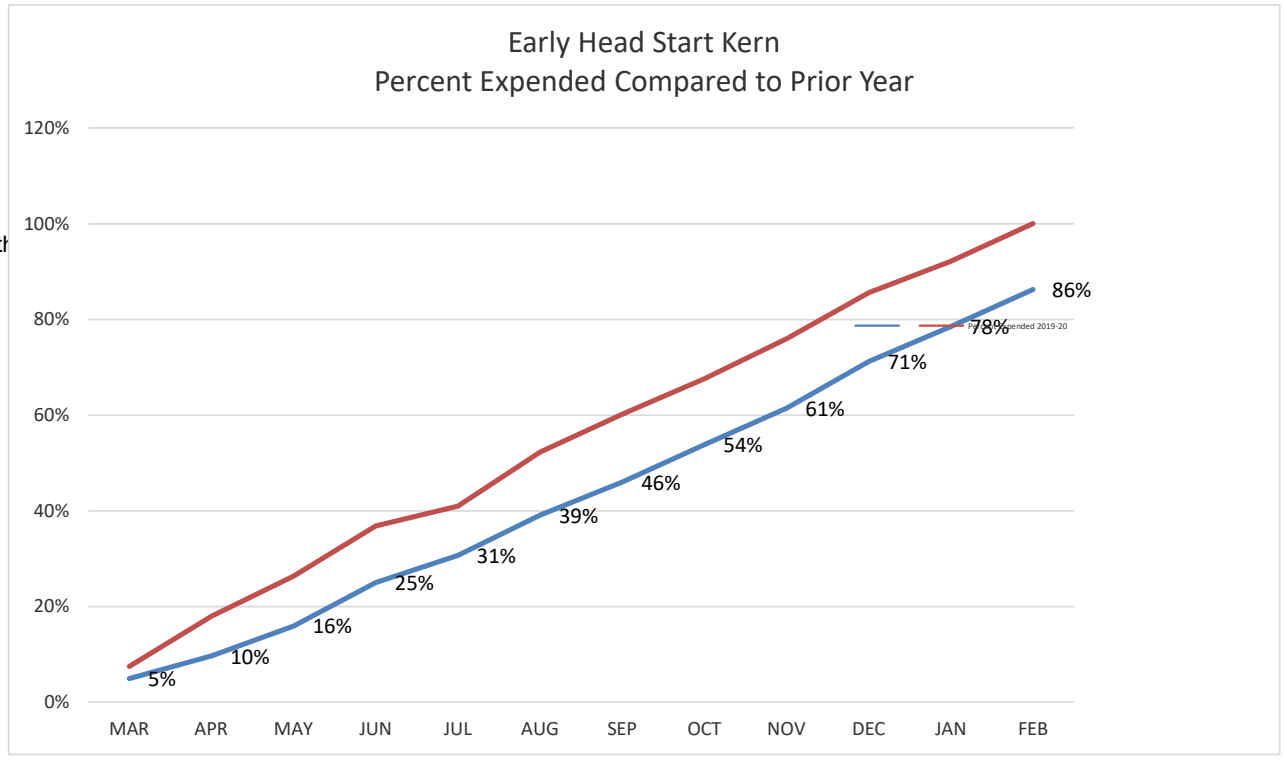
46%
54%
61%
71%
78%
86%
Percent Expended
Percent of Budget Period Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
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Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2020 through February 28, 2021
Report for period ending **February 28, 2020** (Month 12 of 12)
Percent of budget period elapsed: 100%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	80	243	0	0	0	0	1,678	4,985	3,739	2,930	2,508	3,439	0	19,522	70,588	28%
Alicante	20	617	0	0	959	1,518	2,633	2,829	2,299	2,106	2,537	2,599	2,626	20,723	17,647	117%
Broadway	40	0	0	0	0	0	358	2,864	6,992	7,084	7,598	10,412	2,828	38,135	35,294	108%
California City	34	3,233	0	0	0	0	2,940	5,322	7,086	9,739	9,628	7,277	0	45,225	30,000	151%
Cleo Foran	23	0	0	0	0	0	0	3,053	7,146	11,639	12,012	13,449	4,652	51,950	20,294	256%
Delano	76	2,431	0	0	0	0	3,372	13,784	17,913	7,989	21,592	20,091	0	87,172	67,058	130%
East California	56	221	0	0	5,571	5,367	4,578	7,720	6,475	6,619	8,811	10,381	9,631	65,375	49,411	132%
Fairfax	40	4,454	0	0	0	0	544	4,733	4,718	5,048	8,161	6,992	6,573	41,223	35,294	117%
Fairview	40	291	0	0	0	0	2,068	4,021	8,436	7,657	7,738	9,486	0	39,697	35,294	112%
Harvey L. Hall	156	5,570	234	0	6,959	6,651	8,888	9,133	12,149	11,167	6,259	8,508	3,344	78,862	137,646	57%
Heritage	40	0	0	0	0	0	0	5,563	5,976	3,528	3,295	4,899	4,437	27,697	35,294	78%
Home Base	124	437	0	0	13,461	14,019	9,531	12,541	16,818	14,405	16,274	7,047	1,574	106,107	54,706	194%
Jewett	0	0	0	0	0	0	0	0	0	0	0	0	359	359	0	0%
Lamont	40	103	0	0	0	0	2,304	4,095	5,253	3,226	3,045	0	0	18,026	35,294	51%
Martha J. Morgan	44	4,024	2,384	0	2,010	1,793	3,134	3,180	4,090	4,358	5,139	9,219	0	39,330	38,823	101%
McFarland	20	120	0	0	0	0	0	914	1,050	1,278	1,810	2,362	1,916	9,450	17,647	54%
Mojave	20	0	0	0	0	0	1,021	4,689	6,126	7,859	9,342	11,389	7,138	47,563	17,647	270%
Oasis	57	546	4,398	0	0	0	465	6,151	8,049	7,673	8,310	6,232	0	41,823	50,294	83%
Pete H. Parra	128	768	0	0	3,565	4,394	6,366	8,318	9,704	8,896	9,259	9,214	9,516	70,000	112,940	62%
Planz	20	1,840	0	0	0	0	0	118	0	438	0	3,125	2,335	7,856	17,647	45%
Primeros Pasos	80	533	0	0	2,714	2,205	3,460	7,381	6,334	8,082	5,234	8,676	6,647	51,264	70,588	73%
Rosamond	80	0	0	0	0	0	3,297	7,089	9,613	8,981	5,900	7,388	555	42,823	70,588	61%
San Diego Street	40	131	0	0	2,279	3,288	2,491	3,086	3,961	2,557	3,112	2,610	2,027	25,543	35,294	72%
Seibert	40	0	0	0	0	0	861	5,105	6,486	6,917	16,291	4,063	0	39,723	35,294	113%
Shafter	20	0	0	0	1,432	954	2,568	2,305	3,336	1,902	2,285	2,320	2,745	19,846	17,647	112%
Shafter HS/EHS	26	0	0	0	3,180	0	2,719	3,860	3,284	1,933	1,178	2,853	1,949	20,955	22,941	91%
Sterling	124	4,465	131	0	7,724	2,684	4,260	6,656	7,480	6,795	7,695	7,919	0	55,809	109,411	51%
Sunrise Villa	20	86	0	0	0	0	842	3,182	2,850	2,710	1,831	1,569	0	13,070	17,647	74%
Taft	66	3,038	0	0	0	0	445	1,260	2,200	1,553	1,279	5,262	0	15,038	58,235	26%
Tehachapi	34	309	0	0	0	0	1,382	3,799	3,990	3,257	2,850	3,644	2,851	22,081	30,000	74%
Vineland	20	1,193	0	0	0	0	531	1,151	2,719	1,332	1,055	2,542	2,844	13,366	17,647	76%
Virginia	40	0	0	0	0	0	3,516	3,024	3,932	5,615	2,846	4,508	0	23,440	35,294	66%
Wesley	60	0	0	0	0	0	6,443	18,553	20,383	24,038	22,467	23,332	0	115,217	52,941	218%
Willow	55	0	0	0	0	0	1,023	2,931	4,368	4,115	4,177	5,038	0	21,652	48,529	45%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Program Services		221	0	0	0	0	0	143	0	0	10,722	0	0	11,086	66,765	17%
SUBTOTAL IN-KIND	**1,763**	**34,874**	**7,147**	**0**	**49,855**	**42,873**	**83,716**	**173,537**	**214,954**	**203,425**	**232,238**	**227,845**	**76,545**	**1,347,008**	**1,567,638**	**86%**
State General Child Care*		272,771	247,499	213,702	247,499	108,858	111,141	111,123	155,553	127,356	198,455	169,032	158,225	2,121,214	1,871,571	113%
State Preschool*		543,194	529,058	456,933	529,088	58,501	78,791	160,537	269,006	230,035	297,959	339,628	325,022	3,817,751	3,074,165	124%
State Migrant Child Care*		30,418	28,139	25,612	28,139	9,664	7,886	6,837	7,877	7,282	16,385	8,471	7,183	183,892	184,872	99%
SUBTOTAL CA DEPT of ED		**846,383**	**804,695**	**696,248**	**804,725**	**177,022**	**197,818**	**278,496**	**432,435**	**364,674**	**512,799**	**517,131**	**490,430**	**6,122,857**	**5,130,608**	**119%**
GRAND TOTAL		**881,257**	**811,842**	**696,248**	**854,580**	**219,895**	**281,534**	**452,033**	**647,389**	**568,099**	**745,037**	**744,976**	**566,975**	**7,469,865**	**6,698,246**	**112%**

*May include estimates

MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manger

Date: March 24, 2021

Subject: *Agenda Item 4a* - Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended January 31, 2021 – **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 January 31, 2021. Twelve months (100.0%) of the 12-month budge period have elapsed.

Base Funds

Overall expenditures are at 91% of the budget, which is on slightly less than where we were compared to last year at this time. The budget revisions that were brought to the Board and the Policy Council have been approved. The request to carryover the unexpended funding into the next budget will be submitted once we have finalized numbers for the end of the current budget period.

Training & Technical Assistance Funds

Overall expenditures are at 85% of the budget. The combined personnel and fringe benefit expenses are at 124% of this budget.

COVID Cares Funds

Overall expenditures are at 61% of the budget. The unexpended funds will be carried over into the new budget period.

Non-Federal Share

Non-Federal share is at 86% 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 - January 31, 2021

Month 12 of 12 (100.0%)

Prepared 2/11/2021

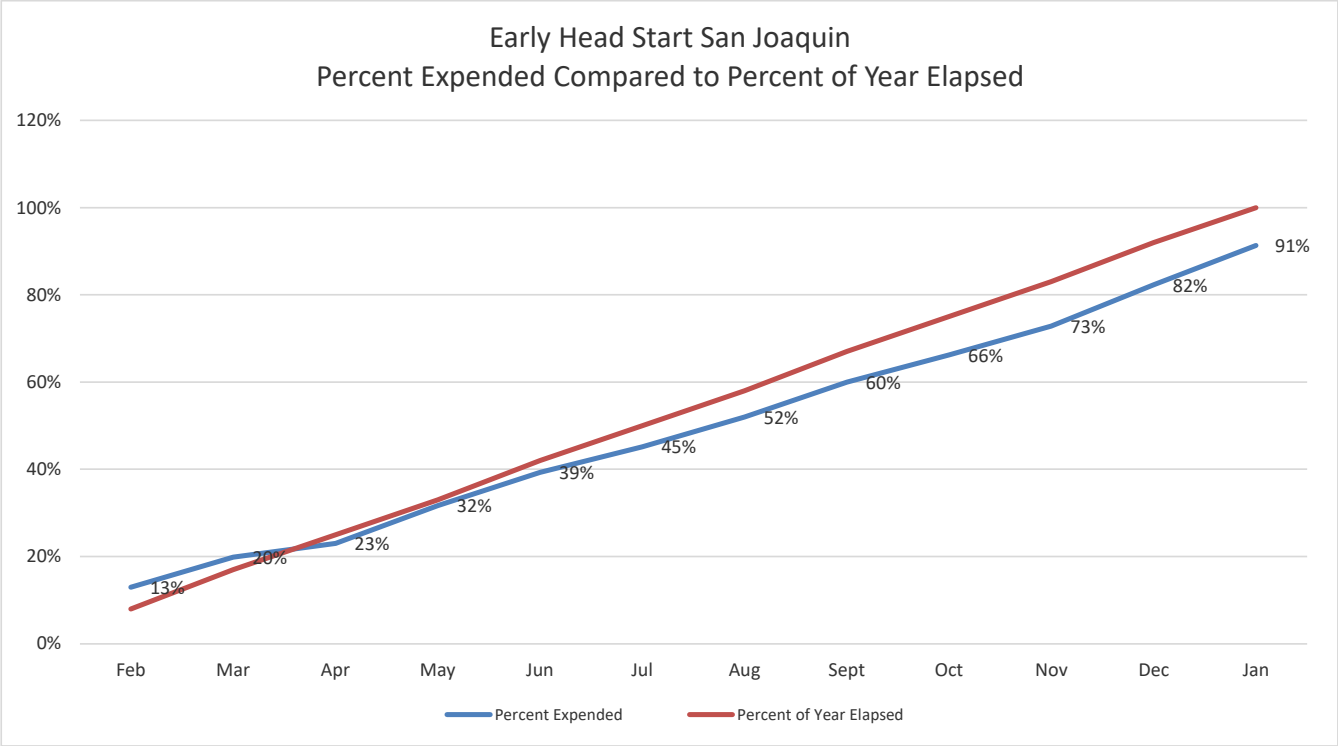
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,173,727	2,987,024	186,703	94%	6%
FRINGE BENEFITS	959,615	758,078	201,537	79%	21%
TRAVEL	0	1,916	(1,916)	0%	0%
SUPPLIES	125,025	191,867	(66,842)	153%	-53%
CONTRACTUAL	10,600	13,807	(3,207)	130%	-30%
OTHER	741,956	633,580	108,376	85%	15%
INDIRECT	478,171	427,255	50,916	89%	11%
TOTAL	**5,489,094**	**5,013,527**	**475,567**	**91%**	**9%**
TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	21,912	32,895	(10,983)	150%	-50%
FRINGE BENEFITS	13,758	13,536	222	98%	2%
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	45,766	(1,981)	105%	-5%
INDIRECT	10,834	9,141	1,693	84%	16%
TOTAL	**119,175**	**101,874**	**17,301**	**85%**	**15%**
COVID CARES					
PERSONNEL		37,181	(37,181)	0%	0%
FRINGE BENEFITS		4,608	(4,608)	0%	0%
SUPPLIES	187,546	108,266	79,280	58%	42%
OTHER	62,515	3,731	58,784	6%	94%
INDIRECT	25,006	14,298	10,708	57%	43%
TOTAL	**275,067**	**168,084**	**148,772**	**61%**	**39%**
GRAND TOTAL EHS FEDERAL FUNDS	**5,883,336**	**5,283,485**	**641,640**	**90%**	**10%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,082	1,153,646	193,436	86%	14%
TOTAL NON-FEDERAL FUNDS	**1,347,082**	**1,153,646**	**193,436**	**86%**	**14%**

Centralized Administrative Cost	6.8%
Program Administrative Cost	3.5%
Total Administrative Cost	**10.3%**

Budget reflects Notice of Award #09CH011406-01-02

Actual expenditures include posted expenditures and estimated adjustments through 1/31/2021


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
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13%
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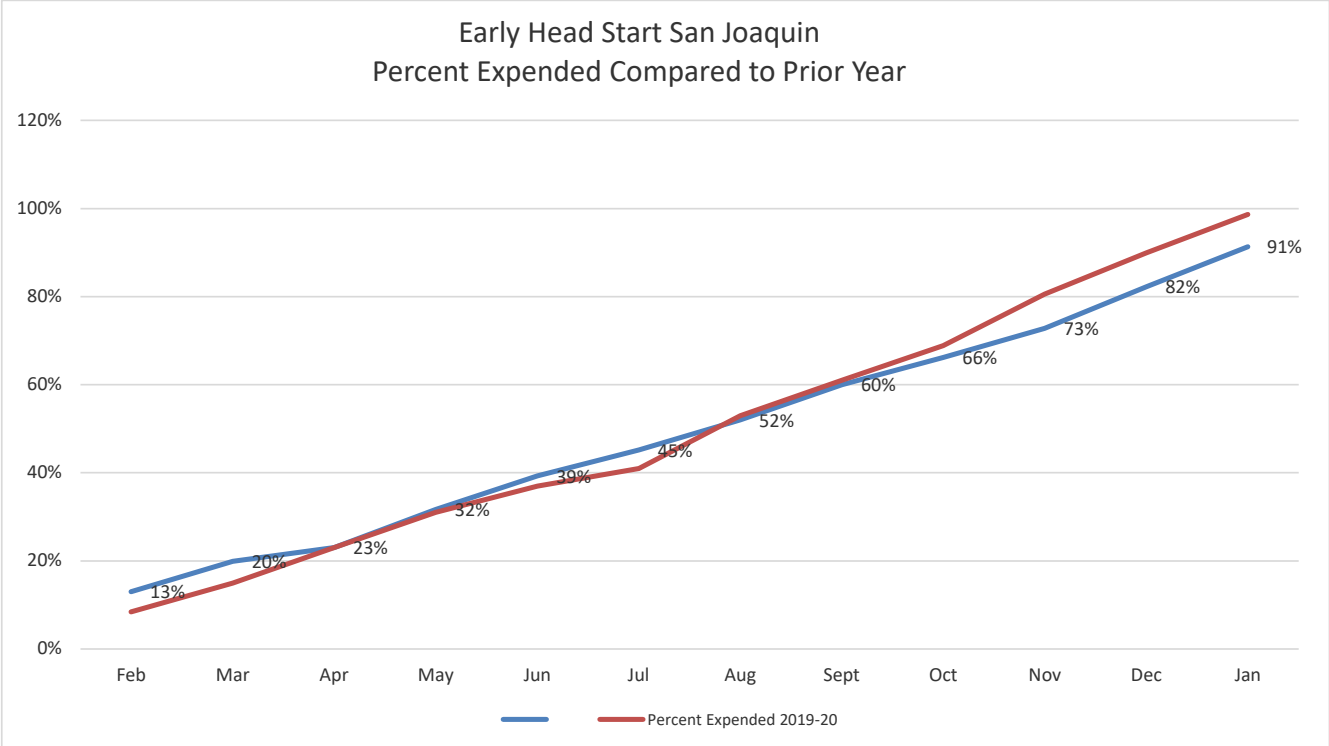
73%
82%
91%
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
Feb
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Sept
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Jan
13%
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23%
32%
39%
45%
52%
60%
66%
73%
82%
91%
Percent Expended 2019-20

MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manger

Date: March 24, 2021

Subject: *Agenda Item 4a* - Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended February 28, 2021 – **Info Item**

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2021 through January 31, 2022. One month (8.3%) of the 12-month budge period has elapsed.

Base Funds

Overall expenditures are at 8% of the budget, which is on trend with where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 7% of the budget. The combined personnel and fringe benefit expenses are at 10% of this budget.

COVID Cares Funds

The remaining COVID funding will be carried over into the current budget period. Of the remaining balance overall expenditures are at 8% of the budget. We anticipate additional COVID funding for this budget period.

Non-Federal Share

Non-Federal share is at 0% of the budget. In-Kind forms are currently being processed.

Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report
Budget Period: February 1, 2021 - January 31, 2022
Report Period: February 1, 2021 - February 28, 2021
Month 1 of 12 (8.33%)

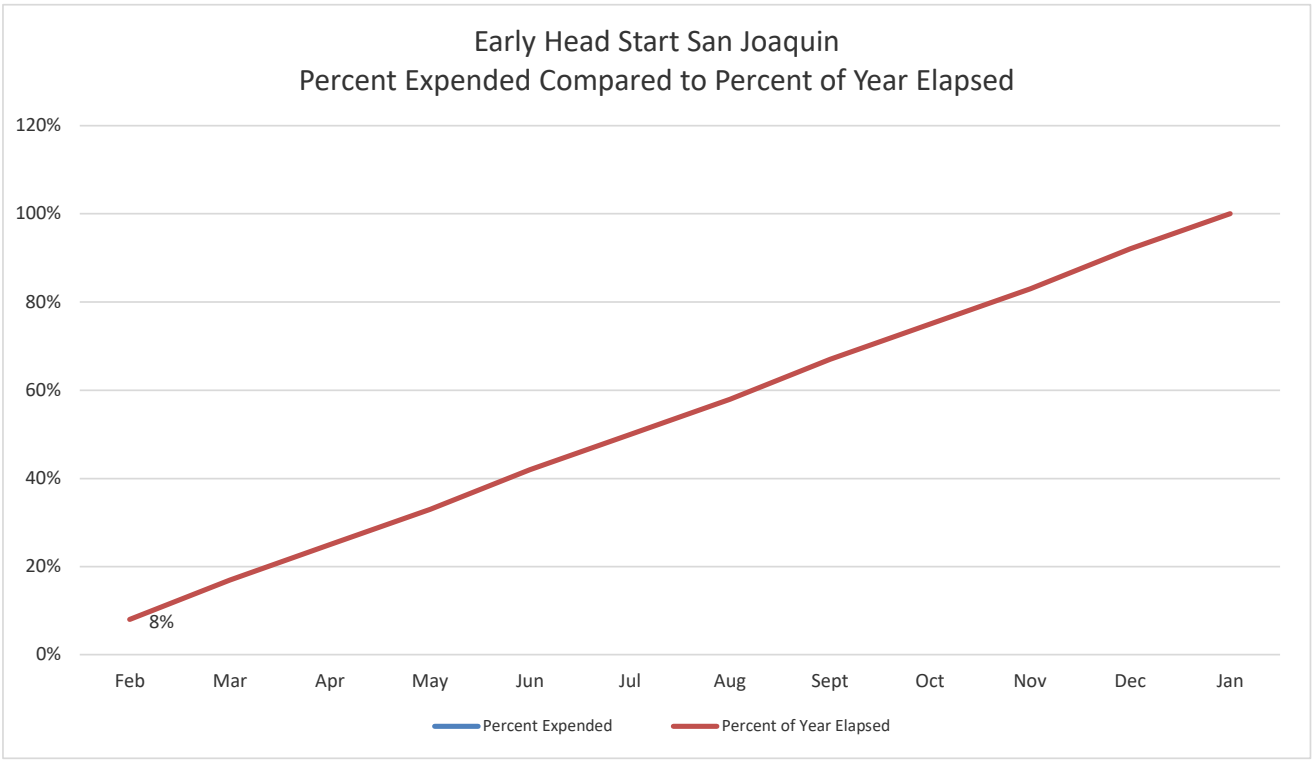
Prepared 3/12/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,190,290	286,314	2,903,976	9%	91%
FRINGE BENEFITS	901,803	64,761	837,042	7%	93%
TRAVEL	0	0	0	0%	0%
EQUIPMENT	45,000	0	45,000		
SUPPLIES	130,220	2,216	128,004	2%	98%
CONTRACTUAL	9,500	461	9,039	5%	95%
OTHER	720,292	32,403	687,889	4%	96%
INDIRECT	491,989	29,195	462,794	6%	94%
TOTAL	**5,489,094**	**415,350**	**5,073,744**	**8%**	**92%**
TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	49,670	4,983	44,687	10%	90%
FRINGE BENEFITS	21,950	2,016	19,934	9%	91%
TRAVEL	3,260	0	3,260	0%	100%
SUPPLIES	6,815	67	6,748	1%	99%
CONTRACTUAL	7,345	0	7,345	0%	100%
OTHER	19,301	408	18,893	2%	98%
INDIRECT	10,834	634	10,200	6%	94%
TOTAL	**119,175**	**8,108**	**111,067**	**7%**	**93%**
COVID CARES - Carried over from 2020-21					
PERSONNEL		6,813	(6,813)	0%	0%
FRINGE BENEFITS		1,190	(1,190)	0%	0%
SUPPLIES	72,943	1	72,942	0%	100%
OTHER	24,314	0	24,314	0%	100%
INDIRECT	9,726	647	9,079	7%	93%
TOTAL	**106,983**	**8,651**	**98,332**	**8%**	**92%**
GRAND TOTAL EHS FEDERAL FUNDS	**5,715,252**	**432,109**	**5,283,143**	**8%**	**92%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,082	0	1,347,082	0%	100%
TOTAL NON-FEDERAL FUNDS	**1,347,082**	**0**	**1,347,082**	**0%**	**100%**

Centralized Administrative Cost	6.9%
Program Administrative Cost	3.8%
Total Administrative Cost	**10.8%**

Budget reflects Notice of Award #09CH011406-02-00
Actual expenditures include posted expenditures and estimated adjustments through 2/28/2021


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
8%
Feb
Mar
Apr
May
Jun
Jul
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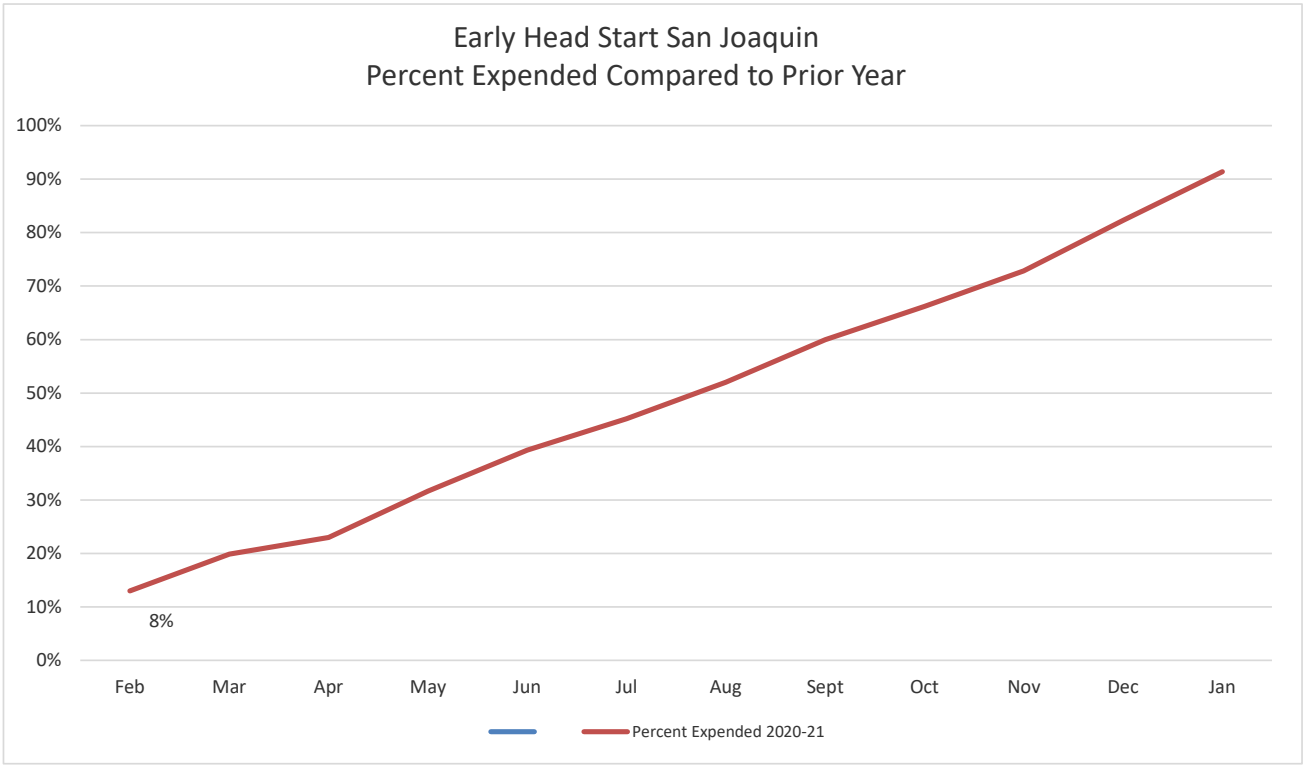
Dec
Jan
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
8%
Feb
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Percent Expended 2020-21

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

Percent of budget period elapsed: 100%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	7,823	0	0	0	0	0	5,038	5,658	4,886	2,454	2,262	968	29,090	39,314	74%
Chrisman	30	11,922	3,469	3,090	1,953	2,227	4,712	5,770	3,202	2,371	2,544	2,830	2,846	46,936	49,142	96%
Gianone		0	0	0	0	0	0	0	0	0	334	774	1,020	2,128		
Kennedy	16	83	1,665	1,413	1,521	1,812	1,620	3,943	2,037	985	1,175	459	373	17,086	26,209	65%
Lodi Home Base	35	44	263	0	0	0	8,795	7,474	7,276	5,163	7,130	0	0	36,145	28,666	126%
Lodi UCC	30	100	1,200	171	177	171	5,267	6,775	6,634	5,037	4,711	4,073	4,092	38,408	49,142	78%
Manteca Home Base	12	0	1,276	537	551	533	4,854	5,673	4,747	3,539	1,644	429	440	24,223	9,828	246%
Marci Massei	24	9,019	0	0	0	0	3,595	3,914	2,812	1,697	1,638	1,937	2,380	26,991	39,314	69%
St. Mary's	16	183	0	0	0	0	3,756	4,611	4,897	5,145	4,581	4,149	3,885	31,208	26,209	119%
Stockton Home Base	90	133	3,163	1,803	2,128	2,199	19,356	19,379	15,378	11,203	6,367	4,772	2,385	88,265	73,714	120%
Tracy Home Base	12	0	0	0	0	0	0	0	0	0	0	0	0	0	9,828	0%
Walnut	24	10,479	8,850	6,671	2,388	2,400	5,134	5,107	5,049	4,771	4,700	3,005	3,155	61,709	39,314	157%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	900	900	0	
Program Services		0	8,655	8,655	8,655	8,655	9,989	19,844	9,629	9,090	8,655	8,655	9,555	110,036	108,412	101%
Policy Council		0	0	0	0	0	0	0	0	0	43	17	0	60	1,000	6%
SUBTOTAL IN-KIND	**313**	**39,786**	**28,540**	**22,340**	**17,374**	**17,996**	**67,078**	**87,528**	**67,317**	**53,888**	**45,976**	**33,362**	**32,000**	**513,186**	**500,094**	**103%**
State General Child Care*		0	0	0	0	0	24,048	48,006	89,578	116,778	111,070	131,784	124,321	645,586	846,988	76%
SUBTOTAL CA DEPT of ED		**0**	**0**	**0**	**0**	**0**	**24,048**	**48,006**	**89,578**	**116,778**	**111,070**	**131,784**	**124,321**	**645,586**	**846,988**	**76%**
GRAND TOTAL		**39,786**	**28,540**	**22,340**	**17,374**	**17,996**	**91,126**	**135,534**	**156,895**	**170,666**	**157,046**	**165,146**	**156,321**	**1,158,772**	**1,347,082**	**86%**

*May include estimates

MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manger

Date: March 24, 2021

Subject: *Agenda Item 4a* - Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended February 28, 2021 – **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 February 28, 2021. Twelve months (100.0%) of the 12-month budge period have elapsed.

Base Funds

Overall expenditures are at 55% of the budget. The request to carryover the unexpended funding into the next budget will be submitted once we have finalized numbers for the end of the current budget period.

Training & Technical Assistance Funds

Overall expenditures are at 13% of the budget.

Carryover Funds

Overall expenditures are at 2% of the budget. The Carryover projects will be carried forward into the new budget period, as well.

COVID Cares Funds

Overall expenditures are at 8% of the budget. The unexpended funds will be carried over into the new budget period.

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 - February 28, 2021
Month 12 of 12 (100.0%)

Prepared 3/12/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	761,292	416,549	344,743	55%	45%
FRINGE BENEFITS	222,791	82,529	140,262	37%	63%
SUPPLIES	28,175	50,450	(22,275)	179%	-79%
CONTRACTUAL	1,030,071	496,572	533,499	48%	52%
OTHER	143,707	151,629	(7,922)	106%	-6%
INDIRECT	212,371	111,577	100,794	53%	47%
TOTAL BASE FUNDING	**2,398,407**	**1,309,308**	**1,089,099**	**55%**	**45%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	16,391	481	15,910	3%	97%
OTHER	29,393	3,593	25,800	12%	88%
INDIRECT	5,107	669	4,438	13%	87%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**56,185**	**7,492**	**48,693**	**13%**	**87%**

CARRYOVER

SUPPLIES	229,928	29,778	200,150	13%	87%
CONSTRUCTION	566,959	0	566,959	0%	100%
OTHER	565,121	0	565,121	0%	100%
INDIRECT	136,201	2,977	133,224	2%	98%
TOTAL CARRYOVER	**1,498,209**	**32,755**	**1,465,454**	**2%**	**98%**

COVID CARES

SUPPLIES	91,077	7,740	83,337	8%	92%
OTHER	30,359	1,457	28,902	5%	95%
INDIRECT	12,143	1,702	10,441	14%	86%
TOTAL COVID	**133,579**	**10,899**	**122,680**	**8%**	**92%**

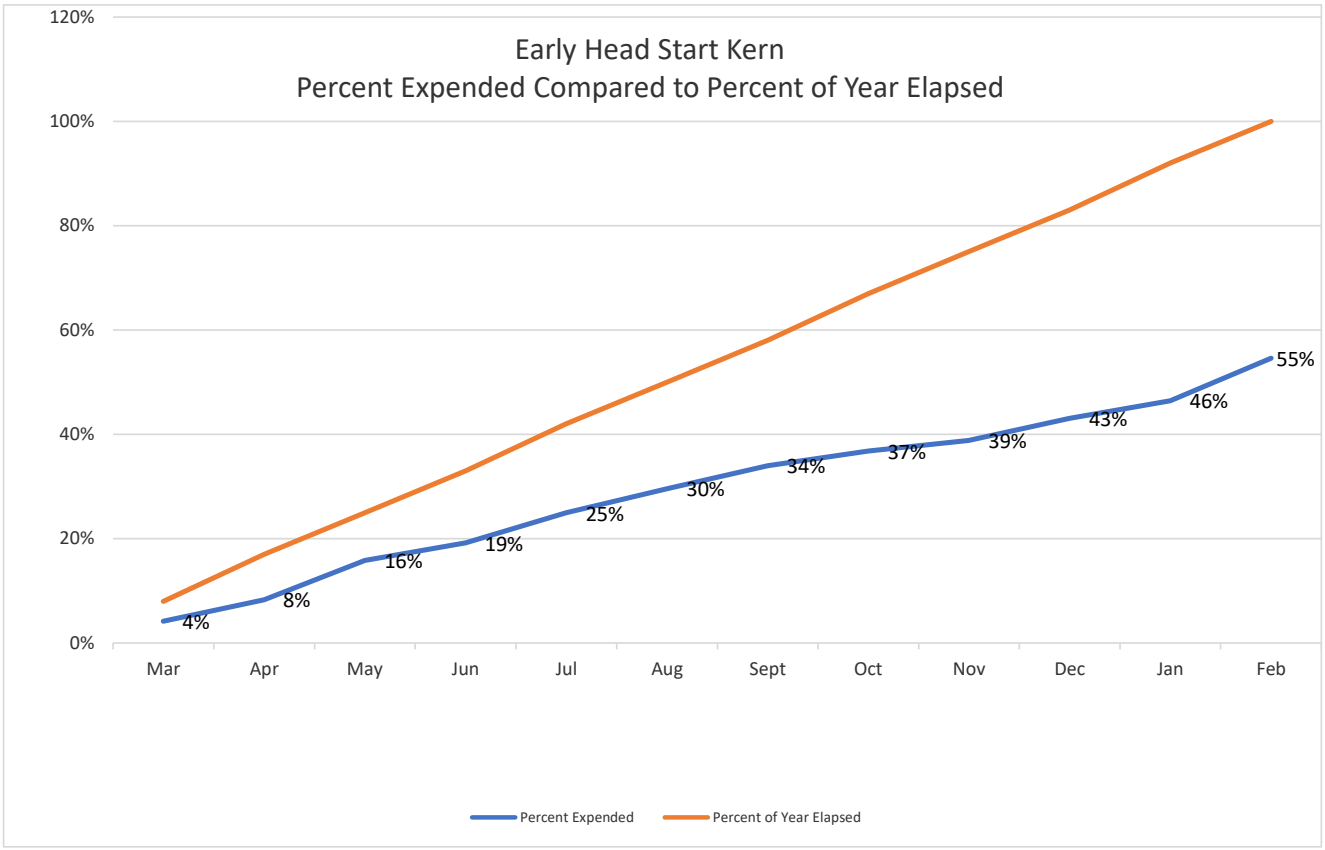
GRAND TOTAL EHS FEDERAL FUNDS	**4,086,380**	**1,360,454**	**2,725,926**	**33%**	**67%**

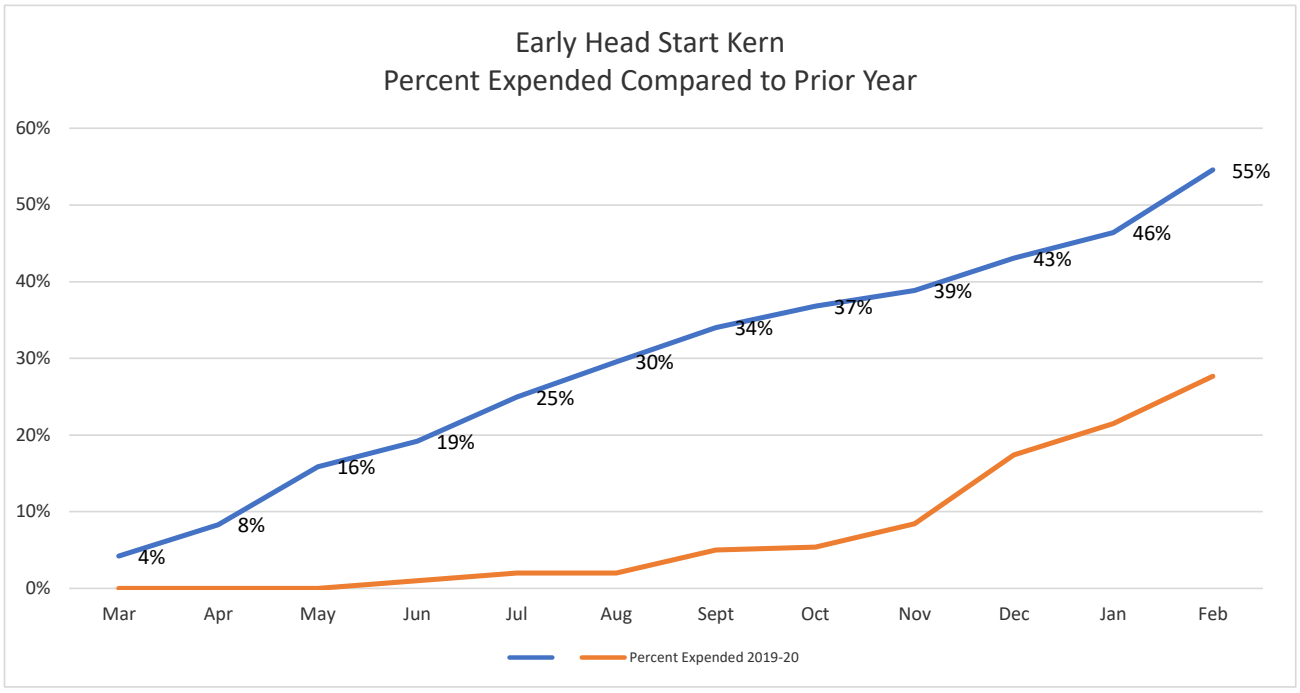
NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	124,756	463,500	21%	79%
TOTAL NON-FEDERAL	**588,256**	**124,756**	**463,500**	**21%**	**79%**

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

Actual expenditures include posted expenditures and estimated adjustments through 2/28/2021


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%
39%
43%
46%
55%
Percent Expended
Percent of Year Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
60%
50%
40%
30%
20%
10%
0%
Mar
Apr
May
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Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
4%
8%
16%
19%
25%
30%
34%
37%
39%
43%
46%
55%
Percent Expended 2019-20

MEMORANDUM

To: Budget and Finance Committee

From: Pritika Ram, Director of Administration

Date: March 24, 2021

Subject: *Agenda Item 4b*: Community Development Financial Institution (CDFI) and Community Development Corporation (CDC) Request for Proposal Results - **Info Item**

During the September 23, 2020 Budget and Finance Committee meeting, CAPK staff presented the need to conduct a feasibility study through a hired consultant on a Community Development Financial Institution (CDFI) plan, alongside a Community Development Corporation (CDC) plan. The study intends to provide a comprehensive lens at the Kern County market, the area competition, and the operational requirements for CAPK if we decide to move forward. In addition, the study will provide a roadmap for establishing a CDFI and CDC that might originate home improvement, new market tax credits, small business, and energy efficiency loans, as well as bring services and community improvements to underdeveloped and underserved areas in Kern County.

Staff published the Request for Proposal (RFP) on November 30, 2020 to a list of 21 qualified consultancy firms and partners. We received two qualified responses and after completing the review of the proposals, including the scoring matrix, and conducting an interview with the prime proposer, Fund Consulting, LLC, staff have decided to select this firm.

We are in the process of developing a contract for services and plan to begin engagement in April 2021 for a 120-day to five-month period. The cost of the engagement is approximately $63,000.00, which will be expended through the 2020/2021 CSBG funding. During this engagement, staff will provide updates to the Committee and/or Board and share the final report, including the next steps.

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: March 24, 2021

Subject: *Agenda Item 4d*: New Executive Vehicle Policy – **Action Item**

The following Executive Vehicle Policy is being presented to the Budget and Finance Committee for approval. The Board outlined a provision for the Chief Executive Officer to receive an agency vehicle within the CEO's employment contract. Accordingly, leadership has developed the attached Executive Vehicle Policy. This agency vehicle policy establishes expectations and guidelines for the use of an agency vehicle.

The provided policy allows for appropriate accountability and best practice with respect to assigning an executive an agency vehicle.

Recommendation:

Staff recommends that the Budget and Finance Committee approve the new Executive Vehicle Policy.

Attachment:
Executive Vehicle Policy

POLICY AND PROCEDURE

TITLE: Executive Vehicle Policy

APPROVED: [Insert Date]

APPLIES TO: Community Action Partnership of Kern Executive Employee

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POLICY:

It is the policy that Community Action Partnership of Kern (CAPK) will provide a company-issued vehicle to executive employees that are eligible to receive a company vehicle. This policy will provide guidance to executive employees regarding the allowable use of vehicles issued to them and provide administrative guidance to employees responsible for the items associated with the vehicle. The right to receive and use an agency vehicle may be terminated at any time at the sole discretion of the Board of Directors.

AFFECTED DEPARTMENTS:

This policy applies to executive employees to whom, due to the nature of their position, an agency vehicle is assigned for both business and personal use.

DEFINITIONS: *None*

GUIDELINES:

Driver Licensing
Any employee authorized to receive a company vehicle must have a valid driver's license for the class of the vehicle being operated and must be able to operate a vehicle. The driver's license must be valid and in good standing and not be restricted, suspended, or revoked. Obtaining a driver's license is a personal expense.

Driver Responsibilities
Each driver is responsible for the care and use of the agency vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect, or disrespect of the equipment.
- Obeying all traffic laws.
- Reporting the occurrence of traffic violations as per CAPK's Fleet Vehicle Policy.
- Employee must pay any fines due to any traffic violations and appear in court hearings pertaining to citations.

- Prompt reporting of vehicle incidents including theft of the vehicle and/or vandalism.
- Attention to and practice of safe driving techniques and adherence to current safety requirements. The employee and all passengers should practice all safety precautions including the use of seat belts and shoulder harness. Please refer to the CAPK's Fleet Vehicle Policy for more information.
- Adhering to manufacturer's recommendations regarding service, maintenance, and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
- Restricting the use of the agency vehicle to authorized driver, spouse, or significant other.
- Accurate, comprehensive, and timely reporting of mileage reports.

Vehicle Usage
The vehicle is provided primarily for business use, but personal use is allowed subject to taxation as required by the Internal Revenue Service. Business use is defined as times when the vehicle is used to (a) attend business meetings, (b) transport business personnel and guests, or (c) conduct company business not listed above.

Personal Vehicle Usage
It is permissible to allow immediate family members to use the agency vehicle on an occasional basis for personal use. Immediate family member is defined for this policy to include spouse, domestic partner, child, or parent. Vehicle usage by family members should be limited and employees should use good judgment when allowing this type of use.

Mileage Tracking
The employee is required to document all mileage for both business and personal use. The employee has the option to track mileage via a printed mileage log, or a mileage tracking app.

The mileage log shall identify the month and year, the employee's full name, odometer reading at the beginning of the month, odometer reading at the end of the month, and number of miles driven by day identified as either business or personnel mileage. The log shall also contain a certification by the employee that the log is accurate to the best of his/her knowledge.

Reporting Requirements
The employee is required to submit a monthly mileage report for the purpose of determining the taxable value of the vehicle to be charged to the employee. The mileage report must be submitted to the Finance Department within three (3) business days of the end of each month. Failure to comply with this reporting requirement will result in 100% of the monthly fair market lease value to be deemed taxable to the employee and therefore reported to the IRS as a taxable benefit with taxes withheld from the employees' wages.

IRS Reporting Requirement
The IRS requires employers to calculate and report the value of fringe benefits received by employees. An agency vehicle assigned to an employee is considered a fringe benefit. The employee will be responsible for any applicable income tax as a result from personal usage of the agency vehicle. The responsibility for reporting to the IRS is shared by the Finance Department.

Maintenance
The employee is required to maintain their company vehicle properly. All expenses of maintenance, operation, and insurance shall be paid by CAPK, or reimbursed by CAPK to the employee. Vehicles should not be operated with any defect that would inhibit safe operation. Operations is responsible for coordinating and scheduling maintenance appointments with the certified dealer. CAPK shall replace such agency vehicle with a new vehicle as deemed necessary.

Traffic Violations
Costs associated with parking violations, traffic violations, or fines of any kind will be the responsibility of the driver. Each driver is required to report all traffic violations to Operations within 24 hours. Failure to report violations will result in appropriate disciplinary action, including revoking of driver privileges.

Employee Termination
Upon employee termination, the employee shall promptly return the agency vehicle to CAPK in a clean and fully operational condition, normal wear and tear accepted. Additionally, the employee shall have the right, exercising within 10 business days following the end of termination, to purchase the assigned agency vehicle at a price equal to its the-current book value.

COMPANY VEHICLE POLICY

As a driver of a company vehicle for or my own vehicle on the company's behalf, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. I must have a valid driver's license for the type of vehicle to be operated and keep the licenses(s) with them at all times while driving. I must comply with all applicable regulations.

During the Term of Employment, I shall be entitled to the use of an automobile owned by Community Action Partnership of Kern (CAPK) the make, model, and year of which automobile shall be appropriate to an officer of Executive's rank.

_____

Employee Name (Print)

_____

Driver's License Number

_____

Employee's Signature Date

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: March 24, 2021

Subject: *Agenda Item 4e*: Employee Floating Holiday – **Action Item**

The month of May is designated as Community Action Month. Additionally, CAPK has also designated the month of May as Employee Appreciation Month. This is a fantastic opportunity for the agency to call attention to our successes. Unfortunately, due to the COVID-19 ongoing pandemic, CAPK's bi-annual Staff Development Day has been cancelled due to safety restrictions. Because we must cancel the upcoming Staff Development Day, CAPK Management is recommending an eight (8) hour floating holiday to be awarded to eligible employees (part-time, temporary, substitutes, and employees on leave are exempt from receiving this benefit). This will allow us to highlight and reward employees for their service and dedication during this unprecedented time.

OMB Uniform Guidance allow our governing body to set benefits at its discretion. This one-time eight (8) hour floating holiday will be effective on May 3, 2021 and must be used by February 28, 2022. The holiday must be used in its entirety and may not be split. To ensure proper coverage as to not interrupt regular business operations, employees must work with their supervisors to coordinate the time off and ensure proper coverage. Additionally, the benefit has no cash value, and may not be cashed out upon exit.

In accordance with our Strategic Plan Object 5.5, the benefits of this initiative will increase staff morale and continue to incentivize staff to continue contributing to the success of the agency.

Recommendation:

Staff recommends that the Budget & Finance Committee approve the one-time award of an eight (8) hour floating holiday to all employees to be used for the period of May 3, 2021, through February 28, 2022.

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: March 24, 2021

Subject: *Agenda Item 4f*: Agency-Wide Budget Revision #1 – **Action Item**

The proposed revised annual budget for the 2021/22 fiscal year is presented using the following functional categories:

1. Program Services
    - Education
    - Nutrition
    - Energy Conservation
    - Community Services
    - CSBG
2. Support Services
    - Discretionary & Fund Raising
3. Indirect

The annual operating budget (program services and support services) has been revised from $85,760,247 to $87,430,802. The increase is attributed to the additional funding received for the Home Visit Initiative funded through the County of Kern. Attached is the 2021/22 annual budget with category support schedules.

The Indirect budget has been revised from $6,720,488 to $6,781,472 for the five support divisions: Executive, Human Resources, Finance, Operations, and Community Development. The additional cost in salaries and benefits for the indirect budget represents the additional cost for adding an additional accountant in the Finance Division. The request to add an additional accountant was presented to the Personnel Committee for review and approval on March 10,2021.

Recommendation

Staff recommends that the Budget and Finance Committee approve the revised annual budget for FY 2021/22.

Attachments:

Revised Annual Budget for FY 2021/22 (11 pages)
Detail of Budget Revision Changes for FY 2021/22 (1 page)

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22

	Program Services					Support Services				Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	COVID Response	TOTAL		
Revenue										
Government Revenue	$ 62,443,160	$ 8,126,350	$ 6,424,164	$ 4,105,872	$ 1,535,543	$ -	$ 3,468,476	$ 86,103,565		$ -
Head Start Subsidy for CACFP	(870,245)	870,245	-	-	-	-	-	-		-
Private Revenue	-	40,000	-	649,115	-	11,520	-	700,635		-
Other Revenue	1,602	222,250	-	-	-	1,205	-	225,057		7,399,241
Donations	-	120,000	-	10,000	-	10,000	-	140,000		-
Total Revenue	**$ 61,574,517**	**$ 9,378,845**	**$ 6,424,164**	**$ 4,764,987**	**$ 1,535,543**	**$ 22,725**	**$ 3,468,476**	**$ 87,169,257**		**$ 7,399,241**
Expenditures										
Salaries	28,385,371	3,972,150	1,913,466	2,369,590	731,011	92,700	906,774	38,371,062		3,947,662
Benefits	8,621,872	1,132,141	437,356	535,487	201,980	19,467	247,051	11,195,354		931,140
Travel	481,785	98,318	61,498	25,140	11,490	18,150	26,622	723,003		65,350
Space Cost	6,597,185	694,465	224,567	609,768	119,233	2,200	130,719	8,378,137		183,370
Supplies	1,650,819	310,315	94,064	375,109	17,508	19,000	172,673	2,639,488		145,200
Equipment	249,000	-	8,603	-	-	-	33,750	291,353		196,000 A
Consultant/Contract	1,383,171	594,403	1,604,510	275,443	1,750	62,500	302,730	4,224,507		937,500
Other Operating Costs	1,134,919	392,841	784,803	149,211	37,330	44,410	27,679	2,571,193		352,250
Program Costs	7,854,382	1,451,836	712,064	6,562	3,000	-	1,308,180	11,336,024		-
Depreciation	297,840	3,600	-	-	-	-	-	301,440		23,000
Indirect	4,918,173	728,776	583,233	418,677	412,241	25,843	312,298	7,399,241		-
Total Expenditures	**$ 61,574,517**	**$ 9,378,845**	**$ 6,424,164**	**$ 4,764,987**	**$ 1,535,543**	**$ 284,270**	**$ 3,468,476**	**$ 87,430,802**		**$ 6,781,472**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (261,545)**	**$ -**	**$ (261,545)**		**$ 617,769**

One-Time COVID Indirect Surplus **(312,298)**

Ongoing Indirect Surplus **$ 305,471**

A. $196,000 budgeted for replacement of servers (one-time expense)

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
FUNDING RELATED TO COVID

	Education COVID Response & CARES	Nutrition COVID Response	Energy CARES	Community Services COVID Response	CSBG CARES	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ 1,152,313	**$ 1,152,313**
Other Government Revenue	-	-	83,447	2,232,716	-	**2,316,163**
Head Start Subsidy for CACFP	-	-	-	-	-	**-**
Private Revenue	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	**-**
Donations	-	-	-	-	-	**-**
Total Revenue	**$ -**	**$ -**	**$ 83,447**	**$ 2,232,716**	**$ 1,152,313**	**$ 3,468,476**
Expenditures						
Salaries	-	-	23,262	421,332	462,180	**906,774**
Benefits	-	-	6,247	108,420	132,384	**247,051**
Travel	-	-	1,068	8,124	17,430	**26,622**
Space Cost	-	-	3,580	77,892	49,247	**130,719**
Supplies	-	-	1,360	108,664	62,649	**172,673**
Equipment	-	-	-	33,750	-	**33,750**
Consultant/Contract	-	-	18,870	-	283,860	**302,730**
Other Operating Costs	-	-	11,257	4,332	12,090	**27,679**
Program Costs	-	-	10,217	1,270,296	27,667	**1,308,180**
Depreciation	-	-	-	-	-	**-**
Indirect	-	-	7,586	199,906	104,806	**312,298**
Total Expenditures	**$ -**	**$ -**	**$ 83,447**	**$ 2,232,716**	**$ 1,152,313**	**$ 3,468,476**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	0.0%	0.0%	26.9%	25.7%	28.6%	27.2%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
EDUCATION

	Head Start	State Dept. of Education	San Joaquin COE	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ 301,580	**$ 301,580**
Other Government Revenue	39,021,522	8,204,779	2,171,553	3,460,624	9,584,682	**62,443,160**
Head Start Subsidy for CACFP	(870,245)	-	-	-	-	**(870,245)**
Private Revenue	-	-	-	-	-	**-**
Other Revenue	-	1,602	-	-	-	**1,602**
Donations	-	-	-	-	-	**-**
Total Revenue	**$ 38,151,277**	**$ 8,206,381**	**$ 2,171,553**	**$ 3,460,624**	**$ 9,886,262**	**$ 61,876,097**
Expenditures						
Salaries	18,739,980	5,588,875	1,550,624	1,798,592	707,300	**28,385,371**
Benefits	5,549,693	1,830,351	450,807	593,535	197,486	**8,621,872**
Travel	336,275	910	-	138,600	6,000	**481,785**
Space Cost	6,285,717	3,728	-	225,440	82,300	**6,597,185**
Supplies	1,361,086	9,270	-	270,263	10,200	**1,650,819**
Equipment	195,000	-	-	54,000	-	**249,000**
Consultant/Contract	1,348,609	14,300	-	10,562	9,700	**1,383,171**
Other Operating Costs	973,404	12,936	-	72,961	75,618	**1,134,919**
Program Costs	(52,980)	-	-	-	7,907,362	**7,854,382**
Depreciation	297,840	-	-	-	-	**297,840**
Indirect	3,116,653	746,011	170,122	296,671	890,296	**5,219,753**
Total Expenditures	**$ 38,151,277**	**$ 8,206,381**	**$ 2,171,553**	**$ 3,460,624**	**$ 9,886,262**	**$ 61,876,097**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	29.6%	32.7%	29.1%	33.0%	27.9%	30.4%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue							
Commuity Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	$ 384,011	**$ 384,011**
Other Government Revenue	4,001,061	1,641,056	1,272,351	177,633	1,449,984	1,034,249	**8,126,350**
Head Start Subsidy for CACFP	-	-	743,585	126,660	870,245	-	**870,245**
Private Revenue	-	-	-	-	-	40,000	**40,000**
Other Revenue	-	-	-	-	-	222,250	**222,250**
Donations	-	-	-	-	-	120,000	**120,000**
Total Revenue	**$ 4,001,061**	**$ 1,641,056**	**$ 2,015,936**	**$ 304,293**	**$ 2,320,229**	**$ 1,800,510**	**$ 9,762,856**
Expenditures							
Salaries	2,378,713	565,549	605,614	-	605,614	686,551	**4,236,427**
Benefits	666,039	175,846	187,407	-	187,407	187,672	**1,216,964**
Travel	12,000	22,068	27,000	-	27,000	37,250	**98,318**
Space Cost	367,854	69,036	121,700	-	121,700	135,875	**694,465**
Supplies	43,657	33,715	86,000	-	86,000	146,943	**310,315**
Equipment	-	-	-	-	-	-	**-**
Consultant/Contract	-	583,803	-	-	-	10,600	**594,403**
Other Operating Costs	207,198	41,852	62,600	-	62,600	81,191	**392,841**
Program Costs	3,000	-	809,946	-	809,946	350,745	**1,163,691**
- Vended Meals	-	-	-	288,145	288,145	-	**288,145**
Depreciation	3,600	-	-	-	-	-	**3,600**
Indirect	319,000	149,187	115,669	16,148	131,817	163,683	**763,687**
Total Expenditures	**$ 4,001,061**	**$ 1,641,056**	**$ 2,015,936**	**$ 304,293**	**$ 2,320,229**	**$ 1,800,510**	**$ 9,762,856**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	28.0%	31.1%	30.9%		30.9%	27.3%	28.7%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	$ -
Other Government Revenue	**6,424,164**
Private Revenue	**-**
Other Revenue	**-**
Donations	**-**
Total Revenue	**$ 6,424,164**
Expenditures	
Salaries	**1,913,466**
Benefits	**437,356**
Travel	**61,498**
Space Cost	**224,567**
Supplies	**94,064**
Equipment	**8,603**
Consultant/Contract	**1,604,510**
Other Operating Costs	**784,803**
Program Costs	**712,064**
Depreciation	**-**
Indirect	**583,233**
Total Expenditures	**$ 6,424,164**
Gain/(Loss)	**$ -**
Benefit Rate	**22.9%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
COMMUNITY SERVICES

	211	Homeless Services	E Kern Family Resource Center	Ridgecrest Resource Center	VITA	Youth Centers	TOTAL
Revenue							
Community Services Block Grant (CSBG)	$ 205,204	$ -	$ 14,651	$ -	$ 184,729	$ 445,368	**$ 849,952**
Other Government Revenue	796,241	2,407,799	354,877	90,717	336,238	120,000	**4,105,872**
Private Revenue	639,115	10,000	-	-	-	-	**649,115**
Other Revenue	-	-	-	-	-	-	**-**
Donations	-	-	-	-	10,000	-	**10,000**
Total Revenue	**$ 1,640,560**	**$ 2,417,799**	**$ 369,528**	**$ 90,717**	**$ 530,967**	**$ 565,368**	**$ 5,614,939**
Expenditures							
Salaries	896,819	1,124,701	249,009	58,966	246,799	260,030	**2,836,324**
Benefits	228,689	230,404	61,821	14,742	51,981	65,007	**652,644**
Travel	8,740	2,500	5,200	1,200	8,950	10,040	**36,630**
Space Cost	44,356	515,122	17,300	3,500	23,490	125,233	**729,001**
Supplies	81,563	277,516	2,165	2,700	12,456	16,217	**392,617**
Equipment	-	-	-	-	-	-	**-**
Consultant/Contract	173,768	-	875	-	101,800	750	**277,193**
Other Operating Costs	57,484	47,754	9,742	5,687	34,186	31,688	**186,541**
Program Costs	-	-	-	-	3,500	6,062	**9,562**
Depreciation	-	-	-	-	-	-	**-**
Indirect	149,141	219,802	23,416	3,922	47,805	50,341	**494,427**
Total Expenditures	**$ 1,640,560**	**$ 2,417,799**	**$ 369,528**	**$ 90,717**	**$ 530,967**	**$ 565,368**	**$ 5,614,939**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	25.5%	20.5%	24.8%	25.0%	21.1%	25.0%	**23.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
COMMUNITY SERVICES BLOCK GRANT (CSBG)

	MCAP	Food Bank	211	E Kern	VITA	Youth Ctrs	TOTAL
Revenue							
Community Services Block Grant (CSBG)	$ 301,580	$ 384,011	$ 205,204	$ 14,651	$ 184,729	$ 445,368	**$ 1,535,543**
Other Government Revenue	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Total Revenue	**$ 301,580**	**$ 384,011**	**$ 205,204**	**$ 14,651**	**$ 184,729**	**$ 445,368**	**$ 1,535,543**
Expenditures							
Salaries	-	264,277	149,239	9,476	104,653	203,366	**731,011**
Benefits	-	84,823	37,310	2,843	26,163	50,841	**201,980**
Travel	-	-	-	1,000	3,950	6,540	**11,490**
Space Cost	-	-	-	-	12,200	107,033	**119,233**
Supplies	-	-	-	-	5,158	12,350	**17,508**
Equipment	-	-	-	-	-	-	**-**
Consultant/Contract	-	-	-	-	1,000	750	**1,750**
Other Operating Costs	-	-	-	-	12,275	25,055	**37,330**
Program Costs	-	-	-	-	3,000	-	**3,000**
Depreciation	-	-	-	-	-	-	**-**
Indirect	301,580	34,911	18,655	1,332	16,330	39,433	**412,241**
Total Expenditures	**$ 301,580**	**$ 384,011**	**$ 205,204**	**$ 14,651**	**$ 184,729**	**$ 445,368**	**$ 1,535,543**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate		**32.1%**	**25.0%**	**30.0%**	**25.0%**	**25.0%**	**27.6%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	CAPK Foundation	Total
Revenue			
Community Services Block Grant (CSBG)	$ -	$ -	**$ -**
Other Government Revenue	-	-	**-**
Private Revenue	11,520	-	**11,520**
Other Revenue	1,205	-	**1,205**
Donations	10,000	-	**10,000**
Transfer Released From Restriction	(276,064)	276,064	**-**
Total Revenue	**$ (253,339)**	**$ 276,064**	**$ 22,725**
Expenditures			
Salaries	-	92,700	**92,700**
Benefits	-	19,467	**19,467**
Travel	-	18,150	**18,150**
Space Cost	2,200	-	**2,200**
Supplies	-	19,000	**19,000**
Equipment	-	-	**-**
Consultant/Contract	-	62,500	**62,500**
Other Operating Costs	5,260	39,150	**44,410**
Program Costs	-	-	**-**
Depreciation	-	-	**-**
Indirect	746	25,097	**25,843**
Total Expenditures	**$ 8,206**	**$ 276,064**	**$ 284,270**
Gain/(Loss)	**$ (261,545)**	**$ -**	**$ (261,545)**
Benefit Rate	0.0%	21.0%	**21.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
INDIRECT FUND

	Human Resources	Operations	Executive	Community Development	Finance	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	**$ -**
Other Government Revenue	-	-	-	-	-	**-**
Private Revenue	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	**7,399,241**
Donations	-	-	-	-	-	**-**
Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 7,399,241**
Expenditures						
Salaries	754,188	1,000,070	949,412	150,000	1,093,992	**3,947,662**
Benefits	181,005	279,020	199,377	42,000	229,738	**931,140**
Travel	12,000	15,600	26,500	3,250	8,000	**65,350**
Space Cost	-	181,200	-	-	2,170	**183,370**
Supplies	18,000	65,000	27,200	5,000	30,000	**145,200**
Equipment	-	196,000	-	-	-	**196,000**
Consultant/Contract	115,000	352,500	66,500	20,000	383,500	**937,500**
Other Operating Costs	18,000	212,400	78,350	4,350	39,150	**352,250**
Program Costs	-	-	-	-	-	**-**
Depreciation	-	23,000	-	-	-	**23,000**
Indirect	-	-	-	-	-	**-**
Total Expenditures	**$ 1,098,193**	**$ 2,324,790**	**$ 1,347,339**	**$ 224,600**	**$ 1,786,550**	**$ 6,781,472**
Gain/(Loss)						**$ 617,769**
Benefit Rate	24.0%	27.9%	21.0%	28.0%	21.0%	**23.6%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
INDIRECT FUND - FIVE YEAR HISTORY

Line Items	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	PROPOSED FY 2021/22 Budget	% Change 2020/21 Budget to 2019/20 Budget
Revenue	$ 4,827,346	$ 5,059,589	$ 5,799,844	$ 6,862,349	$ 7,399,241	7.8%
Expenditures						
Personnel Costs						
Salaries	2,614,903	2,820,260	3,070,550	3,601,982	3,947,662	9.6%
Benefits	605,877	674,091	756,241	875,486	931,140	6.4%
Benefit Rate	*23.2%*	*23.9%*	*24.6%*	*24.3%*	*23.6%*	
Total Personnel Costs	$ 3,220,780	$ 3,494,351	$ 3,826,791	$ 4,477,468	$ 4,878,802	9.0%
	67.6%	*71.3%*	*72.5%*	*71.2%*	*71.9%*	
Operating Costs						
Travel	79,900	88,750	93,650	56,750	65,350	15.2%
Space Costs	190,700	187,900	186,800	193,300	206,370	6.8%
Supplies	147,277	138,400	166,500	119,400	145,200	21.6%
Equipment	5,223	-	-	-	196,000	0.0%
Consultant/Contract	783,320	630,725	659,100	1,144,066	937,500	-18.1%
Other Operating Costs	339,600	363,950	345,050	298,600	352,250	18.0%
Total Operating Costs	$ 1,546,020	$ 1,409,725	$ 1,451,100	$ 1,812,116	$ 1,902,670	5.0%
	32.4%	*28.7%*	*27.5%*	*28.8%*	*28.1%*	
Total Expenditures	$ 4,766,800	$ 4,904,076	$ 5,277,891	$ 6,289,584	$ 6,781,472	7.8%
Excess Indirect Revenue	$ 60,546	$ 155,513	$ 521,953	$ 572,765	$ 617,769	7.9%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	PROPOSED FY 2021/22 Budget	% Change 2020/21 Budget to 2019/20 Budget
Operations	$ 1,526,000	$ 1,394,366	$ 1,355,800	$ 2,113,869	$ 2,324,790	10.0%
Human Resources	1,151,500	1,223,465	1,034,632	917,844	1,098,193	19.6%
Finance	1,049,800	1,046,900	1,563,775	1,757,619	1,786,550	1.6%
Community Development	525,400	704,410	705,930	354,917	224,600	-36.7%
Executive	514,100	534,935	612,204	1,145,335	1,347,339	17.6%
TOTAL	$ 4,766,800	$ 4,904,076	$ 5,272,341	$ 6,289,584	$ 6,781,472	7.8%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
AGENCY-WIDE - FIVE YEAR HISTORY

EXPENDITURES BY PROGRAM SERVICE	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	PROPOSED FY 2021/22 Budget	% Change 2021/22 Budget to 2020/21 Budget
Education	$ 41,464,388	$ 42,473,221	$ 54,886,617	$ 60,024,566	$ 61,574,517	2.6%
Nutrition	6,539,729	7,569,576	8,687,954	9,221,197	9,378,845	1.7%
Energy Conservation	4,538,500	4,138,200	5,746,308	6,867,228	6,424,164	-6.5%
Community Services	1,714,393	1,194,256	1,549,312	4,715,591	4,764,987	1.0%
CSBG	1,469,183	1,469,183	1,489,531	1,489,531	1,535,543	3.1%
Discretionary & Fund Raising	49,725	41,035	41,233	203,689	284,270	39.6%
COVID Response	-	-	-	-	3,468,476	100.0%
Total Annual Budget	$ 55,775,918	$ 56,885,471	$ 72,400,955	$ 82,521,802	$ 87,430,802	5.9%

RECAP - EXPENDITURES BY CATEGORY	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	PROPOSED FY 2021/22 Budget	% Change 2021/22 Budget to 2020/21 Budget
Salaries	$ 24,469,045	$ 25,995,600	$ 30,816,989	$ 33,631,062	$ 38,371,062	14.1%
Benefits	6,985,209	7,979,525	9,792,653	10,374,228	11,195,354	7.9%
Travel	613,404	536,271	604,666	814,611	723,003	-11.2%
Space Cost	3,203,818	3,458,335	7,496,553	10,436,885	8,378,137	-19.7%
Supplies	2,024,115	1,796,041	2,343,556	2,061,180	2,639,488	28.1%
Equipment	992,500	211,038	99,000	92,760	291,353	214.1%
Consultant/Contract	1,086,652	954,462	2,765,704	4,177,786	4,224,507	1.1%
Other Operating Cost	2,730,585	2,259,160	2,805,782	2,720,184	2,571,193	-5.5%
Program Costs	8,502,693	8,328,674	9,513,508	11,039,753	11,336,024	2.7%
Depreciation	-	306,776	362,700	311,004	301,440	-3.1%
Indirect	5,167,897	5,059,589	5,799,844	6,862,349	7,399,241	7.8%
TOTAL	$ 55,775,918	$ 56,885,471	$ 72,400,955	$ 82,521,802	$ 87,430,802	5.9%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2021/22
BUDGET REVISION #1 (PROPOSED CHANGES)

	Program Services					Support Services			Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**COVID Response**	**TOTAL**	
Revenue									
Government Revenue	$ 1,670,555	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,670,555	$ -
Head Start Subsidy for CACFP	-	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-	145,297
Donations	-	-	-	-	-	-	-	-	-
Total Revenue	**$ 1,670,555**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,670,555**	**$ 145,297**
Expenditures									
Salaries	800,234	-	-	-	-	-	-	800,234	50,400
Benefits	264,077	-	-	-	-	-	-	264,077	10,584
Travel	131,558	-	-	-	-	-	-	131,558	-
Space Cost	8,618	-	-	-	-	-	-	8,618	-
Supplies	222,296	-	-	-	-	-	-	222,296	-
Equipment	54,000	-	-	-	-	-	-	54,000	-
Consultant/Contract	-	-	-	-	-	-	-	-	-
Other Operating Costs	44,475	-	-	-	-	-	-	44,475	-
Program Costs	-	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-	-	-
Indirect	145,297	-	-	-	-	-	-	145,297	-
Total Expenditures	**$ 1,670,555**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,670,555**	**$ 60,984**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 84,313**

One-Time COVID Indirect Surplus **-**

Ongoing Indirect Surplus **$ 84,313**

MEMORANDUM

To: Budget and Finance Committee

From: Jerry Meade, Head Start Assistant Director - Program

Date: March 24, 2021

Subject: *Agenda Item 4g*: Early Head Start Childcare Partnership Change of Scope Request – ***Action Item***

Early Head Start Childcare Partnership (EHS CCP) staff is requesting approval to submit a change of scope amendment that would reduce our funded enrollment from 152 to 149. With this change, the program intends to increase direct service slots to 8, for a total of 32. The Office of Head Start (OHS) requirement 45 CFP Part 75.308 states that any grantee implementing a budget modification due to a change of scope must acquire written approval prior to implementing any changes. Approval from the Board of Directors is also a required component.

Efforts to establish an additional partner to serve the remaining 11 slots have not been successful. Therefore, CAPK is requesting the utilization of a direct service-based model to serve 8 toddlers. Staff has identified a location to serve these 8 slots at Oasis in the city of Ridgecrest. Assessments of the required reconfiguration and square footage demonstrate that the facility can support the increase in enrollment. Furthermore, our community needs assessment revealed that approximately 12% of children under 5 years of age are eligible for Head Start services, yet there are no subsidized center-based childcare options in the community that serve toddlers. As with the other 141 slots, CAPK will manage the implementation and evaluation of early learning theories that are researched-based.

This proposal was formulated through discussions with the Region IX Office, as well as with members of our Program Review and Evaluation Committee. These consultations have supported CAPK's request to amend our scope of work as described above, thereby reaching full enrollment. These 8 EHS slots will be funded by Early Head Start and USDA funding; additional funds are not required. In consultation with Finance, this proposal includes a budget revision. You will note a reduction in contractual fees and an increase in personnel/fringe and classroom supplies.

The change of scope updates will be implemented upon approval from the Office of Head Start. Therefore, this action items will support the delivery of services for the funding period beginning on March 1, 2021 and ending on February 28, 2022.

Recommendation

Staff recommends the Budget and Finance Committee approves with resolution the submission of the EHS CCP Change of Scope – 2021 for the EHS grant #09HP00163.

Attachments:

EHS CCP Change of Scope Budget Detail – 2021
Resolution #2021-02

EARLY HEAD START

Child Care Partnerships and Center Based Expansion

Child and Adult Care Food Program

California Department of Education

2021-2022 BUDGET DETAIL REVISION 2

BUDGETED EXPENSES	2021-2022 Original	2021-2022 As Revised	Variance	Comments
PERSONNEL	**865,809**	**986,787**	**120,978**	Variance is due to an increase in teaching staff (4) and the added allocation of a Site Supervisor II
FRINGE BENEFITS	**242,012**	**248,266**	**6,254**	Variance is due to an increase in teaching staff (4) and the added allocation of a Site Supervisor II
TRAVEL	**5,294**	**5,294**		N/A
EQUIPMENT				
SUPPLIES				
Office Supplies	5,542	6,674	1,132	Additional office supplies required for 1 classroom
Child and Family Services Supplies	15,990	24,120	8,130	Increased budget for consumable supplies for 8 additional toddlers
Food Services Supplies	5,880	7,840	1,960	Increased budget for food services supplies for 8 additional toddlers
Other Supplies	26,062	27,047	985	Increase in maintenance and janitorial supplies for 1 classroom
SUPPLIES	**53,474**	**65,681**	**12,207**	
CONTRACTUAL				
Administrative Services	150	150		
Software support/maintenance	4,712	4,712		
Payments to Child Care Partners	1,073,964	963,804	(110,160)	Removal of 11 EHS contract-based slots and decrease in loss of subsidy
CONTRACTUAL	**1,078,826**	**968,666**	**(110,160)**	
OTHER				
2. Rent	58,418	58,418	-	
4. Utilities	67,150	67,150	-	
5. Building & Child Liability Insurance	7,350	7,350	-	
6. Maintenance, Repair, Other Occupancy	67,910	49,910	(18,000)	
9. Nutrition Services	35,280	47,040	11,760	Expected vacancy rates reduced due to the COVID-19 vaccination
10. Child Services Consultants	3,000	1,250	(1,750)	
13. Parent Services	1,010	995	(15)	
15. Publications/Advertising/Printing	3,250	750	(2,500)	
16. Training & Staff Development	29,393	29,393	-	
17. Other	8,330	5,330	(3,000)	
OTHER	**281,091**	**267,586**	**(13,505)**	Decrease in program equipment and vehicle operation expenses
INDIRECT	**242,875**	**244,553**	**1,678**	
TOTAL BUDGETED EXPENSES	**$ 2,769,381**	**$ 2,786,834**	**$ 17,452**	

REVENUES	2021-2022	2021-2022	Variance	
Early Head Start Program Operations	2,398,407	2,398,407	-	
Early Head Start Training & Technical Assistance	56,185	56,185		
Child & Adult Care Food Program	22,438	39,890	17,452	Expected vacancy rates reduced due to the COVID-19 vaccination
CDE General Child Care (CCTR)	292,352	292,352	(0)	
TOTAL REVENUES	**$ 2,769,382**	**$ 2,786,834**	**$ 17,452**	

SUMMARY

TOTAL REVENUES	$ 2,786,834
TOTAL BUDGETED EXPENDITURES	2,786,834
DIFFERENCE	**$ 0**
ESTIMATED ADMINISTRATIVE COST	**8.31%**

RESOLUTION # 2021-02

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Change of Scope Request for the Early Head Start Child Care Partnerships

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on March 24, 2021, at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the Early Head Start, Child Care Partnerships Grant #09HP000163, has requested to submit a Change of Scope Request for the 2021-2022 budget year; and

WHEREAS, the Head Start and State Child Development Division is requesting a reduction in funded enrollment from 152 to 149 slots and an increase in direct-service based slots from 24 to 32; and

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

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

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

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 31st day of March 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

MEMORANDUM

To: Budget and Finance

From: Jerry Meade, Assistant Director ~ Program

Date: March 24, 2021

Subject: *Agenda Item 4h*: Funding Increase Request for a Cost-of-Living Adjustment – **Action Item**

The Head Start & State Child Development program is requesting approval to submit a Cost of Living Adjustment (COLA) funding application. Through the Consolidated Appropriations Act, 2021 programs funded under the Head Start Act (including Early Head Start and Child Care Partnerships) will receive a 1.22% COLA from the Office of Head Start. Each grantee must apply for a COLA for the FY 2021 fiscal year.

The COLA applications will request the following funding amounts as indicated in the funding guidance received from Office of Head Start, Region IX and is subject to the provision of Section 653 and 640(j) of the Head Start Act. The primary intent of these funds will be used to permanently increase staff salaries and EHS Child Care Partners contracts by 1.22 percent. Remaining funds will we used to offset costs to fringe benefits. Once the funding award is received, adjustments will be made to the Head Start pay scale and any staff member currently employed on March 31, 2021 will receive a retroactive payment back to March 1, 2021. The funding amount per grant for COLA is:

- Head Start/Early Head Start Kern COLA - $325,726
- Early Head Start Child Care Partnership COLA - $29,261
- Early Head Start San Joaquin COLA - $66,967

In consultation with Finance, this proposal includes the budget detail for each grant. The COLA will be implemented upon approval and will be effective as of the beginning of the 2021-2022 fiscal year for each program. The effective date for HS/EHS Kern and EHS CCP is March 1, 2021, while the effective date for EHS SJC is February 1, 2021.

Recommendation

Staff recommends the Budget and Finance Committee approves with resolution the submission of the HS/EHS Cost of Living Adjustment (COLA) funding applications and changes to the Head Start pay scale.

Attachments:

HS/EHS COLA Budget Detail – 2021
Resolution #2021-03

FY2021 COLA
2021-2022 BUDGET DETAIL

Head Start & Early Head Start Kern (09CH011132)

CATEGORY/LINE ITEM	TOTAL	Head Start COLA	Early Head Start COLA	
SUMMARY LINE ITEM BUDGET-BASE GRANT				
a. TOTAL PERSONNEL (6a)	180,395	120,041	60,354	
b. TOTAL FRINGE BENEFITS (6b)	112,759	75,245	37,514	
INDIRECT COSTS	32,572	21,698	10,874	
GRAND TOTAL BUDGET	325,726	216,984	108,742	

Early Head Start Child Care Partnership (09HP000163)

CATEGORY/LINE ITEM	TOTAL	EHS CCP COLA		
SUMMARY LINE ITEM BUDGET-BASE GRANT				
a. TOTAL PERSONNEL (6a)	10,121	10,121		
b. TOTAL FRINGE BENEFITS (6b)	4,024	4,024		
f. TOTAL CONTRACTUAL (6f)	12,677	12,677		
TOTAL INDIRECT	2,438	2,438		
GRAND TOTAL BUDGET	29,261	29,261		

Early Head Start San Joaquin County (09CH011406)

CATEGORY/LINE ITEM	TOTAL	EHS SJC COLA		
SUMMARY LINE ITEM BUDGET-BASE GRANT				
a. TOTAL PERSONNEL (6a)	49,279	49,279		
b. TOTAL FRINGE BENEFITS (6b)	11,600	11,600		
TOTAL INDIRECT	6,088	6,088		
GRAND TOTAL BUDGET	66,967	66,967		

RESOLUTION # 2021-03

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Funding Increase Request for the Head Start and State Child Development Division

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on March 24, 2021, at a scheduled committee meeting and resolved as follows:

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

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

WHEREAS, the Head Start and State Child Development Division is requesting a Funding Increase Request for a Cost of Living Adjustment for the grants #09CH011132, #09HP000163, #09CH011406 by $325,726, $29,261, and $66,967 respectively; and

WHEREAS, the Head Start and State Child Development Division is requesting a permanent increase to staff salaries by 1.22 percent and will provide retroactive payments back to March 1, 2021; and

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

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of Funding Increase Request for the Head Start and State Child Development Division; 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 a Cost of Living Adjustment request for the grants #09CH011132, #09HP000163, and #09CH011406.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 31st day of March 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

MEMORANDUM

To: Budget and Finance Committee

From: Sheila Shegos, Director of Community Development

Date: March 24, 2021

Subject: *Agenda Item 4i*: County of Kern Housing for the Harvest Expanded Services Agreement - **Action Item**

In September last year, the Board approved the Housing for the Harvest (H4H) Services Contract with the county of Kern to support agricultural workers who were exposed or confirmed COVID positive and in need of temporary hotel housing to mitigate the spread of COVID-19.

CAPK worked with the State to determine eligibility of participants, identify hotels and joined weekly H4H calls to discuss progress and needs with other participating counties across the state. Under the project, CAPK provided through subcontract agreements a county-wide marketing campaign, transportation of participants to hotel and return home, and daily meals to hotel for isolating participants. Participants received $500 visa cards, case management services and referrals, and daily wellness checks by phone. The project was highly marketed across Kern and California—with low participation across all counties totaling approx. 80 participants, as workers weren't comfortable leaving their homes and families for self-isolating during quarantine.

The State recently announced a revision to the H4H project with approx. $1,354,000 in funding support for Kern County (Tier 1; serving up to 1,200 workers) for the purpose of self-isolation and mitigating the spread of COVID-19 among family and others. Under the revised H4H program (H4H 2.0), CAPK will continue hotel isolating and wraparound services, adding in-the-home quarantining. Those who quarantine at home will receive $500 in financial assistance, with incentive to isolate in a hotel for $1,000. A robust marketing campaign will be launched in the coming weeks ahead. Agreement (extension) will be with the Kern County Department of Human Services and will include personnel and operating costs, 10% administrative costs, with option for cash advance. The contract start date is March 3, 2021 with end date June 30, 2021 and opportunity for extension through December 2021, pending State approval.

Recommendation: Staff recommends the Budget and Finance Committee approve the H4H project extension agreement and budget and authorize the Chief Executive Officer to execute revised agreement and all related documents with the county of Kern, Department of Human Services.

Attachments:
Housing for the Harvest Expanded Program Agreement and H4H Revised Budget
California Department of Social Services Executive Summary-All County Welfare Directors Letter.

RETRO-ACTIVE AGREEMENT
FOR
Housing for the Harvest Expanded Program
Independent Contractor
(COUNTY – Community Action Partnership of Kern)

THIS AGREEMENT ("**Agreement**") is made and entered into on _____("**Execution Date**"), by and between the COUNTY OF KERN, a political subdivision of the State of California ("**County**"), as represented by the Department of Human Services ("**Department**"), and Community Action Partnership of Kern (CAPK), ("**Contractor**"), whose principal place of business is at 5005 Business Park North, Bakersfield, CA 93309. County/Department and Contractor are referred to individually as a "**Party**" and collectively as the "**Parties**".

WHEREAS:

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

a. On February 22, 2021, the Legislature passed Assembly Bill (AB) 85, an immediate action budget bill that includes allocation to the California Department (CDSS) to expand the Housing for the Harvest (H4H) Expanded support services program; and

c. Contractor is the sole agency who provided the initial emergency H4H services in Kern County; and

d. County desires to engage Contractor to provide said retro-active emergency H4H expanded services, and Contractor, by reason of Contractor's qualifications and experience, has offered to provide the required services on the terms set forth in this Agreement.

NOW, THEREFORE, IT IS AGREED between the Parties as follows:

1. TERM

This Agreement shall commence on March 17, 2021 and shall remain in effect until December 31, 2021.

2. RESPONSIBILITIES OF CONTRACTOR

Contractor shall assume responsibility for providing the following services:

A. Contractor will act as the local administrator for the expanded H4H program services. The H4H expanded services will be provided to local farm workers and food processing employees who are either COVID-19 positive or exposed and finding it hard to self-quarantine due to their housing situation or because they cannot afford the wage loss and additional expenses of staying home; and

B. Contractor will provide H4H expanded program services to a maximum of 1,200 Kern County local farm workers and/or food processing employees. Local farm

workers and/or food processing employees are defined as employees in occupations or industries such as; Canning, Freezing and Preserving Industry, Industries handling Products after Harvest, Preparing Agricultural Products for Market, on the Farm, and Agricultural Occupations or similar industries or occupations; and

C. Contractor will provide the “211” hotline for initial potential participant contact and also for participant questions and concerns; and

D. Contractor will provide bi-lingual services that include but are not limited to Spanish and Mixtec; and

E. Contractor will provide an initial screening of potential participants to determine if they may qualify. A designated Contractor staff member will verify the need for quarantine, obtain documentation of the applicant testing positive or of exposure to COVID-19 and complete the intake process; and

F. Contractor will locate and provide temporary, emergency non-congregate shelter for qualified participants who have provided documentation of a positive COVID-19 test or exposure to COVID-19. Temporary, emergency non-congregate shelter means a safe place for a person to stay for a short period of time, such as a hotel; and

G. Contractor will also provide H4H expanded services to eligible participants, who have provided documentation of a positive COVID-19 test or exposure to COVID-19, and who prefer to quarantine at home; and

H. In order to remain eligible, the participate agrees to isolate a minimum of ten days and a maximum of 14 days as recommended by participant’s doctor, clinic or public health department; and

I. Contractor will provide wraparound services to all H4H expanded participants. Wraparound services will include but are not limited to: Providing information about any additional COVID-19 supports, transportation to hotels and/or doctor appointments, three meals daily delivered to the hotel or grocery items equivalent for participants isolating at home, disposable plates and cutlery as needed, daily wellness checks, laundry services for participants isolating in a hotel room, Personal Protective Equipment (PPE) and case management services. Contractor may also provide wraparound services to immediate household members when needed to ensure the participant’s ability to quarantine or self-isolate during the prescribed period. Contractor will link participants with social and supportive services within the community as needed; and

J. In accordance with state and federal law, H4H expanded funding can also be used for financial assistance to all eligible participants. Contractor will maintain an emergency fund for participants in need of immediate financial assistance. The fund may include use of checks, petty cash and/or gift cards/vouchers to best meet the clients’ emergency needs. Contractor will determine how to provide the financial assistance, whether it be through direct payment to a participant or payment to a third party vendor on a participant’s behalf (e.g., landlord, child care, utility company etc.). The authorized maximum financial assistance amount is $1,000 for those isolating in hotels and $500. for participants isolating at home.

K. OUTREACH

1. Contractor will distribute H4H expanded program information to farm and food processing workers in multiple languages, including Spanish and other indigenous languages such Mixtec and Tagalog; and

2. Contractor will promote the H4H expanded program in multiple languages, including Spanish and other indigenous languages such Mixtec and Tagalog through their 211 phone line and social media platforms. Contractor will also utilize free advertisement and local community events to provide H4H information to the public.

Reporting Responsibilities

i. Contractor will complete weekly reports to the CDSS web-based data portal for the H4H expansion program. Reports are due every Friday by 5pm. The weekly reports will include updates to both hotel and at-home participants.

ii. Contractor will duplicate the CDSS web-based data report for Department. The monthly reports will include:

a) The number of participants being provided services in hotels and the specific services provided by individuals; and
b) The number of participants being provided services at home and the specific services provided by individual; and
c) Demographic data of participants (e.g., ethnicity, age, preferred language, etc.); and
d) Number of participants receiving financial assistance; and
e) Any requested operational information related to service coordination.

iii. Reports shall be sent electronically, in an approved by Department Excel format, by the twenty-fifth (25th) calendar day of each month following the month in which services were rendered.

3. RESPONSIBILITIES OF COUNTY

Department shall assume responsibility for providing the following services:

i. Provide a Department liaison to serve as primary point of contact for Contractor to the H4H Expanded program; and

ii. Receive, and review for completion, monthly data reports from Contractor; and

iii. Review and approve or deny financial assistance requests that are beyond the scope of the descriptions or items listed in section 2-H; and

iv. Department will refer potential H4H expanded program participants to Contractor for H4H expanded services; and

v. Department will promote the Contractor's H4H expanded services program on Department's social media, will display Contractors H4H posters and flyers and will promote the H4H program to Department partners.

vi. Department will process applications for benefits such as; CalWORKs, CalFresh, Medi-Cal, General Assistance etc. for H4H participants referred by Contractor.

4. COMPENSATION

County shall compensate Contractor for retroactive startup costs incurred by Contractor as listed in Contractor's advance request (Exhibit "A"); and

County shall compensate Contractor at the fixed fee of $750. for each H4H participant who quarantine in a hotel room. And, at a fixed fee of $650. for participant who quarantine at home; and

County will also compensate Contractor for actual participant expenses such as H4H participant's hotel, meal delivery, grocery provisions, PPE, case management and other items as stated in section 2-I and as set forth in the budget, Exhibit "B"; and

Contractor will be compensated up to 15% of the allocated amount for operational and administrative program costs. Total compensation for FY 20/21 will not exceed $1,354,050.

No funds paid to Contractor through this Agreement shall be utilized to compensate employees of Contractor for overtime or compensatory time off, except to the extent that Contractor is required to pay for overtime or compensatory time off pursuant to the Fair Labor Standards Act of 1938, 29 USC Section 201 et seq., or applicable State law.

5. REIMBURSEMENT POLICY AND BILLING REQUIREMENTS

Contractor shall submit monthly to Department an invoice for reimbursement of allowable expenditures for the previous month. Costs claimed under this Agreement are subject to the following federal publications (current publications are available online and can be found at *www.whitehouse.gov/omb/circulars/*):

- Uniform Guidance: 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements.

A. All invoices shall be submitted in a form approved by Department and shall include:

1) A monthly total and itemization of all costs by budget line item arranged in the same order as the approved budget. Supporting documentation, including but not limited to a list of participants served, hotel receipts, cash assistance payments, payroll reports, etc. must be provided for each item for which reimbursement is requested.

2) Itemization of all travel expenses incurred. Reimbursement for travel and other related costs shall not exceed County's rates which are in effect at the time the expense(s) is/are incurred.

3) Copies of invoices submitted to Contractor from subcontractors.

4) Invoices shall be sent to the following attention:

Fiscal Support Supervisor
Accounts Payable Unit
Kern County Department of Human Services
PO Box 511
Bakersfield, CA 93302

Contractor shall adjust from its billings to Department all charges not fully reimbursable under the applicable cost principles and the terms of this Agreement. Contractor accepts fiscal responsibility for any future audit findings resulting from Contractor's billings under this Agreement. Contractor shall refund County for all costs related to this Agreement which are disallowed by the California Department of Social Services ("**CDSS**") as a result of audit findings or insufficient funds available from the State.

Contractor shall comply with all audit exceptions by appropriate federal, State and County audit agencies as prescribed by the auditing agency, and provide all required audit documentation to Department pertaining to the services required by this Agreement.

Invoices shall be sent to Department's Accounts Payable Unit for processing by the 25th calendar day of the month following the month in which services were rendered. Payment will be made to Contractor within 30 days of receipt and approval of each complete invoice by Department.

B. Department reserves the right to withhold payment if Contractor falls behind schedule or submits substandard work.

C. Final invoices must be received by Department no later than 45 days following termination of this Agreement.

D. Budget funds are restricted for use within the budget fiscal year. Administrative shifts of funds among budget categories or the addition of a budget category cannot be approved without prior submission of a revised budget by Contractor and prior written approval by Department.

6. REPRESENTATIONS

Contractor makes the following representations which are agreed to be material to and form a part of the inducement for this Agreement:

i. Contractor has the expertise, support staff, and facilities necessary to provide the services described in this Agreement; and

ii. Contractor does not have any actual or potential interests adverse to County, nor does Contractor represent a person or firm with an interest adverse to County with reference to the subject of this Agreement; and

iii. Contractor shall diligently provide all required services in a timely and professional manner in accordance with the terms and conditions stated in this Agreement.

7. ASSIGNMENT

Contractor may only assign its rights or delegate or otherwise transfer its obligations hereunder only with County consent given or withheld in County's sole discretion. Any such

assignment without County consent shall be void. County shall not be obligated to consider any proposed assignment if Contractor is in breach of this Agreement at any time during the period of such consideration. Contractor shall make any request for consent to assign in the form and manner prescribed by County. For purposes of this Section, the term **"assign"** includes, but is not limited to, the following:

A. Selling, exchanging or otherwise transferring to a third party effective control of Contractor management (through sale, exchange or other transfer or outstanding common stock of Contractor or otherwise) or any of Contractor's assets dedicated to the performance of services hereunder, unless such assets are promptly replaced with assets of greater or equal value and equivalent function;

B. Issuing new stock or selling, exchanging or otherwise transferring 10% or more of the then outstanding common stock of Contractor to a party other than the shareholders owning said stock as of the date hereof;

C. Any dissolution, reorganization, consolidation, merger, re-capitalization, stock issuance or re-issuance, voting trust, pooling agreement, escrow arrangement, liquidation or other transaction which results in a change of ownership or control of Contractor;

D. Any assignment by operation of law, including insolvency or bankruptcy, making assignment for the benefit of creditors, writ of attachment of an execution, being levied against this Agreement, appointment of a receiver taking possession of any of Contractor's property or transfer occurring in the event of a probate proceeding; and

E. Any combination of the foregoing (whether or not in related or contemporaneous transactions) which has the effect of any such transfer or change of ownership or control of Contractor.

8. NEGATION OF PARTNERSHIP

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

9. IMMIGRATION REFORM AND CONTROL ACT

Contractor acknowledges that Contractor, and all subcontractors hired by Contractor to perform services under this Agreement, are aware of and understand the Immigration Reform and Control Act ("**IRCA**"). Contractor is and shall remain in compliance with IRCA and shall ensure that any subcontractors hired by Contractor to perform services under this Agreement are in compliance with IRCA. In addition, Contractor agrees to indemnify, defend and hold harmless the County, its agents, officers and employees, from any liability, damages or causes of action arising out of or relating to any claims that Contractor's

employees, or the employees of any subcontractor hired by Contractor, are not authorized to work in the United States for Contractor or its subcontractor and/or any other claims based upon alleged IRCA violations committed by Contractor or Contractor's subcontractors.

10. INDEMNIFICATION

Contractor agrees to indemnify, defend and hold harmless County and County's agents, Board members, elected and appointed officials and officers, employees, volunteers, and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, costs, and expenses (including, but not limited to, reasonable attorneys' fees of County Counsel and counsel retained by County, expert fees, costs of staff time and investigation costs) of whatever kind or nature, which arise out of or are in any way connected with any act or omission of Contractor or Contractor's officers, agents, employees, independent contractors, subcontractors of any tier, or authorized representatives. Without limiting the generality of the foregoing, the same shall include bodily and personal injury or death to any person or persons; damage to any property, regardless of where located, including the property of County; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of Contractor by any person or entity.

11. INSURANCE

Contractor, in order to protect County and its board members, officials, agents, officers, and employees against all claims and liability for death, injury, loss, and damage as a result of Contractor's actions in connection with the performance of Contractor's obligations, as required in this Agreement, shall secure and maintain insurance as described below. Contractor shall not perform any work under this Agreement until Contractor has obtained all insurance required under this section and the required certificates of insurance and all required endorsements have been filed with the County's authorized insurance representative. Receipt of evidence of insurance that does not comply with all applicable insurance requirements shall not constitute a waiver of the insurance requirements set forth herein. The required documents must be signed by the authorized representative of the insurance company shown on the certificate. Upon request, Contractor shall supply proof that such person is an authorized representative thereof, and is authorized to bind the named underwriter(s) and their company to the coverage, limits, and termination provisions shown thereon. The Contractor shall promptly deliver the County's authorized insurance representative a certificate of insurance, and all required endorsements, with respect to each renewal policy, as necessary to demonstrate the maintenance of the required insurance coverage for the term specified herein. Such certificates and endorsements shall be delivered to the County's authorized representative prior to the expiration date of any policy and bear a notation evidencing payment of the premium thereof if so requested. Contractor shall immediately pay any deductibles and self-insured retentions under all required insurance policies upon the submission of any claim by Contractor or County as an additional insured.

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

Contractor shall require any sub-contractors to provide workers' compensation for all of the subcontractors' employees, unless the sub-contractors' employees are covered

by the insurance afforded by Contractor. If any class of employees engaged in work or services performed under this Agreement is not covered by California Labor Code section 3700, Contractor shall provide and/or require each sub-contractor to provide adequate insurance for the coverage of employees not otherwise covered.

Contractor shall also maintain employer's liability insurance with limits of $1,000,000 for bodily injury or disease.

b. Liability Insurance Requirements:

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

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

b) Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering any vehicle and/or all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to this Agreement with coverage equal to the policy limits, which shall be at least $1,000,000 each occurrence.

c) Professional Liability (Errors and Omissions) Insurance, for liability arising out of, or in connection with, the performance of all required services under this Agreement, with coverage equal to the policy limits, which shall not be less than $1,000,000 per occurrence and $2,000,000 aggregate.

2) The Commercial General Liability and Automobile liability Insurance required in this sub-paragraph B. shall include an endorsement naming the County and County's board members, officials, officers, agents and employees as additional insureds for liability arising out of this Agreement and any operations related thereto. Said endorsement shall be provided using <u>one</u> of the following three options: (i) on ISO form CG 20 10 11 85; or (ii) on ISO form CG 20 37 10 01 <u>plus</u> either ISO form CG 20 10 10 01 or CG 20 33 10 01; or (iii) on such other forms which provide coverage at least equal to or better than form CG 20 10 11 85.

3) Any self-insured retentions in excess of $100,000 must be declared on the Certificate of Insurance or other documentation provided to County and must be approved by the County Risk Manager.

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

c. All insurance afforded by Contractor pursuant to this Agreement shall be primary to and not contributing to all insurance or self-insurance maintained by the County. An endorsement shall be provided on all policies, except professional liability/errors and omissions, which shall waive any right of recovery (waiver of subrogation) against the County.

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

e. If Contractor is, or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, Contractor shall provide coverage equivalent to the insurance coverages and endorsements required above. The County will not accept such coverage unless the County determines, in its sole discretion and by written acceptance, that the coverage proposed to be provided by Contractor is equivalent to the above-required coverages.

f. Insurance coverages in the minimum amounts set forth herein shall not be construed to relieve Contractor for any liability, whether within, outside, or in excess of such coverage, and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude the County from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.

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

h. Cancellation of Insurance -- The above stated insurance coverages required to be maintained by Contractor shall be maintained until the completion of all of Contractor's obligations under this Agreement except as otherwise indicated herein. Each insurance policy supplied by the Contractor shall not be suspended, voided, cancelled

or reduced in coverage or in limits except after 10 days written notice by Contractor in the case of non-payment of premiums, or 30 days written notice in all other cases. This notice requirement does not waive the insurance requirements stated herein. Contractor shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.

12. EVALUATION

Services to be provided by Contractor shall be evaluated by Department on a continuing basis. Evaluation may be accomplished by written or verbal communication and/or by site visits to view fiscal and/or program processes and information. Any deficiencies noted during an evaluation shall be stated and placed in detailed written form, with a copy submitted to Contractor. Contractor shall respond in writing to the deficiencies statement within 20 days from the date of receipt. A plan to remedy these deficiencies, where applicable, shall be implemented within 60 days from the date of the deficiencies statement. Failure to remedy the stated deficiencies may result in termination of the Agreement by County.

Deficiencies that may be subject to non-payment of future invoices by County shall include:

A. Failure to notify Department and receive prior written approval for any changes to Program delivery within 15 days of change for:

1) Change in assigned program staff.

2) Change in program or service hours and days.

3) Change in program or service locations and access for participants.

B. Failure to notify Department for written approval prior to any changes to delivery of program services. As designated in the contract.

C. Failure to request, in writing, and receive written pre-approval from County for changes to, or the addition of line items in, the approved budget.

D. Failure to provide written assurance of required civil rights training as detailed in **Section 32**, below.

E. Failure to adhere to the performance and fiscal requirements and standards required under this Agreement.

13. CONTRACT DISPUTE

Should a dispute arise between Contractor and County relating to performance under this Agreement, Contractor will, prior to exercising any other remedy which may be available, provide County with written notice of the particulars of the dispute within 30 calendar days of the dispute. County will meet with Contractor, review the factors in the dispute, and recommend a means of resolving the dispute before a written response is given to Contractor. County will provide a written response to Contractor within 30 days of receipt of Contractor's written notice.

14. TERMINATION

County may at its election, at any time and without cause, terminate this Agreement by written notice to Contractor. Said termination shall be deemed effective 10 calendar days after personal delivery, or 15 calendar days after mailing by regular U.S. mail, postage prepaid. In addition, either Party may immediately terminate this Agreement should the other Party fail to substantially perform in accordance with the terms and conditions of this Agreement through no fault of the Party initiating the termination. In the event this Agreement is terminated by either Contractor or County, and if so requested by County, Contractor shall submit to County all files, memoranda, documents, correspondence and other items generated in the course of performing this Agreement, within 30 calendar days after the effective date of termination. Should either Party terminate this Agreement as provided herein, County shall pay Contractor for all satisfactory services rendered by Contractor prior to the effective date of termination in an amount not to exceed the maximum dollar amount indicated in Section ___ herein.

15. NON-APPROPRIATION

This Agreement is subject to County's annual appropriation process. In the event that funds representing Contractor's compensation and reimbursement for expenses for the services provided pursuant to this Agreement are not appropriated within the approved County budget in any fiscal year, this Agreement shall be deemed terminated and shall be of no further force or effect as of the date County's budget is approved.

16. NOTICES

Notices to be given by one Party to the other under this Agreement shall be given in writing by personal delivery, by certified mail, return receipt requested, or express delivery service at the addresses specified below. Notices delivered personally shall be deemed received upon receipt; mailed or expressed notices shall be deemed received four days after deposit. A Party may change the address to which notice is to be given by giving notice as provided above.

Notice to County shall be addressed as follows:

Director
Kern County Department of Human Services
P.O. Box 511
Bakersfield, CA 93302

Notice to Contractor shall be addressed as follows:

Community Action Partnership
5005 Business Park North
Bakersfield, CA 93309

Nothing in this Agreement shall be construed to prevent or render ineffective delivery of notices required or permitted under this Agreement by personal service.

17. OWNERSHIP OF DOCUMENTS

All reports, documents, and other items generated or gathered in the course of providing services to County under this Agreement are and shall remain the property of County, and

if so requested by County, shall be returned to County upon full completion of all services by Contractor or termination of this Agreement, whichever first occurs.

18. CONFLICT OF INTEREST

The Parties to this Agreement have read and are aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees. Contractor agrees that they are unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, County may immediately terminate this Agreement by giving written notice thereof. Contractor shall comply with the requirements of Government Code Section 87100 et seq. during the term of this Agreement.

19. SOLE AGREEMENT

This document, including all attachments hereto, contains the entire agreement between the Parties relating to the services, rights, obligations, and covenants contained herein and assumed by the Parties respectively. No inducements, representations, or promises have been made, other than those recited in this Agreement. No oral promise, modification, change, or inducement shall be effective or given any force or effect.

20. AUTHORITY TO BIND COUNTY

It is understood that Contractor, in Contractor's performance of any and all duties under this Agreement, has no authority to bind County to any agreements or undertakings.

21. MODIFICATION OF AGREEMENT

This Agreement may be modified in writing only, signed by the parties in interest at the time of the modification.

22. NON-WAIVER

No covenant or condition of this Agreement can be waived except by the written consent of County. Forbearance or indulgence by County in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by Contractor. County shall be entitled to invoke any remedy available to County under this Agreement or by law or in equity despite said forbearance or indulgence.

23. CHOICE OF LAW/VENUE

The Parties hereto agree that the provisions of this Agreement will be construed pursuant to the laws of the State of California. This Agreement has been entered into and is to be performed in the County of Kern. Accordingly, the Parties agree that the venue of any action relating to this Agreement shall be in the County of Kern.

24. CONFIDENTIALITY

No Party to this Agreement shall, without the written consent of the other Party,

communicate confidential information, designated in writing or identified in this Agreement as such, to any third party and shall protect such information from inadvertent disclosure to any third party in the same manner that they protect their own confidential information, unless such disclosure is required in response to a validly issued subpoena or other process of law. Upon completion of this Agreement, the provisions of this paragraph shall continue to survive.

A. During the term of this Agreement, Parties may receive or create certain confidential health or medical information ("Protected Health Information" or "**PHI**"). This PHI is subject to protection under State and federal law, including the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("**HIPAA**"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("**the HITECH Act**"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services ("**HIPAA Regulations**") and other applicable laws. The Parties represent that the Parties have in place policies and procedures that will adequately safeguard any PHI the Parties receive or create, and the Parties specifically agree, on behalf of themselves, the Parties' subcontractors and agents, to safeguard and protect the confidentiality of PHI consistent with applicable law, including currently effective provisions of HIPAA, the HITECH Act, and the HIPAA Regulations.

B. For purposes of this section, PHI means any information, whether oral or recorded in any form or medium: (a) that relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual, and (b) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

C. The Parties acknowledge that State and federal laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such developments. The Parties hereto specifically agree to take such action as is necessary to implement the requirements of HIPAA, the HITECH Act, and HIPAA Regulations and other applicable laws relating to the security or confidentiality of PHI. The Parties understand and agree that the Parties must provide, when requested, written evidence that the Parties are in compliance with the HITECH Act, and applicable HIPAA Regulations.

D. Notwithstanding any other provision of this Agreement, the Parties may terminate this Agreement upon twenty (20) days' notice in the event: (a) the Parties do not promptly provide written evidence of compliance with the HITECH Act, and applicable HIPAA Regulations, or (b) the Parties become aware that the Parties or any of the Parties' subcontractors or agents discloses PHI in a manner that is not authorized by the Parties or by applicable law.

E. During the term of this Agreement, the contractor agrees to abide by the Information Exchange Agreement between the Social Security Administration ("**SSA**") and the California Department of Health Care Services "**DHCS**"), the Computer Matching and Privacy Protection Act Agreement between the Social Security Administration and the Health and Human Services Agency of California, the Electronic Information Exchange Security Requirement and Procedures for State and Local Agencies Exchanging Electronic Information with the Social Security Administration-Technical Systems Security Requirements ("**TSSR**"), and the Computer Matching Agreement between the Department of Homeland Security United States Citizenship and

Immigration Services and the California Department of Health Care Services. **These documents contain sensitive material and the Contractor agrees not to post these documents in a public viewing area including any public Internet site.** Contractor agrees to abide by all relevant requirements in the National Institute of Standards and Technology ("**NIST**") Special Publications ("**SP**") 800-122 and 800-53 (https://www.nist.gov/), and the Memorandums of Understanding that the County has with DHCS and CDSS regarding all Personally Identifiable Information ("**PII**").

CONTRACTOR RESPONSIBILITIES

1) Contractor will provide a list of all employees who will have access to SSA data to the County prior to County giving Contractor access to such data. See **Exhibit "C"**.

2) Contractor and their staff will be required to complete an initial and annual confidentiality training. Each staff member, who handles SSA information, will sign a non-disclosure agreement stating they are aware of the requirements to maintain the confidentiality and non-disclosure of any SSA related information that is used by them to complete their daily duties and any sanctions and penalties that can follow any wrongful disclosure of PII/PHI information will be the responsibility of the Contractor. Contractor will maintain the non-disclosure statements for their employees for the required five years as stated in the TSSR and NIST guidelines. Additionally, if requested, Contractor will provide proof of such training to the Department as required by the MOUs.

3) Contractor agrees to allow the County to complete periodic onsite reviews of their facility to ensure that the following steps meet SSA's requirements:

   a) Safeguards for sensitive information;

   b) Technological safeguards on computer(s) that have access to SSA-provided information;

   c) Security controls and measures to prevent, detect, and resolve unauthorized access to, use of, and re-disclosure of SSA-provided information, and;

   d) Continuous monitoring of the Contractor's or agent's network and infrastructure and assets.

   e) Compliance with all applicable TSSR and NIST guidelines.

4) Contractor will maintain records of all PII and PHI exchanges under this contract for a period of five years and will provide such records upon request to the County for evidentiary purposes.

5) Contractor agrees no PII or PHI record will be stored outside the Contractor's information system without approval by County. Contractor will physically control and securely store information system media, both paper and digital, based on the highest Federal Information Processing Standard ("**FIPS**") 199 security category of the information recorded on the media. Contractor will restrict the pickup, receipt, transfer, and delivery of such media to authorized personnel.

6) Contractor is required to encrypt any PHI/PII information prior to transmission to the County as outlined in the TSSR and NIST guidelines. If encryption is not available, Contractor will work with County on alternate methods to receive any PII/PHI documents.

7) Contractor is required to report any breach or loss of PII/PHI within 24 hours to the appropriate County Security Officers. See **Exhibit "C"**.

8) Contractor will institute a destruction policy for the handling of all PII/PHI information including shredding, burning, and pulverizing of records to avoid any accidental disclosure of such information along with purging and sanitizing digital media using approved equipment, techniques, and procedures. Contractor will track, document, and verify media sanitization actions.

9) Contractor and their employees who wrongfully disclose PII/PHI information are subject to criminal and civil sanctions including but not limited to suspension of all access to PII information provided by the County, jail time, and court actions by the person(s) whose information was disclosed.

COUNTY RESPONSIBLTIES

1) County will provide Contractor with training materials which the Contractor will use to assist in completing their initial and annual training. See **Exhibit "C"** for access instructions.

2) County will provide Contractor access to the TSSR guidelines and the Memorandums of Understanding with DHCS and CDSS to assist them in meeting the requirements for maintaining confidentiality of all PII/PHI records. See **Exhibit "C"** for access instructions.

3) County will maintain records of all Contractor's and employees who handle PII/PHI as part of their daily duties and will only give access to SSA provided information as outlined in this Agreement.

4) If necessary, County will request records for evidentiary purposes when needed from the Contractor.

5) County agrees to provide a copy of their Breach Reporting Incident Policy to the Contractor along with contact names and telephone numbers for all County Privacy Officers.

25. BUSINESS ASSOCIATE ADDENDUM

Each Party agrees to execute the Business Associate Addendum attached hereto as Exhibit "D", which covers obligations under HIPAA and HITECH, so that County may comply with its obligations under the HIPAA laws and Regulations.

26. ENFORCEMENT OF REMEDIES

No right or remedy herein conferred on or reserved to County is exclusive of any other right or remedy herein or by law or equity provided or permitted, but each shall be cumulative of

every other right or remedy given hereunder or now or hereafter existing by law or in equity or by statute or otherwise, and may be enforced concurrently or from time to time.

27. SEVERABILITY

Should any part, term, portion, or provision of this Agreement be decided finally to be in conflict with any law of the United States or the State of California, or otherwise be unenforceable or ineffectual, the validity of the remaining parts, terms, such portions, or provisions shall be deemed severable and shall not be affected thereby, provided remaining portions or provisions can be construed in substance to constitute the agreement which the Parties intended to enter into in the first instance.

28. COMPLIANCE WITH LAW

Contractor shall observe and comply with all applicable County, State and federal laws, ordinances, rules, and regulations now in effect or hereafter enacted, each of which are hereby made a part hereof and incorporated herein by reference.

CAPTIONS AND INTERPRETATION

Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement.

No provision of this Agreement shall be interpreted for or against a Party because that Party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

30. TIME OF ESSENCE

Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision hereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.

31. COUNTERPARTS

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

32. NONDISCRIMINATION Neither Contractor, nor any officer, agent, employee, servant or subcontractor of Contractor, shall discriminate in the treatment or employment of any individual or groups of individuals on the grounds of age, sex, color, disability, national origin, race, marital status, sexual orientation, religion, political affiliation, or any other classification protected by law, either directly, indirectly or through contractual or other arrangements as described in CDSS Manual of Policies and Procedures, Chapter 21. Contractor will further adhere to all mandated requirements as described in the CDSS Manual of Policies and Procedures, Chapter 21 which can be found at http://www.dss.cahwnet.gov/getinfo/pdf/3cfcman.pdf.

Contractor understands and acknowledges that its assurance is given in consideration of and for the purpose of receiving compensation for service as provided in this Agreement,

which compensation is funded through federal and State assistance. In the event County is subject to any fiscal sanction or other legal remedies as a result of Contractor's failure to comply with the requirements of this section, Contractor shall indemnify and hold harmless County from any such fiscal sanction or other legal remedy imposed against County as provided in the indemnification provisions of this Agreement. Contractor shall participate in and pay County's costs incurred in County's defense in any judicial or administrative hearing or process to determine where a violation of this section has occurred.

Contractor acknowledges that the County, as a recipient of such funding, is obligated to comply with State and federal requirements regarding nondiscrimination, as evidenced by form CR-50, Assurance of Compliance, (**Exhibit "E**"). By signing this Agreement, Contractor, as a recipient of such funding through the County, shall be equally bound to comply with each and every requirement set forth therein.

33. AUDIT, INSPECTION, AND RETENTION OF RECORDS

Contractor agrees to maintain and make available to County accurate books and records relative to all its activities under this Agreement. Contractor shall permit County to audit, examine and make excerpts and transcripts from such records, and to conduct audits or reviews of all invoices, materials, records of personnel, or other data related to all other matters covered by this Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not less than five years from the date of final payment under this Agreement, or until after the conclusion of any fiscal audit, whichever occurs last. The State of California and/or any federal agency having an interest in the subject of this Agreement shall have the same rights conferred upon County herein.

34. NON-COLLUSION COVENANT

Contractor represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this Agreement with County. Contractor has received from County no incentive or special payments or considerations related to the provision of services under this Agreement.

35. NO THIRD PARTY BENEFICIARIES

It is expressly understood and agreed that the enforcement of these terms and conditions and all rights of action relating to such enforcement shall be strictly reserved to County and Contractor. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of County and Contractor that any such person or entity, other than County or Contractor, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

36. SIGNATURE AUTHORITY

Each Party represents that they have full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

37. EXHIBITS

Each Exhibit attached to this Agreement is incorporated into this Agreement by reference.

[Remainder of this page is intentionally left blank.]

The Parties have executed this Agreement on the Execution Date.

COUNTY OF KERN

Dated: _____ By

_____

Chairman, Board of Supervisors
"County"

CONTRACTOR's Name

Dated: _____ By

_____

Jeremy T. Tobias, Executive Director

APPROVED AS TO CONTENT:
Kern County Department of Human Services

Dated: _____ By

_____

Dena Murphy, Director

APPROVED AS TO FORM:
Office of the County Counsel

Dated: _____ By

_____

Bryan Walters, Deputy County Counsel

HOUSING FOR THE HARVEST EXPANSION
(*Disaster Response Emergency Operations Account Funding*)

REIMBURSEMENT REQUEST / CASH ADVANCE REQUEST / INVOICE FOR ADVANCED FUNDS

County Name:		**Month/Year:**	
Contact Name:		**Address:**	
Telephone No:			
Email:			

Select one request type below:

☐ **Reimbursement Request**
(Complete Section 1)
☐ Regular 30-Day
☐ 3-Day Expedite

☐ **Cash Advance Request**
(Complete Section 2)

☐ **Invoice for Advanced Funds**
(Complete Section 1) – non-reimbursement

Section 1: Reimbursement Request and Invoice for Advanced Funds		
Description of Services and/or Items	**Cost**	**Individuals Served During Invoice Period** ***(Number of Individuals who were served with these Expenditures)***
1. Wraparound Services for Individuals in Hotels *Defined in ACWDL dated March 1, 2021*		[Unduplicated total individuals served in H4H Hotels]
2. Wraparound Services for Individuals at Home *Defined in ACWDL dated March 1, 2021*		[Unduplicated total individuals served at home]
3. Total Individuals provided Financial Assistance *(combined totals of a and b)*	$ 0.00	[Unduplicated total individuals served with financial assistance] 0
a. Individuals in hotels ($1000)		[Unduplicated total individuals served]
b. Individuals at home ($500)		[Unduplicated total individuals served]
4. Administrative/Operational Costs Associated *(county and/or subcontractor staff time, data entry, operational expenses, etc.)* *Defined in ACWDL dated March 1,2021*		
Total	**$ 0.00**	[Unduplicated total individuals served] **0**

Section 2: Cash Advance Requests Only	
Purpose (specify if for wraparound services and/or financial assistance, a Administrative costs, or both):	
Cash Advance Requested: (Maximum allowed – 25% of allocation)	
Expense Period:	

COUNTY CERTIFICATION

I hereby certify under penalty of perjury, that I am the Official in aforesaid county responsible for the examination and settlement of accounts; that I have not violated any provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the amounts reported herein have been expended and are properly chargeable as expenditures for administration of the Welfare programs in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the California Department of Social Services (CDSS).

If Cash Advance is requested: I agree to submit an invoice to report actual expenditures of advanced funds due by the last business day of the following month in which the costs were incurred. Also, I agree to return to CDSS any advanced funds which are not offset by a CDSS approved reimbursement, or which exceed the amount to which this agency becomes entitled, by August 13, 2021.

SIGNATURE OF COUNTY AUDITOR	**SIGNATURE OF COUNTY WELFARE DIRECTOR**
DATE	**DATE**

OPERATION/PROGRAM BUDGET- HOME FOR HARVEST (March 2021 - June 2021)

Program Director ($46.85 p/hr 2 hrs/wk x 16 wks)

Program Services Supervisor - Homeless Services ($29 p/hr x 4 hrs/wk x 16 wks)

Program Specialist ($18.25 p/hr x 8 hrs/wk x 16 wks)

Case Managers x 2 ($18 p/hr x 10 hrs/wk each x 16 wks)

TOTAL

OPERATION / PROGRAM BENEFITS @24%

TRAVEL

Mileage

Client Transportation ($100 per client) (10% participation)

OPERATIONAL COSTS

211 Call Center ($10 per referral)

Consumable Supplies/PPE

Outreach and Marketing Plan (Graphics & Materials, Media-Buys, Contract Workers)

(Logo-$3K, Media-$18,750 and remaining operational support x 4 months campaign

DIRECT SERVICES

Meal Delivery Service ($15 per client meal x 3 meals x 14 days = $630 per) (10% participation)

Financial Assistance $500 per client/family (Check Payment) (90% participation)

Financial Assistance $1000 per client/family (Check Payment) (10% participation)

Misc Supplies $40 per client/family (Includes Tote) (10% participation)

TOTAL OPERATIONAL AND PROGRAM COSTS

Contingency 5%

Indirect 10%

TOTAL

Per Client Served

Total Participants

10% in hotel rooms

Participants 250	Participants 500	Participants 1000	Participants 1500
$ 1,499.00	$ 1,499.00	$ 1,499.00	$ 1,499.00
$ 1,856.00	$ 1,856.00	$ 1,856.00	$ 1,856.00
$ 2,336.00	$ 2,336.00	$ 2,336.00	$ 2,336.00
$ 5,760.00	$ 5,760.00	$ 5,760.00	$ 5,760.00
$ 11,451.00	**$ 11,451.00**	**$ 11,451.00**	**$ 11,451.00**
$ 2,748.00	$ 2,748.00	$ 2,748.00	$ 2,748.00
$ 2,000.00	$ 2,500.00	$ 3,000.00	$ 3,500.00
$ 3,000.00	$ 5,000.00	$ 10,000.00	$ 15,000.00
$ 2,500.00	$ 5,000.00	$ 10,000.00	$ 15,000.00
$ 2,000.00	$ 2,500.00	$ 3,000.00	$ 3,500.00
$ 113,750.00	$ 113,750.00	$ 113,750.00	$ 113,750.00
$ 18,900.00	$ 31,500.00	$ 63,000.00	$ 94,500.00
$ 110,000.00	$ 225,000.00	$ 450,000.00	$ 675,000.00
$ 30,000.00	$ 50,000.00	$ 100,000.00	$ 150,000.00
$ 1,200.00	$ 2,000.00	$ 4,000.00	$ 6,000.00
$ 297,549.00	**$ 451,449.00**	**$ 770,949.00**	**$ 1,090,449.00**
$ 14,877.00	$ 22,572.00	$ 38,547.00	$ 54,522.00
$ 31,243.00	$ 47,402.00	$ 80,950.00	$ 114,497.00
$ 343,669.00	**$ 521,423.00**	**$ 890,446.00**	**$ 1,259,468.00**
$ 1,374.68	$ 1,042.85	$ 890.45	$ 839.65
250	500	1000	1500
30	50	100	150
0.1	0.1	0.1	0.1

Exhibit "C"

The Department of Human Services (DHS) entered into a Memorandum of Understanding with the California Department of Healthcare Services (DHCS), effective September 2, 2016, and with the California Department of Social Services (CDSS), effective May 18, 2017, regarding the protection of Personally Identifiable Information (PII) that we share with our Contractors. The definition of PII covered by these MOUs refers to "specific information about an individual used to trace that individual's identity. Information such as his/her name, Social Security number (SSN), date and place of birth, mother's maiden name or biometric records, alone, or when combined with other personal of identifying information is linkable or linked to a specific individual's medical, educational, financial, and employment information."

DHS' agreements with these entities require DHS to provide a copy or access to both MOUs as well as the Technical System Security Requirements (TSSRs) and the National Institute of Standards and Technology (NIST) to each Contractor. DHS is required to inform Contractors of the specific information that applies to those who receive and send PII information and will provide training materials to assist the Contractors in initial and annual training requirements. Information to obtain copies of the confidential MOUs and security documents, as well as training materials, via secure file transfer, will be provided upon request by contacting **BAAContracts@kerndhs.com. You may not post any of the MOUs or the TSSR/NIST documents in a public place as specified by the Social Security Administration.**

Below are highlights of requirements outlined in the Agreement. This is not a comprehensive list, so please ensure you are familiar with responsibilities outlined in the Agreement relating to PII.

- All Contractors must provide the Department of Human Services with a list of their employees who will have access to PII information exchanged under its Agreement. Please send listing to **BAAContracts@kerndhs.com**.

- If there is a data breach of your technical system or any loss of PII information by you or your staff, this must be immediately reported to the Department of Human Services Security Officers. You must work with the Department's Security Officers to determine if the breach is reportable to the State and provide evidence and a report of how the loss occurred, if requested.

- It is important to note that any PII violation carries civil and criminal sanctions for Contractors as well as employees if the SSA information is used in a manner or purpose not authorized under your Agreement with the County. Additionally, violations may result in a suspension of all SSA related documents being provided to the Contractor.

The Department of Human Services is committed to protecting all PII information that is shared with Contractors and trust Contractors share in this commitment.

Department of Human Services Security Officers:

- Technology Services Manager (661-334-3343) BAAContracts@kerndhs.com
- Senior Human Resources Manager (661-633-7373) BAAContracts@kerndhs.com

EXHIBIT “D”

BUSINESS ASSOCIATE ADDENDUM

This Business Associate Addendum ("Addendum") supplements and is made a part of the contract ("Contract") by and between County of Kern, by and through the Department of Human Services (“CE”) and **Community Action Partnership of Kern** ("BA").

RECITALS

A. CE wishes to disclose certain information, some of which may constitute Protected Health Information ("PHI") (defined below), to BA pursuant to the terms of the Contract.

B. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.

C. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Addendum.

In consideration of the mutual promises below and the exchange of information pursuant to this Addendum, the parties agree as follows:

1. **Definitions**

Catch-all definition:

The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required by Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

Specific definitions:

(a) Business Associate. “Business Associate” shall generally have the same meaning as the term “business associate” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean [Insert Name of Business Associate].

(b) Covered Entity. "Covered Entity" or "CE" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean the Kern County Department of Human Services.

(c) HIPAA Rules. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

(d) **Electronic Health Record** shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.

(e) **Privacy Rule** shall I mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164 (Subparts A and E).

2. **Obligations and Activities of Business Associate**

Business Associate agrees to:

(a) Not use or disclose protected health information other than as permitted or required by the Agreement or as required by law;

(b) Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of protected health information other than as provided for by the Agreement;

(c) Report to covered entity any use or disclosure of protected health information not provided for by the Agreement of which it becomes aware, including breaches of unsecured protected health information as required at 45 CFR 164.410, and any security incident of which it becomes aware;

(d) In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information;

(e) Make available protected health information in a designated record set to the "covered entity" as necessary to satisfy covered entity's obligations under 45 CFR 164.524;

(f) Make any amendment(s) to protected health information in a designated record set as directed or agreed to by the covered entity pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy covered entity's obligations under 45 CFR 164.526;

(g) Maintain and make available the information required to provide an accounting of disclosures to the "covered entity" as necessary to satisfy covered entity's obligations under 45 CFR 164.528;

(h) To the extent the business associate is to carry out one or more of covered entity's obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the covered entity in the performance of such obligation(s); and

(i) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

Permitted Uses and Disclosures by Business Associate

(a) Business associate may only use or disclose protected health information as necessary to perform the services set forth in the attached Agreement

(b) Business associate may use or disclose protected health information as required by law.

(c) Business associate agrees to make uses and disclosures and requests for protected health information consistent with covered entity's minimum necessary policies and procedures.

(d) Business associate may not use or disclose protected health information in a manner that would violate Subpart E of 45 CFR Part 164 if done by covered entity except for the specific uses and disclosures set forth below.

(e) Business associate may use protected health information for the proper management and administration of the business associate or to carry out the legal responsibilities of the business associate.

(f) Business associate may disclose protected health information for the proper management and administration of business associate or to carry out the legal responsibilities of the business associate, provided the disclosures are required by law, or business associate obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies business associate of any instances of which it is aware in which the confidentiality of the information has been breached.

(g) Business associate may provide data aggregation services relating to the health care operations of the covered entity.

EXHIBIT “D”

Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions

(a) Covered entity shall notify business associate of any limitation(s) in the notice of privacy practices of covered entity under 45 CFR 164.520, to the extent that such limitation may affect business associate’s use or disclosure of protected health information.

(b) Covered entity shall notify business associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her protected health information, to the extent that such changes may affect business associate’s use or disclosure of protected health information.

(c) Covered entity shall notify business associate of any restriction on the use or disclosure of protected health information that covered entity has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect business associate’s use or disclosure of protected health information.

(d) **Reporting of Improper Access, Use or Disclosure.** BA shall report to CE in writing of any access, use or disclosure of Protected Information not permitted by the Contract and Addendum, and any Breach of Unsecured PHI of which it becomes aware without unreasonable delay and in no case later than 10 calendar days after discovery [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)].

(e) **Business Associate's Agents.** BA shall ensure that any agents, including subcontractors, to whom it provides Protected Information, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by paragraph (c) above with respect to Electronic PHI [45 C.F.R. § 164.504(e)(2)(ii)(D); 45 C.F.R. § 164.308(b)]. BA shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. §§ 164.530(f) and 164.530(e)(1)).

(f) **Amendment of PHI.** If applicable within ten (10) days of receipt of a request from CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA or its agents or subcontractors shall make such Protected Information available to CE for amendment and incorporate any such amendment to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If any individual requests an amendment of Protected Information directly from BA or its agents or subcontractors. BA must notify CE in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by

BA or its agents or subcontractors shall be the responsibility of CE [45 C.F.R. Section 164.504(e)(2)(ii)(F)].

(g) **Accounting Rights.** Within ten (10) days of notice by CE of a request for an accounting of disclosures of Protected Information BA and its agents or subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935(c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or subcontractors for at least six (6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an electronic health record and is subject to this requirement. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to BA or its agents or subcontractors, BA shall within five (5) days of a request forward it to CE in writing. It shall be CE s responsibility to prepare and deliver any such accounting requested BA shall not disclose any Protected Information except as set forth in Sections 2.b. of this Addendum [45 C.F.R. Sections 164.504(e)(2)(ii)(G) and 165.528]. The provisions of this subparagraph shall survive the termination of this Agreement.

(h) **Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with the Privacy Rule [45 C.F.R. Section 164.504(e)(2)(ii)(H)]. BA shall provide to CE a copy of any Protected Information that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.

(i) **Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.

(j) **Notification of Breach.** During the term of the Contract, BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of security,

intrusion or unauthorized use or disclosure of PHI of which BA becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. BA shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.

(k) **Breach Pattern or Practice by Covered Entity.** Pursuant to 42 U.S.C. Section 17934(b), if the BA knows of a pattern of activity or practice of the CE that constitutes a material breach or violation of the CE's obligations under the Contract or Addendum or other arrangement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the Contract or other arrangement if feasible, or if termination is not feasible, report the problem to the Secretary of DHHS. BA shall provide written notice to CE of any pattern of activity or practice of the CE that BA believes constitutes a material breach or violation of the CE's obligations under the Contract or Addendum or other arrangement within five (5) days of discovery and shall meet with CE to discuss and shall attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.

(l) **Audits, Inspection and Enforcement.** Within ten (10) days of a written request by CE, BA and its agents or subcontractors shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Addendum for the purpose of determining whether BA has complied with this Addendum; provided, however, that (i) BA and CE shall mutually agree in advance upon the scope, timing and location of such an inspection. (ii) CE shall protect the confidentiality of all confidential and proprietary information of BA to which CE has access during the course of such inspection; and (iii) CE shall execute a nondisclosure agreement, upon terms mutually agreed upon by the parties. If requested by BA. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA's facilities, systems, books, records, agreements. policies and procedures does not relieve BA of its responsibility to comply with this Addendum, nor does CE's (i) failure to detect or (ii) detection, but failure to notify BA or require BA's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of County's enforcement rights under the Contract or Addendum, BA shall notify CE within ten (10) days of learning that BA has become the subject of an audit, compliance review, or complaint investigation by the Office for Civil Rights.

EXHIBIT "D"

3. **Termination**

(a) **Material Breach.** A breach by BA of any provision of this Addendum, as determined by CE, shall constitute a material breach of the Contract and shall provide grounds for immediate termination of the Contract, any provision in the Contract to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii)].

(b) **Judicial or Administrative Proceedings.** CE may terminate the Contract, effective immediately, if (i) BA is named as a defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.

(c) Obligations of Business Associate Upon Termination.

Upon termination of this Agreement for any reason, business associate, with respect to protected health information received from covered entity, or created, maintained, or received by business associate on behalf of covered entity, shall:

1. Retain only that protected health information which is necessary for business associate to continue its proper management and administration or to carry out its legal responsibilities;
2. Return to covered entity the remaining protected health information that the business associate still maintains in any form;
3. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of the protected health information, other than as provided for in this Section, for as long as business associate retains the protected health information;
4. Not use or disclose the protected health information retained by business associate other than for the purposes for which such protected health information was retained and subject to the same conditions set out in this Agreement above which applied prior to termination; and
5. Return to covered entity or, if agreed to by covered entity, destroy the protected health information retained by business associate when it is no longer needed by business associate for its proper management and administration or to carry out its legal responsibilities.

4. I**ndemnification**

BA agrees to indemnify, defend and hold harmless CE and CE's agents, board members, elected and appointed officials and officers, employees, volunteers and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, costs, and expenses (including, but not limited to, reasonable attorneys' fees of County Counsel and counsel retained by CE, expert fees, costs of staff time, and investigation costs) of whatever kind or nature, which arise out of or are in any way connected with any negligent act or omission of BA or BA's officers, agents, employees, independent BAs, sub-contractor of any tier, or authorized representatives. Without limiting the generality of the foregoing, the same shall include injury or death to any person or persons; damage to any property, regardless of where located, including the property of CE; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of BA by any person or entity.

5. **Disclaimer**

CE makes no warranty or representation that compliance by BA with this Addendum, HIPAA, the HITECH Act, or the HIPAA Regulations will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

6. **Certification**

To the extent that CE determines that such examination is necessary to comply with CE's legal obligations pursuant to HIPAA relating to certification of its security practices, CE or its authorized agents or contractors, may, at CE's expense, examine BA's facilities, systems, procedures and records as may be necessary for such agents or contractors to certify to CE the extent to which BA's security safeguards comply with HIPAA, the HITECH Act, the HIPAA Regulations or this Addendum.

7. **Amendment**

a. **Amendment to Comply with Law.** The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Contract or Addendum may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule and other applicable laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request

of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Addendum embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule or other applicable laws. CE may terminate the Contract upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Contract or Addendum when requested by CE pursuant to this Section or (ii) BA does not enter into an amendment to the Contract or Addendum providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

8. **Assistance in Litigation or Administrative Proceedings**

BA shall make itself, and any subcontractors, employees or agents assisting BA in the performance of its obligations under the Contract or Addendum, available to CE. at no cost to County, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against County, its directors, officers or employees based upon a claimed violation of HIPAA, the HITECH Act, The Privacy Rule, the Security Rule, or other laws relating to security and privacy, except where BA or its subcontractor, employee or agent is a named adverse party.

9. **No Third-Party Beneficiaries**

Nothing express or implied in the Contract or Addendum is intended to confer, nor shall anything herein confer, upon any person other than County, BA and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

10. **Effect on Contract**

Except as specifically required to implement the purposes of this Addendum, or to the extent inconsistent with this Addendum, all other terms of the Contract shall remain in force and effect.

11. **Interpretation**

The provisions of this Addendum shall prevail over any provisions in the Contract that may conflict or appear inconsistent with any provision in this Addendum. This Addendum and the Contract shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Addendum shall be resolved in favor of a meaning that complies and is consistent with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.

EXHIBIT "E"

ASSURANCE OF COMPLIANCE WITH
THE KERN COUNTY DEPARTMENT OF HUMAN SERVICES

NONDISCRIMINATION IN STATE
AND FEDERALLY ASSISTED PROGRAMS

Community Action Partnership of Kern (HEREINAFTER "CONTRACTOR')

CONTRACTOR HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; Government Code (GC) Section 11135, as amended; California Code of Regulations (CCR) Title 22 Section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act; Section 1808 Removal of Barriers to Inter Ethnic Adoption Act of 1996 and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of race, color, national origin, political affiliation, religion, marital status, sex, age, or disability be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE CONTRACTOR HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the CONTRACTOR agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-39, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the CONTRACTOR directly or through contract, license, or other provider services, as long as it receives federal or state assistance; and shall be submitted annually with the required Civil Rights Plan Update.

5005 Business Park North, Bakersfield, CA 93309
Address of Contractor

CAPK Strategic Plan Progress Report
Goal 6

Completed By: Tracy Webster, CFO Report Period Month/Year 02/28/2021

Goal 6. CAPK will develop a strategic financing framework to ensure it is prepared for the future and has an adequate understanding of its financial position.				
Objectives	**Strategies**	**Last Update Oct 2020**	**Current Month /Year**	**Comments**
6.1: Develop a long-range financial plan.	6.1.1 Identify all costs and projected revenue associated with ongoing support for each division within CAPK over a 5-year period of time.	100%	100%	This is an ongoing and regular practice.
	6.1.2 Develop a formal, comprehensive cost/benefit analysis for all expansion/capital projects, to include initial costs, ongoing maintenance budgets and potential benefits/revenue.	80%	80%	This is an ongoing and regular practice in collaboration with Operations. The only missing component is a detailed list of deferred maintenance and equipment/vehicle replacement.
	6.1.3 Combine data collected in strategies 6.1.1 and 6.1.2 to develop a 5-year projected revenue and anticipated expense financial plan framework.	80%	80%	This is an ongoing and regular practice in collaboration with Operations. The only missing component is a detailed list of deferred maintenance and equipment/vehicle replacement.
	6.1.4 Develop written guidelines for implementing financial plan and addressing funding changes, near-term and long-term.	100%	100%	Financial protocols with respect to addressing funding

				changes are addressed in both the Accounting and Financial Procedures Manual and Standardized Operating Procedures.
	6.1.5 Based upon results of needs analysis in Objective 1.1, identify programs with an opportunity to develop enhanced and/or new revenue streams.	100%	100%	This is an ongoing and regular practice that is principally led by the Grants group. Finance does not lead new programming and grant writing.
	6.1.6 Establish a robust committee to develop opportunities to generate $1MM in the discretionary fund as an initial tier goal.	100%	100%	Achieve in Fiscal Year 2019/20
6.2: Build upon financial practices which provide CAPK with better budget flexibility.	6.2.1 Provide training to managers and/or designees to facilitate (program, division) budget development utilizing the financial plan.	100%	100%	This is an ongoing activity.
	6.2.2 Create a formalized process for budget adjustments.	100%	100%	This is an ongoing and regular practice.
	6.2.3 Perform quarterly reviews of budget to actuals, making necessary changes and reporting to the CAPK board.	100%	100%	This is an ongoing and regular practice.
Total Progress		**96%**	**96%**	



BUDGET AND FINANCE COMMITTEE

MARCH 24, 2021

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
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/20 - 02/28/21	541	DONATIONS
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)	1,535,543 1,535,543	93.569	20F - 3015 21F - 4015	01/01/20 - 05/31/21 01/01/21 - 05/31/22	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

A1

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
AMERICORPS 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
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	93.568 93.568	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	93.568	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	600,085 600,085	93.575	CCTR - 9050 CCTR - 0052	07/01/19 - 06/30/20 07/01/20 - 06/30/21	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855 275,855	93.596	CCTR - 9050 CCTR - 0052	07/01/19 - 06/30/20 07/01/20 - 06/30/21	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000 28,000	93.575	CMAP - 9000 CMAP - 0000 CMAP - 0000	07/01/19 - 06/30/20 07/01/20 - 06/30/21 07/01/20 - 06/30/21	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

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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
CALIFORNIA STATE PRESCHOOL PROGRAM	357,247	93.596	CSPP - 9121	07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,491,998	10.561	19-10324	10/01/19 - 09/30/20	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
ECONOMIC EMPOWERMENT	50,000	93.590	EE - KERN - 17 - 20	07/01/19 - 06/30/20	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE 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	21.019		7/1/2020 - 11/30/2020	105-097	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SNFMP (SENIOR FARMERS MARKET NUTRITION PROGRAM)	17,000	10.576		7/1/2020 - TBD	113	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 36	79,598	97.024		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	97.024		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	97.024		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	97.024		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	10.178		10/01/19 - 09/30/20	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
ESG CARES ACT HOMELESS SERVICES	3,800,000	14.231	752-2020	3/1/2020 - 9/30/2022	141	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY PLANNING AND DEVELOPMENT, EMERGENCY SHELTER GRANTS PROGRAM CARES, COUNTY OF KERN
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

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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
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
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 4,173,683		CMAP - 9000 CMAP - 0000	07/01/19 - 06/30/20 07/01/20 - 06/30/21	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,659,082 2,659,082		CCTR - 9050 CCTR - 0052	07/01/19 - 06/30/20 07/01/20 - 06/30/21	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	3,846,369 4,367,697		CSPP - 9121 CSPP-0126	07/01/19 - 06/30/20 07/01/20 - 06/30/21	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	262,661 262,661		CMIG - 9004 CMIG - 0004	07/01/19 - 06/30/20 07/01/20 - 06/30/21	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	39,399 39,399		CMSS - 9004 CMSS - 0004	07/01/19 - 06/30/20 07/01/20 - 06/30/21	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

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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
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	147,879 328,862		509-2019	01/01/20 - 06/30/20 07/01/20 - 06/30/21	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM	57,000		18-CESH-12453	10/03/19 - 07/24/24	272	STATE OF CALIFORNIA, DEPT OF GENERAL SERVICES, UNITED WAY OF KERN
COUNTY OF KERN 2020 CENSUS	47,707		N/A	01/14/20 - 09/30/20	273	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER **START-UP**	239,630		017-2020	01/14/20 - 06/30/20	275-007	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	1,027,736		017-2020	01/14/20 - 06/30/20	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,054,472		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000		N/A	10/01/20 - 09/30/23	276	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
CITY OF BAKERSFIELD HOMELESS HOUSING ASSISTANCE AND PREVENTION	42,000		2020-213	10/01/20 - 09/30/22	278	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, CITY OF BAKERSFIELD
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

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FIRST 5 KERN 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
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	90,717		2020.2.18	01/01/21 - 06/30/21	286	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
KAISER FOUNDATION - FOOD ASSISTANCE	95,000		N/A	TBD	419	KAISER FOUNDATION
FEEDING AMERICA SENIOR HUNGER	50,000		25618	11/01/20 - 01/31/22	422	FEEDING AMERICA SENIOR HUNGER, MULTI-PRIVATE DONORS
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
211 ENERGY UPGRADE CA PROGRAM	30,000		N/A	11/01/20 - 12/31/20	432	COMMUNITY RESOURCE PROJECT, INC.
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

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PREPARED 3/16/2021
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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
211 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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PREPARED 3/16/2021
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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		
186	2-1-1 Hospital Preparedness Program				X		
272	United Way - CESH				X		

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

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

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

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/29/20	n/a				
03/31/20	n/a				
04/30/20	n/a				
05/31/20	n/a				
06/30/20	n/a				
07/31/20	600,000	600,000	6		
08/31/20	n/a				
09/30/20	n/a				
10/31/20	n/a				
11/30/20	n/a				
12/31/20	n/a				
01/31/21	n/a				
02/28/21	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 January 01, 2021. A $2 million increase
Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.
Note 3: Line of credit was required on July 30, 2020 in the amount of 600,000. The loan was repaid on August 4, 2020 in full.

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%
10/01/20 - 12/31/20	90 days	$ 2,555.55	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 FEBRUARY 28, 2021

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(194,774.93)
HEAD START/EARLY HEAD START	321,889.79
SUBTOTAL	**127,114.86**
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	(70,287.53)
MIGRANT A/P	1,560,364.18
MIGRANT CHILD CARE	38,245.05
MIGRANT SPECIALIZED SERVICES	4,575.40
SAN JOAQUIN COE GENERAL CHILD CARE	(17,423.26)
STATE PRESCHOOL	1,108,225.87
SUBTOTAL	**2,623,699.41**
ANTHEM BLUE CROSS FOOD BANK	46,148.96
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	240,252.35
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(145,528.47)
COUNTY OF KERN CARES ACT	(7,990.96)
EF&S	70,351.50
EFAP	(78,627.12)
FEEDING AMERICA SENIOR HUNGER	50,000.00
FOOD BANK	523,964.82
FOOD BANK EXPANSION	25,038.88
FOOD BANK CAPACITY PROGRAM	181,818.00
FOOD BANK - STATE	102,217.57
KAISER	95,000.00
SENIOR FARMERS MARKET NUTRITION PROGRAM	16,254.00
TRADE MITIGATION	(4,808.90)
WONDERFUL FOUNDATION	88,242.90
SUBTOTAL	**1,202,333.53**
ENERGY	(191,165.44)
DOE WAP	22,278.08
LIHEAP	(121,398.76)
PG&E	(15,720.99)
DAP (Disgorgement Assistance Program)	(29,125.61)
TRANSFER NEGATIVE BALANCE	335,132.72
SUBTOTAL	**0.00**
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	**2,000.00**
211	491,298.69
211 ENERGY UPGRADE CA PROGRAM	1,056.49
211 HOSPITAL PREPAREDNESS PROGRAM	(8,924.16)
AMERICORPS - CALIFORNIA VOLUNTEERS	(102,730.44)
BANK OF THE WEST	0.00
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(4,125.76)
CAL FRESH	(39,925.04)
CALEITC	(24,768.90)
CAPK FOUNDATION	(24,733.14)
CITY OF BKFD HOMELESS HOUSING ASST & PREV (HHAP)	(9,377.07)
COST POOLS	(5,843.49)
COUNTY OF KERN 2020 CENSUS	0.00
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	646.94
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(193,479.73)
CSBG	(16,677.23)
CSBG CARES ACT	32,620.79
CSBG DISCRETIONARY	(62,529.99)
DIFFERENTIAL RESPONSE	(20,416.61)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	1,969,074.17
ECONOMIC EMPOWERMENT	(17,097.29)
EAST KERN FAMILY RESOURCE CENTER	29,450.72
ESG CARES ACT HOMELESS SERVICES	(10,201.88)
KEDF MEAL DELIVERY RESTAURANT PROGRAM	0.00
FIRST 5 KERN 211	(10,842.01)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(19,840.38)
FIRST 5 HELP ME GROW	(18,590.18)
FRIENDSHIP HOUSE	29,905.58
FUNDRAISING	275,059.44
GAPP FUND	0.00
GENERAL FUND	91,678.76
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(15,826.07)
HACK Rental & MORTGAGE ASSISTANCE 211 MOU	19.14
HOME VISIT INITIATIVE (CO OF KERN)	(110,623.65)
HUD-COORDINATED ENTRY SYSTEM	(22,825.24)
INDIRECT FUND	898,381.62
IRS - VITA	(28,126.21)
M ST NAVIGATION CENTER	5,390.00
NALEO - 2020 CENSUS	7,109.58
NEOPB CAL FRESH HEALTHY LIVING	(309,042.30)
POSITIVE YOUTH DEV SVC	(9,256.96)
POSITIVE YOUTH M	(39,632.70)
SHAFTER YOUTH CENTER	30,457.61
SHARE OUR STRENGTH NO KID HUNGRY	0.00
SIERRA FOUNDATION - ASTHMA MITIGATION	195,710.74
SILICON VALLEY COM FOUND MIGRANT ALTERNATIVE PYMT	125,271.25
SO CA EDISON - 211 CUSTOMER RELATIONS	28,459.33
UNITED WAY 211	981.55
UNITED WAY CESH	1,819.29
VIRGINIA & ALFRED HARRELL LITERACY PROGRAM	87,396.40
WELLS FARGO FOUNDATION	46,981.80
WIC	(676,018.20)
LESS: ENERGY NEGATIVE BALANCE	(335,132.72)
ADD: LINE OF CREDIT	
SUBTOTAL	**2,216,860.26**
TOTAL OPERATING CASH	6,172,008.06

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED February 1, 2021 - February 28, 2021

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Gloria Barbero	Administrator - EHS San Joaquin	516.78
Yolanda Gonzales	Director of Head Start/State Child Development Programs	254.57
Freddy Hernandez	Director of Youth and Community Services	1,994.40
Traco Matthews	Chief Program Officer	-
Lisa McGranahan	Director of Human Resoures	815.00
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	-
Pritika Ram	Director of Administration	375.00
Carmen Segovia	Director of Health & Nutrition Services	738.67
Sheila Shegos	Director of Community Development	110.00
Jeremy Tobias	Chief Executive Officer	32.69
Emilio Wagner	Director of Operations	5,269.49
Tracy Webster	Chief Financial Officer	-
	Total	$ 10,106.60

WELLS FARGO

Statement Expenses

03/02/2021 09:24 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**AP, CAPK**	Start Date:	**02/01/2021**
Card Number:	**xxxx-xxxx-xxxx-7017**	End Date:	**02/28/2021**
Status:	**Open**	Reminder Period:	**03/02/2021** through **03/04/2021**
Charges:	**0.00 USD**	Grace Period:	**03/05/2021** through **03/07/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**03/08/2021** through **03/11/2021**
Total Amount:	**0.00 USD**	Download Period:	**03/12/2021** through **03/29/2021**

Charges

There are no results.

---End of Report---

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WELLS FARGO

Statement Expenses

03/02/2021 09:36 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary					
Cardholder Name:	**BARBERO, GLORIA**	Start Date:	**02/01/2021**		
Card Number:	**xxxx-xxxx-xxxx-7058**	End Date:	**02/28/2021**		
Status:	**Open**	Reminder Period:	**03/02/2021**	through	**03/04/2021**
Charges:	**516.78 USD**	Grace Period:	**03/05/2021**	through	**03/07/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**03/08/2021**	through	**03/11/2021**
Total Amount:	**516.78 USD**	Download Period:	**03/12/2021**	through	**03/29/2021**

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/28/2021	02/01/2021	Chase Chevrolet 209-475-6651,CA		CAPK Pcard(CAPL Pcard)	No	181.78 USD / 181.78

2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	02/16/2021	02/17/2021	Ci Stockton Bldg Permit 209-9378561,CA		CAPK Pcard(CAPL Pcard)	No	335.00 USD / 335.00

Total Charges: 516.78 USD

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

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WELLS FARGO

Statement Expenses

03/02/2021 09:36 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary					
Cardholder Name:	**GONZALES, YOLANDA**	Start Date:	**02/01/2021**		
Card Number:	**xxxx-xxxx-xxxx-7009**	End Date:	**02/28/2021**		
Status:	**Open**	Reminder Period:	**03/02/2021**	through	**03/04/2021**
Charges:	**254.57 USD**	Grace Period:	**03/05/2021**	through	**03/07/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**03/08/2021**	through	**03/11/2021**
Total Amount:	**254.57 USD**	Download Period:	**03/12/2021**	through	**03/29/2021**

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	02/03/2021	02/04/2021	Smore.com - Educator Www.smore.com,PA		CAPK Pcard(CAPL Pcard)	No	79.00 USD / 79.00

2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	02/24/2021	02/24/2021	Barnes&noble.com-bn 800-843-2665,NY		CAPK Pcard(CAPL Pcard)	No	135.52 USD / 135.52

3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	02/25/2021	02/25/2021	Barnes&noble.com-bn 800-843-2665,NY		CAPK Pcard(CAPL Pcard)	No	40.05 USD / 40.05

Total Charges: 254.57 USD

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WELLS FARGO

Statement Expenses

03/02/2021 09:37 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**HERNANDEZ, FREDDY**	Start Date:	**02/01/2021**
Card Number:	**xxxx-xxxx-xxxx-8889**	End Date:	**02/28/2021**
Status:	**Open**	Reminder Period:	**03/02/2021** through **03/04/2021**
Charges:	**1,994.40 USD**	Grace Period:	**03/05/2021** through **03/07/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**03/08/2021** through **03/11/2021**
Total Amount:	**1,994.40 USD**	Download Period:	**03/12/2021** through **03/29/2021**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	01/28/2021	02/01/2021	Proactive Safety Service 513-372-6232,OH		CAPK Pcard(CAPL Pcard)	No	200.00 USD / 200.00
2.	02/07/2021	02/08/2021	Doordash Too Fats Sand Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	No	75.79 USD / 75.79
3.	02/08/2021	02/08/2021	Doordash Mcdonalds Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	No	18.80 USD / 18.80
4.	02/06/2021	02/08/2021	Domino's 7493 661-758-3030,CA		CAPK Pcard(CAPL Pcard)	No	18.37 USD / 18.37
5.	02/10/2021	02/10/2021	Doordash Tacos La Vill Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	No	23.19 USD / 23.19
6.	02/12/2021	02/12/2021	Doordash Panda Express Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	No	42.41 USD / 42.41
7.	02/14/2021	02/15/2021	Doordash Magoos Pizza Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	No	39.77 USD / 39.77
8.	02/12/2021	02/15/2021	Tonys Wheels & Tires Mojave,CA		CAPK Pcard(CAPL Pcard)	No	340.00 USD / 340.00
9.	02/18/2021	02/18/2021	Doordash Tacos La		CAPK Pcard(CAPL	No	18.17 USD / 18.17

			Vill Www.doordash.,CA		Pcard)		
10.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/20/2021	02/22/2021	Doordash Sequoia Sandw Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	No	28.62 USD / 28.62
11.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/21/2021	02/22/2021	Doordash Little Caesar Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	No	41.88 USD / 41.88
12.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/22/2021	02/23/2021	Doordash Mcdonalds Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	No	29.17 USD / 29.17
13.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/23/2021	02/23/2021	Doordash Tacos La Vill Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	No	23.56 USD / 23.56
14.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/24/2021	02/24/2021	Doordash Tacos La Vill Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	No	27.26 USD / 27.26
15.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/23/2021	02/24/2021	Fs Archenergy 877-3278914,CA		CAPK Pcard(CAPL Pcard)	No	900.00 USD / 900.00
16.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/25/2021	02/25/2021	Doordash Tacos La Vill Www.doordash.,CA		CAPK Pcard(CAPL Pcard)	No	19.17 USD / 19.17
17.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/25/2021	02/25/2021	Snap Inc. Snap Snap Ads 650-9065368,CA		CAPK Pcard(CAPL Pcard)	No	10.60 USD / 10.60
18.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/25/2021	02/25/2021	Snap Inc. Snap Snap Ads 650-9065368,CA		CAPK Pcard(CAPL Pcard)	No	10.57 USD / 10.57
19.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/25/2021	02/25/2021	Snap Inc. Snap Snap Ads 650-9065368,CA		CAPK Pcard(CAPL Pcard)	No	10.51 USD / 10.51
20.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/25/2021	02/25/2021	Snap Inc. Snap Snap Ads 650-9065368,CA		CAPK Pcard(CAPL Pcard)	No	10.07 USD / 10.07
21.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/25/2021	02/26/2021	Canva 02977-20184741		CAPK Pcard(CAPL Pcard)	No	12.95 USD / 12.95

			Httpscanva.co,DE				
22.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/25/2021	02/26/2021	Snap Inc. Snap Snap Ads 650-9065368,CA		CAPK Pcard(CAPL Pcard)	No	10.22 USD / 10.22
23.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/25/2021	02/26/2021	Snap Inc. Snap Snap Ads 650-9065368,CA		CAPK Pcard(CAPL Pcard)	No	8.65 USD / 8.65
24.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/25/2021	02/26/2021	Snap Inc. Snap Snap Ads 650-9065368,CA		CAPK Pcard(CAPL Pcard)	No	10.18 USD / 10.18
25.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/25/2021	02/26/2021	Snap Inc. Snap Snap Ads 650-9065368,CA		CAPK Pcard(CAPL Pcard)	No	10.57 USD / 10.57
26.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/25/2021	02/26/2021	Snap Inc. Snap Snap Ads 650-9065368,CA		CAPK Pcard(CAPL Pcard)	No	10.59 USD / 10.59
27.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/26/2021	02/26/2021	Snap Inc. Snap Snap Ads 650-9065368,CA		CAPK Pcard(CAPL Pcard)	No	11.02 USD / 11.02
28.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/26/2021	02/26/2021	Snap Inc. Snap Snap Ads 650-9065368,CA		CAPK Pcard(CAPL Pcard)	No	10.91 USD / 10.91
29.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/26/2021	02/26/2021	Snap Inc. Snap Snap Ads 650-9065368,CA		CAPK Pcard(CAPL Pcard)	No	11.27 USD / 11.27
30.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/26/2021	02/26/2021	Snap Inc. Snap Snap Ads 650-9065368,CA		CAPK Pcard(CAPL Pcard)	No	10.13 USD / 10.13

Total Charges: 1,994.40 USD

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WELLS FARGO

Statement Expenses

03/02/2021 09:28 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**MATTHEWS, TRACO**	Start Date:	**02/01/2021**
Card Number:	**xxxx-xxxx-xxxx-3726**	End Date:	**02/28/2021**
Status:	**Open**	Reminder Period:	**03/02/2021** through **03/04/2021**
Charges:	**0.00 USD**	Grace Period:	**03/05/2021** through **03/07/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**03/08/2021** through **03/11/2021**
Total Amount:	**0.00 USD**	Download Period:	**03/12/2021** through **03/29/2021**

Charges

There are no results.

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WELLS FARGO

Statement Expenses

03/02/2021 09:29 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**MCGRANAHAN, LISA**	Start Date:	**02/01/2021**
Card Number:	**xxxx-xxxx-xxxx-9914**	End Date:	**02/28/2021**
Status:	**Open**	Reminder Period:	**03/02/2021** through **03/04/2021**
Charges:	**815.00 USD**	Grace Period:	**03/05/2021** through **03/07/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**03/08/2021** through **03/11/2021**
Total Amount:	**815.00 USD**	Download Period:	**03/12/2021** through **03/29/2021**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	02/09/2021	02/10/2021	Eb How To Build A Job 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	298.00 USD / 298.00
2.	02/09/2021	02/10/2021	Eb How To Build A Job 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	298.00 USD / 298.00
3.	02/09/2021	02/10/2021	Eb How To Build A Job 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	298.00 USD / 298.00
4.	02/10/2021	02/11/2021	Eb How To Build A Job 8014137200,CA		CAPK Pcard(CAPL Pcard)	No	(298.00) USD / (298.00)
5.	02/24/2021	02/25/2021	Eb Hr 101 For New Man 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	219.00 USD / 219.00

Total Charges: 815.00 USD

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WELLS FARGO

Statement Expenses

03/02/2021 09:30 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**MEADE, JERRY**	Start Date:	**02/01/2021**
Card Number:	**xxxx-xxxx-xxxx-5025**	End Date:	**02/28/2021**
Status:	**Open**	Reminder Period:	**03/02/2021** through **03/04/2021**
Charges:	**0.00 USD**	Grace Period:	**03/05/2021** through **03/07/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**03/08/2021** through **03/11/2021**
Total Amount:	**0.00 USD**	Download Period:	**03/12/2021** through **03/29/2021**

Charges

There are no results.

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WELLS FARGO

Statement Expenses

03/02/2021 09:31 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary					
Cardholder Name:	**RAM, PRITIKA**	Start Date:	**02/01/2021**		
Card Number:	**xxxx-xxxx-xxxx-7074**	End Date:	**02/28/2021**		
Status:	**Cardholder Reviewed**	Reminder Period:	**03/02/2021**	through	**03/04/2021**
Charges:	**375.00 USD**	Grace Period:	**03/05/2021**	through	**03/07/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**03/08/2021**	through	**03/11/2021**
Total Amount:	**375.00 USD**	Download Period:	**03/12/2021**	through	**03/29/2021**

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	02/19/2021	02/22/2021	Facebk Suh4pz6vt2 650-5434800,CA		CAPK Pcard(CAPL Pcard)	No	175.00 USD / 175.00

2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	02/21/2021	02/22/2021	Facebk C84742bvt2 650-5434800,CA		CAPK Pcard(CAPL Pcard)	No	25.00 USD / 25.00

3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	02/22/2021	02/22/2021	Facebk Mzz7hzeut2 650-5434800,CA		CAPK Pcard(CAPL Pcard)	No	175.00 USD / 175.00

Total Charges: 375.00 USD

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

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WELLS FARGO

Statement Expenses

03/02/2021 09:31 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary					
Cardholder Name:	**SEGOVIA, CARMEN**	Start Date:	**02/01/2021**		
Card Number:	**xxxx-xxxx-xxxx-7025**	End Date:	**02/28/2021**		
Status:	**Open**	Reminder Period:	**03/02/2021**	through	**03/04/2021**
Charges:	**738.67 USD**	Grace Period:	**03/05/2021**	through	**03/07/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**03/08/2021**	through	**03/11/2021**
Total Amount:	**738.67 USD**	Download Period:	**03/12/2021**	through	**03/29/2021**

Charges

1.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/02/2021	02/03/2021	Wal-mart #2557 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	32.39 USD / 32.39
2.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/02/2021	02/04/2021	Office Depot #952 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	113.64 USD / 113.64
3.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/02/2021	02/04/2021	Bed Bath & Beyond #407 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	21.64 USD / 21.64
4.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/17/2021	02/18/2021	Great Valley Publishing C 610-9489500,PA		CAPK Pcard(CAPL Pcard)	No	349.00 USD / 349.00
5.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	02/24/2021	02/26/2021	Randys Towing Llc Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	222.00 USD / 222.00

Total Charges: 738.67 USD

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

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WELLS FARGO

Statement Expenses

03/02/2021 09:32 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary					
Cardholder Name:	**SHEGOS, SHEILA**	Start Date:	**02/01/2021**		
Card Number:	**xxxx-xxxx-xxxx-0776**	End Date:	**02/28/2021**		
Status:	**Open**	Reminder Period:	**03/02/2021**	through	**03/04/2021**
Charges:	**110.00 USD**	Grace Period:	**03/05/2021**	through	**03/07/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**03/08/2021**	through	**03/11/2021**
Total Amount:	**110.00 USD**	Download Period:	**03/12/2021**	through	**03/29/2021**

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	02/25/2021	02/26/2021	Child Support Directors 916-446-6700,CA		CAPK Pcard(CAPL Pcard)	No	110.00 USD / 110.00

Total Charges: 110.00 USD

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WELLS FARGO

Statement Expenses

03/02/2021 09:33 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**TOBIAS, JEREMY**	Start Date:	**02/01/2021**
Card Number:	**xxxx-xxxx-xxxx-7066**	End Date:	**02/28/2021**
Status:	**Cardholder Reviewed**	Reminder Period:	**03/02/2021** through **03/04/2021**
Charges:	**32.69 USD**	Grace Period:	**03/05/2021** through **03/07/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**03/08/2021** through **03/11/2021**
Total Amount:	**32.69 USD**	Download Period:	**03/12/2021** through **03/29/2021**

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	02/17/2021	02/17/2021	Frugattis Italian Eateary Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	32.69 USD / 32.69
	Description	Lunch Mtg. w/David Knight, new ED of CalCAPA.					

Total Charges: 32.69 USD

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

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WELLS FARGO

Statement Expenses

03/02/2021 09:34 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**WAGNER, EMILIO**	Start Date:	**02/01/2021**		
Card Number:	**xxxx-xxxx-xxxx-7041**	End Date:	**02/28/2021**		
Status:	**Open**	Reminder Period:	**03/02/2021**	through	**03/04/2021**
Charges:	**5,269.49 USD**	Grace Period:	**03/05/2021**	through	**03/07/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**03/08/2021**	through	**03/11/2021**
Total Amount:	**5,269.49 USD**	Download Period:	**03/12/2021**	through	**03/29/2021**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	02/17/2021	02/18/2021	American Fabrication Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	375.38 USD / 375.38
2.	02/19/2021	02/19/2021	Onestepgpscom 181-865-9203,CA		CAPK Pcard(CAPL Pcard)	No	209.25 USD / 209.25
3.	02/19/2021	02/22/2021	Smartsign 718-797-1900,NY		CAPK Pcard(CAPL Pcard)	No	350.00 USD / 350.00
4.	02/21/2021	02/22/2021	Microsoft Store Redmond,WA		CAPK Pcard(CAPL Pcard)	No	205.00 USD / 205.00
5.	02/20/2021	02/22/2021	Bestbuycom806425524396 888-bestbuy,MN		CAPK Pcard(CAPL Pcard)	No	2,056.74 USD / 2,056.74
6.	02/22/2021	02/23/2021	Best Buy 00008565 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	216.48 USD / 216.48
7.	02/22/2021	02/23/2021	Mindbody, Inc. 805-5462000,CA		CAPK Pcard(CAPL Pcard)	No	445.40 USD / 445.40
8.	02/23/2021	02/24/2021	Best Buy 00008565 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,411.24 USD / 1,411.24

Total Charges: 5,269.49 USD

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

---End of Report---

WELLS FARGO

Statement Expenses

03/02/2021 09:35 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	**WEBSTER, TRACY**	Start Date:	**02/01/2021**
Card Number:	**xxxx-xxxx-xxxx-6993**	End Date:	**02/28/2021**
Status:	**Open**	Reminder Period:	**03/02/2021** through **03/04/2021**
Charges:	**0.00 USD**	Grace Period:	**03/05/2021** through **03/07/2021**
Out-of-pocket:	**0.00 USD**	Approval Period:	**03/08/2021** through **03/11/2021**
Total Amount:	**0.00 USD**	Download Period:	**03/12/2021** through **03/29/2021**

Charges

There are no results.

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COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2020 TO FEBRUARY 28, 2021 (12 OF 12 MONTHS OR 100.00%)

Line Item	2020/21 Budget	3/1/20 - 2/28/21 Actual	% Expended	Available Budget
USDA Revenue (Note A)	619,546	777,087	125.4%	(157,541)
Head Start Subsidy	1,080,077	1,076,706	99.7%	3,371
Total Revenue	1,699,623	1,853,793	109.1%	(154,170)
Expenditures (Note B)				
Salaries	597,785	630,611	105.5%	(32,826)
Benefits	193,353	197,876	102.3%	(4,523)
Vehicle Gasoline, Repair/Maintenance	27,000	34,054	126.1%	(7,054)
Space Costs	48,202	118,456	245.7%	(70,254)
Supplies - Office & Food Service	86,000	76,336	88.8%	9,665
Equipment Repair/Maintenance & Lease	35,300	6,002	17.0%	29,298
Communication	13,000	16,092	123.8%	(3,092)
Risk Insurance	12,700	15,051	118.5%	(2,351)
Printing	1,000	466	46.6%	534
Hiring & Employee Costs	100	-	0.0%	100
First Aid	500	640	128.0%	(140)
Other Misc	-	454	-	(454)
Raw Food/Vended Meals	502,129	604,326	120.4%	(102,197)
Sub Total	1,517,069	1,700,365	112.1%	(183,296)
Adult Meals Prepared	28,497	81,293	285.3%	(52,796)
Indirect	154,057	72,135	46.8%	81,921
Total Expenditures	1,699,623	1,853,793	109.1%	(154,171)

	Prior Period	February 2021	Cumulative
Total Meals Prepared and Vended (Note C)	465,228	53,533	518,761
Total Meals Claimed	313,437	41,939	355,376
Difference	151,791	11,594	163,385

Percentage Claimed to Prepared/Vended		78.3%	68.5%

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 (7 OF 12 MONTHS = 58.3%)

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	$ 587,970	$ 548,956	$ 552,571	$ 542,057	$ 536,657	$ -	$ -				$ 3,719,331		
Add: Family Fees	-	-	8,573	10,051	10,477	11,989	10,000	-	-	-	-	-	$ 51,090		
Net Provider Payments	$ 431,498	$ 519,622	$ 596,543	$ 559,007	$ 563,048	$ 554,046	$ 546,657	$ -	$ -	$ -	$ -	$ -	$ 3,770,421	86.03%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**7,907,363**		**47.68%**
Administration & Support Services Revenue															
Provider Payments	$ 431,498	$ 519,622	$ 596,543	$ 559,007	$ 563,048	$ 554,046	$ 546,657	$ -	$ -	$ -	$ -	$ -	$ 3,770,421		
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	$ 126,539	$ 118,577	$ 119,434	$ 117,525	$ 115,958	$ -	$ -	$ -	$ -	$ -	$ 799,785		
Program Administration/Support Services Costs	65,934	71,199	62,745	59,765	58,628	85,290	58,008						461,569	10.53%	
Indirect (10% x MTDC) Costs	57,151	58,299	66,003	62,100	62,433	64,350	60,681						431,016	3.44%	
Transfer Indirect to CSBG	-	(42,232)	(12,105)			(225,908)							(280,246)		
Total Operating Costs	$ 123,085	$ 87,266	$ 116,643	$ 121,864	$ 121,061	$ (76,269)	$ 118,689	$ -	$ -	$ -	$ -	-	612,339	13.97%	
Revenue Earned Over/(Under) Costs	$ (31,555)	$ 22,957	$ 9,896	$ (3,287)	$ (1,627)	$ 193,793	$ (2,732)	$ -	$ -	$ -	$ -	-	187,446		
TOTAL COSTS - NET OF FAMILY FEES	$ 554,583	$ 606,888	$ 713,186	$ 680,871	$ 684,109	$ 477,777	$ 665,347	$ -	$ -	$ -	$ -	$ -	4,382,760	100.00%	

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

Provider payments	3,770,421
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	799,785

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 (8 OF 12 MONTHS = 66.67%)

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	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	4,174	3,418	5,326	4,536	4,246					30,585	
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	$ 206,780	$ 169,309	$ 263,850	$ 224,713	$ 210,326	$ -	$ -	$ -	$ -	$ 1,515,176	**42.86%**
Maximum Reimburseable Amount (MRA)													**$3,535,022**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	96.80%	99.43%	99.43%	97.42%	98.93%	98.97%	98.34%	99.45%						**99.04%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%						100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-0126)														
Adjusted Days of Enrollment - Certified	1,174	1,581	3,220	5,396	4,615	5,977	6,813	6,520					35,295	
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	$ 160,517	$ 268,991	$ 230,058	$ 297,953	$ 339,628	$ 325,003	$ -	$ -	$ -	$ -	$ 1,759,442	**40.28%**
Maximum Reimburseable Amount (MRA)													**$4,367,697**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	97.90%	98.36%	98.18%	98.38%	97.03%	99.55%	99.31%	99.51%						**98.02%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%						100.00%
MIGRANT CHILD CARE (CMIG-0004)														
	195	159	138	159	147	331	171	145					1,445	
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	$ 7,276	$ 16,398	$ 8,471	$ 7,191	$ -	$ -	$ -	$ -	$ 71,591	**28.14%**
Maximum Reimburseable Amount (MRA)													**$254,377**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	98.30%	100.00%	97.62%	100.00%	98.52%	100.00%	100.00%	100.00%						**99.54%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%						100.00%

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:** February-2021

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

Services: Overall financial and accounting functions of the organization

Activities	February-2021		Year to Date 03/1/20 -2/28/21	
Description	**Number**	**Amount**	**Number**	**Amount**
Bank Deposits	14	1,626,369	160	33,519,831
Wire Deposits	10	637,085	161	10,679,834
Head Start/IRS Drawdowns	4	3,105,601	60	33,878,712
Vendor Checks Issued	595	1,441,079	8,303	28,884,389
Payroll Disbursed		3,199,222		35,287,179
Grant Reports Prepared	31		353	
Americorp Fed				
Americorp State				
CalFresh Outreach				
CalFresh SSI				
CALEITC				
CESH				
City of Bakersfield Homeless Housing & Preventio				
County of Kern - 211				
CSBG 2020				
CSBG Cares				
CSBG Discretionary				
CSBG 2021				
DAP				
Differential Response				
Economic Empower				
EFAP FFCRA				
Energy Upgrade CA Program - 211				
Food Purchased Distibution Program				
First 5 Kern – Help Me Grow				
Goodwill				
Homeless LBNC				
Home Visit Program				
Homeless Housing Assistance & Prevention				
HUD				
LIHEAP				
MCAP Fiscal Report & Caseload				
Postive Youth				
Postive Youth Medi-Cal				
San Joaquin COE General Child Care				
VITA				
WIC				

Total Division Staffing 21 positions + 1 Temp

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 FEBRUARY 28, 2021

ASSETS	
Cash in Bank	6,794,398
Cash - Vacation Reserve	977,532
Petty Cash	-
Accounts Receivable	(1,575,764)
Travel Advance	2,469
Prepaid Expense	411,745
Inventory	1,478,333
Net Fixed Assets - Unrestricted	1,342,146
Net Fixed Assets - Restricted	9,061,635
Total Assets	18,492,494
LIABILITES AND NET ASSETS	
Accounts Payable	748,083
Accrued Expenses	23,857
Accrued Vacation	976,929
Line of Credit	-
Note Payable	1,473,224
Advance Payable	308,039
Deferred Revenue	-
Total Liabilites	3,530,131
Total Net Assets	14,962,363
Total Liabilities and Net Assets	18,492,494

STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2020 TO FEBRUARY 28, 2021

REVENUE	
Grant Revenue	70,808,107
Donations	516,312
Other Revenue	6,707,440
In-Kind	7,461,521
Total Revenue	85,493,380
EXPENDITURES	
Salaries	34,321,370
Benefits	9,842,198
Travel	263,507
Space Costs	6,049,469
Supplies	3,119,575
Consultant/Contract Services	3,002,889
Other Costs	3,061,830
Program Costs	10,746,853
Capital Expenditures	266,201
Indirect	6,295,551
In-Kind	7,461,521
Total Expenditures	84,430,962
Net Change in Assets	1,062,418
Net Assets, beginning	13,899,945
Net Assets, ending	14,962,363

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 02-28-21 (100.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	35,295,491	31,494,557	3,800,934	89%
BENEFITS	10,824,659	9,175,416	1,649,243	85%
TRAVEL	925,612	265,017	660,595	29%
SPACE COST	11,015,674	5,143,175	5,872,499	47%
SUPPLIES	3,319,097	2,920,557	398,540	88%
EQUIPMENT	92,760	1,134,758	(1,041,998)	1223%
CONSULTANT/CONTRACT SERVICES	4,856,366	2,197,647	2,658,719	45%
OTHER COSTS	3,595,745	2,740,361	855,384	76%
PROGRAM COSTS	14,048,842	10,618,159	3,430,683	76%
INDIRECT	8,006,619	6,199,794	1,806,825	77%
TOTAL	91,980,865	71,889,441	20,091,424	78%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 02-28-21 (100.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	24,696,802	23,283,136	1,413,666	94%
BENEFITS	7,909,663	6,885,864	1,023,799	87%
TRAVEL	417,754	99,422	318,332	24%
SPACE COST	9,500,942	3,401,329	6,099,613	36%
SUPPLIES	2,637,345	1,880,905	756,440	71%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,337,430	682,779	654,651	51%
OTHER COSTS	1,829,915	1,283,836	546,079	70%
PROGRAM COSTS	8,157,623	6,678,362	1,479,261	82%
INDIRECT	5,127,674	4,370,756	756,918	85%
TOTAL	61,615,148	48,566,389	13,048,759	79%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 02-28-21 (100.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,228,141	3,769,540	458,601	89%
BENEFITS	1,235,823	983,517	252,306	80%
TRAVEL	242,490	132,655	109,835	55%
SPACE COST	650,140	812,046	(161,906)	125%
SUPPLIES	258,822	637,882	(379,060)	246%
EQUIPMENT	87,760	1,079,711	(991,951)	1230%
CONSULTANT/CONTRACT SERVICES	561,751	397,706	164,045	71%
OTHER COSTS	384,691	531,827	(147,136)	138%
PROGRAM COSTS	4,130,882	3,651,873	479,009	88%
INDIRECT	1,059,657	954,613	105,044	90%
TOTAL	12,840,157	12,951,371	(111,214)	101%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 02-28-21 (100.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,082,216	1,530,262	551,954	73%
BENEFITS	543,661	387,409	156,252	71%
TRAVEL	146,000	9,592	136,408	7%
SPACE COST	315,785	179,185	136,600	57%
SUPPLIES	107,730	76,193	31,537	71%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,884,710	784,042	1,100,668	42%
OTHER COSTS	936,378	516,536	419,842	55%
PROGRAM COSTS	909,205	192,392	716,813	21%
INDIRECT	692,569	357,777	334,792	52%
TOTAL	7,618,254	4,033,387	3,584,867	53%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 02-28-21 (100.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,446,168	1,962,346	483,822	80%
BENEFITS	623,618	425,795	197,823	68%
TRAVEL	76,378	21,854	54,524	29%
SPACE COST	338,374	530,162	(191,788)	157%
SUPPLIES	176,583	218,792	(42,209)	124%
EQUIPMENT	5,000	55,047	(50,047)	1101%
CONSULTANT/CONTRACT SERVICES	507,725	149,653	358,072	29%
OTHER COSTS	371,772	302,706	69,066	81%
PROGRAM COSTS	798,132	94,638	703,494	12%
INDIRECT	482,423	316,822	165,601	66%
TOTAL	5,826,173	4,077,815	1,748,358	70%

5,826,173

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 02-28-21 (100.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,567,468	740,455	827,013	47%
BENEFITS	438,247	231,888	206,359	53%
TRAVEL	42,990	1,495	41,495	3%
SPACE COST	208,233	217,945	(9,712)	105%
SUPPLIES	132,517	100,052	32,465	76%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	514,750	895	513,855	0%
OTHER COSTS	59,179	43,507	15,672	74%
PROGRAM COSTS	53,000	894	52,106	2%
INDIRECT	601,652	130,475	471,177	22%
TOTAL	3,618,036	1,467,607	2,150,429	41%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 02-28-21 (100.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	274,696	208,818	65,878	76%
BENEFITS	73,647	260,942	(187,295)	354%
TRAVEL	-	-	-	0%
SPACE COST	2,200	2,508	(308)	114%
SUPPLIES	6,100	6,733	(633)	110%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	50,000	182,570	(132,570)	365%
OTHER COSTS	13,810	61,949	(48,139)	449%
PROGRAM COSTS	-	-	-	0%
INDIRECT	42,644	69,351	(26,707)	163%
TOTAL	463,097	792,871	(329,774)	171%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2020/21
BUDGET TO ACTUAL - 3/1/20 TO 02/28/21 (12 OF 12 MONTHS = 100.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 7,642,243**	**$ 6,164,821**	**80.7%**	**$ 1,477,422**
Expenditures				
Salaries	3,710,632	2,988,965	80.6%	721,667
Benefits @ 24.2% actual	906,536	672,929	74.2%	233,607
Total Personnel Costs	4,617,168	3,661,894	79.3%	955,274
Operating Costs				
Travel	56,750	10,037	17.7%	46,713
Space Costs	193,300	269,029	139.2%	(75,729)
Supplies	119,400	165,863	138.9%	(46,463)
Consultant/Contract	1,004,366	821,829	81.8%	182,537
Other Operating Costs	298,600	329,893	110.5%	(31,293)
Total Operating Costs	1,672,416	1,596,651	95.5%	75,765
Total Expenditures	**$ 6,289,584**	**$ 5,258,545**	**83.6%**	**$ 1,031,039**
Excess Indirect Revenue	**$ 1,352,659**	**$ 906,277**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 917,844	$ 801,513	87.3%	$ 116,331
Operations	1,937,318	1,764,003	91.1%	173,315
Executive	1,145,335	730,912	63.8%	414,423
Community Development	354,917	327,261	92.2%	27,656
Finance	1,757,619	1,630,381	92.8%	127,238
Youth and Community Svcs	176,551	4,475	2.5%	172,076
	$ 6,289,584	$ 5,258,545	83.6%	$ 1,031,039

Prepared Date: 03/10/2021

MEMORANDUM

To: Board of Directors

From: Sheila Shegos, Director of Community Development

Date: March 31, 2021

Subject: *Agenda Item V(a)*: Bakersfield Regional Homeless Collaborative (BKRHC) Coronavirus Relief Fund (Motel Agreement) - **Action Item**

Under the CARES Act Coronavirus Relief Fund (CRF), the County of Kern Board of Supervisors approved allotment of funds to address the impacts of COVID-19 on the homeless community. A portion of the CRF funds distributed through the Bakersfield Kern Homeless Regional Homeless Collaborative (BKRHC) will assist CAPK, specifically M Street Navigation Center staff, to place homeless residents who have tested positive for COVID-19, are displaying symptoms of COVID-19 and awaiting test results, or have been exposed to COVID-19, in temporary housing for the purpose of isolation.

The Bakersfield Kern Regional Homeless Collaborative is awarding CAPK up to $25,000 for eligible costs during the contract period, including:

- Transportation to hotel and back to shelter
- Hotel room for quarantining up to 14 days
- Three (3) meals a day per client
- PPE & basic care items
- Daily (phone) wellness checks; and
- Education, information, and referrals

The contract period is January 1, 2021, ending December 31, 2021. A portion of these funds have been designated for the COVID-19 outbreak at M Street two months ago, where staff responded quickly and appropriately with hotel isolation and supports for keeping shelter residents and staff safe. Added health and safety measures were put in place as well to prevent further outbreaks. No further COVID outbreaks have occurred.

Recommendation:
Staff recommends the Board of Directors approve the CRF Motel Agreement and authorize the Chief Executive Officer to execute agreement and all related documents with the Bakersfield Kern Regional Homeless Collaborative.

Attachment:
BKRHC Coronavirus Relief Fund (Motel Agreement)

AGREEMENT No. 2020-026
CORONAVIRUS RELIEF FUND PROGRAM
ASSISTANCE TO CAPK

THIS AGREEMENT ("**Agreement**") is made and entered into on _____, 2021, by and between the BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE (BKRHC), and COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK), whose principal place of doing business is located at _____ ("**Subgrantee**").

RECITALS:

(a) The County of Kern has obtained funds from the Department of Treasury pursuant to section 601(b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), specifically the Coronavirus Relief Fund ("CRF") (hereinafter referred to as "CRF Program"); and

(b) On May 5, 2020, the County of Kern, by and through the Kern County Board of Supervisors, considered and approved the CARES Act Coronavirus Relief Fund Initial Utilization Plan including an allotment of funds to address the impacts of COVID-19 on the homeless community; and

(c) BKRHC agrees to assist CAPK by making available a portion of the CRF Program funds available to CAPK in an amount and upon the conditions provided for herein and for such activities as are permitted by the CRF Program; and

(d) BKRHC desires to distribute to CAPK a portion of the total CRF Program funds allotted to the BKRHC for the purpose of providing isolation of homeless individuals positive or at risk of COVID-19, so long as CAPK's payments are eligible costs, eligible costs are costs that:

(1) Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);

(2) Were not accounted for in the budget most recently approved as of March 27, 2020;

(3) Were incurred during the period that begins on January 1, 2021, and ends on December 31, 2021.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the receipt and adequacy of which are acknowledged, BKRHC and CAPK agree to the following terms:

AGREEMENT:

1. Definitions

(a) "**Project**" means the eligible activities to be carried out by CAPK under the CRF Program,

(b) "**Eligible CRF Program Components**" include out of pocket costs related to COVID-19 and the related public health precautions, including:

Placing homeless clients who have tested positive for COVID-19, are displaying symptoms of COVID-19 and awaiting test results, or have been exposed to COVID-19, in temporary housing for the purpose of isolation in accordance with applicable city, county, state, and federal laws for the period of time then recommended by the Kern County Public Health Department; Provide food, supplies, or direct services necessary to ensure the health and safety of said clients during the term of isolation.

2. BKRHC's Maximum Financial Obligations

(a) BKRHC's maximum financial obligation under this Agreement shall not exceed TWENTY-FIVE THOUSAND DOLLARS ($25,000) and shall only be paid from CRF Program funds received by CAPK from BKRHC. These funds shall be considered a grant to CAPK pursuant to this Agreement.

(b) Notwithstanding the foregoing, BKRHC's duty to pay CAPK under this Agreement is expressly contingent on CAPK submitting a COVID-19 BKRHC Reimbursement Form ("Reimbursement Form" an example of which is attached hereto as Exhibit "A.") of eligible costs and retaining documentation of such costs. BKRHC, at its sole option, may terminate or suspend this Agreement if CAPK fails to comply with terms of the CARES Act or in accordance with Section 19 of this Agreement, Termination. CAPK hereby agrees to and grants said option to BKRHC without reservation or claim for future cause of action based thereon.

(c) BKRHC may withhold payments to CAPK if CAPK, in BKRHC's sole determination, has not complied with provisions of the Act, federal regulations thereunder, terms of the CRF Program grant from the BKRHC grant to CAPK, the regulations of BKRHC promulgated to facilitate the administration of such grant, the terms of this Agreement, or any other statute or regulation applicable to the CRF Program or administration thereof. BKRHC agrees to inform CAPK within fifteen (15) days if BKRHC becomes aware that CAPK is not in compliance with the foregoing.

3. CAPK's Obligations

(a) CAPK shall submit a certified Reimbursement Form at least quarterly (once every three (3) months). Said certified claim is to be itemized and properly documented so as to clearly indicate, at minimum, the eligible costs for which payment is being claimed, or other measurement as agreed by and between BKRHC and CAPK.

(b) CAPK shall maintain data on individuals receiving goods or services reimbursed through this Agreement, utilizing the Homeless Management Information System (HMIS), demonstrating the participates eligibility for good or services provided. Such information shall include but is not limited to, individuals name, basis for determining homeless status, and evidence of COVID-19 testing positivity or exposure. The gathering and entry of data into the HMIS may be completed by third party congruent shelter operators or other service providers.

4. BKRHC's Obligations

(a) BKRHC shall provide CRF Program funds as reimbursement for Project activities carried out by CAPK.

(b) Disbursements shall be made by BKRHC to CAPK or its designee, after CAPK's submittal to BKRHC of a Reimbursement Form executed by a properly designated official of CAPK indicating the expenses incurred by CAPK for Project activities.

(c) CAPK agrees that BKRHC or its designee is hereby empowered to make an independent determination as to eligible Project activities which have been acquired or completed, and any such determination is conclusive.

(d) BKRHC shall process a Reimbursement Form of CAPK for payment under this Agreement with due diligence.

5. Compliance with Laws

(a) CAPK agrees to comply with the provisions of the CARES Act, any amendments thereto, the federal regulations and guidelines now or hereafter enacted pursuant to the Act, terms of the CRF Program grant to BKRHC now or hereafter in effect, and the regulations now or hereafter enacted by BKRHC to facilitate its administration of the CRF Program grant in Kern County, or any other statute, regulation or guideline applicable to the CRF Program, including, without limitation, the requirements under 24 CFR part 576. CAPK shall become familiar with the applicable statutes, regulations and guidelines governing the CRF Program, each of which is made a part hereof and incorporated herein by this reference as if set forth in full.

(b) It is agreed that all provisions of State of California law applicable to public contracts (except to the extent California law may be waived and is waived by the parties) are a part of this Agreement to the same extent as if set forth herein in full and shall be

complied with by CAPK under this Agreement and any related agreements.

(c) Should BKRHC become subject to any sanctions, including but not limited to those enumerated at 24 CFR part 576.501, due to any failure by CAPK or CAPK's agents to comply with all Federal, State and local laws and regulations, CAPK hereby agrees without reservation to be liable for any such sanctions and shall fully reimburse BKRHC for any payments made or funding lost as a result of such sanctions.

(d) All references or citations to Federal, State, or local codes, statutes, rules, regulations or executive orders are effective and applicable to this Agreement only to the extent they are currently valid or as they are from time to time amended, repealed or superseded.

(e) In the event CAPK, or any Contractors hired by CAPK, fails to comply with any of the obligations pursuant to this Agreement, including, but not limited to, use of CRF Program funds for ineligible Projects or any failure to comply with Federal, State or local codes, statutes, rules or regulations, CAPK agrees to re-pay CRF Program funds to BKRHC within five (5) business days of a determination that said funds are ineligible. Should CAPK fail to remit payment to BKRHC within five (5) business days, CAPK hereby authorizes BKRHC to transfer funds directly from any deposit accounts CAPK maintains with BKRHC, directly into BKRHC accounts in order to re-pay CRF Program funds in accordance with this Agreement.

(f) Notwithstanding the above, including the Eligible CRF Program Components set forth in subsection 1(b) of this Agreement, in the event the United States government determines that CAPK's uses of CRF Program funds are used for ineligible Projects, CAPK agrees to re-pay said CRF Program funds in accordance with section 5(e) of this Agreement.

6. Records and Administration

(a) CAPK shall comply with the policies, guidelines, and requirements of 2 CFR part 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS as now in effect and may be amended from time to time, including without limitation, cost allocation plans, and procurement, as they relate to the acceptance and use of CRF Program funds by CAPK. In the event BKRHC determines that an intentionally false or fraudulent certified claim has or is being filed by CAPK, BKRHC, in its sole discretion, may immediately terminate this Agreement and/or CAPK shall reimburse BKRHC for any and all funds found to be improperly paid, as well as those reasonable costs, including attorney fees, associated with the investigation and recovery of the contested claims and/or amounts.

(b) CAPK agrees to maintain Project documents, records and accounts, personnel and financial records, and submit such financial and performance reports as

are required to assure a proper accounting of all Project funds, as required by the regulations adopted pursuant to the CARES Act. Methods used to determine costs assigned to Project must conform to 2 CFR part 200 UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS as now in effect and may be amended from time to time, and must not differ substantially from the methods used by CAPK to determine costs for other aspects of its operations or programs. CAPK shall provide for access during normal business hours to the Project records by Federal, State, County, and BKRHC auditors, or their authorized agents, as may be deemed necessary to carry out their audit responsibilities. CAPK shall retain Project records for five (5) years after completion of Project, or until all related audit issues are resolved, whichever should occur later.

(c) BKRHC and CAPK shall comply with Recordkeeping and Reporting Requirements established at 24 CFR part 576.500.

7. Political Activity

CAPK agrees that no CRF Program funds shall be expended to finance any political activity in contravention of the Hatch Act of 1939, as amended, 5 U.S.C. 15 et seq.

8. Use of Grant Funds for Religious Purpose

CAPK will not engage in inherently religious activities as part of the CRF Program. Additionally, no otherwise qualified individual shall, solely by reason of his or her religion or religious belief, be excluded from the participation in, be denied the benefits of, or be subjected to, discrimination under any program funded by CRF Program funds.

9. Indemnification and Insurance

CAPK agrees to indemnify, defend, and hold harmless BKRHC and its agents, board members, elected and appointed officials and officers, employees, volunteers, and authorized representatives, from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, costs and expenses (including, but not limited to, reasonable attorney's fees of counsel retained by BKRHC, expert fees, costs of staff time, and investigation costs) of whatever kind or nature which arise out of or are in any way connected with any act or omission of CAPK or its officers, agents, employees, independent contractors, sub-contractors of any tier, or authorized representatives. Without limiting the generality of the foregoing, the same shall include bodily and personal injury or death to any person or persons; damage to any property, regardless of where located, including the property of BKRHC; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of CAPK by any person or entity.

CAPK acknowledges that CAPK, and all contractors hired by CAPK to perform

services under this Agreement, are aware of and understand the Immigration Reform and Control Act ("IRCA"). CAPK is and shall remain in compliance with the IRCA and shall ensure that only contractors hired by CAPK to perform services under this Agreement are in compliance with the IRCA. In addition, CAPK agrees to indemnify, defend, and hold harmless the BKRHC, its agents, board members, elected and appointed officials and officers, employees, volunteers, and authorized representatives, from any liability, damages or causes of action arising out of or relating to any claims that CAPK's employees or the employees of any contractor hired by CAPK, are not authorized to work in the United States for CAPK or its contractor and/or any other claims based upon alleged IRCA violations committed by CAPK or its contractor(s).

CAPK acknowledges that CAPK, and all contractors hired by CAPK to be compensated with CRF Program funds, will comply with the obligations and conditions set forth in this Agreement, including, but not limited to those expressly set forth in section 5, Compliance with laws. CAPK agrees to indemnify, defend, and hold harmless the BKRHC, its agents, board members, elected and appointed officials and officers, employees, volunteers, and authorized representatives, from any liability, damages or causes of action arising out of or relating to any claims or determinations that CAPK or CAPK's contractors used CRF Program funds for ineligible Projects.

CAPK in order to protect BKRHC and its board members, officials, agents, officers, and employees against all claims and liability for death, injury, loss and damage as a result of CAPK's actions in connection with the performance of CAPK's obligations, as required in this Agreement, shall secure and maintain insurance as described below. CAPK shall not perform any work under this Agreement until CAPK has obtained all insurance required under this section and the required certificates of insurance and all required endorsements have been filed with the BKRHC's authorized insurance representative, Insurance Tracking Services Inc. (ITS). Receipt of evidence of insurance that does not comply with all applicable insurance requirements shall not constitute a waiver of the insurance requirements set forth herein. The required documents must be signed by the authorized representative of the insurance company shown on the certificate. Upon request, CAPK shall supply proof that such person is an authorized representative thereof, and is authorized to bind the named underwriter(s) and their company to the coverage, limits and termination provisions shown thereon. The CAPK shall promptly deliver to ITS a certificate of insurance, and all required endorsements, with respect to each renewal policy, as necessary to demonstrate the maintenance of the required insurance coverage for the term specified herein. Such certificates and endorsements shall be delivered to ITS not less than 30 days prior to the expiration date of any policy and bear a notation evidencing payment of the premium thereof if so requested. CAPK shall immediately pay any deductibles and self-insured retentions under all required insurance policies upon the submission of any claim by CAPK or BKRHC as an additional insured.

a. Workers' Compensation and Employers' Liability Insurance Requirement

In the event CAPK has employees who may perform any services pursuant to this

Agreement, CAPK shall submit written proof that CAPK is insured against liability for workers' compensation in accordance with the provisions of section 3700 of the California Labor Code.

CAPK shall require any contractor or sub-contractor to provide workers' compensation for all of the contractor's or sub-contractor's employees, unless the contractor's or sub-contractor's employees are covered by the insurance afforded by CAPK. If any class of employees engaged in work or services performed under this Agreement is not covered by Labor Code section 3700, CAPK shall provide and/or require each contractor or sub-contractor to provide adequate insurance for the coverage of employees not otherwise covered.

CAPK shall also maintain employers' liability insurance with limits of one million dollars ($1,000,000) for bodily injury or disease.

b. Liability Insurance Requirements

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

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

(b) Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering all owned, leased, hired, and non-owned vehicles used in the performance of services pursuant to this Agreement with combined limits for Bodily Injury and Property Damage liability of at least one million dollars ($1,000,000) each occurrence.

(2) The Commercial General Liability and Automobile liability Insurance required herein shall include an endorsement naming the BKRHC and BKRHC's board members, officials, officers, agents and employees as additional insureds for liability arising out of this Agreement and any operations related thereto. Said endorsement shall be provided on ISO form CG 20 10 Edition date 11/85 or such other forms which provide coverage at least equal to or better than form CG 20 10 11 85.

(3) Any self-insured retentions in excess of ten thousand ($10,000) must

be declared on the Certificate of Insurance or other documentation provided to BKRHC and must be approved by BKRHC.

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

c. Cancellation of Insurance — The above stated insurance coverages required to be maintained by CAPK shall be maintained until the completion of all of CAPK's obligations under this Agreement except as otherwise indicated herein. Each insurance policy supplied by the CAPK must be endorsed to provide that the coverage shall not be suspended, voided, cancelled or reduced in coverage or in limits except after ten (10) days written notice in the case of non-payment of premiums, or 30 days written notice in all other cases. Such notice shall be by certified mail, return receipt requested. This notice requirement does not waive the insurance requirements stated herein. CAPK shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.

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

e. If CAPK is, or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, CAPK shall provide coverage equivalent to the insurance coverages and endorsements required above. BKRHC will not accept such coverage unless BKRHC determines, in its sole discretion and by written acceptance, that the coverage proposed to be provided by CAPK is equivalent to the above-required coverages.

f. All insurance afforded by CAPK pursuant to this Agreement shall be primary to and not contributing to any other insurance maintained by BKRHC. An endorsement shall be provided on all policies, except professional liability/errors and omissions, which shall waive any right of recovery (waiver of subrogation) against the BKRHC.

g. Insurance coverages in the minimum amounts set forth herein shall not be construed to relieve CAPK for any liability, whether within, outside, or in excess of such coverage, and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude BKRHC from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.

h. Failure by CAPK to maintain all such insurance in effect at all times required

by this Agreement shall be a material breach of this Agreement by CAPK. BKRHC, at its sole option, may terminate this Agreement and obtain damages from CAPK resulting from said breach. Alternatively, BKRHC may purchase such required insurance coverage, and without further notice to CAPK, BKRHC shall deduct from sums due to CAPK any premiums and associated costs advanced or paid by BKRHC for such insurance. If the balance of monies obligated to BKRHC pursuant to this Agreement is insufficient to reimburse CAPK for the premiums and any associated costs, BKRHC agrees to reimburse CAPK for the premiums and pay for all costs associated with the purchase of said insurance. Any failure by BKRHC to take this alternative action shall not relieve CAPK of its obligation to obtain and maintain the insurance coverages required by this Agreement.

i. Subcontractor Requirements

(1) If CAPK hires a consultant to provide professional services, such as counseling or substance abuse treatment services, under this Agreement, CAPK shall require its consultant to provide Professional Liability (Errors and Omissions) Insurance, for liability arising out of, or in connection with, the performance of all required services under this Agreement, with limits of not less than one million dollars ($1,000,000) per claim and two million dollars ($2,000,000) aggregate.

(2) During the Project, CAPK shall require that all contractors hired by CAPK to perform work with CRF Program funds maintain the following insurance coverages at all times during the performance of said work:

(a) Commercial General Liability Insurance including Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of Contractor's performance of work. The amount of said insurance coverage required by this Agreement shall be the policy limits, which shall be at least one million dollars ($1,000,000) each occurrence and two million dollars ($2,000,000) aggregate.

(b) Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering all owned, leased, hired, and non-owned vehicles, with combined limits for Bodily Injury and Property Damage liability of at least one million dollars ($1,000,000) each occurrence.

10. Assignment

CAPK shall not assign any right, title or interest it may acquire by reason of this Agreement except upon first obtaining the written consent of the BKRHC.

11. Remedies

No right or remedy herein conferred on or reserved to BKRHC is exclusive of any other right or remedy herein or by law or equity provided or permitted; but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing by law or in equity or by statute or otherwise, and may be enforced concurrently therewith or

from time to time.

12. Non Waiver

No covenant or condition of this Agreement to be performed by CAPK can be waived except by the written consent of BKRHC. Forbearance or indulgence by BKRHC in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by CAPK. A waiver of one covenant or condition by BKRHC does not grant or imply a waiver of any other covenant or condition to be performed by CAPK. BKRHC shall be entitled to invoke any remedy available to BKRHC under this Agreement or by law or in equity despite said forbearance or indulgence.

13. Incorporation of Prior Agreements and Amendments

This Agreement, including all attachments hereto and any reference to pertinent Federal or State laws and regulations, contains the entire Agreement between the parties, relating to the services, rights, obligations and covenants contained herein and assumed by the parties respectively. No inducements, representations or promises have been made, other than those recited in this Agreement. No oral promise, modification, change or inducement shall be effective or given any force or effect. This Agreement may be modified in writing only, signed by the parties in interest at the time of the modification.

14. Severability

Should any part, term, portion or provision of this Agreement be finally decided to be in conflict with any law of the United States or the State of California, or otherwise be unenforceable or ineffectual, the validity of the remaining parts, terms, portions, or provisions shall be deemed severable and shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the agreement which the parties intended to enter into in the first instance.

15. Signatory Authority

Each individual executing this Agreement on behalf of each party represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of such party and that this Agreement is binding on such party in accordance with its terms. CAPK shall, prior to Agreement execution by BKRHC's Executive Board, deliver to BKRHC a copy of the resolution or minute order of CAPK's governing body authorizing the execution of this Agreement.

16. Modifications or Changes

The terms of this Agreement may only be modified by the written consent of the parties hereto.

17. Counterparts

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

18. Term of Agreement

The term of this Agreement shall commence as of the date first written above and shall terminate December 30, 2021. Notwithstanding the foregoing, this Agreement shall be in effect only during such time as BKRHC maintains its CRF Program in effect in Kern County under the CRF Program Grant to BKRHC, except that CAPK shall retain records as is required in **Section 6** entitled "Records and Administration".

19. Termination

Notwithstanding **Section 18**, above, BKRHC and CAPK each reserve the right to terminate this Agreement according to the standards and requirements found at 2 CFR 200.339 upon giving 30 days' notice to the other party. In the event this Agreement is terminated, CAPK shall furnish to BKRHC the results of its work or copies of any and all documents relating to Project in CAPK's possession up to the date of termination. CAPK's failure to perform or observe any term, covenant or condition of this Agreement shall constitute an event of default under this Agreement and provide grounds for immediate termination of the Agreement.

20. Execution

This Agreement is effective upon the date indicated herein above. It is the product of negotiation and all parties are equally responsible for authorship of this Agreement. Section 1654 of the California Civil Code shall not apply to the interpretation of this Agreement.

21. Notices

Notices shall be sufficiently given hereunder if personally served in writing upon BKRHC or CAPK or if sent by the United States mail, postage prepaid, as follows:

If directed to BKRHC:

1900 E Brundage Ln
Bakersfield, CA 93307

If directed to CAPK:

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

22. Venue

This Agreement has been entered into and is to be performed in the County of Kern, California. Accordingly, the parties agree that the venue of any action relating to this Agreement shall be brought in the County of Kern.

23. Opinions and Determinations

Where the terms of this Agreement provide for action to be based upon the opinion, judgment, approval, review, discretion, option, or determination of either BKRHC or CAPK, such terms are not intended to be and shall not be construed as permitting such opinion, judgment, approval, review, discretion, option, or determination to be arbitrary, capricious, or unreasonable.

24. No Third Party Beneficiaries

It is expressly understood and agreed that the enforcement of these terms and conditions and all rights of action relating to such enforcement, shall be strictly reserved to BKRHC and CAPK. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of BKRHC and CAPK that any such person or entity, other than BKRHC and CAPK, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

25. Prohibited Interest of Officials and Employees

In addition to the conflict of interest requirements in OMB Circulars A-102 and A-110, no person who is an employee, agent, consultant, officer, or elected or appointed official of BKRHC, or CAPK (or of any designated public agency) that receives CRF Program funds and who exercises any functions or responsibilities with respect to the CRF Program during his tenure, or for one (1) year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof for work to be performed pursuant to this Agreement. CAPK shall incorporate or cause to be incorporated, in all contracts or subcontracts, relating in any manner to this Agreement, a provision prohibiting such interest.

The parties to this Agreement have read and are aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of

interest of public officers and employees. All parties hereto agree that they are unaware of any financial or economic interest of any public officer or employee of the BKRHC relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, BKRHC may immediately terminate this Agreement by giving written notice thereof. CAPK shall comply with the requirements of Government Code section 87100 et seq. during the term of this Agreement.

26. Audit

In the event CAPK expends at least seven hundred fifty thousand dollars ($750,000) in federal financial assistance in any single fiscal year, from all sources combined, it shall arrange at its own expense for performance of an audit in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F, incorporated herein by this reference as if set forth in full.

The results of the audit must be submitted to BKRHC within 30 days of completion. Acceptance of CAPK's audit reports by BKRHC does not prohibit BKRHC from performing any additional audit work required to follow up on findings, as deemed necessary by BKRHC, or as necessary for BKRHC to comply with any administrative or audit requirements imposed by the Federal or State government.

27. Other Federal Requirements

Use of CRF Program funds must comply with the following additional requirements:

(a) Definitions:

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

2. **Third Party subcontract** means a subcontract at any tier entered into by CAPK or subcontractor, financed in whole or in part with Federal assistance originally derived from CRF Program funds.

(b) Federal Changes

1. CAPK shall at all times comply with all applicable regulations, policies, and procedures, as they may be amended or promulgated from time to time during the term of this Agreement, including but not limited to those requirements of 2 CFR 200.317 through 200.326 and more fully set forth in Appendix II to Part 200—

Contract Provisions for non–Federal Entity Contracts Under Federal Awards, which is included herein by reference. CAPK's failure to so comply shall constitute a material breach of this contract.

2. The CAPK agrees to include the above clause in each third-party subcontract financed in whole or in part with CRF Program funds. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

(c) Access to Records

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

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

3. The CAPK agrees to maintain all books, records, accounts, and reports required under this Agreement for a period of not less than five (5) years after the later of: (a) the date of termination or expiration of this Agreement or (b) the date BKRHC makes final payment under this Agreement, except in the event of litigation or settlement of claims arising from the performance of this Agreement, in which case, CAPK agrees to maintain same until the BKRHC, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims, or exceptions related thereto.

4. The requirements set for in paragraphs 1, 2, and 3 above are all in addition to, and should not be considered to be in lieu of, those requirements set forth in Section 6 and Section 26 of the Agreement.

(d) Debarment and Suspension

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

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

executive Order 12549 or on the USEPA's List of Violating Facilities. Gov. Code § 4477.

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

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

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

(e) No Federal Government Obligations To CAPK

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

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

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

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

1. During the performance of this Agreement, the CAPK agrees as follows:

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

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

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

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

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

(v) The CAPK will comply with all provisions of Executive Order

11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

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

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

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

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

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

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

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

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

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

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

Breach. A breach of the Agreement clauses above may be grounds for termination of the Agreement, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.”

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

To the extent required by any Federal grant programs applicable to expected funding or reimbursement of BKRHC’s expenses incurred in connection with the services provided under this Agreement, CAPK agrees, and all transactions regarding this Agreement will, comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148)

and the requirements by Department of Labor regulations (29 CFR Part 5) as set forth below.

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

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

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

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

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

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

4. Withholding for unpaid wages and liquidated damages. The BKRHC shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the CAPK or subcontractor under any such contract or any

other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set for in paragraph 3 of this section.

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

(j) Notice of Reporting Requirements

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

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

(k) Notice of Requirements Pertaining to Copyrights

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

(i) The copyright in any work developed with the assistance of funds provided under this Agreement;

(ii) Any rights of copyright to which CAPK purchases ownership with the assistance of funds provided under this Agreement.

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

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

1. General. If any invention, improvement, or discovery is conceived or first actually reduced to practice in the course of or under this Agreement, and that

invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, the BKRHC and CAPK agree to take actions necessary to provide immediate notice and a detailed report to Government.

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

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

(m) Energy Conservation Requirements

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

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

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

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

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

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

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

See Section 19 of the Agreement.

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

See Section 19 of the Agreement.

(q) Changes

See Section 16 of the Agreement.

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

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

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

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

(s) MBE/WBE Requirements

CAPK shall make every effort to procure Minority and Women's Business Enterprises ("DBEs") through the "Good Faith Effort" process as required in 2 CFR 200.321. Failure to perform the "Good Faith Effort" process and submit the forms listed below with the bid shall be cause for a bid to be rejected as non-responsive and/or be considered as a material breach of the Agreement.

PRIME CONTRACTOR RESPONSIBILITIES

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

"GOOD FAITH" EFFORT PROCESS

Any public or private entity receiving federal funds must demonstrate that efforts were made to attract MBE/WBEs. The process to attract MBE/WBEs is referred to as the "Good Faith" effort. This effort requires the recipient, prime contractor and any subcontractors to

take the steps listed below to assure that MBE/WBEs are used whenever possible as sources of supplies, construction, equipment, or services. If CAPK fails to take the steps outlined below, it shall cause the bid to be rejected as non-responsive and/or be deemed a material breach of the Agreement.

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

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

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

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

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

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

(t) Procurement of Recovered Materials (2 CFR 200.322)

CAPK shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. In the performance of this Agreement, the CAPK shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired: (1) competitively within a timeframe providing for compliance with the contract performance schedule; (2) meeting contact performance requirements; or (3) at a reasonable price.

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

(u) Incorporation of Uniform Administrative Requirements

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

(v) Program Fraud and False or Fraudulent Statements or Related Acts

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

(w) Drug-Free Workplace Act of 1988

CAPK, in executing this Agreement certifies that it and any of its agents or subcontractors will maintain a drug-free workplace in accordance with the requirements of 2 CFR 182.

[[The remainder of this page intentionally left blank.]]

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

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

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

Instruction for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definition and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without

modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction originated may pursue available remedies, including suspension and/or debarment.

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

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

CAPK Signature _____ Date _____

[[The remainder of this page intentionally left blank.]]

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

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

CAPK Signature _____ Date _____

[[Signature page follows.]]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective officers and agents hereunto duly authorized as of the day and year first above written.

CAPK Signature	Date
Anna Laven Executive Director Bakersfield Kern Regional Homeless Collaborative	Date

EXHIBIT A

COVID-19 Reimbursement Form

Fill out the form below to submit for reimbursement. All records shall be maintained by the responsible agency/party for no less than five (5) years. This form must be accompanied by a signed certification to be considered for reimbursement from the BKRHC of Kern.

Date: Click or tap to enter a date.
Submitted by:
Phone:
Email:
Payable to:
Address:
City/State/Zip:

Description of COVID-19 Expenditures	Amount
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
TOTAL	

If you selected “other” above, please provide a description of the expenditures you wish to be reimbursed here:

The following items are also required:

1. Provide a summary backup page with a total amount tying to each category of expenditure

2. Provide a backup list of individuals receiving goods and services being reimbursed and dates of isolation for each.

COVID-19 Reimbursement Form

CERTIFICATION

I, , am the of , and I certify that:

1. I have the authority on behalf of to request reimbursement from the BKRHC of Kern pursuant to section 601(b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Ace, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. I understand that the BKRHC of Kern will rely on this certification as a material representation in making a direct payment to .
3. Use of these funds provided as direct payment under section 601(b) of the Social Security Act have been used only to cover those costs that-
    a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
    b. were not accounted for in the budget most recently approved as of March 27, 2020, for ; and
    c. were incurred during the period that begins on March 1, 2020, and ends on December 31, 2021.

By:
Signature: _____
Title:
Date: Click or tap to enter a date.

FOR USE BY COUNTY OF KERN

Received by: _____
Signature: _____
Title: _____
Date: _____

MEMORANDUM

To: Board of Directors

From: Tracy Webster, Chief Financial Officer

Date: March 31, 2021

Subject: *Agenda Item V(b)*: Funds Transfer to Community Action Partnership of Kern Foundation – **Action Item**

The following proposal is being presented to the Board of Directors for consideration. The Budget and Finance Committee approved this request on Wednesday, March 24, 2021.

With the newly formed Community Action Partnership of Kern (CAPK) Foundation, it is necessary to establish a bank account in support of Foundation activities. For the purpose of establishing financial services, CAPK will contribute $276,064 from the Discretionary fund to the Foundation account. This transfer was incorporated in the 2021/22 agency-wide budget approved by the Board of Directors on February 24, 2021.

MEMORANDUM

To: Board of Directors

From: Kayla Wofford-Nelson, Associate Director of Development

Date: March 31, 2021

Subject: *Agenda Item VI(a)*: Approval of the Community Action Partnership of Kern Foundation Board of Directors Minutes from January 29, 2021 – **Action Item**

On Friday, February 26, 2021, the Community Action Partnership of Kern (CAPK) Foundation held its monthly Board of Director's meeting. There were no action items on the agenda. The remaining items were informational and included an update on committee chair assignments and the Food Bank capital campaign.

Recommendation:
Staff recommends the Board of Directors approve Community Action Partnership of Kern Foundation Board of Directors Report and Minutes for January 29, 2021.

Attachment:
Community Action Partnership of Kern Foundation Approved Minutes from January 29, 2021

DATE	January 29, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 573 576 878#

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION
Board of Directors Meeting Minutes

I. Call to Order

Board Chair Kevin Burton 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: Michael Bowers, Kevin Burton, Don Bynum, Nila Hogan, Ariana Joven, Chase Nunneley, Gina Pettit, Fred Plane, Michele Shain, Megan Silva, Chei Whitmore

Absent: None

Others Present: Jeremy Tobias, Chief Executive Officer; Lorraine Casillas, Director of Finance; Lisa McGranahan, Director of Human Resources; Traco Matthews, Chief Program Manager; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Tracy Webster, Chief Financial Officer; other CAPK staff; and Alex Dominguez and Chris Hamilton of Klein DeNatale Goldner Law Firm.

II. Approval of Agenda

Motion was made and seconded to approve the Agenda for January 29, 2021. Carried by unanimous vote (Whitmore/Joven).

III. Approval of Meeting Minutes

a. Minutes of December 8, 2020 Board of Directors Meeting – ***Action Item***

Motion was made and seconded to approve the minutes from December 8, 2020. Carried by unanimous vote (Bowers/Bynum).

IV. Introduction of Guests / Public Forum

No one addressed the Board.

V. New Business

a. Recruitment of Associate Director of Development – Pritika Ram, Director of Administration – ***Info Item***

Pritika Ram explained the recruitment process for the Associate Director of Development that included an ad-hoc committee who participated in the interview process.

b. Committee Assignments – Kevin Burton, Board Chair – ***Action Item***
    1. Bylaws Committee
    2. Budget & Finance Committee
    3. Fundraising & Events Committee
    4. Executive Committee

Board Chair Kevin Burton presented the CAPK Foundation Committee assignments for approval.

Motion was made and seconded to accept the CAPK Foundation Committee assignments. Carried by unanimous vote (Bowers/Silva).

c. Foundation Official Documents – Pritika Ram, Director of Administration – ***Info Item***
    1. EIN Confirmation Letter
    2. California Secretary of State – Corporation – Statement of Information C4625342

Pritika Ram reported that the above documents were received and filed.

d. 2021 CAPK Foundation SharePoint Link – Pritika Ram, Director of Administration – ***Info Item***

Pritika Ram advised the Board that staff has created a SharePoint folder that contains the Foundation Board documents for their viewing at any time. Paula Daoutis previously shared the link via email.

e. Staff Update on Food Bank Capital Campaign – Pritika Ram, Director of Administration – ***Info Item***

Pritika Ram provided an update to the Board regarding staff's efforts to solicit support for the Food Bank Expansion project and city CDBG funding application with local councilmembers to discuss the case for support. Jeremy Tobias added that the tone of the meetings have been very positive and is hopeful that the City will approve the CDBG grant request, which will have a significant impact on achieving the overall fundraising goal for the Food Bank Expansion project.

f. Presentation of the Ralph M. Brown Act – Jeremy Tobias, Chief Executive Officer – ***Info Item***

Jeremy Tobias introduced Alex Dominguez, attorney from Klein DeNatale Goldman law firm, who provided a slide show presentation and narrative of the Brown Act rules and regulations that both the CAPK and CAPK Foundation Boards must follow.

Michael Bowers asked if members of the Foundation Board need to complete the 700 form. Alex Dominguez said it applies to government officials but he will double check and get back to staff.

VII. Board Member Comments

No comments

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Friday, February 26, 2021
5005 Business Park North
Bakersfield, CA 93309

IX. Adjournment

The meeting was adjourned at 12:55 pm

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: March 24, 2021

Subject: *Agenda Item VII(a)*: March Policy Council Report – **Action Item**

The Policy Council met on February 23, 2021, at which time quorum was established. This meeting was conducted via teleconference as per California Governor Executive Order N-25-20.

Members voted unanimously to approve the election of CAPK Board of Directors' representative Mr. Jimmie Childress to the Policy Council Bylaws Committee. All members are required to serve on a minimum of one subcommittee as outlined in Article VIII Section 1(a) of the Policy Council Bylaws.

Additionally, members received an informative and comprehensive presentation by Victim Advocate, Kelly Velasquez, on the services offered through the Kern County Family Justice Center. The premise behind the Kern County Family Justice Center, which was established in 2018, is to provide a multitude of resources to victims of crime, all accessible at one location. Collaborative community partners include, but are not limited to, Kern Behavioral Health & Recovery, Kern County Child Support, and Greater Bakersfield Legal Assistance as well as advocates from the Kern County District Attorney's Office. Upon conclusion of the presentation members were provided with agency contact information.

The next Policy Council meeting is scheduled for April 27, 2021.

Recommendation:
The Policy Council requests Board approval of the March Report and the Policy Council meeting minutes from February 23, 2021.

Attachment:
Policy Council Meeting Minutes from February 23, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
February 23, 2021
Teleconference ID: 921 153 883#
Per Governor's Executive Order N-25-20

1. Call to Order
   Chairperson Andrea Martinez called the meeting to order at 5:33 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 Agueda Hernandez conducted roll call; quorum was established.
   Policy Council Members Present: Brittany Dunbar, Imelda Felix, Agueda Hernandez, Kaylonie Howard, Ashley McAllister, Andrea Martinez, Jimmie Childress, Rosalinda Valencia, Nila Hogan, Laura Gonzales, Teresa Fajardo

3. Approval of Agenda *ACTION
   a. A motion was made by Nila Hogan to approve the agenda dated February 23, 2021; seconded by Laura Gonzales. Motion carried unanimously.

4. Approval of Minutes Chairperson *ACTION
   a. A motion was made by Teresa Fajardo to approve the minutes of January 26, 2021; seconded by Laura Gonzales. 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 Head Start/State Child Development-Program; Leslie Mitchell, Assistant Director Head Start/State Child Development-Education; Gloria Barbero, Assistant Director Head Start/State Child Development-San Joaquin; Sylvia Ortega, Quality Assurance Administrator; Esperanza Contreras, Partnership Administrator; Carolyn Coffey Education & Support Services Administrator; LeTisha Brooks, Program Administrator; Vanessa Cortez, Administrative Analyst; Rosa Del Toro, Program Manager; Rosita Curry, Home Base & EHS Child Care Partnership Manager; Maria Guadian, Inclusion & Family Engagement Manager; Ginger Mendez, Enrollment & Attendance Manager; Heather McCarley Finance Manager; Nicole Nino, Family Engagement Specialist/Home Base Supervisor; Nicole Callahan, EHS Partnership Program Coordinator, Mayra Martinez, Assistant to the Director of Head Start/State Child Development; Lisa Price, Program Governance Coordinator; Kelly Velasquez, Victim Advocate, Kern County District Attorney – Family Justice Center
   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 on February 11, 2021. Amanda Espitia provided an overview on education and how it relates to school readiness. School readiness is integrated into all programs from infants (Early Head Start) through Head Start pre-school classrooms. The education

team has implemented virtual learning lessons as well as virtual (EHS) learning calendars. They have also been sending monthly educational S'more newsletters to parents and staff. Suggestions were shared as to how parents can be active in lesson planning, including but not limited to, participating in activities on the lesson plan and signing it weekly, asking children about the weekly study, etc. Parents can assist their child's teacher in collecting observations by writing down activities and conversations had in their journal. Families play a critical role in helping their children's school readiness.

b. Planning Committee
The Planning Committee met on February 2, 2021 at which time the Vanessa Cortez presented the 2021 San Joaquin Community Health Needs Assessment. Discussion ensued and members subsequently approved the document. Additionally, the Program Review and Evaluation report was shared with the committee. This included information regarding enrollment numbers across all programs as well as the Child Adult Care Food Program report. It was noted that more than 44,000 meals were prepared by the Central Kitchen during the month of January.

c. Budget & Finance Committee
The Budget & Finance Committee met on February 16, 2021. Budget to actual financial documents across all grants was shared as were parent activity funds and local travel and parent reimbursement reports. These and all other items can be found in the Policy Council packet. The next Budget & Finance meeting will be held on March 16, 2021.

d. Bylaws Committee
The Bylaws Committee met on February 9, 2021 for their first meeting of the term. Members voted on and approved the committees proposed meeting dates. The purpose of the Bylaws Committee as well as the roles and responsibilities of members was discussed. The Policy Council Bylaws were reviewed, taking time to discuss sections in depth. Areas reviewed included, composition of membership, term limits, attendance and more. The committee will continue to examine and discuss the remainder of the document at future meetings. The next meeting is scheduled for May 11, 2021.

7. <u>Presentations</u>

a. Kern County Family Justice Center ~ Kelly Velasquez, Victim Advocate, Kern County District Attorney, Family Justice Center
Kelly Velasquez, introduced herself and provided contact information for the Kern Family Justice Family Center (KCFJC). The agency, which was established in 2018 provides services to victims of domestic violence which included elder abuse, child abuse, intimate partners, parent & adult child, as well as sexual assault, and human trafficking victims. The idea behind the KCFJC was to create a "one stop shop" for victims to allow them to obtain immediate emergency assistance. The KC Family Justice Center has collaborative partners both offsite and onsite. Some of the onsite partners are Alliance Against Family Violence and Sexual Assault, who can assist with filing restraining orders, immediate shelter, counseling and more. Kern County Behavioral Health & Recovery Services is another onsite partner, offering counseling and therapy including individual, group and family. They also provide services for mental disorders and substance abuse. Kern Count Child Support Services is also onsite which can establish parentage as well to set up and enforce child support orders. Greater Bakersfield Legal Assistance offers civil and legal services, help in filing restraining orders as well immigration issues. Advocates from the District Attorney's Victim Services Unit are also onsite with the primary purpose to educate and support victims. Victims are educated on their rights as well as the criminal justice process. Advocates also provide support through resources and referrals as well as crisis intervention from the time of reporting through any criminal proceedings. Additional means of support is offered in a variety of ways including but not limited to assistance with victim impact statements, assistance with restitution as well as filing a claim with the state Victims of Crime Compensation program. Information was shared with regard to the difference between KC Family Justice Centre's community partners and government partners as well as what is "privileged" information. Advocates can be found in many places such as a designated S.A.R.T. (Sexual Assault Response Team) centers, hospitals, courthouses, law enforcement agencies, District Attorney's office, KCFJC, as well as often times at the scene of a crime. Also on location at the KC Family Justice Center is a crisis response team

coordinator specifically for mass violence incidences which is defined as an attempted murder involving 3 or more victims. Crisis trained advocates are available 365 days a year 24 hours a day. In concluding her presentation Kelly shared that the Kern County Family Justice Center is encouraging walk-ins from 8:30 a.m. – 4:00 p.m. adding the center is closed for lunch from 12:00 p.m. – 1:00 p.m. Calls are also welcome if anyone would like to obtain more information or has general questions and/or would like to seek guidance. The Kern County Family Justice Center has been open throughout the pandemic with all necessary precautionary measures being taken to ensure their doors stay open ensuring all victims can be served. The Kern County Family Justice Center is located at 2101 Oak Street in Bakersfield and can be reached at (661) 868-8410.

8. New Business *ACTION
   a. Election of Jimmie Childress to the Bylaws Committee
      It was shared that Mr. Childress has not yet been elected to a subcommittee. This matter was previously discussed with him with the decision made to serve on the Bylaws Committee. Chairperson, Andrea Martinez requested a motion to approve Jimmie Childress to serve on the Bylaws Committee. Motion was made by Nila Hogan; seconded by Teresa Fajardo. Motion carried unanimously.

9. Communications
   a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2020 through January 31, 2021
   b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2020 through January 31, 2021
   c. Early Head Start San Joaquin Budget vs. Actual Expenditures, February 1, 2020 through January 31, 2021
   d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2020 through January 31, 2021
   e. Parent Local Travel & Child Care through January 31, 2021
   f. Parent Activity Funds through January 31, 2021
   g. Kern Head Start and Early Head Start Non-Federal and In-Kind Report, March 1, 2020 through January 31, 2021
   h. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2020 through January 31, 2021
   i. Head Start PRE-Report ~ January 2021
   j. Policy Council Budget & Finance Committee Minutes ~ January 19, 2021 (English/Spanish)
   k. Policy Council Planning Committee Minutes ~ February 2, 2021 (English/Spanish)
   l. San Joaquin Family Justice Center (English/Spanish)
   m. Wellness and Hope Programs ~ San Joaquin County
   n. Kern County COVID-19 Vaccine Schedule (English/Spanish)
   o. San Joaquin County COVID-19 Vaccine Schedule (English/Spanish)
   p. Tax Preparation Document Checklist ~ Cal EITC 4 Me (English/Spanish)
   q. CalEITC Flowchart ~ Cal EITC 4 Me (English/Spanish)
   r. How to Plan Activities to Reduce Challenging Behavior ~ Backpack Connection Series (English/Spanish)
   s. Children's Mobile Immunizations ~ February 2021 (English/Spanish)
   t. The Great Leprechaun Hunt at Lodi Lake ~ March 1-7, 2021 Lodi, CA
   u. Nurturing Parenting Classes ~ March 2, 2021 – May 25, 2021 First 5 Kern, Lamont Weedpatch Family Resource Center, Lamont Elementary School District (English/Spanish)
   v. Drive-Thru Food Distribution ~ March 18, 2021 Merlo Gym Parking Lot, Stockton, CA
   w. School Readiness Subcommittee Meeting Dates
   x. Planning Subcommittee Meeting Dates
   y. Budget & Finance Subcommittee Meeting Dates
   z. Bylaws Subcommittee Meeting Dates
   aa. Policy Council Meeting Dates
      Teresa Fajardo made a motion to receive and file communication items (a) through (aa).

10. Program Governance Report ~ Lisa Price
Lisa thanked members for their attendance. She stated that information regarding the San Joaquin Family Justice Center is included in this months Policy Council packet so as to provide similar information to the families we serve in San Joaquin County. Lisa also shared an additional flyer is also included which outlines wellness and hope programs/services offered in cooperation with the SJC Family Justice Center covering a variety of subject areas including, emotional, financial, physical, and generational concerns. It was noted that the County COVID-19 Vaccine Schedule included in members' packets has since been updated to include phase 1b tier 1. This includes those at risk of exposure at work in the field of education, childcare, emergency services and food and agriculture. Lisa also shared information regarding the California Earned Income Tax Credit and Young Child Tax Credit as well as information outlining the necessary documents when having your taxes prepared. The Backpack Connection series flyer was discussed, noting the topic for this month centers on strategies as to how parents can plan activities to help reduce challenging behaviors. Lisa invited members to participate in the virtual Read Across America event. She encouraged members to record themselves reading a story then uploading to one (or more) CAPK Head Start's social media platforms. Lisa expressed her appreciation and thanked members for their time.

11. Community Representative Report ~ Nila Hogan
Nila shared that kindergarten enrollment has started for most schools. She also stated the information she will be discussing was emailed to members in both English and Spanish. These flyers discuss what transitional kindergarten is as well as the kindergarten enrollment process. Nila stressed the importance of dates in determining what "grade" your child is eligible for. She shared if you have a child who will be 5 years old after September 2, 2021 – December 2, 2021, they are only eligible for transitional kindergarten (at the district level). However, children who are 5 years old between January 1, 2021 – September 1, 2021 are eligible for kindergarten. Nila also shared that physicals are required noting these appointments fill up fast so parents should schedule them as soon as possible. If you are not sure what school district you reside in, Nila suggested to look at the school closest to you and view their website. This will provide you with your local school district from there you can then access the district's website to obtain specific information.

12. Early Head Start San Joaquin Report ~ Rosalinda Valencia
Rosalinda provided the EHS San Joaquin report, sharing the program received a donation of books from C&S Wholesales Grocers in honor of Martin Luther King's Birthday with each family to receive 2 books. However, due to COVID employees from C&S will not be able to read to classrooms in person so they have created a video link showing employees reading stories. In collaboration with the Family Engagement team in Kern there have been three Ready Rosie workshops presented with two in English and one in Spanish with an additional Spanish workshop scheduled for February 24, 2021. Two parent seminars were conducted offering parents the opportunity to hear a variety of topics. There will be two upcoming workshops on Understanding an Individualized Family Service Plan: IFSP. One workshop will be held in English on February 25, 2021 with another in Spanish on February 26, 2021. The monthly informational S'more newsletter was sent out containing information on the Pyramid Model Backpack series, the Father Family Engagement Calendar and more. The newsletter has received over 400 views to date! Rosalinda shared enrollment information for EHS San Joaquin noting 121 children are enrolled in center base and 92 children are enrolled in home base for a total enrollment of 213.

13. Early Head Start Child Care Partnership Report ~ Nicole Callahan
Rosita Curry introduced Nicole Callahan, EHS Child Care Partnership Coordinator. Rosita shared with members the many roles in the child development field Nicole's had during her time with the agency. In providing the EHS Partnership report, Nicole shared that each month a S'more newsletter is created and sent to families, staff, community partners and other organizations. To date it has received over 700 views. The S'more newsletter is a great way to showcase all the wonderful things that are taking place in the program and a great tool in keeping partners informed. The newsletter helps to support with recruitment as well. The Parents on a Mission leadership program is expected to relaunch mid-March with a classes in both English and Spanish. Family advocates recently launched the ReadyRosie *Give Me Ten* workshops. These monthly workshops are designed with busy parents in mind

who have 10 minutes to spare. Using data obtained from a parent survey aided Family Advocates in tailoring these workshops to support the needs of their centers. Family Advocates have also helped to establish 76 family goals and have provided over 240 resources to families. In the month of February, they have assisted 4 parents in finding new employment. Partnership files were brought in for review with minimal findings. This data helps to identify training needs for advocates as well as for EHS Child Care partners to help to strengthen program practices. In conclusion, Nicole shared that staff recently received a variety of personal protective items including, vacuums, smocks, ergonomic chairs, and printers to support working from home.

14. **Board of Director's Report** ~ Jimmie Childress
    Mr. Childress did not have anything to report at this time.

15. Director's Report (HS/State Child Development) ~ Yolanda Gonzales
    Yolanda thanked members for their participation and commitment. She thanked everyone for their continued support as we continue to implement our safety practices and protocols at all of our sites. Yolanda added that she knows there have been challenges at times. There have been instances where parents have gone to drop their child off only to find the classroom has had to close due to staffing. She shared that our first priority is to ensure we are practicing safety protocols and following guidelines set forth for the safety of children, staff, and families. She knows this can be difficult for families who have had to obtain alternate childcare in these situations. Yolanda further stated that due to public health guidelines we are not permitted to bring in any additional staff (substitutes). This stems from potential exposure, we don't want to create any further risk that may occur. Yolanda asked for continued patience adding that we are hopeful things will return to some sense of normalcy soon as the vaccination is being made available to our staff stating vaccination is of course voluntary. Yolanda shared that we would continue to ensure safety as our priority. She thanked staff for all of their work in the classroom and parents for supporting teachers as well as supporting their children with at home activities and school readiness skills. Yolanda also mentioned that at this time she is aware districts are looking at reopening some of their classrooms and we may perhaps model a hybrid process for our part year programs. She is conducting meetings and discussing this topic with assistant directors and staff. Yolanda again thanked parents for their support, adding that we are doing everything we can to keep our doors open because we know how important it is for children to be in the classroom getting those experiences. In closing Yolanda encouraged parents to reach out should they have any questions, noting that she is available as is Lisa.

16. Policy Council Chairperson ~ Andrea Martinez
    Andrea thanked everyone for their attendance. She also urged everyone to utilize the resources provided whether it be for themselves and/or to share with someone else who may also benefit from the information provided. Andrea encouraged members to be a little more aware of each other and to take a minute to make sure those around us are doing okay.

17. Adjournment ~ Chairperson
    The next Policy Council meeting will take place on March 23, 2021 at 5:30 p.m. Meeting adjourned at 6:16 p.m.