



DATE	January 12, 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: 512 324 904#

Program Review & Evaluation Committee Agenda

Per Governor's Executive Order N-29-20, 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

2. Roll Call

Nila Hogan (Chair)
Joe Garcia

Maritza Jimenez
Marian Panos

Michelle Jara-Rangel

3. 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.

4. Program Presentation

Energy Program Presentation – Wilfredo Cruz, Energy Administrator

5. New Business

a. December 2021 Program Reports – **Action Item (p. 3-60)**

Pritika Ram, Director of Administration

1. Community Development
 - 211 Kern
 - Coordinated Entry Services (CES)
 - M Street Homeless Navigation Center
2. Health & Nutrition Services
 - CalFresh Healthy Living
 - Food Bank
 - Migrant Childcare Alternative Payment (MCAP)
 - Women Infant and Children (WIC)
3. Youth & Community Services
 - East Kern Family Resource Center (EKFRCC)
 - Oasis Family Resource Center
 - Energy, Weatherization & Utility Assistance
 - Friendship House Community Center (FHCC)
 - Shafter Youth Center (SYC)
 - Volunteer Income Tax Assistance (VITA)

4. Operations
 - Business Services
 - Maintenance
 - Information Technology
 - Risk Management
5. Administration
 - Grant Development
 - CAPK Foundation
 - Outreach & Marketing

b. Application Status Report– **Action Item (p. 61-65)**

Pritika Ram, Director of Administration

1. Application Status Reports for November & December 2021
2. Funding Profile: Board of State & Community Corrections for Friendship House California Violence Intervention & Prevention
3. Funding Profile: US Department of Agriculture for TEFAP Comprehensive Food Systems Assessment
4. Consent Funding Request

c. December 2021 Head Start / State Child Development Enrollment Update & Meals Report – **Action Item (p. 66-67)**

Robert Espinosa, PDM Administrator

d. Oasis FRC and Kern Early Stars – **Action Item (p. 68-76)**

Eric Le Barbé, Oasis Family Resource Center Supervisor

e. Housing for the Harvest Update - **Info Item (Verbal Report)**

Ian Sharples, Housing Program Services Manager

f. Strategic Plan Updates on Goal #1 – **Info Item (p. 77-80)**

Susana Magana, Director of Health & Nutrition

6. **Old Business**

a. Follow-up Items from the October 13, 2021 Meeting – **Info Item (p. 81)**

Pritika Ram, Director of Administration

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation Committee
12:00 pm
Wednesday, February 9, 2022
5005 Business Park North
Bakersfield, CA 93309

9. **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, January 7, 2022. Paula Daoutis, Administrative Coordinator.



November & December 2021 Program Monthly Reports

PRE Committee January 2022



Community Development

2-1-1 Kern Call Center

Coordinated Entry Services

M Street Homeless Navigator Center

**Community Action Partnership of Kern
Monthly Report 2021**

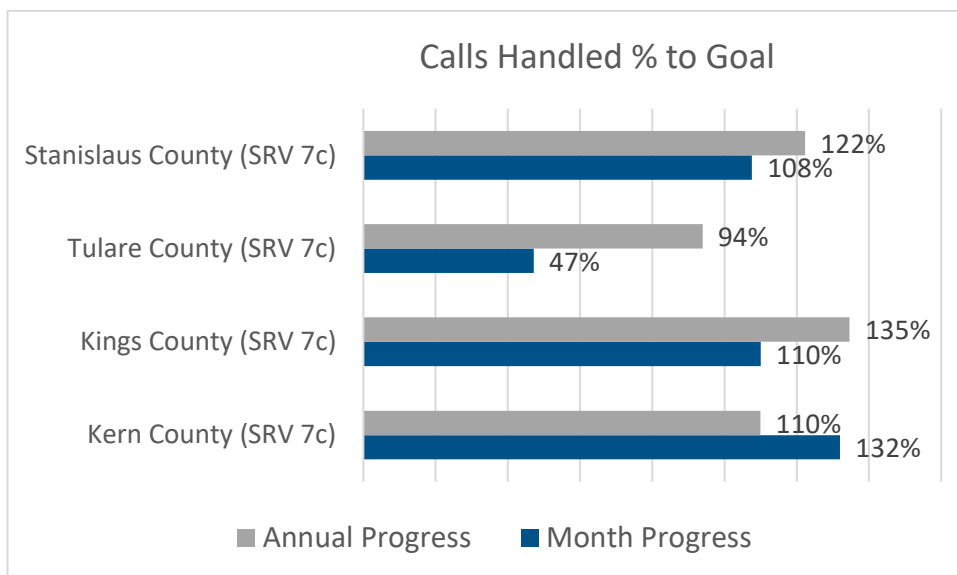
Month	November	Program/Work Unit		211 Kern		
Division/Director	Traco Matthews, CPO		Program Manager	Jennifer Jordan, Program Administrator		
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. 2-1-1 Kern has a database of 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org.						
Most Requested Services	Homelessness Assistance		Food		Utility Assistance	
Top 3 Unmet Needs	Housing		Healthcare		Financial Assistance	
Information and Referral Services Calls Handled (Referred)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		7,920	79,140	72,000	132%	110%
Kings County (SRV 7c)		220	3,231	2,400	110%	135%
Tulare County (SRV 7c)		708	16,907	18,000	47%	94%
Stanislaus County (SRV 7c)		1,291	17,612	14,400	108%	122%
Total		10,139	116,890	106,800	99%	109%
Staffing vs. Call Volume				Current Staff	Staff Needed Per Call	Staff Over/ Short
Staff dedicated of Kern calls handled. Expectation is 42 calls per staff for an 8 hour shift.				17	1.8	(13.60)
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		27	286	300	108%	95%
Medi-Cal Application (SRV 7b & SRV 7c)		11	108	100	132%	108%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		20	213	300	80%	71%
Website Visitors		Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated		19,049	207,323	200,000	114%	104%
Other Calls		Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		3,179	40,523	42,000	91%	96%
Mental Health (SRV 7c)		298	3,098	2,400	149%	129%
Health and Human Service Referrals		9,291	100,847	100,000	111%	101%

**Community Action Partnership of Kern
Monthly Report 2021**

Explanation (Over/Under Goal Progress)

The call volumes for Tulare County decreased, however, the community needs remain consistent.

Month	November	Program/Work Unit	211 Kern
Program Strategic Goals		Progress Towards Goal	
1. Fill Staff Vacancies		Interviewed candidates for the Care Coordinator position. Offered to a candidate, however, the candidate declined. The position was re-posted.	
2. Retain Staff		Program Administrator and Program Supervisor continue to continue with employee engagement in an effort for staff retention.	
3. Contingency Staffing Plan		211 leadership will work on a plan for unexpected call handling circumstances which may present an impact on the call center.	



**Community Action Partnership of Kern
Monthly Report 2021**

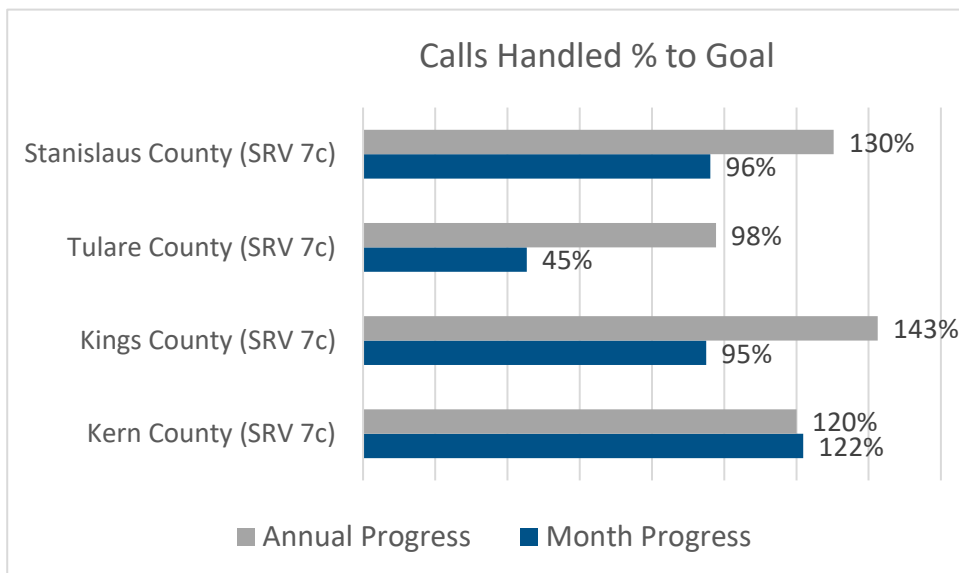
Month	December	Program/Work Unit		211 Kern		
Division/Director	Traco Matthews, CPO		Program Manager	Jennifer Jordan, Program Administrator		
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. 2-1-1 Kern has a database of 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org.						
Most Requested Services	Food Stamps/SNAP		Food Pantries		Homelessness Assistance	
Top 3 Unmet Needs	Holiday Programs		Homeless Shelter		Rental Assistance	
Information and Referral Services Calls Handled (Referred)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		7,311	86,451	72,000	122%	120%
Kings County (SRV 7c)		190	3,421	2,400	95%	143%
Tulare County (SRV 7c)		680	17,587	18,000	45%	98%
Stanislaus County (SRV 7c)		1,154	18,766	14,400	96%	130%
Total		9,335	126,225	106,800	90%	118%
Staffing vs. Call Volume				Current Staff	Staff Needed Per Call	Staff Over/Short
Staff dedicated of Kern calls handled. Expectation is 42 calls per staff for an 8 hour shift.				17	1.6	(9.83)
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		19	305	300	76%	102%
Medi-Cal Application (SRV 7b & SRV 7c)		13	121	100	156%	121%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		12	225	300	48%	75%
Website Visitors		Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated		16,332	223,655	200,000	98%	112%
Other Calls		Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		3,022	43,545	42,000	86%	104%
Mental Health (SRV 7c)		272	3,370	2,400	136%	140%
Health and Human Service Referrals		8,024	108,871	100,000	96%	109%

**Community Action Partnership of Kern
Monthly Report 2021**

Explanation (Over/Under Goal Progress)

Calls for Tulare decreased the past month; however the community needs remain consistent.

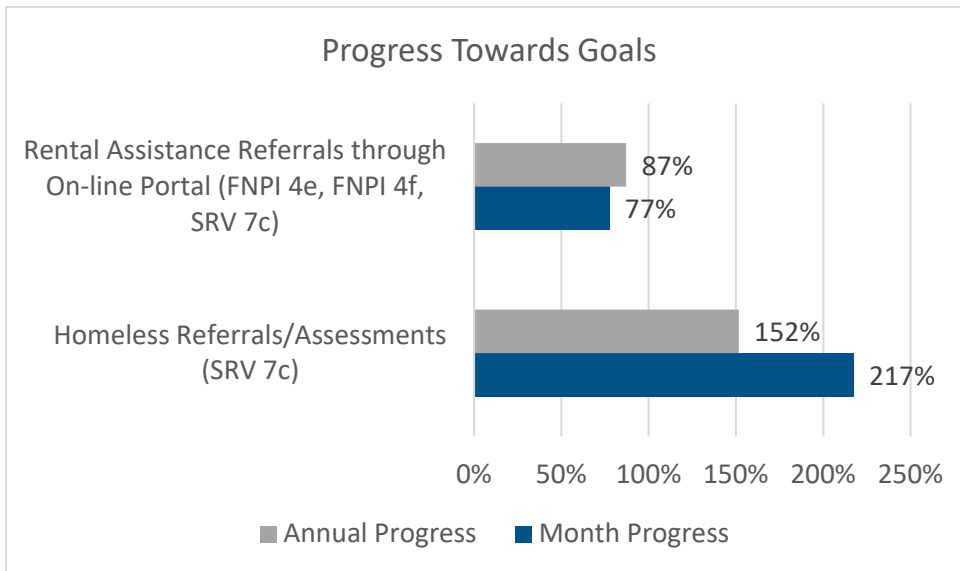
Month	December	Program/Work Unit	211 Kern
Program Strategic Goals		Progress Towards Goal	
1. Fill Staff Vacancies		Interviewed a candidate for the Care Coordinator position. The team continues to screen and interview applicants.	
2. Retain Staff		Program Administrator and Program Supervisor work in tandem to continue with employee engagement in an effort to retain employees.	
3. Contingency Staffing Plan		211 leadership will work on a plan for unexpected call handling circumstances which may present an impact on the call center.	



**Community Action Partnership of Kern
Monthly Report 2021**

Month	November	Program/Work Unit		Coordinated Entry Services (CES)		
Division/Director	Rebecca Moreno		Program Manager	TBD		
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)		1,087	9,096	6,000	217%	152%
Rental Assistance Referrals through On-line Portal (FNPI 4e, FNPI 4f, SRV 7c)		129	1,742	2,000	77%	87%
Total Calls		1,216	10,838	8,000	182%	135%
Performance		Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of applicants who received a response within 24 Hours		1,014	6,768	100%	83%	62%
Number of Households receiving Homeless Prevention (Rental Assistance) Funds		10	30	300	40%	10%
Pending Assessments		Month	YTD	YTD Goal	Month Progress	Annual Progress
Pending Homeless		0	5	15	-	5
Pending Rental Assistance		0	5	15	-	5
Explanation (Over/Under Goal Progress)						
Pending Assessments are supposed to be 0. No Pending last 3 months. Since CES is doing really well now in reaching this goal, YTD was reset to start over in June. Added new performance goal for Rental Assistance.						
Program Strategic Goals		Progress Towards Goal				
1. Improve 24 hour call back response.						
2. Integrate Customer Relation Software (CRM).						
3. Build provider network support.						

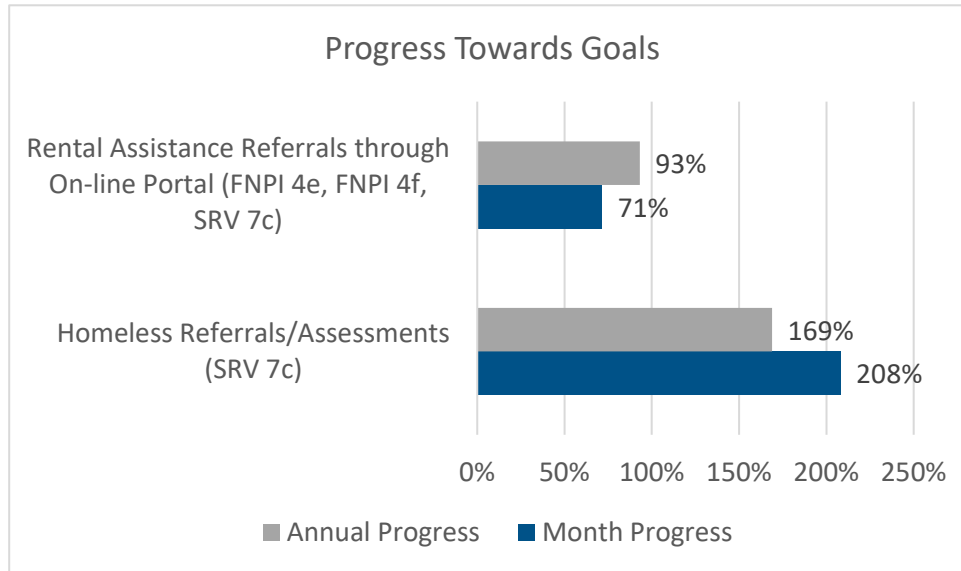
**Community Action Partnership of Kern
Monthly Report 2021**



**Community Action Partnership of Kern
Monthly Report 2021**

Month	December	Program/Work Unit		Coordinated Entry Services (CES)		
Division/Director	Rebecca Moreno		Program Manager	TBD		
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)		1,041	10,137	6,000	208%	169%
Rental Assistance Referrals through On-line Portal (FNPI 4e, FNPI 4f, SRV 7c)		119	1,861	2,000	71%	93%
Total Calls		1,160	11,998	8,000	174%	150%
Performance		Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of applicants who received a response within 24 Hours		1,019	7,787	100%	86%	65%
Number of Households receiving Homeless Prevention (Rental Assistance) Funds		17	47	300	68%	16%
Pending Assessments		Month	YTD	YTD Goal	Month Progress	Annual Progress
Pending Homeless		18	23	15	18	23
Pending Rental Assistance		7	12	15	7	12
Explanation (Over/Under Goal Progress)						
Pending Assessments are supposed to be 0. No Pending last 3 months. Since CES is doing really well now in reaching this goal, YTD was reset to start over in June. Added new performance goal for Rental Assistance.						
Program Strategic Goals		Progress Towards Goal				
1. Improve 24 hour call back response.						
2. Integrate Customer Relation Software (CRM).						
3. Build provider network support.						

**Community Action Partnership of Kern
Monthly Report 2021**



**Community Action Partnership of Kern
Monthly Report 2021**

Month	November	Program/Work Unit		M Street Navigation Center		
Division/Director	Rebecca Moreno		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.						
Shelter		Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds)						
Month only (COVID-19 Related, will review		188	1,069	150	125%	
Overnight Residents (Assigned Beds) (FNPI		140	820	600	280%	137%
Pets (Number)		7	47	40	210%	118%
Residents Under 90 days length of stay.		27	462	300	108%	154%
Exits to Permanent Housing (FNPI 4b)		8	48	120	80%	40%
Exits-Self		9	158	150	72%	105%
Exits-Involuntary		29	350	330	105%	106%
Case Management Services		800	2,010	500	1920%	402%
Critical Incidents		14	250	360	47%	69%
Shelter Residents Meals SRV 5ii		5,547	30,213	190,000	35%	16%
Number of Volunteers		39	130	120	390%	108%
Volunteers Hours		136	1,179	7,200	23%	16%
Explanation (Over/Under Goal Progress)						
Volunteer Hours decreased due to the Covid-19 pandemic. The number of meals need to be adjusted reducing extra meals and waste. Number of critical incidents have decreased for the month of November.						
Program Strategic Goals		Progress Towards Goal				
1. Offer walk-in client services.		N/A				
2. Increase community Engagement i.e. volunteers, in-kind donations, non-operational special need items, etc.		City Serve sponsored Thanksgiving Dinner, Kingdom Prayer church donated dinner for clients, promoting coats for winter drive until January.				
3. Develop and implement a job program		Recycling lives, financial literacy classes, college courses taken at BC.				

**Community Action Partnership of Kern
Monthly Report 2021**

Month	November	Program/Work Unit	M Street Navigation Center			
Age	Month		Zip code	Number	Zip code	Number
18 - 24	6		93301	39		
25 - 34	19		93304	12		
35 - 44	25		93305	19		
45 - 54	30		93306	7		
55 - 61	19		93307	6		
62+	17		93308	16		
Total:	116		93309	4		

Race Demographic	Month
American Indian or Alaska Native	3
Asian	2
Black or African American	24
Native Hawaiian or Other Pacific Islander	0
White	83
Multiple races	4
Client Don't know / Refused	0
No Answer	0
Total:	116

Gender	Month
Female	55
Male	58
Trans Female (MTF or Male to Female)	1
Trans Male (FTM or Female to Male)	2
Gender Non-Conforming (i.e. not exclusively male or female)	0
Client doesn't know	0
Client refused	0
No Answer	0
Total:	116

93422	1		
93312	2		
93313	1		
93314	2		
91722	1		
93215	1		
93238	1		
93240	1		
90003	1		
93250	2		
93555	1		
95409	1		
93268	3		
93280	1		
Unspecified			

Total 122

**Community Action Partnership of Kern
Monthly Report 2021**

Month	December	Program/Work Unit		M Street Navigation Center		
Division/Director	Rebecca Moreno		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.						
Shelter		Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) Month only (COVID-19 Related, will review		192	1,261	150	128%	
Overnight Residents (Assigned Beds) (FNPI		133	953	600	266%	159%
Pets (Number)		10	57	40	300%	143%
Residents Under 90 days length of stay.		59	521	300	236%	174%
Exits to Permanent Housing (FNPI 4b)		8	56	120	80%	47%
Exits-Self		11	169	150	88%	113%
Exits-Involuntary		38	388	330	138%	118%
Case Management Services		591	2,601	500	1418%	520%
Critical Incidents		21	271	360	70%	75%
Shelter Residents Meals SRV 5ii		5,272	35,485	190,000	33%	19%
Number of Volunteers		34	164	120	340%	137%
Volunteers Hours		198	1,377	7,200	33%	19%
Explanation (Over/Under Goal Progress)						
Volunteer Hours have decreased due to Covid- 19 pandemic. Meal- adjusting meal goals						
Program Strategic Goals		Progress Towards Goal				
1. Offer walk-in client services.		N/A				
2. Increase community Engagement i.e. volunteers, in-kind donations, non-operational special need items, etc.		M Street received 13 donations this month. Chase bank sponsored Christmas meal. Coats for winter donation, Kern Medical sponsored pizza dinner for clients				
3. Develop and implement a job program		Recycling lives, financial literacy classes, college courses taken at BC.				

**Community Action Partnership of Kern
Monthly Report 2021**

Month	December	Program/Work Unit	M Street Navigation Center			
Age	Month		Zip code	Number	Zip code	Number
18 - 24	7		93301	22		
25 - 34	19		93304	11		
35 - 44	26		93305	15		
45 - 54	25		93306	6		
55 - 61	18		93307	6		
62+	18		93308	12		
Total:	113		93309	6		

Race Demographic	Month
American Indian or Alaska Native	8
Asian	2
Black or African American	28
Native Hawaiian or Other Pacific Islander	0
White	73
Multiple races	2
Client Don't know / Refused	0
No Answer	0
Total:	113

Gender	Month
Female	50
Male	61
Trans Female (MTF or Male to Female)	1
Trans Male (FTM or Female to Male)	0
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	0
Client refused	0
No Answer	0
Total:	113

93422	1		
93312	3		
93313	1		
93314	1		
93212	1		
91722	1		
90003	1		
93250	1		
93268	2		
93280	2		
45426	1		
76179	1		
Unspecified	19		

Total 113



Health and Nutrition Services

Cal-Fresh Health Living Program

Food Bank

Migrant Childcare Alternative Payment

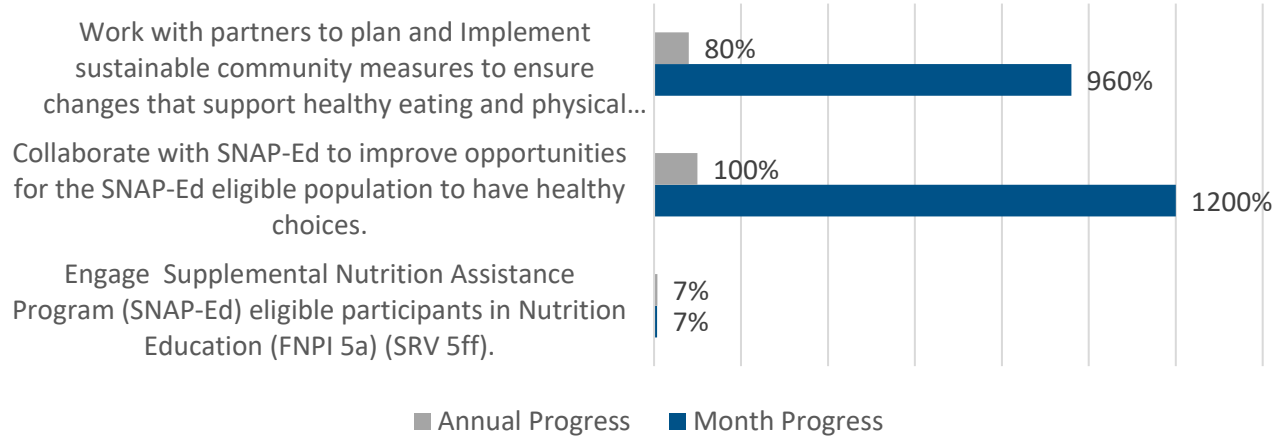
Women, Infant, and Children

**Community Action Partnership of Kern
Monthly Report 2021**

Month	November	Program/Work Unit		CalFresh Healthy Living		
Division/Director	Susana Magana		Program Manager	Alejandra Morales		
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).		257	3,329	45,000	7%	7%
Collaborate with SNAP-Ed to improve opportunities for the SNAP-Ed eligible population to have healthy choices.		10	10	10	1200%	100%
Work with partners to plan and Implement sustainable community measures to ensure changes that support healthy eating and physical activity.		20	20	25	960%	80%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals		Progress				
1. Retain Staff		Health Educator, Kennedy Valadez, was promoted to Program Coordinator and will know help push forward efforts for the CalFresh Healthy Living program in Kern County.				
2. Expand Social Media Presence		Increased social media posts and used various media formats when posting content to increase community participation on Facebook.				

**Community Action Partnership of Kern
Monthly Report 2021**

Progress Towards Goals

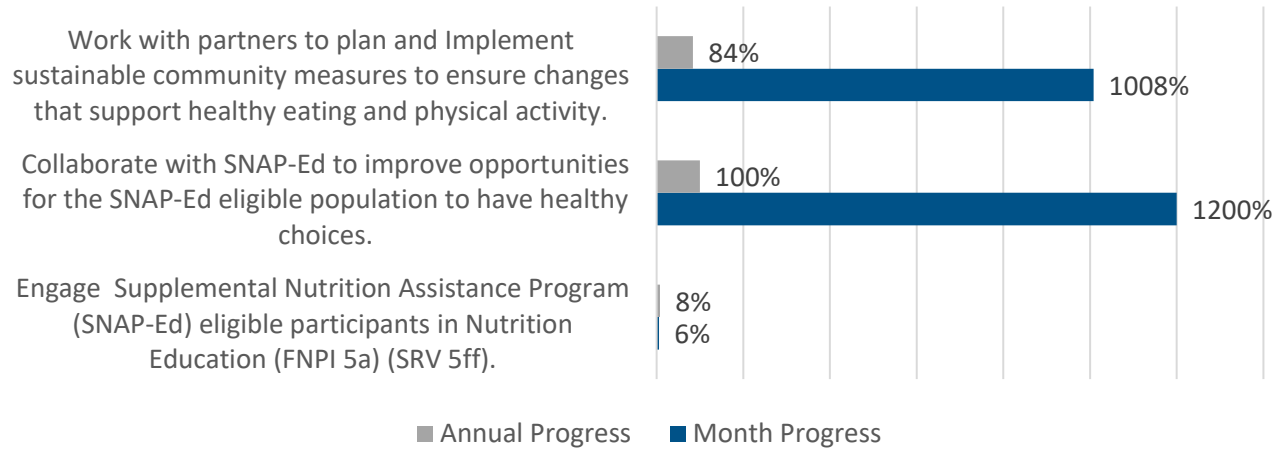


**Community Action Partnership of Kern
Monthly Report 2021**

Month	December	Program/Work Unit		CalFresh Healthy Living		
Division/Director	Susana Magana		Program Manager	Alejandra Morales		
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).		212	3,541	45,000	6%	8%
Collaborate with SNAP-Ed to improve opportunities for the SNAP-Ed eligible population to have healthy choices.		10	10	10	1200%	100%
Work with partners to plan and Implement sustainable community measures to ensure changes that support healthy eating and physical activity.		21	21	25	1008%	84%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals		Progress				
1. Retain Staff		Health Educators were invited to attend the Food Bank expansion event to show support to the CAPK Food Bank and meet CAPK leaders.				
2. Expand Social Media Presence		Increased social media posts and used various media formats when posting content to increase community participation on Facebook.				

**Community Action Partnership of Kern
Monthly Report 2021**

Progress Towards Goals



**Community Action Partnership of Kern
Monthly Report 2021**

Month	November	Program/Work Unit	Food Bank		
Division/Director	Susana Magana		Program Manager	Joseph Chavez, Interim	
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)	44,422	347,806	650,000	82%	54%
Pounds Received	1,505,649	18,663,625	25,000,000	72%	75%
Pounds Carried Over from Previous Month	150,000				
Pounds Distributed	1,656,280	6,943,968	22,000,000	90%	32%
Senior Food	Month	YTD	Month Goal	Month Progress	
Individuals Served (SRV 5jj)	4,550	38,339	4,800	95%	
Pounds Distributed	177,450	490,794	150,500	118%	
Free Farmers Markets	Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)	1,200	11,517	8,000	180%	144%
Pounds Distributed	70,000	171,450	250,000	336%	69%
Total Pounds Distributed	Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs	1,903,730	7,606,212	22,400,500	181%	34%
Volunteers	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training SRV 6f	21	185	60	420%	308%
Other Volunteers	158	625	1,500	126%	42%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals		Progress Towards Goal			
1. Improve data collection and reporting methods.		Pending research on client database and training.			
2. Fill newly created positions & train new employees.		By November all positions should be filled, until the expansion.			
3. Increase numbers of volunteers.		Continued marketing and increase in volunteers.			

**Community Action Partnership of Kern
Monthly Report 2021**

Month	December	Program/Work Unit	Food Bank		
Division/Director	Susana Magana	Program Manager	Joseph Chavez, Interim		
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)	38,600	386,406	650,000	71%	59%
Pounds Received	1,986,079	20,649,704	25,000,000	95%	83%
Pounds Carried Over from Previous Month	1,070,423				
Pounds Distributed	1,390,542	6,678,230	22,000,000	76%	30%
Senior Food	Month	YTD	Month Goal	Month Progress	
Individuals Served (SRV 5jj)	4,067	42,406	4,800	85%	
Pounds Distributed	160,930	474,274	150,500	107%	
Free Farmers Markets	Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)	1,325	12,842	8,000	199%	161%
Pounds Distributed	50,320	151,770	250,000	242%	61%
Total Pounds Distributed	Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs	1,601,792	7,304,274	22,400,500	141%	33%
Volunteers	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training SRV 6f	19	204	60	380%	340%
Other Volunteers	67	692	1,500	54%	46%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals		Progress Towards Goal			
1. Improve data collection and reporting methods.		Pending research on client database and training.			
2. Fill newly created positions & train new employees.		Positions are working on being filled, until the expansion.			
3. Increase numbers of volunteers.		Volunteer Organizations are returning and there has been more interest and communication.			

**Community Action Partnership of Kern
Monthly Report 2021**

Month	November	Program/Work Unit		Migrant Childcare Alternative Payment (MCAP)		
Division/Director	Susana Magana		Program Manager	TBD		
Reporting Period	November 1 , 2021 - November 30, 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
Number of Child Enrollments		45	1,257	1,000	54%	126%
Childcare Providers		3	241	200	18%	121%
MCAP Subsidies July -June		Month of October processed in Nov	YTD	Goal	Month Progress	Annual Progress
Provider Payments-Subsidies Expended		\$806,954	\$ 2,923,543	\$7,500,000	129%	39%
Explanation (Over/Under Goal Progress)						
MCAP staff continues to enroll in all entry counties. The program continues to enroll for both migrant agriculturally working families and the Covid-19 Emergency Childcare to essential workers. The Covid-19 Emergency Childcare allows eligible essential workers to receive childcare subsidy from the MCAP program even though they do not meet the program migrant requirements. This emergency childcare has an expiration date of 6/30/2022.						
Program Strategic Goals		Progress Towards Goal				
1. Fill Staff Vacancies.		Currently recruiting for an admin clerk.				
2. Retain Staff.		The Service Clerk position was reclassified to an Enrollment Technician position and recruitment was completed. This changed the position from a grade 1 to grade 5. This change reflects the job duties and responsibilities of the position and provides the ability to retain staff, as this position wage is no longer at minimum wage.				
3. Contingency Staffing Plan		MCAP coordinators and the administrator will be attended the 2-day ROMA training on 11/3- 11/4 2021				

**Community Action Partnership of Kern
Monthly Report 2021**

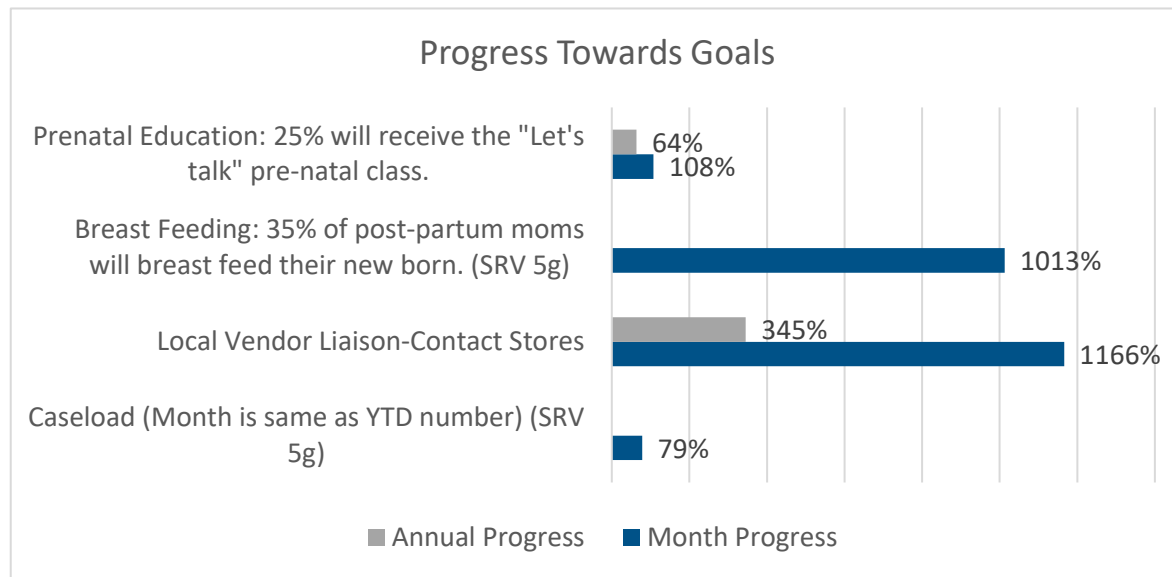
Month	December	Program/Work Unit		Migrant Childcare Alternative Payment (MCAP)		
Division/Director	Susana Magana		Program Manager	TBD		
Reporting Period	December 1 , 2021 - December 31, 2021					
Program Description						
The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidy 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
Number of Child Enrollments		52	1,309	1,000	62%	131%
Childcare Providers		12	253	200	72%	127%
MCAP Subsidies July -June		Month of Nov processed in Dec	YTD	Goal	Month Progress	Annual Progress
Provider Payments-Subsidies Expended		\$863,340	\$ 3,786,883	\$7,500,000	138%	50%
Explanation (Over/Under Goal Progress)						
MCAP staff continues to enroll in all entry counties. The program continues to enroll for both migrant agriculturally working families and the Covid-19 Emergency Childcare to essential workers. The Covid-19 Emergency Childcare allows eligible essential workers to receive childcare subsidy from the MCAP program even though they do not meet the program migrant requirements. This emergency childcare has an expiration date of 6/30/2022.						
Program Strategic Goals		Progress Towards Goal				
1. Fill Staff Vacancies.		Currently recruiting for one subsidized reimbursement specialist and one family services specialist.				
2. Retain Staff.		It has been a struggle to keep the temporary employees as permanent employment opportunities become available to them.				
3. Contingency Staffing Plan		MCAP coordinators and the administrator are participating in the person-centered/data-driven training cohort.				

**Community Action Partnership of Kern
Monthly Report 2021**

Month	November	Program/Work Unit		Women Infants & Children (WIC) Nutrition		
Division/Director	Susana Magana		Program Manager	Lorna Speight		
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)		12,703		16,160	79%	
Local Vendor Liaison-Contact Stores		69	245	71	1166%	345%
Breast Feeding: 35% of post-partum moms will breast feed their new born. (SRV 5g)		709		840	1013%	
Prenatal Education: 25% will receive the "Let's talk" pre-natal class.		121	862	1,350	108%	64%
Outreach		Month	YTD	Goal	Month	Annual
Enrollment from Website Goal is 100% enrolled		217	2,006	1,400	186%	143%
WIC Presentations and Outreach		8	33	24	400%	138%
Create one PSA for publication in newspaper, television, or social media.		0	6	4	0%	150%
Regional Breast Feeding		Month	YTD	Goal	Month Progress	Annual Progress
Outreach to stakeholders to increase Breast Feeding knowledge and WIC referrals.		0	26	50	0%	52%
Explanation (Over/Under Goal Progress)						
In person appointments for WIC certifications/recertifications started Oct 1, 2020. Participants have expressed hesitancy in coming to the WIC office and we have seen a decline in participation due to the presence requirement. No Regional Breast Feeding contacts were made as the RBL position is still vacant.						

**Community Action Partnership of Kern
Monthly Report 2021**

Program Strategic Goals	Progress
1. Develop Nutrition Topics on Facebook/Instagram.	A total of 71 posts were made to Instagram and Facebook.
2. Develop nutrition course for new hires.	Completed
3. Implement Tele-Health for WIC appointments and counselling.	Tele health using the doxy.me platform was started in Oct 2021. We are utilizing tele-health for nutrition contacts other than certification & recertification as USDA has

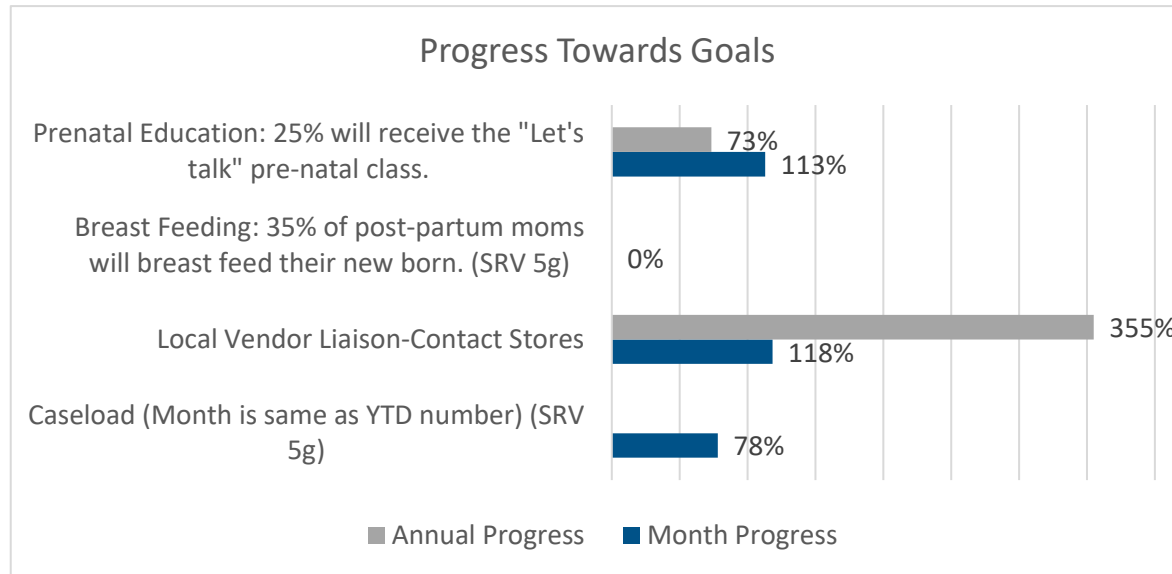


**Community Action Partnership of Kern
Monthly Report 2021**

Month	December	Program/Work Unit	Women Infants & Children (WIC) Nutrition		
Division/Director	Susana Magana	Program Manager	Lorna Speight		
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)	12,616		16,160	78%	
Local Vendor Liaison-Contact Stores	7	252	71	118%	355%
Breast Feeding: 35% of post-partum moms will breast feed their new born. (SRV 5g)			840	0%	
Prenatal Education: 25% will receive the "Let's talk" pre-natal class.	127	989	1,350	113%	73%
Outreach	Month	YTD	Goal	Month	Annual
Enrollment from Website Goal is 100% enrolled	81	2,087	1,400	69%	149%
WIC Presentations and Outreach	3	36	24	150%	150%
Create one PSA for publication in newspaper, television, or social media.	0	6	4	0%	150%
Regional Breast Feeding	Month	YTD	Goal	Month Progress	Annual Progress
Outreach to stakeholders to increase Breast Feeding knowledge and WIC referrals.	0	26	50	0%	52%
Explanation (Over/Under Goal Progress)					
In person appointments for WIC certifications/recertifications started Oct 1, 2020. Participants have expressed hesitancy in coming to the WIC office and we have seen a decline in participation due to the presence requirement. Breast feeding rates were not yet available from State WIC at the time this report was prepared. No Regional Breast Feeding contacts were made as the RBL position is still vacant.					

**Community Action Partnership of Kern
Monthly Report 2021**

Program Strategic Goals	Progress
1. Develop Nutrition Topics on Facebook/Instagram.	A total of 71 posts were made to Instagram and Facebook.
2. Develop nutrition course for new hires.	Completed
3. Implement Tele-Health for WIC appointments and counselling.	Tele-health (doxy.me) platform began in Oct and staff is utilizing this platform for non certification appointments





Youth and Community Services

East Kern Family Resource Center

Oasis Family Resource Center

Energy, Weatherization, and Utility Assistance

Friendship House Community Center

Shafter Youth Center

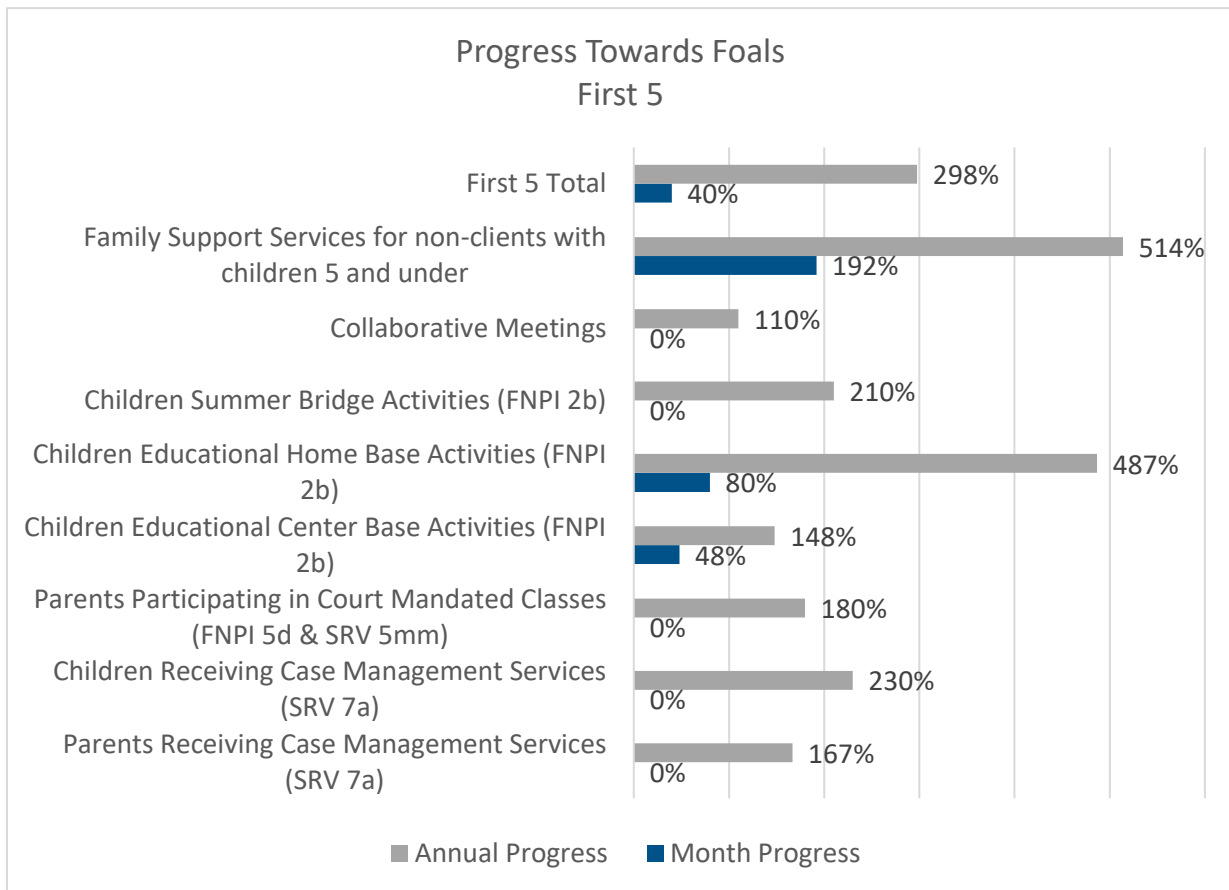
Volunteer Income Tax Assistance

**Community Action Partnership of Kern
Monthly Report 2021**

Month	November	Program/Work Unit	East Kern Family Resource Center (EKFRC)			
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Matthew Buck			
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)		23	195	130	212%	150%
Provide One Time Referral Services to Children. (SRV 7c)		35	383	300	140%	128%
Case Management-Families. (SRV 7a)		17	99	90	227%	110%
Case Management-Children. (SRV 7a)		31	193	210	177%	92%
Differential Response Total		106	870	730	189%	119%
First 5		Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)		0	50	30	0%	167%
Children Receiving Case Management Services (SRV 7a)		0	69	30	0%	230%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)		0	18	10	0%	180%
Children Educational Center Base Activities (FNPI 2b)		1	37	25	48%	148%
Children Educational Home Base Activities (FNPI 2b)		1	73	15	80%	487%
Children Summer Bridge Activities (FNPI 2b)		0	21	10	0%	210%
Collaborative Meetings		0	11	10	0%	110%
Family Support Services for non-clients with children 5 and under		8	257	50	192%	514%
First 5 Total		10	536	180	40%	298%
Walk-In Services (Non-Clients)		Month	YTD			
Food/Household Items		50	541			
Referrals/Administrative Services		284	2159			
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2021**

Program Strategic Goals	Progress Towards Goal
1. Create client data base.	In Progress
2. Improve office internet connectivity.	Done.
3. Expand the influence of the East Kern Collaborative.	In Progress

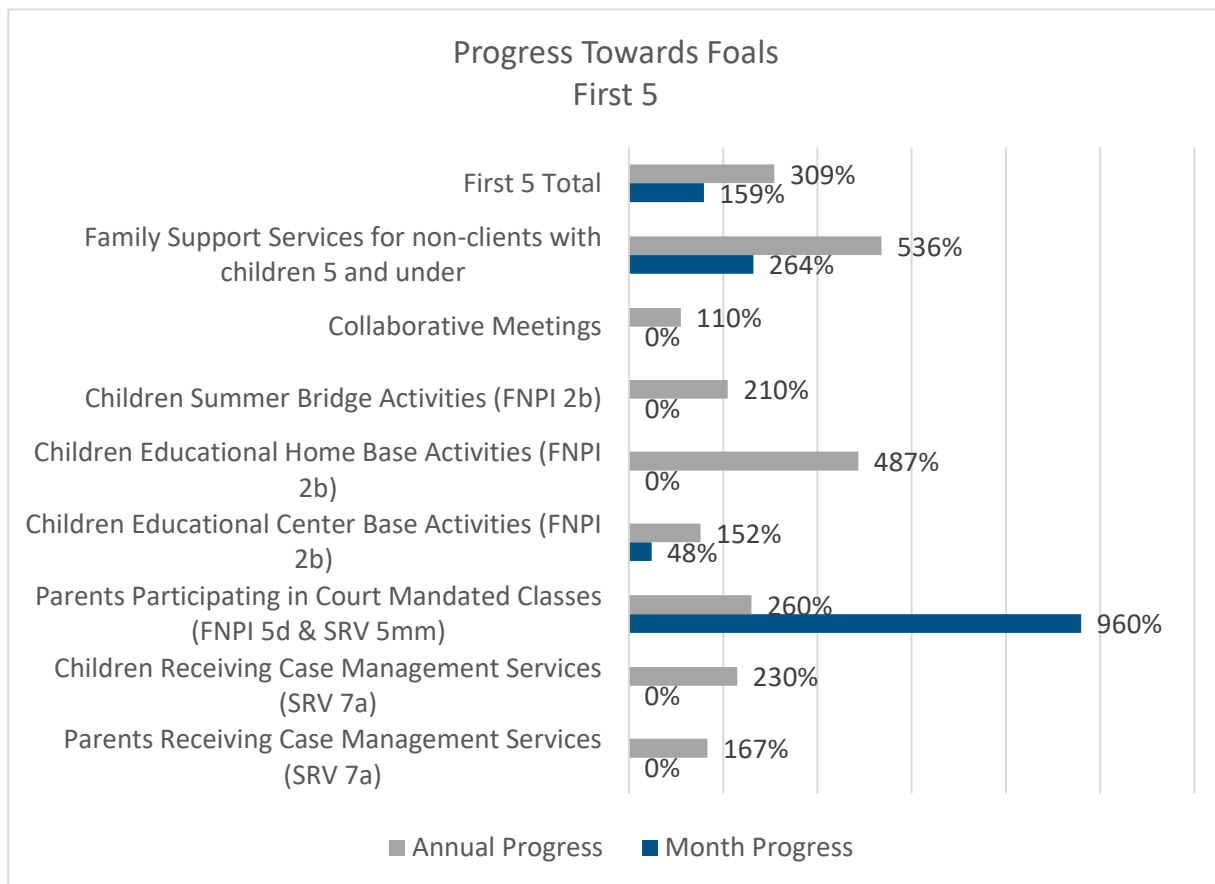


**Community Action Partnership of Kern
Monthly Report 2021**

Month	December	Program/Work Unit	East Kern Family Resource Center (EKFRC)			
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Matthew Buck			
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)	27	222	130	249%	171%	
Provide One Time Referral Services to Children. (SRV 7c)	40	423	300	160%	141%	
Case Management-Families. (SRV 7a)	11	110	90	147%	122%	
Case Management-Children. (SRV 7a)	19	212	210	109%	101%	
Differential Response Total	97	967	730	166%	132%	
First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress	
Parents Receiving Case Management Services (SRV 7a)	0	50	30	0%	167%	
Children Receiving Case Management Services (SRV 7a)	0	69	30	0%	230%	
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	8	26	10	960%	260%	
Children Educational Center Base Activities (FNPI 2b)	1	38	25	48%	152%	
Children Educational Home Base Activities (FNPI 2b)	0	73	15	0%	487%	
Children Summer Bridge Activities (FNPI 2b)	0	21	10	0%	210%	
Collaborative Meetings	0	11	10	0%	110%	
Family Support Services for non-clients with children 5 and under	11	268	50	264%	536%	
First 5 Total	20	556	180	159%	309%	
Walk-In Services (Non-Clients)	Month	YTD				
Food/Household Items	57	598				
Referrals/Administrative Services	301	2460				
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2021**

Program Strategic Goals	Progress Towards Goal
1. Create client data base.	In Progress
2. Improve office internet connectivity.	Done.
3. Expand the influence of the East Kern Collaborative.	In Progress



Month	November	Program/Work Unit		Oasis Family Resource Center		
Division/Director	Youth & Community Services Fred Hernandez	Program Manager		Eric Le Barbe		
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgcrest and surrounding communities. They focus on providing case management and educational support to families to build reseiliancy.						
First 5	Month	YTD	Goal (6 Mo)	Month Progress	Progress (6 Mo)	
Parents Receiving Case Management Services (SRV 7a)	2	14	15	80%	93%	
Children Receiving Case Management Services (SRV 7a)	5	25	15	200%	167%	
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	6	5	0%	120%	
Children Educational Home Base Activities (FNPI 2b)	1	12	8	75%	150%	
Children Summer Bridge Activities (FNPI 2b)	0	12	5	0%	240%	
Collaborative Meetings	1	4	4	150%	100%	
Family Support Services for non-clients with children 5 and under	3	13	50	36%	26%	
First 5 Total	12	86	102	71%	84%	
Walk-In Services (Non-Clients)	Month	YTD				
Food/Household Items	35	92				
Referrals/Administrative Services	3	36				
Explanation (Over/Under Goal Progress)						
Number of families enrolled with case management services and home visits are slowly growing but are on track to meet yearly goals. Oasis FRC will offer the Court Mandated Nurturing Parenting class again in January 2022. Number of Family Support Services for non-clients with children 5 and under is low as most families with children 0-5 sign up for case management services.						
Program Strategic Goals		Progress Towards Goal				
1. Create client data base.		Completed				
2. Begin providing case management services.		Completed				
3. Implement and educational Homebase and Summer Program for children ages 0 - 5.		Completed				

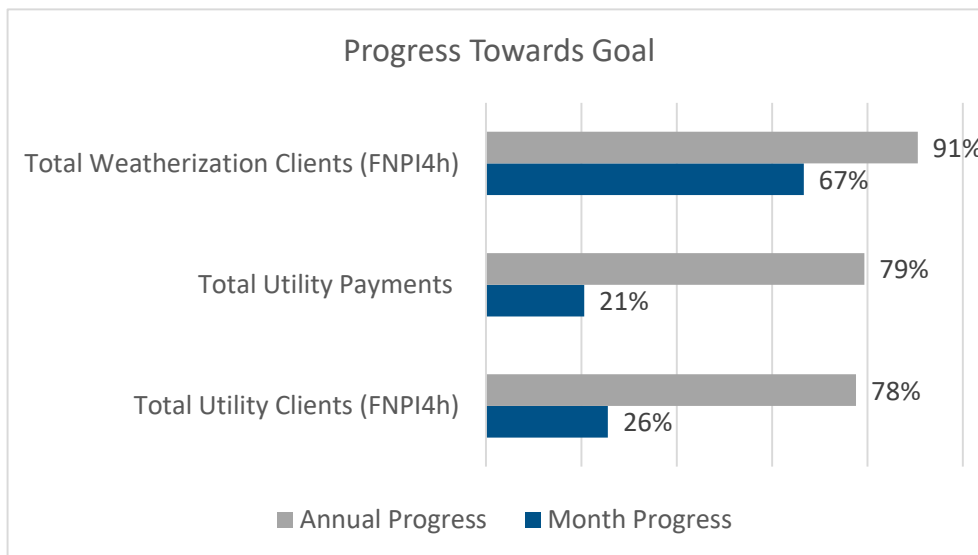
Month	December	Program/Work Unit		Oasis Family Resource Center	
Division/Director	Youth & Community Services Fred Hernandez		Program Manager	Eric Le Barbe	
Reporting Period	January 1, 2021 - December 31, 2021				
Program Description					
The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgcrest and surrounding communities. They focus on providing case management and educational support to families to build reseiliancy.					
First 5	Month	YTD	Annual Goal (6 Mo)	Month Progress	Annual Progress (6 Mo)
Parents Receiving Case Management Services (SRV 7a)	5	19	30	100%	63%
Children Receiving Case Management Services (SRV 7a)	4	29	30	80%	97%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV	0	6	10	0%	60%
Children Educational Home Base Activities (FNPI 2b)	6	18	15	240%	120%
Children Summer Bridge Activities (FNPI 2b)	0	12	10	0%	120%
Collaborative Meetings	0	4	8	0%	50%
Family Support Services for non-clients with children 5 and under	2	15	50	24%	30%
First 5 Total	17	103	153	67%	67%
Walk-In Services (Non-Clients)	Month	YTD			
Food/Household Items	83	175			
Referrals/Administrative Services	8	44			
Explanation (Over/Under Goal Progress)					
Number of families enrolled with case management services and home visits are continuing to grow and are above target to meet yearly goals. Listed 6M goal is actually the First 5 twelve month goal. Oasis FRC will offer the Court Mandated Nurturing Parenting class again this January 2022. Number of Family Support Services for non-clients with children 5 and under is low as most families with children 0-5 sign up for case management services.					
Program Strategic Goals		Progress Towards Goal			
1. Create client data base.		Completed			
2. Begin providing case management services.		Completed			
3. Implement and educational Homebase and Summer Program for		Completed			

**Community Action Partnership of Kern
Monthly Report 2021**

Month	November	Program/Work Unit		Energy & Utility Assistance		
Division/Director	Youth & Community Services Fred Hernandez		Program Manager	Wilfredo Cruz, Loretta Andrews		
	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) 2021 Ends June 30, 2022		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		246	2,563	3,845	77%	67%
Utility Payments		\$154,390	\$1,868,836	\$2,999,043	62%	62%
Clients Served Weatherization		10	77	150	80%	51%
Low-income Home Energy Program (LIHEAP) 2020 Ends December 31,		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		0	2,088	2,476	0%	84%
Utility Payments		\$0	\$1,545,107	\$1,545,423	0%	100%
Clients Served Weatherization		0	1	1	0%	100%
Discorgement Assistance Program (DAP) Ends December 31, 2021		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		0	251	260	0%	97%
Utility Payments		\$0.00	\$182,134	\$182,000	0%	100%
Clients Served Weatherization		3	30	30	120%	100%
CARES ACT Ends September 30, 2021		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		0	2,090	2,077	0%	101%
Utility Payments		\$0	\$916,192	\$916,186	0%	100%
2020 DOE - Weatherization		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Weatherization		0	0	10	0%	0%
American Rescue Plan Act (ARPA) Ends March 2023*		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		161	410	878	220%	47%
Utility Payments		\$357,461	\$802,441	\$1,054,434	407%	76%
Totals		Month	YTD	Goal	Month Progress	Annual Progress
Total Utility Clients (FNPI4h)		407	7,402	9,536	26%	78%
Total Utility Payments		\$ 511,851	\$ 5,314,710	\$ 6,697,086	21%	79%
Total Weatherization Clients (FNPI4h)		13	173	191	67%	91%

**Community Action Partnership of Kern
Monthly Report 2021**

Explanation (Over/Under Goal Progress)	
1) Remaining LIHEAP 20 jobs were moved over to LIHEAP 21 - contract to close soon. 2) ARPA first full month of utilization was October 2021 - contracts ends March 31, 2023. *The ARPA funding reflects activities and projections through 12/31/2021. 3) Only active contracts are LIHEAP 2021, 2020 DOE and ARPA.	
Program Strategic Goals	Progress Towards Goal
1. Expedite assistance to client by increasing efficiency in paperwork (Weatherization).	In the process of having program train with Hanock (system provider) as well as develop new uses for application.
2. Implement a digital inventory system.	Hanock has put this on hold for now.
3. Improve our outreach methods.	Met and interviewed with various marketing agencies to determine which one we will use for future marketing services. In process of moving forward with decision.

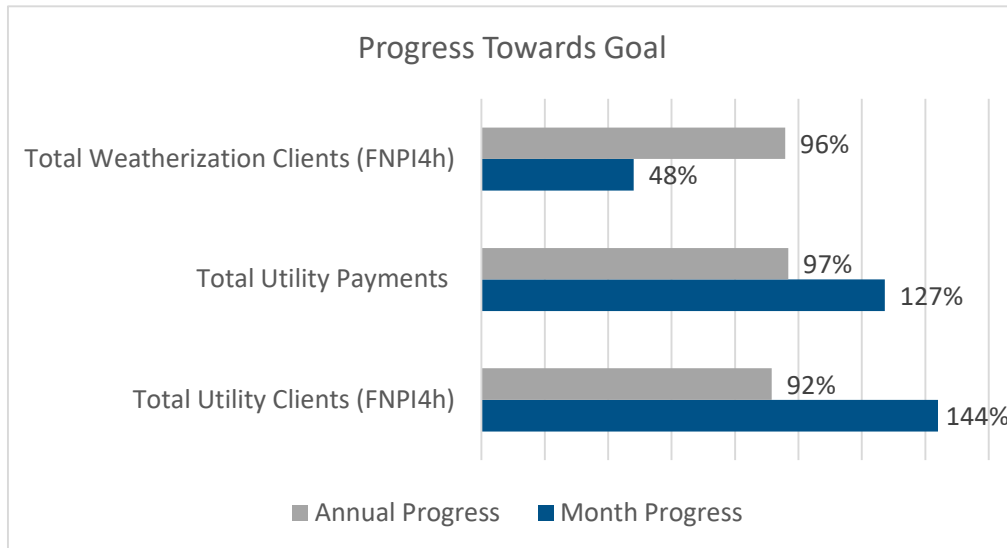


**Community Action Partnership of Kern
Monthly Report 2021**

Month	December	Program/Work Unit		Energy & Utility Assistance		
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Wilfredo Cruz, Loretta Andrews			
	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) 2021 Ends June 30, 2022		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		1,384	3,692	3,845	432%	96%
Utility Payments		\$954,049	\$2,668,495	\$2,999,043	382%	89%
Clients Served Weatherization		8	77	150	64%	51%
Low-income Home Energy Program (LIHEAP) 2020 Ends December 31,		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		0	2,088	2,476	0%	84%
Utility Payments		\$0	\$1,545,107	\$1,545,423	0%	100%
Clients Served Weatherization		0	1	1	0%	100%
Discorgement Assistance Program (DAP) Ends December 31, 2021		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		0	251	260	0%	97%
Utility Payments		\$0.00	\$182,134	\$182,000	0%	100%
Clients Served Weatherization		2	29	30	80%	97%
CARES ACT Ends September 30, 2021		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		0	2,090	2,077	0%	101%
Utility Payments		\$0	\$916,192	\$916,186	0%	100%
2020 DOE - Weatherization		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Weatherization		0	0	10	0%	0%
American Rescue Plan Act (ARPA) Ends March 2023*		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		203	613	878	277%	70%
Utility Payments		\$367,287	\$1,169,728	\$1,054,434	418%	111%
Totals		Month	YTD	Goal	Month Progress	Annual Progress
Total Utility Clients (FNPI4h)		1,587	8,734	9,536	144%	92%
Total Utility Payments		\$ 1,321,336	\$ 6,481,656	\$ 6,697,086	127%	97%
Total Weatherization Clients (FNPI4h)		10	183	191	48%	96%

**Community Action Partnership of Kern
Monthly Report 2021**

Explanation (Over/Under Goal Progress)	
1) Remaining LIHEAP 20 jobs were moved over to LIHEAP 21 - contract to close soon. 2) ARPA first full month of utilization was October 2021 - contracts ends March 31, 2023. *The ARPA funding reflects activities and projections through 12/31/2021. 3) Only active contracts are LIHEAP 2021, 2020 DOE and ARPA.	
Program Strategic Goals	Progress Towards Goal
1. Expedite assistance to client by increasing efficiency in paperwork (Weatherization).	In the process of having program train with Hanock (system provider) as well as develop new uses for application.
2. Implement a digital inventory system.	Hanock has put this on hold for now.
3. Improve our outreach methods.	Met and interviewed with various marketing agencies to determine which one we will use for future marketing services. In process of moving forward with decision.



**Community Action Partnership of Kern
Monthly Report 2021**

Month	November	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	Current Enrolled	Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (SRV 2p) Reporting July 1, 2020 - June 30, 2021	32	1	77	100	12%	77%
Summer Program (Max Capacity due to COVID) (SRV 2m)	N/A		31	18	0%	172%
After School/Learning Pods Enroll (FNPI 2c &SRV 2I)	30	1	39	20	60%	195%
Medi-Cal Outreach		Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions		553352	553455	3,000	221341%	18449%
Canvasing phone calls and flyers		4625	32561	15,000	370%	217%
Explanation (Over/Under Goal Progress)						
The CAPK Friendship House continues to offer tutoring and homework assistance through its' Afterschool and Mentoring program. Program outreach and recruitment for both programs is ongoing. The CAPK Health Navigator Medi-Cal outreach team has greatly increased outreach efforts by securing six billboard ads, as well as a GET bus ad to promote Medi-Cal. The Medi-Cal billboards can be seen at California Ave/Owens, Roberts Ln/Olive Dr, Edison Hwy/Oswell, Union Ave/Planz, Wible Rd/Pacheco, Taft Hwy/Union.						
Program Strategic Goals		Progress				
1. Develop and implement an education and tutoring program.		The FHCC tutoring program is being implemented. Ongoing training is being provided to staff on the different tutoring software components.				
2. Strengthen technical infrastructure to increase tech based services for youths such as STEM and distance learning.		Completed				
3. Create Advisory Board Recruitment Plan.		Recruitment and interviews for additional FHCC Advisory Board members started in November of 2021.				

**Community Action Partnership of Kern
Monthly Report 2021**

Month	December	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	Current Enrolled	Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (SRV 2p) Reporting July 1, 2020 - June 30, 2021	33	1	78	100	12%	78%
Summer Program (Max Capacity due to COVID) (SRV 2m)	N/A	0	31	20	0%	155%
After School/Learning Pods Enroll (FNPI 2c &SRV 2I)	31	1	40	20	60%	200%
Medi-Cal Outreach		Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions		553352	1106807	3,000	221341%	36894%
Canvasing phone calls and flyers		4625	37186	15,000	370%	248%
Explanation (Over/Under Goal Progress)						
The CAPK Friendship House offers tutoring, homework assistance, and recreational activities through the Afterschool and Mentoring programs. Program outreach and recruitment is ongoing. The CAPK Health Navigator Medi-Cal outreach team has greatly increased outreach efforts by securing six billboard ads, as well as a GET bus ad to promote Medi-Cal. The Medi-Cal billboards can be seen at California/Owens, Roberts Ln/Olive Dr, Edison Hwy/Oswell, UnionAve/Planz, Wible Rd/Pacheco, Taft Hwy/Union.						
Program Strategic Goals			Progress			
1. Develop and implement an education and tutoring program.			Being implemented			
2. Strengthen technical infrastructure to increase tech based services for youths such as STEM and distance learning.			Completed			
3. Create Advisory Board Recruitment Plan.			Recruitment and interviews for additional FHCC Advisory Board members started in November of 2021. Three additional Advisory Board members have been recruited.			

**Community Action Partnership of Kern
Monthly Report 2021**

Month	November	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		Current Enrolled	Month	YTD	Goal	Month Progress	Annual Progress
Summer Program (Max Capacity due to COVID) (SRV 2m)		N/A		19	19	0%	100%
After School/Learning Pods Enroll (FNPI 2c &SRV 2I)		12	1	34	19	63%	179%
Community Programs (On Hold due to COVID)			Month	YTD	Goal	Month Progress	Annual Progress
Zumba				0	30	0%	0%
Fitness Boot Camp				0	30	0%	0%
Open Basketball				0	45	0%	0%
Tai-Chi				0	12	0%	0%
Outreach			Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events			1	6	6	200%	100%
Community Events			2	15	6	400%	250%
Explanation (Over/Under Goal Progress)							
Community events still happening with facility rental, Girl Scout meetings, Dignity Health Services, and mask distribution to SYC families.							
Program Strategic Goals				Progress			
1. Develop program services to grow enrollment while maintaining safety				Restrictions are easing up and allowing for more participation, Transportation is in the process to begin soon.			
2. Increase youth programs offered such as STEM, Art & Culture, Healthy life styles, etc.				Completed Ca Coastal Commission Grant and completing Kern Health System - STEM grant.			
3. Increase staff development opportunities.				Ongoing research for LIVE and virtual trainings.			

**Community Action Partnership of Kern
Monthly Report 2021**

Month	December	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		Current Enrolled	Month	YTD	Goal	Month Progress	Annual Progress
Summer Program (Max Capacity due to COVID) (SRV 2m)		N/A		19	19	0%	100%
After School/Learning Pods Enroll (FNPI 2c &SRV 2I)		12	0	34	19	0%	179%
Community Programs (On Hold due to COVID)			Month	YTD	Goal	Month Progress	Annual Progress
Zumba				0	30	0%	0%
Fitness Boot Camp				0	30	0%	0%
Open Basketball				0	45	0%	0%
Tai-Chi				0	12	0%	0%
Outreach			Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events				6	6	0%	100%
Community Events			4	19	6	800%	317%
Explanation (Over/Under Goal Progress)							
Community events still happening with facility rental, Girl Scout meetings, Dignity Health Services, and mask distribution to SYC families.							
Program Strategic Goals			Progress				
1. Develop program services to grow enrollment while maintaining safety			Restrictions are easing up and allowing for more participation, Transportation is in the process to begin soon.				
2. Increase youth programs offered such as STEM, Art & Culture, Healthy life styles, etc.			Completed Ca Coastal Commission Grant and completing Kern Health System - STEM grant.				
3. Increase staff development opportunities.			Ongoing research for LIVE and virtual trainings.				

**Community Action Partnership of Kern
Monthly Report 2021**

Month	November	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		24	114	6,000	253%	2%
State		9	112	6,000	96%	2%
Total Returns (State included with Federal) (SRV 3o)		24	114	6,000	253%	2%
Refunds and Credits		Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds		\$39,131	\$105,191	\$3,500,500	446%	3%
State Refunds		\$788	\$9,484	\$730,000	100%	1%
Federal EITC (SRV 3o)		\$140	\$22,023	\$2,300,000	8%	1%
CalEITC (SRV 3o)		\$651	\$5,652	\$350,000	138%	2%
Total Refunds and Credits		\$40,710	\$142,350	\$6,880,500	343%	2%
Individual Taxpayer Identification Number (ITIN)		Month	YTD	Goal	Month Progress	Annual Progress
Applications			67	25	0%	268%
Explanation (Over/Under Goal Progress)						
There will be differences in federal vs state returns processed. This is due to the economic impact payment. Clients who do not have an obligation to file, and are only recovering stimulus payments are only required to submit a federal return. Also note, the goals started over October 1, 2021 with the new award of IRS funding. We were awarded \$200,693. Very exciting!						
Program Strategic Goals			Progress Towards Goal			
1. Develop and implement site expansion plan.			Established new sites at the FRC sites in Mojave and Ridgecrest.			
2. Build community awareness of VITA services.			With the newly awarded CalEITC grant, we will be able to begin outreach that will include bus ads, billboards, social media boosts, postcards to eligible households and a text messaging campaign. More to come.			

**Community Action Partnership of Kern
Monthly Report 2021**

3. Develop and implement volunteer retainment plan.	Currently, staff is conducting the New Volunteer Orientations with 54 new volunteers signed up and 12 confirmed for training scheduled next week. Thirteen (13) past volunteers have confirmed they will be returning.
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**Community Action Partnership of Kern
Monthly Report 2021**

Month	December	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		22	136	6,000	194%	2%
State		9	121	6,000	89%	2%
Total Returns (State included with Federal) (SRV 3o)		22	136	6,000	194%	2%
Refunds and Credits		Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds		\$30,258	\$135,449	\$3,500,500	268%	4%
State Refunds		\$788	\$10,272	\$730,000	92%	1%
Federal EITC (SRV 3o)		\$140	\$22,163	\$2,300,000	8%	1%
CalEITC (SRV 3o)		\$137	\$5,789	\$350,000	28%	2%
Total Refunds and Credits		\$31,323	\$173,673	\$6,880,500	216%	3%
Individual Taxpayer Identification Number (ITIN)		Month	YTD	Goal	Month Progress	Annual Progress
Applications		0	67	25	0%	268%
Explanation (Over/Under Goal Progress)						
Electronic filing season has ended and will not resume until the 2nd week of February.						
Program Strategic Goals			Progress Towards Goal			
1. Develop and implement site expansion plan.						
2. Build community awareness of VITA services.						

**Community Action Partnership of Kern
Monthly Report 2021**

3. Develop and implement volunteer retainment plan.	Currently, staff is conducting the New Volunteer Orientations with 54 new volunteers signed up and 12 confirmed for training scheduled next week. Thirteen (13) past volunteers have confirmed they will be returning.
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Administration

Grant Development

CAPK Foundation

Outreach & Marketing

**Community Action Partnership of Kern
Monthly Report 2021**

Month	November	Program/Work Unit		Operations: Business Services, Maintenance, Information Technology, Risk Management		
Division/Director	Operations/Emilio Wagner		Program Managers	Dan Ripoli, Jeremy Keeling, 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			330	2064	TBD	TBD
Contracts	24	3	21	123	TBD	TBD
Leases	3	18	6	22	TBD	TBD
Requests for Proposals	4	4		9	TBD	TBD
Maintenance & Operations						
Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Facility Work Orders	253	67	186	2197	TBD	TBD
Information & Technology						
Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Help Desk Work Orders	276	116	304	3241	TBD	TBD
Risk Management						
Workers Comp Claims	Reported	Reported YTD	Other		Reported	Reported YTD
First Aid (Reported only)	5	54	General Liability		0	2
First Aid	4	30	Property Incidents		10	39
Medical Treatment	0	2	Vehicle Incidents		2	12
Modified Duty	0	4	Litigated		0	4
Lost Time	0	0				
Non-Industrial (not work related)	0	3				
Under Investigation	0	1				
Confirmed Work Related COVID	0	28				

**Community Action Partnership of Kern
Monthly Report 2021**

Month	November	Program/Work Unit	Operations
		RFPs	Contracts
		Pest Control Services -Agency	United Refrigeration Amendment I
		Grant Writing Services - Executive	Hancock Software change order
		Barnett House Tenant Improvements -EHS	Teachstone renewal Agreement
		Food Service Vendor -EHS	WIPFLI In-kind Project Agreement
			PLC System Services Contract - Energy
			PLC System Services Contract - Jewett
			IBI Group Change Order
			Lamar Agreement - Med-cal Campaign
			PLC System Services Contract - 211
			Brown's Construction Services
			Worklogic HR
			Action Glass Contract for Services - BPN
			Golden Empire Transit District - GET Bus
			Premiere Services Contract - SYC
			CCU Demolition Contract - HS Paso Robles
		IT Projects	BrainStorn Renewal Agreement
		AT&T Switch Ethernet installation	Access Plus Capital Lease Agreement
		Head Start Networking upgrades	Great Western Installations Contract - Pete Parra
		Server Upgrades	Great Western Installations Contract - Primeros Pasos
			Hancock Software Contract for Services - Energy
			Teaching Strategies Cloud renewal Contract
			PLC System Services Contract - Food Bank
			RLH Fire Protection - HS locations
			Transwest Amendment
		Leases	Risk Projects
		15682 K St. Mojave	Final Draft COVID-19 Prevention Protocols for
		1815 Van Ness Ave. (MCAP)	Ridesharing in CAPK Vehicles
		216 West 7th St. (Hanford)	Final Draft COVID-19 Prevention Protocols for
		108 S. Robinson St. Tehachapi (WIC)	Ridesharing in CAPK Homeless Transport
		26904 Nichols St. Boron (WIC)	Updated Charter for Operational Risk Management
		8201 Palm Ave.Lamont (Head Start)	Advisory Committee
		4600 Panama Lane (WIC)	Final Draft Rev 2021 Fire Extinguisher Program
		741 Palm Ave. Wasco (WIC)	Final Draft Opioid Overdose Response and Naloxone
		700 Doe Ave (MCAP)	Administration Procedures
		2550 East. Belle Terrace Ste. 501-502	Complete renewal applications for W/C and AD&D
		16804 Highway 14 (EKFR)	coverage
		500 E. California Ave. (WIC)	
		5351 Olive Drive (MCAP)	
		525 Roberts Lane (WIC)	
		1900 E California Ave (Head Start)	

**Community Action Partnership of Kern
Monthly Report 2021**

1145 N. Hunter St (San Jqn)	
2854 Felsite Ave (Head Start)	

**Community Action Partnership of Kern
Monthly Report 2021**

Month	December	Program/Work Unit		Operations: Business Services, Maintenance, Information Technology, Risk Management		
Division/Director	Operations/Emilio Wagner		Program Managers	Dan Ripoli, Jeremy Keeling, Douglas Dill, Ryan Dozier, 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			147	2211	TBD	TBD
Contracts	16	6	10	133	TBD	TBD
Leases	1	14	3	25	TBD	TBD
Requests for Proposals	4	7	1	10	TBD	TBD
Maintenance & Operations						
Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Facility Work Orders	205	69	136	2333	TBD	TBD
Information & Technology						
Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Help Desk Work Orders	240	104	238	3479	TBD	TBD
Risk Management						
Workers Comp Claims	Reported	Reported YTD	Other		Reported	Reported YTD
First Aid (Reported only)	13	67	General Liability		0	2
First Aid	3	33	Property Incidents		3	42
Medical Treatment	2	4	Vehicle Incidents		1	13
Modified Duty	0	4	Litigated		0	4
Lost Time	0	0				
Non-Industrial (not work related)	0	3				
Under Investigation	0	1				
Confirmed Work Related COVID		28				

**Community Action Partnership of Kern
Monthly Report 2021**

Month	December	Program/Work Unit	Operations
		RFPs	Contracts
		Pest Control Services -Agency	Action Glass Contract for Services - FB
		Marketing and Outreach - Executive	PLC System Services Contract for Services -FB
		Barnett House Tenant Improvements -EHS	Great Western Installations - San Jqn
		Food Service Vendor -EHS	San Joaquin Interiors Contract for services- Energy
		Security Services -Agency	PLC System Services Contract for Services -LBNC
		Glass Subcontractor -Energy	Krazan and ASsociates - San Jqn
		Subcontractor -Energy	Diablo Fence Contract for Services - 1509 Golden Gate
			Diablo Fence Contract for Services - 347 Poplar St
			Diablo Fence Contract for Services - 2800 D St
			Amendment to SSD Contract for Services - Various loc.
			Contract for Services SSD - 1825 Feliz Drive
			Adelante Strategies Contract for Services
			Contract for Services - Grant Writing - Dixie King
			Contract for Services - Grant Writing - Key Writing Concept
			Tres Hombre Fence Contract for Services - LBNC
			Contract for Services - ServiceMaster Clean Oasis FRC
		IT Projects	
		iPad upgrades	
		Fire tablet configuration MathShelf	
		Network upgrades	
		Firewall upgrades	
		Risk Projects	
		Leases	Final Draft COVID-19 Prevention Protocols for Ridesharing in CAPK Vehicles
		15682 K St. Mojave	
		1815 Van Ness Ave. (MCAP)	Final Draft COVID-19 Prevention Protocols for Ridesharing in CAPK Homeless Transport
		216 West 7th St. (Hanford)	
		108 S. Robinson St. Tehachapi (WIC)	Updated Charter for Operational Risk Management Advisory Committee
		26904 Nichols St. Boron (WIC)	
		8201 Palm Ave.Lamont (Head Start)	Final Draft Rev 2021 Fire Extinguisher Program
		4600 Panama Lane (WIC)	Final Draft Opioid Overdose Response and Naloxone Administration Procedures
		741 Palm Ave. Wasco (WIC)	
		700 Doe Ave (MCAP)	
		2550 East. Belle Terrace Ste. 501-502	Complete renewal applications for W/C and AD&D coverage
		16804 Highway 14 (EKFRC)	
		525 Roberts Lane (WIC)	
		1900 E California Ave (Head Start)	
		2854 Felsite Ave (Head Start)	
		244 G Street, Unit A (WIC)	



Operations

Business Services

Maintenance

Information Technology

Risk Management

**Community Action Partnership of Kern
Monthly Report 2021**

Month	November	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, English-Spanish translations.						
Outreach Social Media		Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions		17,101	205,584	180,000	114%	114%
Facebook Impressions - number of times users see content		32,791	457,552	900,000	44%	51%
Other Social Media Impressions		9,315	117,433	220,000	51%	53%
Outreach Advocacy		Outreach Special Projects				
Participated in ROMA training		Shared Aera/Chevron/Rudy Salas coat donation				
Met with Assemblyman Rudy Salas		to Head Start students.				
Made presentation to Kern County Fair Board		Presented Outreach Presentation on Photography				
on Feed the Need event		Promoted KGET Food Drive for Food Bank				
Attended NCAF Conference		Supported M Street Thanksgiving Luncheon				
Arranged and attended CAPK leadership meetings with Congressman David Valado		Promoted partner donations to M Street and				
and House Minority Leader Kevin McCarthy		CAPK Food Bank.				
		Prepared for CAPK Food Bank Expansion				
		Groundbreaking				
Grants In Progress/Research		Projects				
see reports		2021-25 Strategic Planning Training				
		On-Strategy Training and Implementation				
CSBG		ROMA				
2021 Monthly and Year-end Reporting		Patient Centered Data Driven (PCDD) Cohort				
Foundation						
Director of Development Recruitment						
Identified New Campaign: FHCC Fencing & Lighting						
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2021**

Program Strategic Goals	Progress Towards Goal
Customer Relationship Management Projects, including Volunteer Management and Referral Management	Progress Towards Goal
Conduct In depth program specific needs assessment	Quarterly

**Community Action Partnership of Kern
Monthly Report 2021**

Month	December	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, English-Spanish translations.						
Outreach Social Media		Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions		13,657	219,241	180,000	91%	122%
Facebook Impressions - number of times users see content		37,447	494,999	900,000	50%	55%
Other Social Media Impressions		28,289	145,722	220,000	154%	66%
Outreach Advocacy		Outreach Special Projects				
Prepared plans/bids for CAPK Annual Report		Promoted Community Outreach Townhall for				
Promoted Toys and Gifts donation from		Food Bank Expansion				
Justice Law Foundation for children at		Hosted Food Bank Expansion Townhall				
Friendship House and Shafter Youth Center		Hosted CAPK Food Bank Expansion				
		Groundbreaking				
		Promoted M Street Christmas Luncheon				
		Prepared Annual Holiday Video Message from				
		CEO Jeremy Tobias.				
		Finalized all designs and orders for outreach setups				
Grants In Progress/Research		Projects				
California Violence Intervention/Prevention		OnStrategy PRE Integration				
The Emergency Food Assistance Program						
CSBG		ROMA				
2021 Monthly and Year-end Reporting		Patient Centered Data Driven (PCDD) Cohort				
Foundation						
Director of Development Recruitment						
Identified New Campaign: FHCC Fencing & Lighting						
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2021**

Program Strategic Goals	Progress Towards Goal
Customer Relationship Management Projects, including Volunteer Management and Referral Management	Completed company-wide introduction, have provided one on training for programatic specifics
Conduct In depth program specific needs assessment	Quarterly

Application Status Report Detail - January 2022
November - December 2021

Funder	Opportunity Name	Description	Status	Amount Requested	Amount Awarded	Application Note
California Department of Social Services (CDSS)	Food Bank Capacity Program Revised Award 2019-20	Food Bank expansion - multiple items	Awarded	\$ 71,006.49	\$ 72,501.76	
Wonderful Community Grants	Central Valley Community Grants (Wasco)	Free Farmers market Wasco, CA	Awarded	\$ 50,000.00	\$ 50,000.00	
Wonderful Community Grants	Central Valley Community Grants (Delano)	Free Farmers market Delano, CA	Awarded	\$ 50,000.00	\$ 50,000.00	
Wonderful Community Grants	Central Valley Community Grants (Shafter)	Free Farmers Market Shafter, CA	Awarded	\$ 50,000.00	\$ 50,000.00	
CA Business, Consumer Services and Housing Agency	CES Point of Entry and Intake Support	Case Management for Permanent Housing Solutions (PSH) (BKRHC CoC)	Awarded	\$ 325,782.00	\$ -	
CA Department of Community Services and Development (CSD)	CalEITC	Free tax preparation assistance and assistance with establishing an ITIN application	Awarded	\$ 628,542.00	\$ -	
CA Business, Consumer Services and Housing Agency	Case Management for Permanent Supportive Housing Solutions	Case Management for Permanent Housing Solutions (PSH) (BKRHC CoC)	Denied	\$ 710,335.00	\$ -	
CA Business, Consumer Services and Housing Agency	Youth Outreach, Emergency Shelter, and Case Management	Case Management for Permanent Housing Solutions (PSH) (BKRHC CoC)	Denied	\$ 638,725.05	\$ -	
California Reinvestment Coalition	Resilience Fund	CDFI Development	Denied	\$ -	\$ -	
Feeding America	FY22 Feeding America Multi-Donor Service Insights	Food Bank client technology build-out	Denied	\$ 125,000.00	\$ -	
US Economic Development Administration	Build Back Better Regional Challenge Phase 1 - Aerospace Sector	Aerospace. County of Kern - lead. Jobs and regional economy. CAPK is not the lead, rather will be a coalition member.	Denied	\$ 250,000.00	\$ -	County of Kern, Bakersfield Chamber of Commerce, and B3K Study
US Economic Development Administration	Build Back Better Regional Challenge Phase 1 - Energy	Energy Sector. CAPK is the fiscal agent. Kern Community College District is the operator.	Denied	\$ 500,000.00	\$ -	KCCD Energy Sector
California Coastal Commission	Whale Tail Grants Program	FHCC/SYC	Pending	\$ 10,911.00	\$ -	
Bakersfield Kern Regional Homeless Collaborative	FY 2021 Renewal Project Application	Through the CoC - BKRHC, submitted the Coordinated Entry System renewal application through esnaps. NOTE: funding is directly from HUD, but is submitted as part of the consolidated application - Continuum of Care (CoC).	Pending	\$ 236,838.00	\$ -	FY 2021 Renewal - Coordinated Entry
County of Kern Employer Training Resource	California Small Business COVID-19 Relief Grant Program	Employers Training Resource (ETR) is the lead agency. CAPK will be reaching eligible entities in the Southwest Kern area.	Pending	\$ -	\$ -	ETR is the lead. CAPK is a sub-contractor.
Tri Counties Bank	VITA-General Operating Assistance for Tax Year 2022	Grant application submitted to finance VITA and CDFI projects. VITA: Purchase local advertisement on city buses. CDFI: Cost of legal services required to pursue CDFI certification	Pending	\$ 25,000.00	\$ -	
California Department of Social Services (CDSS)	FOOD BANK CAPACITY PROGRAM AWARD LETTER FOR SFY 2021- 2022	Food Bank Capacity-Building grant	Pending	\$ 4,859,606.00	\$ -	
Citizens Business Bank	Citizens Business Bank - Food Bank Initiative	Support for the CAPK's Emergency Food Assistance Program focused on homeless and low income individuals and families in Kern County.	Pending	\$ 7,500.00	\$ -	
US Department of Agriculture (USDA)	Community Food Projects Competitive Grants Program	Grant application submitted to support the development a comprehensive food systems assessment by way of a USDA application under the Community Food Projects Competitive grant program, specifically focused on the development of Geographic Information Systems in food security in Kern County.	Pending	\$ 35,000.00	\$ -	
Governor's Office of Business and Economic Development	California Small Business COVID-19 Relief Grant Program	CAPK is not the lead. Partnering with Kern County Employer's Training Resource (ETR) Relief to small businesses impact by COVID 19 - microloans.	Pending	\$29,900	\$0	In-Kind Partnership

Additional Opportunities						
Funder	Opportunity Name	Description	Status	Amount Requested	Amount Awarded	Application Note
Robert Wood Foundation	People, Parks, and Power	CAPK is not the lead. Sub-contractor to the Dolores Huerta Foundation. A National Initiative for Green Space, Health Equity, and Racial Justice. CAPK will be part of providing outreach and awareness.	Awarded	\$ -	\$ -	In-Kind Partnership
U.S. Department of Energy	Department of Energy (DOE) Communities LEAP (Local Energy Action Program) Pilot	Technical Assistance Grant ONLY. Clean Transportation Planning and Investment. ".aims to facilitate sustained community-wide economic and environmental benefits primarily through DOE clean energy deployment work. This opportunity is specifically open to low-income, energy-burdened communities that are also experiencing either direct environmental justice impacts, or direct economic impacts from a shift away from historical reliance on fossil fuels."	Pending	\$ -	\$ -	CAPK is the lead applicant. Program support provided by Kern Community College District (KCCD)

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	Friendship House Community Center
Funding Agency	Board of State and Community Corrections	Project Name	California Violence Intervention and Prevention
CFDA	N/A	Target Population	Group-member involved homicides, shootings, and aggravated assaults
Reapplication (Y/N)	Y	Number to be served	TBA
Estimated Request	\$400,000	Division Director	Freddy Hernandez
Award Period	7/2022 - 6/2025	Program Manager	Lois Hannible
Project Goal (One sentence goal statement)			
The purpose of CalVIP is to improve public health and safety by supporting effective violence reduction initiatives in communities that are disproportionately impacted by violence, particularly group-member involved homicides, shootings, and aggravated assaults.			
Project Description (Brief one paragraph description)			
Our project will be to implement evidence-based strategies to reduce local crimes rates in Bakersfield. The strategies may include case management, diversion, and employment/job training. In partnership with FHCC, the Executive Division is currently assessing potential partnerships with local law enforcement agencies to establish a referral system that can support recruitment efforts.			
Estimated Budget Summary			
CAPK will request no more than \$400,000 for this project. This sum will be used for personnel and fringe of staff with expertise in crime prevention, as well as supplies and technical assistance required to collect and analyze findings.			

Approvals:

Freddy Hernandez
Freddy Hernandez (Jan 6, 2022 08:22 PST)

Jan 6, 2022

Mary Webster

Jan 7, 2022

1. Division Director

Date

4. Chief Financial Officer

Date

Pritika Ram

Jan 6, 2022

J.T.D.

Jan 7, 2022

2. Director of Administration

Date

5. Chief Executive Officer

Date

[Signature]

Jan 7, 2022

3. Chief Program Officer

Date

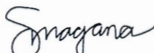
Date Presented / Approved:

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

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Federal	CAPK Program	Executive Division
Funding Agency	United States Department of Agriculture	Project Name	TEFAP Comprehensive Food Systems Assessment
CFDA	10.568	Target Population	Kern County
Reapplication (Y/N)	N	Number to be served	N/A
Estimated Request	\$100,000	Division Director	Pritika Ram
Award Period	4/2022 to 3/2024	Program Manager	N/A
Project Goal (One sentence goal statement)			
Expand TEFAP's reach into remote, rural, Tribal, and/or low-income areas that are underserved by the program.			
Project Description (Brief one paragraph description)			
Grant funds will be utilized to develop a comprehensive food systems assessment of TEFAP services in Kern County, specifically focused on the learning the remote, rural, and/or tribal regions that could benefit from an expansion of TEFAP services.			
Estimated Budget Summary			
The \$100,000 requested will be utilized to finance a consulting company to complete the comprehensive food systems assessments. steps of the assessment include stakeholder surveys, geographical informational systems assessment, and the compilation of findings in a conclusive report.			

Approvals:

	Jan 6, 2022
1. Division Director	Date
	Jan 6, 2022
2. Director of Administration	Date
	Jan 7, 2022
3. Chief Program Officer	Date

	Jan 7, 2022
4. Chief Financial Officer	Date
	Jan 7, 2022
5. Chief Executive Officer	Date

Date Presented / Approved:

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

**Community Action Partnership of Kern
Consent Funding Request
January 2022**

Funding Type	Private	CAPK Program	Oasis Family Resource Center
Funding Agency	Dollar General	Project Name	Oasis FRC – Program Support
CFDA	N/A	Target Population	Families and youth in the Ridgecrest area.
Request	\$10,000.00	Division Director	Freddy Hernandez
Award Period	1/1/2021 – 11/30/2022	Program Manager	Eric Le Barbe
Description	Programmatic Support for Baby Readiness (newborns and mothers), Diapers, transportation, and emergency closet.		
Funding Type	Private	CAPK Program	Oasis Family Resource Center
Funding Agency	Friends of Mercy Foundation	Project Name	Sister Phyllis Hughes Endowment for Special Needs
CFDA	N/A	Target Population	Families and youth in the Ridgecrest area.
Request	\$10,000.00	Division Director	Freddy Hernandez
Award Period	July 2022-May 2023 (pending notice)	Program Manager	Eric Le Barbe
Description	Planned submission (letter of intent due 1/26/2022). Programmatic support for new mothers and babies, transportation, supplies and emergency closet. The Oasis FRC requires ongoing to support for the families they serve, in addition to the current funding through contract providers, such as First 5 and County of Kern Department of Human Services.		

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: January 2022
Program/Work Unit: Head Start/Early Head Start	Program Administrator: 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	Over Income 131%+ up to 10% 101—130% Up to 35%
Head Start Kern	1317	877	67%		4%	5% 3%
Early Head Start Kern - EHS Center Based - EHS Home Based - EHS Home Based-Interim	446 243 123 80	276	62%	199 /243 74/123 3/80	8%	5% 3%
Early Head Start San Joaquin	313	192	61%		9%	9% 6%
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	93	61%	83% 63% 69% 36% 71% 19% 0	6%	9% 8%

HIGHLIGHTS:**Early Head Start Partnership Enrollment Updates:**

The construction on the infant classroom at Escuelita Hernandez center is awaiting licensing and fire inspection. The grand opening ceremony is being planned for the morning of Thursday February 24th. We are anticipating having CAPK programs and other community organizations represented as well as resources on-site for families. The public is invited to attend. A parent from Bakersfield College donated gifts from her employment to the families at BC; the employer also donated money for the BC staff to purchase additional gifts to ensure all children received something for the holiday.

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	167	240

Division Staffing			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
623	122		

HIGHLIGHTS:

- 5 On-Boarded
- 2 days of interviews were conducted for 4 open requisitions

Compliance
The program has received notification of an upcoming review: The Office of Head Start (OHS) will conduct a Focus Area Two (FA2) on-site monitoring review of the Kern, Early Head Start (EHS) San Joaquin and EHS Child Care Partnership (CCP) grants during the week of February 14, 2022. The goal of FA2 is to acquire a holistic look across service areas and program management functions by observing practice in action. Discussions will occur with families, direct service staff, the director, managers, the governing body, and the policy council to gain further insight about how children and families are supported.

Central Kitchen October 2021				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Center Totals	50,695	18,304	16,871	15,520

HIGHLIGHTS: All deliveries and food preparation were done without interruption despite the holidays and vandalism to Central Kitchen.

CACFP						
November 2021						
Total Meals Delivered			Meals Allocated		# of Meals Served	% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
49,907	11,362	61,269	32,062	29,207	32,062	59%



MEMORANDUM

To: Program Review & Evaluation Committee

From: Eric Le Barbé, Supervisor Oasis Family Resource Center

Date: January 12, 2022

Subject: *Agenda Item 5d*: Oasis FRC and Kern Early Stars- **Action Item**

On September 23, 2021, the Oasis Family Resource Center (OFRC) received a Professional Service Agreement from Kern Early Stars, to offer training services for staff related to the home and Summer Bridge educational services that we currently offer to children ages 0-5. There is no cost for this agreement since it's part of a current partnership between Kern Early Stars and First 5 Kern. The contract period for this agreement will be from January 17, 2022, to June 30, 2023.

This project enables the Oasis staff to receive tailored training and coaching to conduct educational services for children ages 0-5. This training will help us meet the programs current scope of work and strengthen the quality of service we currently provide to the community of Ridgecrest. First 5 Kern, strongly recommends that we utilize this opportunity in order to make sure that staff continues to improve their skills and develop new educational tactics.

The work connects to CAPK's mission and Strategic Goal 2, advocating for the low-income community of Kern County who often don't have the funds to provide early educational opportunities for their children. This program is designed to make sure that low-income children ages 0-5 are ready to attend kindergarten and develop a passion for education.

Recommendation:

Staff recommends the PRE Committee approve the Kern Early Stars contract and authorize the Chief Executive Officer to execute the contract and any amendments throughout the duration of the contract term.

Attachment:

21-22 FRC Impact Agreement

**Professional Service Agreement
Kern County Superintendent of Schools
Kern Early Stars
Quality Counts California Partnership Grant
Quality Improvement System
FY 2021-2022
FY 2022-2023**

I. RECITALS **IMPACT-Family Resource Center**

- A. WHEREAS a robust body of research demonstrates high-quality early learning programs and services can improve young children’s health, social-emotional, and cognitive outcomes; enhance school readiness; help close the wide school readiness gap that exists between children with high needs and their peers at kindergarten entry; and
- B. WHEREAS Quality Counts California has awarded a grant to the Kern County Superintendent of School (KCSOS) / Kern Early Stars (KES) program to conduct Quality Improvement System (QIS) and quality improvement activities; and
- C. WHEREAS the First 5 California awarded a grant to FIRST 5 Kern known as FIRST 5 IMPACT (Improve and Maximize Programs so All Children Thrive) to conduct Quality Improvement System (QIS) quality improvement activities; and
- D. WHEREAS _____ hereinafter referred to as “Program” desires to undergo QIS quality improvement activities; and
- E. WHEREAS the KCSOS is the lead fiscal agency of Quality Counts California and subcontracted with First 5 Kern, lead fiscal agency for IMPACT to provide QIS quality improvement activities under the KES and FIRST 5 IMPACT programs; and
- F. WHEREAS the parties enter into this Agreement with KCSOS/KES with the understanding this is a voluntary agreement to participate with quality improvement activities, and
- G. WHEREAS the parties agree to the requirements and expectations as stated under Section II Program Obligations.

II. PROGRAM OBLIGATIONS

Program obligations under this Agreement include any shared obligations stated below:

- Provide KES with required program data for review and verification. Data must be uploaded to the iPinwheel database, sent via email or postal mail, or provided during in-person site visits.
- Provide required data (i.e. Common Data File and Annual Report) and take all required actions in a timely fashion, according to a schedule as agreed between the parties and meeting any timelines of the funding organization.
- Ensure directors, lead teachers, or providers will be available via virtual platform, email, phone, or in-person for necessary meetings.
- Continually work towards improving program quality through an established Quality Improvement Plan.
- Report any changes with the Program Director and Lead Teacher to KES.
- Provide all required information and take all required actions in a timely fashion, according to a schedule as agreed between the parties and meeting any timelines of the funding organization.
- Comply with any additional requirements of the KES as applicable to the Program and identify a contact person for all communications regarding this agreement.

Failure to comply with any of the above-mentioned Agency Obligations will result in a loss of services provided by Kern Early Stars.

Photos and Videos

The use of photos and videos is an important part of the coaching and feedback process. There may be instances in which a child(ren) may be included in the photo/video.

- The only device used for photos/videos will be the KCSOS iPad assigned to the Coach.
- Any photo/video will not be permanently stored on any device and will never be shared or posted to a social media site.
- All photos/videos will be destroyed/deleted immediately upon completion of the Coach/provider feedback session.
- All parents/guardians must be made aware that their child may be included in the photo/video.
- Any parent/guardian that does not wish to have their child included in any photo/video should notify the program/provider so that the child is not included in any photo/video.
- By signing this Agreement, the program/provider takes responsibility for notifying all parents/guardians.

○ **iPinwheel**

Agree to allow the aggregate data to be submitted in regular intervals to the CA QRIS State organization and the First 5 California via the Kern Early Stars program. Data collection requirements and protocol are as follows:

- All participating programs shall participate in data collection, reporting, and evaluation activities required by the CA QRIS. Programs shall maintain and enter accurate, up-to-date data for each QRIS-funded session. Failure to collect and submit required Agency, program, staff, and session data by specified deadlines in iPinwheel, the QRIS web-based data system, will result in a loss of services provided by KES. Data will be collected via iPinwheel, the QRIS web-based collection and reporting system. The QRIS will provide training and technical assistance regarding the web-based collection and reporting system on a regular basis. In order to ensure all providers receive timely updates and are fully supported in all data collection and reporting processes, providers shall select one single-point-of-contact as the “Lead Data Representative” for the Program. These representatives shall attend an iPinwheel training implemented by the QRIS Administrator.
- Data Reporting Procedures of the QRIS: The Kern Early Stars program shall submit quarterly reports to the California Department of Education and First 5 CA (IMPACT). Additionally, data from the QRIS will be utilized to conduct research that will inform the revision of the Initiative. For all data reporting purposes, data gathered from preschool providers participating in the QRIS shall be contained in a secure database and managed in a strictly confidential manner adhering to the following data reporting protocol:
 - All QRIS agencies and sessions will receive a unique numeric code. When reporting data, the QRIS will use these numeric codes to maintain confidentiality when applicable. Data specific to DRDPs, IEPs, developmental screenings, and referrals that are collected and entered into the iPinwheel at the child-level, shall be reported to the state agency (California Department of Education or First 5 California) in aggregate numbers only.
 - To ensure that parents are informed that data for the preschool sites participating in the CA QRIS is being reported to KES, CDE, First 5 Kern, and to First 5 California, the participating program will give parents a QRIS Parent Consent Packet prepared by KES (see Exhibit B). Parents will be asked to review and complete these forms authorizing the release of data on their child for the purpose of local and state evaluation studies.
 - Data Analysis Assurances - KES will be responsible for:
 - Analyzing the program, preschool classroom, and child-level data.
 - Conduct a longitudinal evaluation of the QRIS. This may include focus group interviews with preschool instructional staff, Program directors, recipient kindergarten teachers, and parents of participating preschool children.
 - Share selected and aggregate data from participating preschool agencies, using confidential numeric codes, with First 5 IMPACT to be aggregated with data from projects throughout the State of California.

III. KCSOS/KES OBLIGATIONS KCSOS/KES will:

- Provide participating Programs with an orientation.
- Programs choosing to participate shall receive the following:
 - A scheduled meeting with the designated program staff of the participating Program in which to review the QIS, and to establish a Quality Improvement Plan (QIP) to achieve the desired program goals.
 - Schedule professional development training that will support the Program in meeting the agreed-upon goals.
- Assign a KES Coach to the Program.
- Provide technical assistance (TA) and coaching in any areas that the Program may need in order to improve their program quality, including the iPinwheel data system and technology literacy.
- Schedule a visit to review data in order to establish the completion of goals listed on the

Quality Improvement Plan.

- Provide the Program with a KES certificate to display at their site in order to further advertise their participation and level of quality.
- Provide all required information and take all required actions in a timely fashion, according to a schedule as agreed between the parties and meeting any timelines of the funding organization.
- Perform required services at a location to be agreed upon between the parties.
- Comply with any additional requirements of the KES programs as applicable to the Program.
- Identify a contact person for all communications regarding this agreement.
- Uphold all responsibilities as child abuse and neglect mandated reporters. If there is a presence of child abuse, neglect, or Title 22 licensing violation suspected, KES will report to the Department of Social Services and/or Community Care Licensing.

IV. **TERM.**

- This agreement shall conclude on June 30, 2023.
- Either party may terminate this agreement with written notice after 30 calendar days to the other party.

V. **GENERAL PROVISIONS OF THIS AGREEMENT**

- A. Mutual Indemnification. Each party shall maintain employer's liability insurance with limits of \$2,000,000. Each party agrees to defend, hold harmless, and indemnify the other party (and its officers, employees, trustees, agents, successors, and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs, and liability whether in contract, tort or strict liability (including but not limited to personal injury, death at any time and property damage) arising out of or made necessary by the indemnifying party's breach of the terms of this Agreement.

In the event that any action or proceeding is brought against a party by reason of any claim or demand discussed in this section, upon notice from the party, the indemnifying party shall defend the action or proceeding at the indemnifying party's expense, through counsel reasonably satisfactory to the other party. The obligations to indemnify set forth in this section shall include reasonable attorney's fees and investigation costs and all other reasonable costs, expenses and liabilities from the time of giving the first notice of any claim or demand.

The indemnifying party's obligations under this section shall apply regardless of whether the other party (or any of its officers, employees, trustees or agents) are actively or passively negligent, but shall not apply to any loss, liability, fine, penalty, forfeiture, cost or damage caused solely by the active negligence or by the willful misconduct of the other party.

- B. Status of Parties. The parties agree that, in performing the services specified in this Agreement, each party shall act as an independent contractor and shall have control of all work and the manner in which it is performed. The parties shall be free to contract for similar services to be performed while under contract with each other.

Any employees or assistants retained by either party shall be the responsibility of the retaining party and not of the other. Each party shall determine the means and methods for carrying out the work to achieve the result required by this agreement, and shall determine the hours during which the services shall be performed and the sequence of tasks.

1. Termination. Either party may terminate this Agreement prior to its expiration as follows: If anyone takes over the operation of either party due to fiscal reasons, the agreement is automatically terminated unless the parties each agree to continue the agreement in effect.
2. If the other party fails to comply with the indemnification requirements of this Agreement.
3. If the other party commits a material breach of this Agreement and fails to cure the breach within 30 days after written demand.

C. Force Majeure. A Party is not liable for failing or delaying performance of its obligations under this Agreement due to events that are beyond the Party's reasonable control and occurring without its fault or negligence, for example, acts of God such as tornadoes, lightning, earthquakes, hurricanes, floods, or other natural disasters (collectively "Force Majeure"), provided that the Party has promptly notified the other Party in writing of the occurrence of the Force Majeure, except that a Force Majeure shall not excuse payment of any portion of the Contract Amount that is due following performance in accordance with this Agreement, except for any payment for Services not perform during the period in which the Force Majeure occurred.

D. Miscellaneous.

1. Entire Agreement. This Agreement [*including any exhibits or schedules referred to in this Agreement*] constitutes the final, complete and exclusive statement of the terms of the Agreement between the parties pertaining to the subject matter of the Agreement [or describe the general nature of the transaction] and supersedes all prior and contemporaneous understandings or agreements of the parties. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty outside those expressly set forth in this Agreement.
2. Amendment. The provisions of this Agreement may be modified only by mutual agreement of the parties. No modification shall be binding unless it is in writing and signed by the party against whom enforcement of the modification is sought.
3. Waiver. Any of the terms or conditions of this Agreement may be waived at any time by the party entitled to the benefit of the term or condition, but no such waiver shall affect or impair the right of the waiving party to require observance, performance or satisfaction either of that term or condition as it applies on a subsequent occasion or any other term or condition of this Agreement.
4. Assignment. Neither party may assign any rights or benefits or delegate any duties under this Agreement without the written consent of the other party or parties. Any purported assignment without written consent shall be void.
5. Parties in Interest. Nothing in this Agreement, whether express or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any person other than the parties to it and their respective successors and assigns, nor is anything in this Agreement intended to relieve or discharge the obligation or liability of any third persons to any part of this Agreement, nor shall

any provision give any third persons any right of subrogation or action over against any party to this Agreement.

6. Severability. If any provision of this Agreement is held by a court or arbitrator of competent jurisdiction to be invalid or unenforceable, the remainder of the Agreement shall continue in full force and effect and shall in no way be impaired or invalidated.
7. Governing Law. The rights and obligations of the parties and the interpretation and performance of this Agreement shall be governed by the laws of California, excluding any statute which directs the application of the laws of another jurisdiction.
8. Notices. Any notice under this Agreement shall be in writing, and any written notice or other document shall be deemed to have been duly given on the date of personal services on the parties or on the second business day after mailing if the document is mailed by registered or certified mail, addressed to the parties at the addresses set forth below, or at the most recent address specified by the addressee through a written notice under this provision. Failure to conform to the requirement that mailings be done registered or certified mail shall not defeat the effectiveness of notice actually received by the addressee.
9. Authority to Enter Into Agreement. Each party to this Agreement represents and warrants that it has the full power and authority to enter into this Agreement and to carry out the transactions contemplated by it, and has taken all action necessary to authorize the execution, delivery, and performance of the Agreement.
10. Nondiscrimination and Harassment. Each party agrees that it will not unlawfully discriminate, harass or allow harassment, against any employee or other person, because of sex, race, color, ancestry, religious creed, national origin, mental or physical disability (including HIV and AIDS), marital status, or age, and shall comply with all applicable laws pertaining to employment.
11. Conflicts of Interest. Each party is aware of and agrees to comply with the requirements of Government Code Sections 1090 and 87100, and other applicable rules on conflicts of interest.
12. KCSOS will not be liable for any injury that results from equipment purchased by the KES.

NAME OF PROGRAM REPRESENTATIVE

Print
Name: _____

Title: _____

Signature: _____

Date: _____

KCSOS REPRESENTATIVE

Print
Name: _____

Title: _____

Signature: _____

Date: _____



MEMORANDUM

To: Program Review & Evaluation Committee

From: Susana Magana, Director of Health and Nutrition

Date: January 12, 2022

Subject: *Agenda Item 5e*: Strategic Plan Updates on Goal 1 – **Info Item**

Goal Group 1 is dedicated to promoting efforts that will, “increase access to healthy, affordable food to support the health of the communities we serve” (Strategic Plan, 2021-2025). This goal group is comprised of the following staff: Traco Matthews, James Burger, Alejandra Morales, Laurie Hughey, Jennifer Jordan, and Alan Rodriguez. These members represent Head Start, M Street Navigation, 211, CalFresh Healthy Living, and the Executive Division. Board Member, Michelle Jara-Rangel, will also support efforts through her attendance and collaboration during our monthly meetings.

Group 1 last met on December 3, 2021. The staff members noted above were in attendance. This introductory meeting served as an opportunity to further familiarize ourselves with the OnStrategy platform. We discussed expectations for documenting progress, re-occurring meetings, and strategies to support our objectives.

Noteworthy, on December 20, 2021, the Executive Division submitted a grant to support objective 1.1.1. This objective emphasizes the importance of “Conducting assessments to identify service gaps, food deserts, and emerging geographic pockets of food security” (Strategic Plan, 2021-2025).

CAPK requested funds for the development of Geographic Information Systems in food security in Kern County by way of a United States Department of Agriculture Application under the Community Foods Projects Competitive grant program. Funding for this project will allow us to devise appropriate strategies that understands land use, access to fresh produce, and the food economy of each pocket of our county.

Goal Group 1 will meet next on January 12, 2022. During this time, the discussion will focus on ensuring that all Goal Group 1 members have access to the OnStrategy platform and identify the task(s) that each member will begin working towards. The Active Plan summary has been included to familiarize the committee on the format that will be used to report progress in future updates.

Attachment:

Active Plan by Team Member for Susana Magana

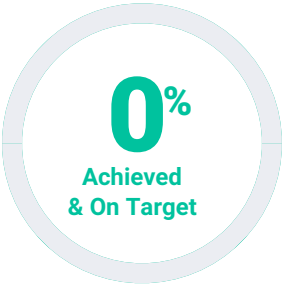
Mission

Community Action Partnership of Kern will address underlying causes of poverty, alleviate the effects, and promote dignity and self-sufficiency in the communities we serve.

Vision:

We envision communities where all people have equal opportunities to achieve greater self-sufficiency and attain their version of the American Dream.

Performance Summary



2 Goals

- | | |
|---------------|------------------|
| 0% Achieved | 0% Critical |
| 0% On Target | 0% Deferred |
| 0% Off Target | 100% Not Started |

My Items

1.1: Enhance accessibility through expansion of food distribution sites and services.

Not Started

1.2: Leverage new and strengthened partnerships to reach additional families and communities.

Not Started

Objective Enhance accessibility through expansion of food distribution sites and services. (1.1) Aligned to: #1 Increased access to healthy, affordable food to support the health of the...	Owner Susana Magana	EOY Target: 3.87% Percent Complete	Start Date 10/01/21	End Date 12/31/25	PTD Target 3.87%	PTD Status Not Started
Objective Leverage new and strengthened partnerships to reach additional families and communities. (1.2) Aligned to: #1 Increased access to healthy, affordable food to support the health of the...	Owner Susana Magana	EOY Target: 3.87% Percent Complete	Start Date 10/01/21	End Date 12/31/25	PTD Target 3.87%	PTD Status Not Started

No goals to display.



MEMORANDUM

To: Program Review and Evaluation Committee

From: Pritika Ram, Director of Administration

Date: January 12, 2022

Subject: *Agenda Item 6a*: Follow-Up Items from the October 13, 2021, Meeting – **Info Item**

At the October 13, 2021, Program Review & Evaluation Committee meeting, committee members requested information on the following topics:

1. Program Profile – Food Bank: Changes in volume of pounds distributed - 2020 compared to 2021 YTD

Carrie Farewell, Food Bank Program Administrator

In reviewing the year-to-date figures, the Food Bank has experienced a slight decrease in the volume of pounds distributed compared to figures in 2020. However, programs such as the Senior Program and Farmer's Markets experienced an increase since last month. The following are potential contributing factors impacting the pounds distributed and number of individuals served for this year:

- 1.) The Federal and state-supported COVID-19 stimulus relief funds and Child Tax Credits have eased the urgency of emergency food assistance. This includes eligibility and program criteria for programs such as Women, Infant, and Children (WIC), California Food Stamp Program (CFAP)/ Supplemental Nutrition Assistance Program (SNAP) and Cal-Fresh benefits.
- 2.) Commodity site closures. In September 2021, there were 3 closures (emergency) which impacted the number of individuals served and pounds distributed.
- 3.) An influx in COVID-19 funds has allowed a variety of agencies to provide food, like schools, and other non-profits, and lessened the reliance on the Food Bank.
- 4.) The pandemic caused unemployment, and a shortage of food supply in stores, which increased our client base for 2020. If/when the pandemic starts to slow down, and the economy gets back to normal, staff anticipate the Food Bank figures will stabilize.
- 5.) Client counts. The Food Bank recently changed the process of recording client information on the EFA-7 forms. The Emergency Food Assistance Program (TEFAP) policy mandates that we can only count one person, one visit. If a person says they have already visited another distribution in that month we cannot count them again. Their name still appears on the EFA-7 form, but we cannot count them. The previous process included counting every name, every time they visited a site. We have adjusted to this policy and the count will likely reflect a slight change over the next few months and then stabilize.

2. Program Profile Updates

The following programs have adjusted their program profiles to reflect new funding (i.e., American Rescue Plan Act) and/or program information, such as Head Start enrollment figures and client information (i.e., M Street client origin of residence by zip code).

- Head Start
- Weatherization
- Migrant Alternative Program
- M Street Navigation Center