DATE	April 27, 2022
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: 860 574 673#

Board of Directors Meeting Agenda

Per Governor's Executive Order N-29-20 and Assembly Bill 361, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

I. Call to Order

a. Roll Call

Fred Plane (Chair)	Curtis Floyd	Mike Haggard
Maritza Jimenez (Vice Chair)	Joe Garcia	Jonathan Mullings
Ana Vigil (Secretary)	Craig Henderson	Yolanda Ochoa
Janea Benton (Treasurer)	Nila Hogan	Marian Panos
Jimmie Childress	Michelle Jara-Rangel	Guadalupe Perez

II. Resolution approving Authorization and Verification that the Exemption from Traditional Teleconference Requirements is Necessary Pursuant to Assembly Bill 361 – Jeremy Tobias, Chief Executive Officer – Action Item

a. Resolution #2022-15 ***(p. 4-5)***

III. Introduction of Guests / Public Forum

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

IV. Special Presentation

a. Inaugural Wendy Wayne Day of Service Video Presentation by Savannah Maldonado, Resource & Outreach Coordinator ***(p. 6-12)***

b. 2022 Read Across America Celebration Video Presentation2022 Read Across America Celebration Video Presentation by Leslie Mitchell, Head Start Assistant Director: Education ***(p. 13-21)***

V. Consent Agenda

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

a. **Minutes from the March 30, 2022 Board of Directors Meeting *(p. 22-26)***
b. **Minutes from the April 6, 2022 Personnel & Affirmative Action Committee Meeting *(p. 27-29)***
c. CAPK Employee Retention Incentive – ***(p. 30-50)***

d. **Minutes from the April 13, 2022 Program Review & Evaluation Committee Meeting *(p. 51-52)***
e. March 2022 Program Reports ***(p. 53-85)***
f. Application Status Report & Funding Profile ***(p. 86-89)***
g. March2022 Head Start / State Child Development Enrollment Update & Meals Report ***(p. 90-91)***
h. Volunteer Management CRM – ***(p. 92-102)***
i. **Minutes from the April 20, 2022 Budget & Finance Committee Meeting *(p. 103-105)***
j. Head Start / Early Head Start Budget to Actual Reports for March 2022 – ***(p. 106-113)***
k. Early Head Start San Joaquin Food Service RFP - ***Action Item (p. 114-139)***
l. Contract Agreement for Continued Funding of Positive Youth Development Mentor Program - ***(p.140-165)***
m. Resolution to Approve the Submission of the 2021 Low Income Home Water Assistance Program (LIHWAP): Contract #21Z-9556 – ***(p. 166-170)***
n. Request to Approve the Submission of the Strong Communities Program Grant - ***(p. 171)***
o. Fleet Vehicle Safety Program – ***(p. 172-199)***
p. Updated Accounting Policies and Procedures Manual - ***(p. 200-371)***
q. March 2022 Financial Statements - ***(p. 372-429)***
r. **Minutes from the April 21, 2022 Audit & Pension Committee Meeting (p. 430-432*)***
s. Pension Plan Update: 2022 Q1 Review – ***(p.433-442)***
t. WIC Independent Accountant's Report **- *(p. 443-454)***
u. Commodity Supplemental Food Program (CSFP) Compliance Review 2021-2022 - ***(p. 455-459)***
v. 2022 The Emergency Food Assistance Program (TEFAP) Compliance Review – ***(p.460-462)***
w. Home Visiting Program Review 2021-2022 – ***(p. 463-469)***

VI. New Business

a. HS/EHS Funding Guidance Letter for COLA & Quality Improvement Funding – ***Info Item (p. 470-474)*** — Jerry Meade, Assistant Director - Program

b. Office of Head Start Monitoring Review – ***Info Item (p. 475-483)*** — Yolanda Gonzales, Director of Head Start

c. Return to In-Person Meeting Discussion – ***Info Item*** — Jeremy Tobias, Chief Executive Officer

VII. CAPK Foundation Report

a. CAPK Foundation Report for February 2022 – ***Action Item (p. 484-487)*** — Pritika Ram, Director of Administration
    1. Minutes from the March 29, 2022 Meeting

VIII. Advisory Board Reports

a. Head Start Policy Council Report – ***Action Item (p. 488-494)*** — Nila Hogan, PC Representative
    1. April 2022 Policy Council Report
    2. March 22, 2022, Policy Council Minutes

b. Friendship House Community Center Advisory Board Report – ***Info Item (p. 495)*** — Freddy Hernandez, Director of Youth & Community Services

IX. Chief Executive Officer Report

a. CEO Report for April 2022 – ***Info Item*** Jeremy Tobias, Chief Executive Officer
   1. COVID-19 Update

X. Board Member Comments

XI. Closed Session

a. Conference with Labor Negotiators (Gov. Code Section 54957.6.)

   Agency designated representatives: Jeremy Tobias, Tracy Webster, Traco Matthews, Lisa McGranahan
   Employee Organization: SEIU Local 521

b. Reconvene into Open Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, May 25, 2022
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, April 22, 2022. Paula Daoutis, Administrative Coordinator.

RESOLUTION 2022-15

A RESOLUTION OF THE BOARD OF DIRECTORS OF COMMUNITY ACTION PARTNERSHIP OF KERN AUTHORIZING USE OF TELECONFERENCING FOR PUBLIC MEETINGS UNDER AB 361

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met virtually on April 27, 2022, in Bakersfield, California and resolved as follows:

WHEREAS, the Governor of the State of California (Governor) proclaimed a State of Emergency to exist as a result of the threat of COVID-19. (Governor's Proclamation of a State of Emergency (Mar. 4, 2020); and

WHEREAS, the Governor's Executive Order No. N-25-20 (Mar. 12, 2020); Governor's Executive Order No. N-29-20 (Mar. 17, 2020); and Governor's Executive Order No. N-08-21 (Jun. 11, 2021) provided that local legislative bodies may hold public meetings via teleconferencing and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body and waived the Brown Act provisions found in Government Code section 54953(b)(3) which require the physical presence of the members, the clerk, or other personnel of the body, or the public, as a condition of participation in, or quorum for, a public meeting, including the requirement that:

1. State and local bodies notice each teleconference location from which a member will be participating in a public meeting.
2. Each teleconference location be accessible to the public.
3. Members of the public may address the body at each teleconference location.
4. State and local bodies post agendas at all teleconference locations.
5. During teleconference meetings at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction.

WHEREAS, the provisions of Governor's Executive Order No. N-25-20 (Mar. 12, 2020); Governor's Executive Order No. N-29-20 (Mar. 17, 2020); and Governor's Executive Order No. N-08-21 (Jun. 11, 2021) expired on September 30, 2021 and will no longer remain in effect thereafter; and

WHEREAS, the Center for Disease Control is currently contending with the Delta Variant of the COVID-19 virus and anticipates the development of potential other strains which may further impede public agency operations and prolong the need for social distancing requirements; and

WHEREAS, recent legislation (AB 361) authorizes a local legislative body to use teleconferencing for a public meeting without complying with the Brown Act's teleconferencing quorum, meeting notice, and agenda requirements set forth in Government Code section 54953(b)(3), in any of the following circumstances:

1. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

2. The legislative body holds a meeting during a proclaimed state of emergency for purposes of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.

3. The legislative body holds a meeting during a proclaimed state of emergency and has determined by majority vote pursuant to 2 above that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Community Action Partnership of Kern as follows:

1. **Determination of Imminent Health or Safety Risks.** The Board of Directors hereby determines by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

2. **Continued Implementation of AB 361.** If the state of emergency remains in effect and meeting in person would present imminent risks to the health or safety of attendees, the Board of Directors shall, to continue meeting subject to the provisions set forth in AB 361 and the Brown Act, no later than 30 days after it adopts this Resolution and every 30 days thereafter, make the following findings by majority vote:

1. The Board of Directors has reconsidered the circumstances of the state of emergency; *and*

2. Either (1) the state of emergency continues to directly impact the ability of the members to meet safely in person; or (2) state or local officials impose or recommend measures to promote social distancing.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 27th day of April 2022.

Fred Plane Chair
CAPK Board of Directors

Date

capk

Community Action Partnership of Kern

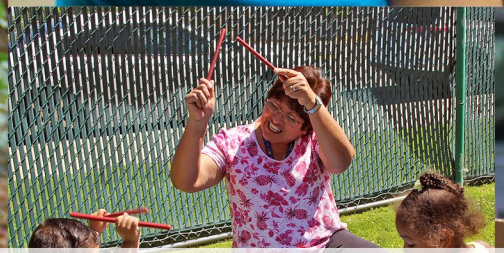






















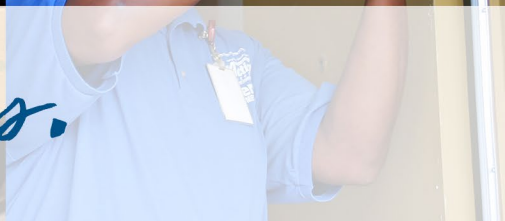












Helping People... Changing Lives.

Wendy Wayne Service Day
March 26, 2022

- 36 volunteer members gathered on Saturday, March 26 to assist with packing boxes for the Senior Food Program
- They successfully set a record by completing 882 boxes, surpassing the previous record of 686 boxes in 3 hours
- This event included volunteers from the Kegley Institute of Ethics, CSUB Alumni Association, Buttonwillow Warehouse/Tech Ag, Miramonte High School, TYM4Change, CAPK staff and board members
- This was the first utilization of the CAPK Volunteer Management CRM with a group event.

capk Community Action Partnership of Kern

Wendy Wayne Service Day

Wendy Wayne was a CSUB alumni who was noted for her continuous contributions to her community. So, in honor of her legacy, the CSUB Kegley Institute of Ethics Staff and Board chose to celebrate her with the introduction of the inaugural Annual Wendy Wayne Day of Service.



















Over 30 volunteers and staff came together to make this a memorable day.



Now here’s a behind the scenes look at how extraordinary this event was



Savannah Maldonado
Resource and Outreach Coordinator

661-496-9035

smaldonado@capk.org



Helping People…
Changing Lives.

capk

Community Action Partnership of Kern

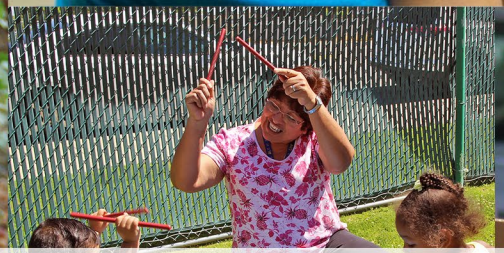






















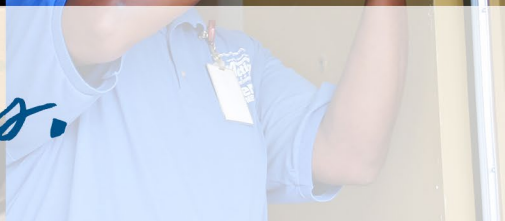












Helping People... Changing Lives.







2022 Read Across America Celebration

- 36 readers visited over 20 Head Start Locations throughout the week of February 28th
- Then the week wrapped up with a reception and day full of reading on March 4th

Some of our VIP readers included



Jeremy Tobias
CAPK CEO



Jenilee Fermin
Representative for
Assemblyman Rudy Salas



Brooke Oscarson
Representative for
Assemblyman Vince Fong



Fred Plane
CAPK Board President



Kevin Burton
CAPK Foundation Board
President

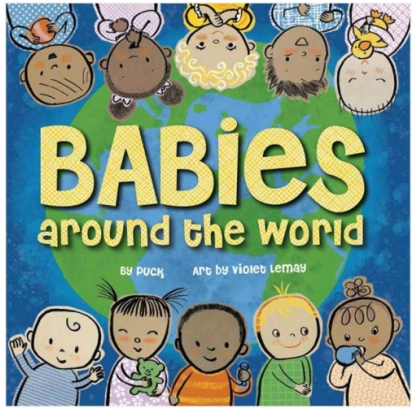


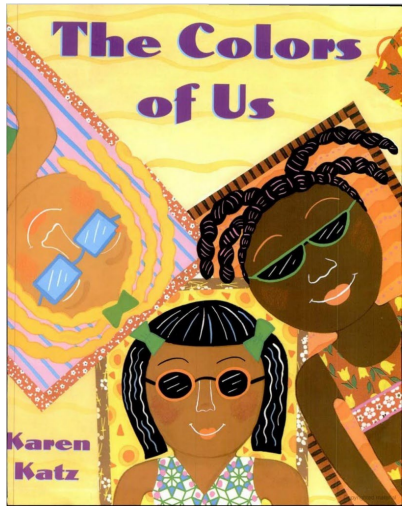
Read Across America Week

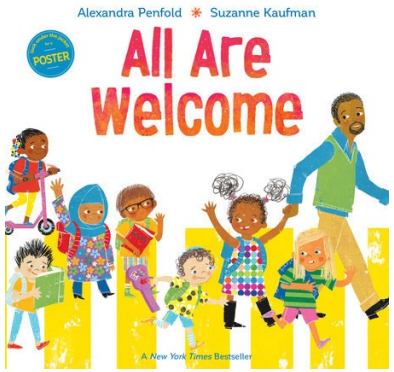
We Celebrated the joy of reading with these featured books on Diversity, Inclusion, and Belonging

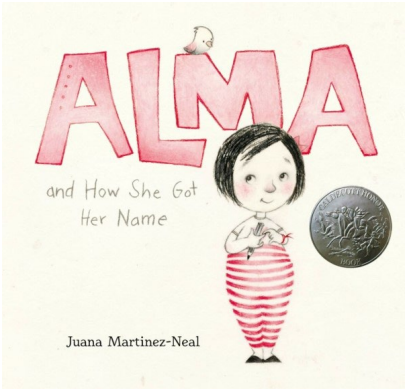
- It’s Okay To Be Different by Todd Parr
- Babies Everywhere by Susan Meyers
- What if We Were All The Same by C.M. Harris
- We are Family by Patricia Hegarty

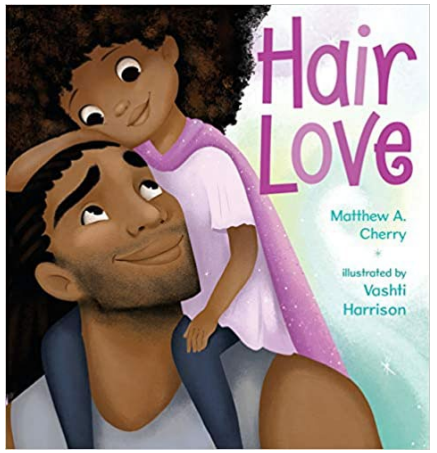
And Here are a couple more















Community Impact and Family Engagement

- Throughout the week, Social media videos and pictures spiked social media numbers exponentially.
- This not only grew our platforms, but also enhanced our overall exposure.
- These posts reached over 3,400 individuals just on Facebook.
- During the week of Read Across America, our S'more newsletter platform received 4,331 views with a targeted audience of staff, children, and families.
- All featured Books were embedded with QR codes for accessibility to all children in our program



2022 Read Across America Celebration

Follow us @ CAPKHeadStart



Head Start
A Program of CAPK

HAVE A QUESTION ABOUT ENROLLING?
PLEASE CALL (800) 701-7060





Leslie Mitchell
Assistant Director - Education
Head Start & State Child Development
Main (661) 498 7376
Office (661) 336-5236 xt 2528
Email lmitchell@capk.org

Helping People…
Changing Lives.

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Community Action Partnership of Kern

Head Start
A Program of CAPK

DATE	March 30, 2022
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: 592 390 191#

Board of Directors Meeting Minutes

Per Governor's Executive Order N-25-20 and Assembly Bill 361, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

I. Call to Order

Chairman Fred Plane called the meeting to order at 12:01 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

a. Roll Call was taken with a quorum present:

Present: Fred Plane (Chair), Jimmie Childress, Curtis Floyd, Joe Garcia, Michelle Jara-Rangel, Maritza Jimenez, Nila Hogan, Jonathan Mullings, Yolanda Ochoa, Marian Panos, Guadalupe Perez, and Ana Vigil

Absent: Janea Benton, Craig Henderson, Mike Maggard

Others present: Jeremy Tobias, Chief Executive Officer; Gabrielle Alexander, Director of Finance; Yolanda Gonzales, Director of Head Start / State Child Development; Freddy Hernandez, Director of Youth & Community Services; Susana Magana, Director of Health & Nutrition; Traco Matthews, Chief Program Officer; Rebecca Moreno, Director of Community Development; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff

II. Resolution approving Authorization and Verification that the Exemption from Traditional Teleconference Requirements is Necessary Pursuant to Assembly Bill 361 – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Motion was made and seconded to approve Resolution #2022-11. Carried by unanimous vote (Floyd/Hogan).

Fred Plane said that said that the AB 361 allows local agencies, such as CAPK, to meet remotely until January 1, 2024, or unless amended by the Governor's Executive Order or the current State of Emergency is lifted.

III. Introduction of Guests / Public Forum

No one addressed the Board.

IV. Consent Agenda

Board Chair Fred Plane asked members of the Board, and the Public, if they would like to remove any items from the Consent Agenda for further discussion. No items were removed.

Motion was made and seconded to approve all items on the Consent Agenda. Carried by unanimous vote (Floyd/Perez).

V. New Business

a. Allied Universal Security Contract for M Street Navigation Center, Safe Camping and Parking Areas – Laurie Hughey, Program Manager – ***Action Item***

Laurie Hughey presented the above action item for approval and said that due to the expanded services to be offered for the Safe Camping and Parking Area located at M Street Navigation Center, there is a need to expand the security services to include the addition of two fulltime officers per shift 24/7 and revise the existing contract for services agreement, effective May 1, 2022, to April 30, 2025. The cost for this service will come from the 3-year contract with the County, previously approved by the CAPK Board of February 23, 2022.

Curtis Floyd asked if this contract for services was sent out through an RFP. Laurie Hughey said that since we have an existing contract, it was not sent out to bid.

Fred Plane asked when the current contract with Allied expires. Laurie said the current contract expires in 2023. Fred said it might wise to get other bids, and Michelle Jara-Rangel agreed.

Rebecca Moreno said that an RFP was issued when M Street opened and Allied was significantly less than the other security companies. Fred Plane said he would be more comfortable with amending the contract to the end of its current term and going out to bid after the term expires.

Michelle Jara-Rangel suggested staff amend the contract to match the current contract dates. Fred Plane added a directive to staff to reach out to Allied Security to determine if they will accept the change of term dates to match the original contract term dates. If they do not accept, staff will need to bring this item back to the Board in April.

Motion was made and seconded to approve the Contract for Services Agreement with Allied Universal Security if the terms of the contract are amended to the original contract term dates. If Allied Universal Security declines to amend the contract term dates, staff will bring this item back to the Board in April for further discussion and evaluation. Carried by a vote of 10 in favor, and 2 opposed. (Jara-Rangel/Ochoa)

b. Board of State and County Corrections Grant, Rental Assistance – Corrine Thompson, Sr. Community Development Specialist – ***Action Item***

Corrine Thompson presented the above action item for approval and said this item was previously presented to the Budget & Finance Committee on March 23rd, but the committee recommended it be removed from the consent agenda and presented to the full board. Corrine provided a presentation that provided greater detail about the grant. Corinne said the intent of the competitive funding application is to provide funding for community-based organizations to deliver reentry services for people formerly incarcerated in state prison. Corrine summarized the details as outlined in the staff memo and said Board approval, along with a Resolution, is required to submit the Rental Assistance funding application for the Adult Reentry Grant (ARG).

Fred Plane inquired why this item was presented to the Full Board after having been presented to Budget & Finance Committee. Pritika Ram responded and said that the Committee requested additional details and referred this item to the full Board. The PowerPoint presented today addressed the questions raised at the Committee meeting.

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

c. Board of State and County Corrections Grant, Warm Handoff & Reentry Services – Corrine Thompson, Sr. Community Development Specialist – ***Action Item***

Corrine Thompson presented the above action item for approval and said the intent of the competitive funding application is to provide funding for community-based organizations to deliver reentry services for people formerly incarcerated in state prison. The Adult Reentry Grant (ARG) Warm Handoff & Reentry Services includes reach-in services, case management, housing navigation, transportation, food, emergency services, employment / vocational and social services, behavior health care, mentors, transitional services, system navigation, 24-hour response, or short-term or emergency housing support for up to 90 days. Board approval, along with a Resolution, is required to submit the Warm Handoff & Reentry Services funding application for the Adult Reentry Grant (ARG).

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

d. Disposition Request for Administrative Building Located at 5005 Business Park North and Central Kitchen Located at 3101 Mall View Road, Including Submittal of SF-429C Forms to the Office of Head Start – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wagner provided a background summary of the staff's desire to sell the Administrative Office and Central Kitchen to allow for needed expansion of both facilities. Because there is a Notice of Federal Interest (NOFI) attached to both buildings, staff must submit a SF-429C form to the Office of Head Start and is requesting Board approval to continue with this process.

Upon Board approval, staff will formalize the package to submit to the Office of Head Start (OHS) and obtain the required appraisal. BPN is 100% federal interest, and Central Kitchen has 73% federal interest. Appraisals must be completed and submitted with the SF429C. Once the required documents are submitted to OHS, staff will receive instructions on how to proceed.

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

e. Construction Update for the Food Bank Expansion and Head Start Projects – Emilio Wagner, Director of Operations – ***Info Item***

Emilio Wagner provided an update and photographs of the 4 Head Start Centers and the Food Bank Expansion and provided a schedule of work to be completed during the month of April.

For the Food Bank Expansion, Emilio said staff will be coming back to the Board within the next two months for a revised budget for approval. Fred Plane asked Emilio to provide cash flow analysis to the Board at that time.

VI. CAPK Foundation Report

a. CAPK Foundation Report for March 2022 – Pritika Ram, Director of Administration - ***Info Item***

Pritika Ram reported that the Foundation Board met on March 29, 2022 and approved the amended 2022 meeting schedule whereby the Board will meet every other month. However, if actional items arise, the Board has the autonomy to schedule a special meeting. Pritika also reported that the Director of Development position has not been filled and staff and the Foundation Board Officers are continuing their efforts to recruit for this position. The Ad-Hoc Committee, consisting of two Foundation Board Members and 2 members from the FHCC Advisory Board Council are focusing efforts on assembling a plan for a capital campaign to raise funds for fencing and lighting at Friendship House Community Center. RFP's have gone out to solicit bids for this work and will provide a targeted fundraising goal.

VII. Advisory Board Reports

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

Nila Hogan presented the above action item for approval and reported that the Policy Council items presented at the March 2022 meeting were approved.

Motion was made and seconded to approve the March 2022 Policy Council report and all items. Carried by unanimous vote (Panos/Floyd).

b. Friendship House Community Center Advisory Board Report – Freddy Hernandez, Director of Youth & Community Services – ***Info Item***

Freddy Hernandez presented the above info item and provided as brief update on the activities of the Advisory Board and the newly formed Ad-Hoc Committee with a joint effort to raise funds for the lighting and fencing.

VIII. Chief Executive Officer Report

a. CEO Report for March 2022 – Jeremy Tobias, Chief Executive Officer – ***Info Item***

1. COVID-19 Update

Jeremy Tobias provided an update on COVID-19 and said the County is now in the low-risk category and the agency mask mandate has been revised from must wear a mask to highly encouraged. Head Start Centers must continue to wear masks due to federal contract requirement. The vaccine mandate is still a requirement for existing employees and new hires.

2. Return to In-Person Meetings

Jeremy Tobias reported on the Governor's Executive Order #N-1-22 that states all state board and committee meetings must return to in-person meetings effective April 1, 2022. However, CAPK falls under the local agency category and at this time is not mandated to return to in-person meetings until January 1, 2024.

Jeremy also reported that the recent survey to gauge the Board's interest in returning to in-person/hybrid meetings appears to take a somewhat cautious approach. Most feel comfortable to

return in May, but Jeremy will come back to the Board with a strategy at the April meeting and will discuss with the Board.

Jeremy congratulated the Head Start Team and the Policy Council & Board Members on the successful Focus Area 2 Report, which was very favorable with no areas of deficiency or concern.

Fred Plane said he also reviewed the Head Start report and said it was the best review since he has been at CAPK.

IX. Board Member Comments

- Fred Plane said the Read Across America event was a great experience to read to the children. Fred also said that he participated in the Wendy Wayne Day of Service at the Food Bank and many people from CSUB volunteered to prepare 900 food boxes for Seniors. Fred asked staff highlight these events at the next meeting.

X. Closed Session

Motion was made and seconded to convene into closed session at 12:57 pm. Carried by unanimous vote (Perez/Childress).

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

The Board reconvened into Open Session at 1:13 pm.

XI. Closed Session Report

Jeremy Tobias provided the closed session report and said that the Board concluded the CEO's annual evaluation and authorized an enhancement to the CEO life insurance policy.

XII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, April 27, 2022
5005 Business Park North
Bakersfield, CA 93309

XIII. Adjournment

The meeting was adjourned at 1:14 pm.

DATE	April 6, 2022
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: 217 175 026#

Personnel & Affirmative Action Committee Minutes

1. **Call to Order**

   Committee Member Maritza Jimenez called the meeting to order at 12:02 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern administrative building, located at 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Maritza Jimenez (Chair), Joe Garcia, Jonathan Mullings, and Nila Hogan

   Absent: Guadalupe Perez

   Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Traco Matthews, Chief Program Officer; Lisa McGranahan, Director of Human Resources; Yolanda Gonzalez, Director of Head Start; Pritika Ram, Director of Administration; and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **Regular Business**

   a. CAPK Employee Retention Incentive – Tracy Webster, Chief Financial Officer; Traco Matthews, Chief Program Officer; Lisa McGranahan, Director of Human Resources – ***Action Item***

      Tracy Webster, Traco Matthews, Lisa McGranahan, and Jerry Meade presented the Retention Incentive PowerPoint Presentation. The team reviewed data supporting the need to implement a retention incentive for our current staff. Examples of the data presented included trends, purpose, data, process, policy, strategic impact, and financial impact.

Jonathan Mullings asked if CAPK currently has an exit interview process. Lisa responded yes, and that Human Resources recently reevaluated the current process and made enhancements for a more streamlined and efficient process.

Jonathan Mullings inquired what reoccurring themes is the agency witnessing on the exit interview, what percentages of completion are seen on the exit interviews, and if the percentage is low, does the agency offer an incentive to answer. Lisa responded that the most popular reason for resignations are family obligations (e.g., daycare needs, elderly parents, etc.). Lisa also added that since implementing an automated exit interview process, the agency is seeing 80-90% completion rate compared to 25% completion rate. The third question is not relevant due to the high response rate, but the agency may incorporate incentive strategies in the future if responses decrease.

Maritza Jimenez asked if the agency has recently conducted an annual satisfaction survey. Lisa replied that a benefits survey was conducted approximately one year ago. Typically, surveys are conducted every 18 months to receive better engagement with accurate responses. Maritza recommended adding an incentive to completing surveys.

Maritza asked how the agency is promoting vacancies and if the agency has a referral program in place. Lisa responded that Human Resources has enhanced the agency's social media presence as well as all types of communications. Due to Covid, the department has not participated in job fairs, but the agency has started other initiatives such as incentivizing parents to apply and having Bakersfield College and adult school students volunteering in the classrooms. The team is discussing the details of a future referral program and parent academy.

Maritza asked if the incentive is based on work performance or will all employees receive the incentive. Jerry responded that all employees would receive the incentive if requirements were met. Jerry also confirmed that this is a one-time policy with a one-time payment for the current year. Jerry added that if the agency continues to do this, the team will bring this proposal back to the Personnel Committee for consideration.

Maritza asked how the amount was decided. Tracy responded that the agency fashioned it similar to Kings Community Action Organization.

Joe Garcia inquired what kind of success and results did Kings Community Action Organization experience, and if the agency is considering other incentives besides cash, such as extra days off or free daycare. Yolanda responded that she spoke with a representative at Kings Community and the organization has received positive results. Lisa added that management is researching other incentives as well and stated that the agency has enhanced current benefits and continue to do so. Additionally, Lisa stated that the agency is aiming for a people-first organization; thus, reevaluating current policies and benefits.

Lastly, Traco Matthews added that this incentive is just one tool in the toolkit, and this is a good faith effort to demonstrate that we value our employees.

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

5. Committee Member Comments

- Jonathan Mullings – Thank you for the great presentation and the well though-out plan.
- Joe Garcia – Thank you for the feedback and good presentation.
- Maritza Jimenez – Great plan, and I look forward to this plan.

6. Next Scheduled Meeting

Personnel & Affirmative Action Committee
12:00 pm
May 4, 2022
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 12:48 pm.

MEMORANDUM

To: Personnel Committee

From: Tracy Webster, Chief Financial Officer
Traco Matthews, Chief Program Officer
Lisa McGranahan, Director of Human Resources
Jerry Meade, Assistant Director, Program

Date: April 6, 2022

Subject: *Agenda Item 4a*: CAPK Employee Retention Incentive – **Action Item**

At the Personnel Committee on March 9, 2022, CAPK Management proposed the Employee Retention Incentive as an informational item and requested feedback from the Committee. Below is the final proposal for approval of the Personnel Committee.

In an effort to reduce high employee turnover rates and lengthen employees' service time with the agency, CAPK is introducing a temporary Retention Incentive Plan. Due to COVID-19, CAPK faced increased levels of challenges and stressors. Many of our employees put themselves at risk of keeping operations running. Despite these challenges, our employees prevailed and adapted to the ever-changing environment. As such, CAPK is proposing this incentive plan that will apply to all employees, including full-time, part-time, temporary, and emergency hires.

Employees on active status on Date of Approval from the Board of Directors March 30, 2022, and retained through August 26, 2022, will receive this incentive (Paid September 9, 2022). Additionally, employees on active status on or before August 26, 2022, and retained through December 2, 2022, will receive the second incentive (Paid December 16, 2022.)

The first $1,000.00 retention incentive will be paid to all eligible CAPK employees on the pay date in which the respective August 26, 2022, pay period is processed. A second $1,000.00 retention incentive will be paid to all eligible CAPK employees on the pay date in which the respective December 2, 2022, pay period is processed. The incentive will be processed through Payroll and will be considered taxable wages. Incentives will be expensed to the program(s) or project(s) that receive the benefit of the retained employee.

Recommendation:
Staff recommends the Board of Directors approve the CAPK Employee Retention Incentive.

Attachments:
Retention Incentive Presentation
Retention Incentive Policy

Community Action Partnership of Kern

Helping People. . . Changing Lives.

CAPK Employee Retention Incentive

PRESENTED BY:

TRACO MATTHEWS, CHIEF PROGRAM OFFICER

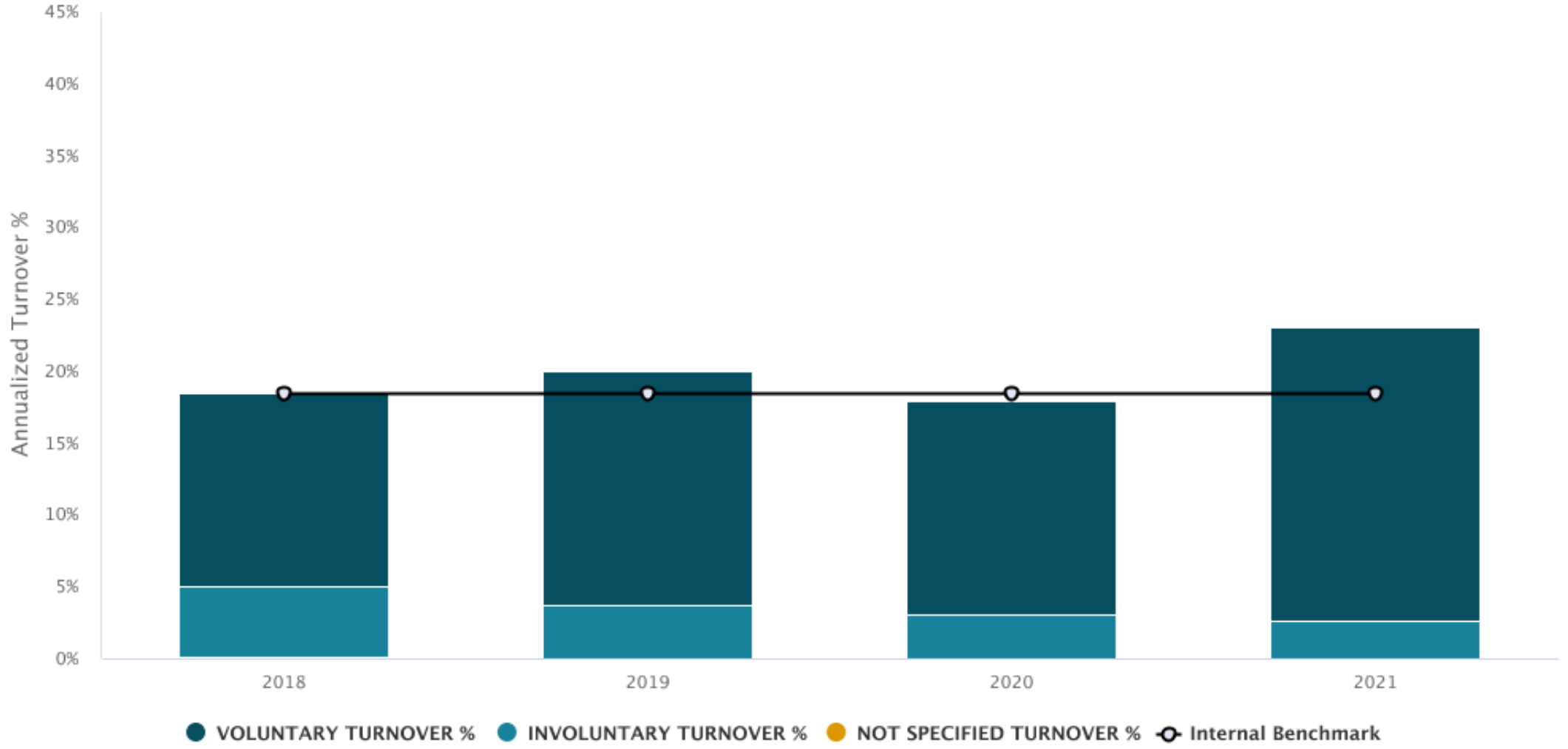
LISA MCGRANAHAN, DIRECTOR OF HUMAN RESOURCES

JERRY MEADE, ASSISTANT DIRECTOR HEAD START

TRACY WEBSTER, CHIEF FINANCIAL OFFICER

CAPK Employee Retention Rates

Turnover Rate Annual:
January 1, 2018 – December 31, 2021



Turnover Rate Annual:
January 1, 2018 – December 31, 2021

Year	Involuntary Rate	Voluntary Rate	Total Turnover Rate
2018	5.07%	13.36%	18.43%
2019	3.99%	16.09%	20.08%
2020	3.09%	14.78%	17.87%
2021	2.61%	20.41%	23.02%

In 2021, 188 employees voluntarily left CAPK

Highest Voluntary Turnover of Positions: 2021

Homeless Services Custodian	159.74%	Enrollment Technician	54.89%
Administrative Clerk	133.67%	Accountant	53.40%
Homeless Services Navigator	120.03%	Billing Technician – Energy	52.14%
Senior Community Development Specialist	116.61%	Business Technician	51.70%
WIC Degreed Nutritionist	85.68%	Eligibility Specialist – Energy	52.14%
Receptionist	78.37%	Attendance Technician	42.39%
Homeless Shelter Worker	76.68%	Family Advocate	42.07%
Program Educator – FHCC	75.88%	CalFresh Healthy Living Health Educator	39.31%
Community Development Specialist	75.73%	Eligibility Technician – Energy	39.17%
EHS Assistant	74.09%	WIC Nutrition Assistant	38.39%
Custodian	70.39%	WIC Clerk	36.96%
Case Manager – FRC	68.39%	Assistant to the Director	31.82%
Human Resource Generalist	67.34%	Early Head Start Teacher	28.01%
Maintenance Technician I	57.39%	Food Production Driver	27.94%
WIC Nutrition Assistant II	56.94%	EHS Home Base Educator	26.80%

Staff turnover is affecting every department

High Turnover Impacts Program Delivery

PROGRAM IMPACT:

Head Start – Children are not served, and classrooms cannot be open. State contract cannot be earned
Energy – Slow service for utility assistance and inability to service weatherization for households
M Street – Unsafe work conditions and inability to provide wrap around services
WIC – Inability to serve clients and loss of revenue share in the community
Food Bank – Strain on existing staff
211 – Inability to manage incoming calls especially during a crisis

ADMINISTRATIVE IMPACT:

Administration – Delays in the timelines required for grant writing and reporting
Human Resources – Multiple impacts to staff and programs
Finance – Multiple impacts to staff and programs
IT – Delays in the delivery and maintenance of technology tools

Not quantifiable – Low morale, reduced job satisfaction, stress and disengagement



Cost of Recruitment



Offer-Phase Costs

• Staff time to draft and maker offer	$ 100
• Livescan, CCL, pre-hire physical	$ 750

Post-Offer Costs

• New hire communication	$ 100
• Orientation, Safety Training	$1,000
• Transition time (site training)	$3,000
• IT support (hardware/software)	$1,000

$5,950 per employee

188 employees x $5,950 = $1,118,600 in recruitment/training



2022 Employee Retention Incentive

Strategic Goal 4: “CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization’s desired results.”



Proposed Retention Incentive Policy

- $1,000 retention incentive paid to eligible employees on August 26, 2022
- $1,000 retention incentive paid to eligible employees on December 2, 2022
- Incentive processed through payroll with applicable taxation
- Incentives expense to the program(s) that receive the benefit of the retained employee.



Proposed Retention Incentive Policy

Date of Hire	Date of Leave of Absence	Employment End Date	August Incentive	December Incentive
On or before 4/27/2022	N/A	N/A	Yes	Yes
On or before 4/27/2022	N/A	8/25/2022	No	No
On or before 4/27/2022	05/16/2022-08/30/2022	N/A	Yes (upon return from leave)	Yes
On or before 8/27/2022 but after 4/27/2022	N/A	N/A	No	Yes
On or before 8/27/2022 but after 4/27/2022	N/A	11/30/2022	No	No
On or before 8/27/2022 but after 4/27/2022	11/30/2022-01/08/2023	N/A	No	Yes (upon return from leave)

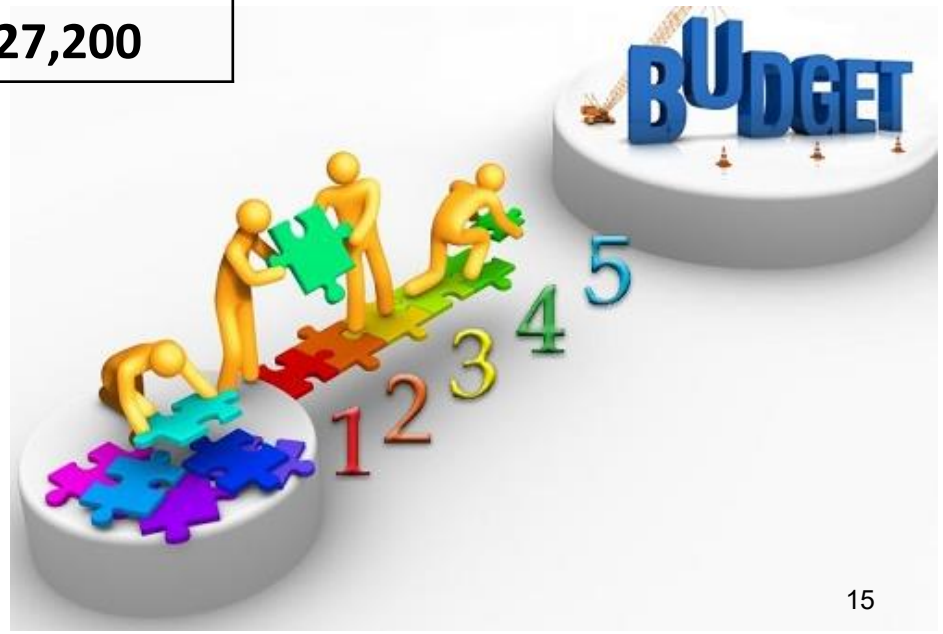


Financial Impact

Projected Fiscal Impact

Category	Stipend – 100% Retention	Stipend – 90% Retention	Stipend – 80% Retention
Head Start	1,188,000	1,069,200	950,400
Other Programs	558,000	502,200	446,400
Prohibited	38,000	34,200	30,400
TOTAL	**$1,784,000**	**$1,605,600**	**$1,427,200**

Total Annual Payroll = $37,500,000





Strategy for the Future

Ongoing Strategy

2022 Retention Stipend is not a long-term solution.
CAPK leadership will be engaged in the following:

- Succession Planning (Goal 4.1.1)
- Standardized Onboarding and Training Plan (Goal 4.1.2)
- Compensation benchmarking (Goal 4.2.1)
- Integrate staff development plan into performance reviews (Goal 4.2.2)
- Staff engagement surveys (Goal 4.2.3)



Ongoing Strategy

2022 Retention Stipend is not a long-term solution.
CAPK leadership will be engaged in the following:

- Establish and engage DEI Committee (Goal 4.4.1)
- Revise the review process to an interactive discussion/career plan discussion (stay interviews)
- Staff development















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DATE	April 13, 2022
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: 160 427 137#

Program Review & Evaluation Committee Minutes

Per Governor's Executive Order N-29-20 and Assembly Bill 361, meeting to be held via tele-conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309.

1. **Call to Order**

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

2. **Roll Call**

   Roll call was taken with a quorum present.

   Present: Ana Vigil (Chair), Jimmie Childress, Michelle Jara-Rangel, and Marian Panos

   Absent: Yolanda Ochoa

   Others Present: Rebecca Moreno (Director of Community Development), Tracy Webster (Chief Financial Officer); and other CAPK staff

3. **Public Comments**

   No one addressed the Committee.

4. **Program Presentation**

   a. Oasis FRC Program Presentation – Eric Le Barbe, Youth & Community Services Supervisor

      Eric Le Barbe provided a presentation about the Oasis FRC program which gave an overview of the program.

5. **New Business**

   a. March 2022 Program Reports – Vanessa Cortez, Senior Community Development Specialist

      Vanessa Cortez presented the March 2022 Program Reports for approval and provided notable highlights.

      Marian Panos noticed that there were no numbers reported for the Stanislaus County. Rebecca Moreno advised that they are still in the process of finalizing the contract and that it is taking longer than expected.

      Marian Panos also noticed that there is no percentage for annual progress for state-based meal kits, Joseph Chavez was not on the call to respond. Vanessa Cortez is going to make sure that the numbers are shown on the next program presentation review.

      Motion was made and seconded to approve the March 2022 Program Reports. Carried by unanimous vote. (Panos/Jara-Rangel).

b. March 2022 Application Status Report – Vanessa Cortez, Senior Community Development Specialist

Vanessa Cortez presented the above Application Status Report and Funding Profiles for approval.

Marian Panos asked why some of the sections say N/A and asked if that means we applied and didn't get it or have we not applied yet. Vanessa Cortez responded saying it means that we are not pursing that funding.

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

c. March 2022 Head Start/State Child Development Enrollment Update & Meals Report - Robert Espinosa, PDM Administrator

Robert Espinosa presented the above report for approval.

Jerry Meade provided an update as a follow-up to last month's question regarding their disability's numbers and whether a waiver was required.

Michelle Jara-Rangel requested an update on the Oasis Center. Robert Espinosa advised that it is still under construction. He also explained that we are short staffed and that it is a major concern. Jerry Meade added that we will not have enough staff for existing classrooms.

Michelle Jara-Rangel also asked about blended classrooms. Jerry Meade responded that the Partnership Programs have made some great improvements.

Motion was made and seconded to approve the March 2022 Head Start/State Child Development Enrollment Update & Meals Report. Carried by unanimous vote (Jara-Rangel/Panos).

d. Volunteer Management CRM – Savannah Maldonado, Resource and Outreach Coordinator

Savannah Maldonado presented the above info item and provided an update on the progress made.

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

None.

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

Program Review & Evaluation Committee
12:00 pm
Wednesday, May 11, 2022
5005 Business Park North
Bakersfield, CA 93309

8. <u>Adjournment</u>

The meeting was adjourned at 1:02 pm.

March 2022 Program Monthly Reports

PRE Committee April 2022

Community Development

2-1-1 Kern Call Center

Coordinated Entry Services

M Street Homeless Navigator Center

Rental Assistance

Community Action Partnership of Kern
Monthly Report 2022

Month	March-22	**Program/Division**	2-1-1 Call Center Program
Division/Director	Traco Matthews Chief Program Officer	**Program Manager**	Jennifer Jordan Program Administrator
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The 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. The 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. The program has over 15 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships.

Most Requested Services	Utility Service Payment Assistance	Food Pantries	Homeless Diversion Programs
Top 3 Unmet Needs	Emergency Food	Utility Service Providers	esidential Housing Optio

Information and Referral Services Calls Handled	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Kern County (SRV 7c)	7,636	22,137	90,000	102%	25%
Kings County (SRV 7c)	227	643	4,000	68%	16%
Tulare County (SRV 7c)	720	2,297	18,000	48%	13%
Stanislaus County (SRV 7c)	780	2,531	19,200	49%	13%
Fresno & Madera	3,502	9,711	20,000	210%	49%
Merced & Mariposa (*effective March 2022*)	27	27	500	65%	5%
Total I&R Calls Handled	**12,892**	**37,346**	**151,700**	**90%**	25%

Staffing vs. Call Volume	**Current Staff**	**Staff Needed Per Call**	**Staff Over/ Short**
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.	17	1.7	**(12.05)**

Grant Funded Services	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
CalFresh Application (SRV 7b & SRV 7c)	19	52	300	76%	17%
Medi-Cal Application (SRV 7b & SRV 7c)	16	37	100	192%	37%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)	17	44	300	68%	15%

2-1-1 Website Visitors	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Duplicated Visitors *(i.e., accessing 2-1-1 e-services and database resources)*	22,963	60,812	225,000	122%	27%

Other Calls	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
LIHEAP (SRV 7b & SRV 7c)	3,605	10,031	45,000	96%	22%
Mental Health (SRV 7c)	244	723	3,700	79%	20%
Health and Human Service Referrals	7,575	22,058	110,000	83%	20%
Total Other Services	11,424	32,812	158,700		

Community Action Partnership of Kern
Monthly Report 2022

Explanation (Over/Under Goal Progress)
Call volumes and needs for the communities served by 2-1-1 continue to fluctuate. With the start of our Merced and Mariposa contract, we are on our way to our goal. With the addition of the Care Coordinator, we have seen an increase in New Children Screened. In the coming months, we anticipate this number to grow as we are continuing to foster this program. Cal Fresh and Medi-Cal applications continue to be steady.

Program Strategic Goals	Progress Towards Goal
1. Recruitment and Retention of staff	Our recruitment efforts for the second development specialist has yielded a qualified applicant who will begin employment on 4/11/22.
2. Contract Retention	Contract retention continues to be a focus of the 2-1-1 program. We continue to maintain strong partnerships to facilitate ongoing retention.
3. TBD	

Program Highlights
2-1-1 received approval of the database and consultative reviews for accreditation. Our team effort toward the successful completion of this project has paid off. In the coming weeks AIRS will schedule a site review/visit in the coming weeks. We officially went live with our Mountain Valley contract on 3/21/22. After many meetings for this project, the go live date was seamless, and all staff are aware of call handling processes for those counties. Our Program Specialist has ramped up outreach efforts by conducting not only virtual presentations, but providing in person presentations for community partners and agencies.

Community Action Partnership of Kern
Monthly Report 2022

Month	March-22	**Program/Work Unit**	Coordinated Entry Services (CES)
Division/Director	Rebecca Moreno Director of Community Services	**Program Manager**	TBD
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

Coordinated Entry Services (CES) is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral (match) process for individuals to preventions, housing, and/or other related services. The following counties are currently being served by CAPK CES, Kern County and Stanislaus County.

Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	1,113	3,086	10,000	134%	31%
Stanislaus County	0	0	5,000	0%	0%
Total Calls				#DIV/0!	#DIV/0!
Pending Assessments	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern Pending contact/call back	0	0	15	-	-
Stanislaus Pending contact/call back	0	0	15	-	-
Performance: Number of applicants who received a response within 24 Hours	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	1,043	2,726	7,800	160%	35%
Stanislaus County	0	0	3,750	0%	0%

Explanation (Over/Under Goal Progress)

CES is assisting the Rental and Utility Program through Housing Authority, accounts for 134 calls reported above.

Program Strategic Goals	Progress Towards Goal
1. Implement effective 24 hour response time for Stanislaus County.	
2. Increase staff recruitment and retention.	
3. Build provider network support with Stanislaus Continuum of Care (CoC)/Homeless Collaborative.	

Program Highlights

Community Action Partnership of Kern
Monthly Report 2021

Month	March-22	**Program/Work Unit**	M Street Navigation Center
Division/Director	Rebecca Moreno Director of Community Development	**Program Manager**	Laurie Hughey
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

CAPK operates the 147-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 Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b)	104	313	950	131%	33%
Pets (i.e., kennel, emotional support assistance and service pet)	6	29	170	42%	17%
Residents Under 90 days length of stay	77	215	500	185%	43%
Exits to Permanent Housing (FNPI 4b)	6	24	96	75%	25%
Exits-Self	15	39	180	100%	22%
Exits-Involuntary	69	186	400	207%	47%
Case Management Services (SRV 7a)	997	2,779	3,000	399%	93%
Critical Incidents	34	71	360	113%	20%
Shelter Residents Meals (SRV 5ii)	5,005	12,804	60,000	100%	21%
Number of Volunteers *(duplicated)*	41	119	175	281%	68%
Volunteers Hours *(duplicated)*	170	316	1,500	136%	21%

Fewer intakes with pets this month for M street. Outreach team continues to assess for placement at M street. Navigators completing 8-10 intakes per day, total of 6 dogs at the navigation center.

Program Strategic Goals	Progress Towards Goal
1. Number of residents participating in job training program (i.e. project hire up, financial literacy, etc.)	2 graduated with certification from BC Project-Hire Up, 2 completed the recycling lives program, 1 started a temp service job with Pirate, 1 employed at Goodwill. financial literacy classes 1 x month, Be findly free classes are weekly 4-6 clients attend weekly.
2. Develop Encampment/Overnight parking program at Navigation location.	Tres hombres declined the job, San Joaquin fencing put in an estimate, contract approved, waiting on materials so they can start the job. Supplies for cameras arriving next week, installation will be complete within a couple of days. Guard shack ordered and will arrive on 4/3, once fence is complete additional supplies will be ordered (sleeping bags, tents etc.) Working on MOU's.

Community Action Partnership of Kern
Monthly Report 2021

3. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect the job they are doing (2) differential pay for PM/Overnight employees, (3) regrading/reclassification of job positions	Job descriptions are under review with HR, once approved will go to personnel committee then full bod for approval. differential pay was approved for overnight/PM shift

Race Demographic	Month
18 - 24	14
25 - 34	41
35 - 44	55
45 - 54	40
55 - 61	20
62+	25
Total:	**195**

Race Demographic	Month
American Indian or Alaska Native	9
Asian	1
Black or African American	48
Native Hawaiian or Other Pacific Islander	0
White	133
Multiple races	3
Client Don't know / Refused	1
No Answer	
Total:	**195**

Gender	Month
Female	76
Male	117
Trans Female (MTF or Male to Female)	1
Trans Male (FTM or Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	
Client refused	
No Answer	
Total:	**195**

Zip Code	Month		
93301	35	93561	1
93304	21	93274	1
93305	32	91401	1
93306	11	93291	1
93307	20	93280	3
93308	19	89121	1
93309	7	37206	1
93311	1	93201	1
93312	3	93203	2
93313	3	93422	1
93206	2	93204	1
93710	1		
95023	1		
93240	1		
93241	1		
93536	1		
90011	1		
93250	1		
92585	1		
96275	1		
93454	1		
Unspecified	17		
Total	**195**		

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

Month	March-22	**Program/Work Unit**	Rental Assistance
Division/Director	Rebecca Moreno	**Program Manager**	Ian Sharples
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The Rental Assistance has two programs focused on improving housing security for program participants. The first is Emergency Service Grant (ESG) Rental Assistance program which provides payment of rental arrears to prevent evictions. The second is Housing for the Harvest, which provides provides a financial incentive for at-home isolation for farmworkers who have been exposed to COVID-19. The CAPK Rental Assistance team also receives referrals from the Housing Authority of the County of Kern (HA) for their Rental and Utility Assistance Program (RUP). We provide follow-up services to obtain documentation from RUP applicants that the HA has been unable to contact. Once documentation is received, HA issues a rental assistance payment to prevent eviction.

ESG Rental Assistance	Month	YTD	YTD Goal	Month Progress	Annual Progress
SRV 4c Rent Payments (includes Emergency Rent Payments)	30	52	120	300%	43%
FNPI 4e. The number of individuals who avoided eviction.	30	52	120	300%	43%

Housing for the Harvest	Month	YTD	YTD Goal	Month Progress	Annual Progress
SRV 5hh Incentives (COVID-19 Self-Isolation Incentive)	25	48	300	100%	16%
FNPI 3h. The number of individuals engaged with the Community Action Agency who report improved financial well-being.	25	48	300	100%	16%

Housing Authority RUP Referrals	Month	YTD	YTD Goal	Month Progress	Annual Progress
Referrals Received	134	392	800	2	0
FNPI 4e. The number of individuals who avoided eviction.	14	19	80	2	0

Explanation (Over/Under Goal Progress)

RUP Referrals continue to be extremely difficult to contact.

Program Strategic Goals	Progress Towards Goal
Obtain new sources of funding to be able to provide rental assistance services beyond the term of the current grants.	Applying for Adult Reentry Grant for rental assistance and warm handoff

Program Highlights

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 2022

Month	March-22	**Program/Work Unit**	CalFresh Healthy Living
Division/Director	Susana Magana Director of Health & Nutrition	**Program Manager**	Alejandra Morales
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The CalFresh Healthy Living improves the nutrition health of low-income Californians by providing access to nutrition education, physical activity education, and leadership towards healthy community initiatives.

Engage Supplemental Nutrition Assistance Program (SNAP-Ed) eligible participants in Nutrition Education (FNPI 5a) (SRV 5ff).	Month	YTD	YTD Goal	Month Progress	Annual Progress
Community Action Partnership of Kern (CAPK)	43	143	7,000	7%	2%
Kern County Superintendent of Schools (KCSOS)	467	976	1,000	560%	98%
Kernville Unified School District (KUSD)	72	319	1,000	86%	32%
Lamont Elementary School District (LESD)	246	401	1,000	295%	40%
Collaborate with SNAP-Ed approved Collaboratives to improve opportunities for the SNAP-Ed eligible population to have healthy choices (duplicated).	4	19			
Complete Nutrition Environment Food Pantry Assessment Tool (NEFPAT) to provide baseline data that could be valuable for interventions within the nutrition environment of food pantries.	0	0	12	0%	0%
Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.	1429	3,829	10,000	171%	38%

Explanation (Over/Under Goal Progress)

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Program Strategic Goals	Progress
1. CAPK is part of the County Nutrition Action Plan (CNAP) Collaborative in partnership with funded partners, such as the Kern County Department of Aging and Adult Services Department (KCAASD) and the University of California Cooperative Extension (UCCE) work to enhance opportunities for health and well-being by creating positive changes in the environment where we work, live and play.	CalFresh Healthy Living hosted the second quarter CNAP collaborative on March 17th where 30 community partners joined to discuss opportunities to promote healthy lifestyles via education, interventions, and outreach in Kern County. The collaborative invited the California Black Infant Health Program (BIH) and the Kern County Arvin Branch Library to present individual program information.
2. Staff Professional Development	Program Administrator and Program Coordinator participated in a mandatory Sexual Harassment training provided by CAPK.
3.Work with partners to plan and implement sustainable community measures to ensure changes that support healthy eating and physical activity.	Program Administrator, Program Coordinator, and three Health Educators attended the F Street Farmers Market 2nd Saturday event to promote CalFresh Healthy Living program services. Health Educators promoted CalFresh Healthy Living social media and Nutrition Education workshops to attendees.
Program Highlights	

Community Action Partnership of Kern

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Month	March-22	Program/Work Unit	Food Bank
Division/Director	Susana Magana Director of Health & Nutrition	Program Manager	Joseph Chavez, Interim
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The Food Bank 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 boxes to individuals ages 60 & older. The Backpack Buddies program provides youth with food when they are out of school (i.e., afterschool/weekends/holidays) distributed at CAPK youth centers, schools, and other community sites.

Food Distributions	Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (Duplicated) (SRV 5jj)	41,123	111,933	400,000	123%	28%
Pounds Received	1,066,990	3,569,457	22,000,000	58%	16%
Pounds Carried Over from Previous Month	466,855				
Pounds Distributed	**1,936,709**	**4,776,492**	**22,000,000**	**106%**	22%

Senior Food	Month	YTD	Month Goal	Month Progress
Individuals Served (SRV 5jj)	4,202	12,029	4,800	88%
Pounds Distributed	**142,686**	408,804	**144,000**	**99%**

Free Farmers Markets	Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)	1,023	2,813	13,200	93%	21%
Pounds Distributed	**68,113**	139,030	**185,000**	**442%**	75%

State-based Meal Kits (i.e., 3-4 day Food Supply 30lbs box)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Meal Kits Received (SRV 5jj)	**6,300**	**14,700**	**25,000**	**302%**	

Total Pounds Distributed	Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs	**2,153,808**	**5,339,026**	**22,354,000**	**216%**	24%

Volunteers	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (SRV 6f) (paid partnership though service providers, duplicated)	11	36	210	**63%**	17%
Other Volunteers (i.e., general public, duplicated)	81	408	750	130%	54%

Explanation (Over/Under Goal Progress)

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Program Strategic Goals	Progress Towards Goal
1. Improve data collection and reporting methods.	Pending research on client database and training.
2. Inventory System Enhancement	Staring phase 2 of new inventory system (Scan guns)
3. Increase numbers of volunteers.	Utilize CRM VM portal

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

Month	March-22	**Program/Work Unit**	Migrant Childcare Alternative Payment (MCAP)
Division/Director	Susana Magana Director of Health & Nutrition	**Program Administrator**	Laura Porta
Reporting Period	March 1-March 31 ,2022		

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	57	1,467	2,000	34%	73%
Childcare Providers (SRV 7f)	19	287	300	76%	96%
MCAP Subsidies (SRV 7e) Jul 21-Jun 22	**Month of February processed in March**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provider Payments-Subsidies Expended	$1,042,161	$ 6,714,861	$12,000,000	104%	56%

Explanation (Over/Under Goal Progress)

The Migrant AP program is enrolling in all entry counties. There is no waiting list. Currently, the MCAP program is still accepting applications for the Emergency Childcare. The Emergency Childcare is available to provide childcare to essential workers through the end of the program's current fiscal year June 30, 2022. Please note that the additional funding received will be split between the current fiscal year and the upcoming fiscal year. The goal for this year has been updated from $7.9 million to $12 million.

Program Strategic Goals	Progress Towards Goal
1. Fill Staff Vacancies.	Program currently recruiting for 6 additional specialist. Three Family Service Specialist and three Subsidize reimbursement Specialist. Interviews have been conducted, pending results.
2. Retain Staff.	Program Director is working to update the program organization chart to include additional staff to support the program's recent contract growth. The goal is to hire 6 specialist in the upcoming weeks.
3. Contingency Staffing Plan	Family Services Coordinator and Subsidized Reimbursement Coordinator will be attending several of the onboarding trainings scheduled for the new administrator to provide ongoing cross training.

Program Highlights

As of 3/21/2022 MCAP staff has returned to onsite. Staff will continue to provide onsite appointments for clients by appointment only to continue to maintain social distancing and as a continued Covid-19 safety measure.

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Month	March-22	**Program/Work Unit**	Women Infants & Children (WIC) Nutrition
Division/Director	Susana Magana Director of Health & Nutrition	**Program Manager**	Lorna Speight
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The Women Infants & Children (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 (SRV 5g)	13,110		16,160	81%	
Local Vendor Liaison-Contact Stores (contact 68 vendors 1 contact required per quarter totaling 272 contacts per year)	67	107	272	99%	39%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	830		900	92%	
Prenatal Education: 25% of prenatal will receive the "Let's talk" pre-natal class. (Class is given in last trimester of pregnancy)	187	451	1,350	166%	33%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	249	554	1,800	166%	31%
WIC Presentations and Outreach Events	4	13	48	100%	27%
Publication in newspaper, television, and/or social media postings (English and Spanish)	66	184	720	110%	26%
Regional Breast Liaison (RBL)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.	5	5	48	125%	10%

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Explanation (Over/Under Goal Progress)
Participation is up 4% from February. Staff have been working on the "Participant's eligible for benefits but not issued" report reach out to those who have missed appointments but have not called to reschedule. Participant's completing/participating in the "Let's Talk" prenatal class have increased. The new RBL has completed her on-boarding process with State WIC has begun making contact with community stakeholders - she has made contacts with Kern County and Antelope Valley Breastfeeding Coalitions, SCSD Migrant Education, Baby Cafe and Kern County Public Health Dept. Online Enrollments increase for Mar- the number on online requests to enroll in WIC was about the same as Feb but more participants kept their appointments in March and there were more families with multiple participants.

Program Strategic Goals	Progress
1 Increase participant use of tele-health (doxy.me) platform with goal.	Continue with survey question regarding participant preference on appointment mode. Staff scheduling "Let's Talk" prenatal class to promote benefits of group class by and schedule participants for doxy.me platform if appropriate
2. To work with outreach to come up with strategies to increase WIC retention and re-engagement with current participants.	Continue with Customer service survey via teletask following WIC appointment to identify where improvement are needed.

Program Highlights

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 2022

Month	March-22	**Program/Work Unit**	East Kern Family Resource Center (EKFRC)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Matthew Buck
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

East Kern Family Resource Center (EKFRC) is a regional resource center based in Mojave, Ca. The EKFRC assists individuals and families from the desert and Tehachapi Mountain communities. The primarily focusing on referred families with children who are at risk of abuse and neglect, and families unprepared to enter kindergarten successfully. The EKFRC also assists walk-in clients with basic needs, clothing, faxing/copying services, HEAP applications and referrals.

Differential Response	Month	YTD	Annual Goal	Month Progress	Annual Progress
Provide One Time Referral Services to Families (SRV 7c)	25	72	250	120%	29%
Provide One Time Referral Services to Children (SRV 7c)	31	117	350	106%	33%
Case Management-Families (SRV 7a)	7	41	100	84%	41%
Case Management-Children (SRV 7a)	12	85	250	58%	34%
Differential Response Total	**75**	**315**	**950**	**92%**	33%

First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	2	17	40	60%	43%
Children Receiving Case Management Services (SRV 7a)	3	25	55	65%	45%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	13	20	0%	65%
Children Educational Center Base Activities (FNPI 2b)	0	22	30	0%	73%
Children Educational Home Base Activities (FNPI 2b)	3	31	30	120%	103%
Children Summer Bridge Activities (FNPI 2b)	0	0	15	0%	0%
Collaborative Meetings Participated	2	4	15	160%	27%
Family Support Services for non-clients with children ages 5 and under	12	61	100	144%	61%
First 5 Total	**22**	**173**	**305**	**69%**	57%

Walk-In Services (Non-Clients)	Month	YTD
Food/Household Items (SRV 5jj; SRV 5nn)	80	218
Referrals/Administrative Services (SRV 7c)	194	457

Explanation (Over/Under Goal Progress)

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Program Strategic Goals	Progress Towards Goal
1. Move to a better-suited location.	Toured possible new location on 3/31/22
2. Offer more on-site services.	In progress
3. Expand our reach across the East Kern Communities.	On-going

Program Highlights

Month	March-22	**Program/Work Unit**	Oasis Family Resource Center
Division/Director	Youth & Community Services Freddy	**Program Manager**	Eric Le Barbe
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resilience

First 5	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Parents Receiving Case Management Services (SRV 7a)	2	7	30	40%	23%
Children Receiving Case Management Services (SRV 7a)	1	7	30	20%	23%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV	0	6	10	0%	60%
Children Educational Home Base Activities (FNPI 2b)	2	6	15	80%	40%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Collaborative Meetings	1	3	8	75%	38%
Family Support Services for non-clients with children 5 and under	7	13			
First 5 Total	**13**	**42**	**103**	76%	41%

Walk-In Community Services (Duplicated & Non First 5 Clients)	Month	YTD
Food/Household Items (SRV 7c)	34	95
Referrals/Administrative Services (SRV 7c)	26	75
Emergency Clothing (SRV 7n)	0	9
Copies	4	17
Transportation Assistance (SRV 7d)	12	20
COVID-19 Supplies (SRV 5oo)	7	29
Total Community Services	**83**	**245**

Explanation (Over/Under Goal Progress)

The First 5 Kern numbers may appear to be low in March. However, the reporting for F5K is on a different fiscal year schedule than CAPK from July 2021 to June 2022 and numbers are on target with a total of 26 parents having received case management in the F5K fiscal year. In March 2022 we provided community services for a total of 84 inquiries.

Program Strategic Goals	Progress Towards Goal
1. Offer Court Mandated Nurturing Parenting Class every other quarter	The class was offered this quarter and four parents graduated at the end of March. The class will be offered again later this year in the summer/fall of 2022.
2. Strengthen educational Homebase and Summer Program for children ages 0 - 5 utilizing Kern Early Stars Resources.	Kern Early Stars staff training started this month and a couple more training sessions for staff are scheduled. Kern Early Stars donated educational toys for home visits and the Summer Bridge program.
3. Increase range of services offered to clients in the Ridgecrest community by brining VITA & Energy Assistance programs on site to the Oasis FRC.	VITA provided tax assistance once a month in February and March and another session is scheduled in April at the Oasis FRC. We are working on changing our office assistant part-time position into a full-time position so she can become a trained energy technician for half her time in the office.
4. Apply for 3 three funding opportunities that would help extend range of services outside First 5 clients for under served families (Children 6-18, seniors, and homeless individuals).	We received $11,000 from private donations in March (3rd and 4th funding opportunities YTD) to help provide more services to the clients we serve. We submitted three grants applications in March from Friends of Mercy, Kern Family Health Care, and Children Tax Credit NOFO. We are in process of applying for more funding from First 5 Kern, Albertson's, and AARP.

Program Highlights

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Month	March-22	Program/Work Unit	Energy & Utility Assistance
Division/Director	Fred Hernandez Youth & Community Services	Program Administrator	Wilfredo Cruz Jr
	January 1, 2022 - December 31, 2022		

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
Households Served - Utilities Assistance	344	989	2,275	181%	43%
Utility Payments	$258,684	715,204	$1,942,401	160%	37%
Households Served - Weatherization	14	40	60	280%	67%
Low-income Home Energy Program (LIHEAP) 2022 Ends June 30, 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	40	71	1,500	32%	5%
Utility Payments	$30,961	79,348	$2,000,000	19%	4%
Households Served - Weatherization	0	0	90	0%	0%
American Rescue Plan Act (ARPA) Ends March 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	231	650	1,750	158%	37%
Utility Payments	$243,619.00	816,759	$3,500,000	84%	23%
2020 DOE - Weatherization Ends June 30, 2022	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served Weatherization	0	0	10	0%	0%
2021 Low-Income Household Water Assistance Program (LIHWAP)*	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	N/A	N/A	TBD		
Utility Payments	N/A	N/A	TBD		
Totals	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	**615**	**1,710.00**	**5,525**	134%	31%
Total Utility Payments	**$ 533,264**	**1,611,311.00**	**$ 7,442,401**	86%	22%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**14**	**40.00**	**160**	105%	25%

Explanation (Over/Under Goal Progress)

1) LIHWAP contract pending - expect to receive May/June 2022
2) We are expending LIHEAP '21 funds before moving completely into LIHEAP '22

Program Strategic Goals	Progress Towards Goal
1.Become fully staffed and fully trained - Reach 90% staffed and 90% fully trained levels (both in WX and UA).	We are currently in the process of determining additional needs in UA and outreaching to the community for WX.
2. Continue to develop the use of Hancock to become fully paperless across the entire program (100% = fully paperless).	Currently at 15% initial training is completed and iPad have been received. □
3. Fully expend funds for contracts that end in the current fiscal year (2021 LIHEAP and 2020 DOE).	We are focusing our efforts on spending the remainder of these two contracts.□

Program Highlights

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Month	March-22	**Program/Work Unit**	Friendship House Community Center (FHCC)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Lois Hannible
Reporting Period	January 1, 2022 - December 31, 2022		

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 (FNPI 2c.2., FNPI 2c.3, SRV 2p) Reporting ends June 30, 2022	29	0	33	30	0%	110%
Summer Program (Max Capacity due to COVID) (SRV 2m)	0	0	0	25	0%	0%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	41	3	17	35	103%	49%
Medi-Cal Outreach (ends June 30, 2022)		**Month (Added)**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Social media emails and impressions		152	276870	3,000	61%	9229%
Canvasing phone calls and flyers		5623	12888	15,000	450%	86%

Explanation (Over/Under Goal Progress)

The Friendship House is on track to meet our Mentorship program goals. There are no current goal numbers for the Summer Program, because the program does not start until June 2022. We are also in the process of expanding our youth center students.

Program Strategic Goals	Progress
1. Develop an Ad Hoc Committee and implement a fencing/lighting campaign for the CAPK Friendship House.	In progress, the next meeting is taking place on April 6, 2022.
2. Develop a meeting schedule for the Friendship House Advisory Board and implement scheduled meetings/trainings.	Completed
3. Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.	In progress, there was two grants submitted in the month of March for the Friendship House.

Program Highlights

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Month	March-22	Program/Work Unit	Shafter Youth Center (SYC)
Division/Director	Fred Hernandez Youth & Community Services	Program Manager	Angelica Nelson
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The Shafter Youth Center (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 starting in June (Max Capacity due to COVID) (SRV 2m)			0	30	0%	0%
After School/Learning Pods Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	14	0	14	25	0%	56%

Community Programs	Month
Girl Scouts, Dignity Health Mental Health Project, Service Club meetings, Seniors walking groups in the mornings, Computer Lab access, Zumba, Fitness Boot Camp, Open Basketball, etc.	7 groups - see note below

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)	1	1	6	200%	17%
Community Events (i.e., diaper, food, PPE distributions)	1	1	6	200%	17%

Explanation (Over/Under Goal Progress)

Community Programs - Girl Scouts, Dignity Mental Health Project, SB100 Committee Mtg, Public Health Know your Numbers sessions, VITA Services, Shafter Woman's Club, Seniors walking group

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Program Strategic Goals	Progress
1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.	Public interest in program is increasing. More inquires have been received via phone
2. Increase attainment of program funding to provide larger variety of program offerings.	Funding applications have been submitted for review and consideration
3. Increase community engagement, including volunteers, social media, program participation.	

Program Highlights
Participants have been enjoying Art classes from MAKE Bakersfield, funded by Target Distribution. Sessions end 3/31/22. Bricks4 Kids has been gracious enough to provided Lego Robotic sessions for free. Sessions are scheduled twice a month until May.

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Month	March-22	**Program/Work Unit**	Volunteer Income Tax Assistance (VITA)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Jacqueline Guerra
Reporting Period	January 1, 2022 - December 31, 2022		

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 Tax Returns (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Federal	1,523	2,923	4,300	625%	68%
State	1,476	2,844	4,100	623%	69%

Refunds and Credits (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds	$1,434,608	$3,941,892	$5,100,000	437%	77%
State Refunds	$224,041	$571,646	$1,500,000	470%	38%
Federal EITC *(income limit $57,414/household)*	$825,924	$1,897,154	$2,200,000	522%	86%
CalEITC *(income limit $30,000/household)*	$131,680	$251,221	$370,000	629%	68%
Total Refunds and Credits	**$2,616,253**	**$6,661,913**	**$9,170,000**	471%	73%

Individual Taxpayer Identification Number (ITIN) (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Applications (New/Renewal)	4	16	75	300%	21%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Develop and implement site expansion plan, including isolated areas and new partners.	pending
2. Build community awareness of VITA services through partnership opportunities.	Free tax prep and tax credit information is being shared on GET bus ads, billboards at the Mechanics bank arena during hockey games and Spanish radio ads for the month of March
3. Program capacity building by pursuing funding opportunities to support operational expenses.	pending

Program Highlights

Operations

Business Services

Maintenance

Information Technology

Data Services

Risk Management

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Month	March-22	**Program/Work Unit**	Operations Division
Division/Director	Emilio Wagner Director of Operations	**Program Managers**	Dan Ripoli, Jeremy Keeling, Douglas Dill, Ryan Dozier, Kerri Davis, Laurie Sproule
Reporting Period	January 1, 2022 - December 31, 2022		

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
Purchase Orders	356		356	749
Contracts	34	5	31	74
Leases		15		0
Requests for Proposals		6		11

Business Services Projects

Description	*% Completed*	*Comments*
Pest Control Services -Agency	*90*	*Preparing contract*
Marketing and Outreach - Executive	*100*	
Barnett House Tenant Improvements -EHS	*80*	
Food Service Vendor -EHS	90	Pending Board Approval. Will be presented in March
Energy Subcontractor		*Preparing for re-issue per program*
Energy Glass Subcontractor		*Preparing for re-issue per program*

Data Services

Activity	Requested	In-Progress	Processed	Processed YTD
Dynamic 365 Fixes				0
Dynamic 365 Enhancements	1	1		0

Projects

Universal Intake		Develop intake for Programs that don't have an electronic process.	60%	60%
Volunteer Management		Track and manage Volunteers working within the agency.	90%	90%
Contract Management System		Track and manage Contracts within the Agency	70%	70%
In-kind Management		Application is used to track the total number of in-kind hours with built in automation. This application will eliminate the current paper process.	30%	30%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	327	56	253	443

Construction Projects

Head Start Expansion		Harvey Hall, Pete Parra, Sterling, & Martha J Morgan	55%	55%
Food Bank Expansion		Access Road & Site Utilities	8%	8%

Major Maintenance Projects

		Re-roof - Angela Martinez, Primeros Pasos	1%	1%

		Restroom upgrades - Angela Martinez, M&O, Food Bank	5%	5%

Information & Technology				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders	278	79	287	820

Information & Technology Projects		
Description	*% Completed*	*Comments*
iPad upgrades	*75*	
Finance computers replacement	*10*	
LBNC computer replacement	*100*	
Network upgrades	*90*	
Firewall upgrades	80	

Risk Management		
Workers Compensation Claims	**Reported**	**Reported YTD**
First Aid (Reported only)	3	12
First Aid	4	13
Medical Treatment		1
Modified Duty	1	2
Lost Time		2
Non-Industrial (not work related)		0
Under Investigation		0
Confirmed Work Related COVID		20
Other		0

Program Strategic Goals	Progress Towards Goal
1. Identify current business processes associating standard level agreements and priorities.	All Operations departments have identified business processes and developed standard service level agreements.
2. Maximize business efficiency with the existing technology.	Departments have conducted a review of their systems capabilities and identified which processes do not have a system. In the current development of creating systems using existing technology.
3. Provide better communication surrounding operations.	Identify and develop communication strategies, such as SharePoint communication page, monthly Operations news, and tips.

Program Highlights

Food Bank construction is in progress. We are pushing the access road first so that the Food Bank could be fully operational and have exclusive access to the site during the rest of the construction. The road should be paved by the end of the month, and the food bank should have complete access. Uninterrupted access is the goal.



Administration

Grant Development

CAPK Foundation

Outreach & Marketing

Community Action Partnership of Kern
Monthly Report 2022

Month	March-22	**Program/ Work Unit**	Executive Division
Division/Director	Pritika Ram Director of Administration	**Program Manager**	
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The services under the Executive Division range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan and CAA-related plans, and special projects.

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Training	17,944	55,091	220,000	98%	25%
Facebook Impressions (i.e., number of times users see content)	39,763	81,117	500,000	95%	16%
Other Social Media Impressions	14,177	22,035	145,000	117%	15%

Outreach Advocacy	Outreach Special Projects
Advocated for CSBG Reauthorization with McCarthy staff	Assisted 23 Kero with Senior Food Drive through story coordination and day-of media spots.
$3 million in Food Bank funding supported by Congressman David Valadao signed into federal law.	Hosted Kegley Service Day at the Senior Food Program were appx. 40 volunteers packed a record number of 882 boxes.
Attended Greater Bakersfield Chamber installation	Launched Community Action Month plan with HeySalty.
Held update discussion on CAPK Advocacy.	Celebrated Read Across America at various Head Start locations. Shared on Social Media.
Attended CalCAPA Legislative Day in Sacramento with CAPK team and met with state senators and assemblymembers	Partnered with HR in creating a employee benefits page to drive employee recruitment
Held meetings with media and elected official staff to build working relationships	Onboarded new contract marketing firm HeySalty and connected with Energy, CAP Month and FHCC projects

Grants In Progress/Research	Projects
BSCC Adult Reentry Grant	Vaccine Equity Project- CAPK is partnering with NCAP, Grammercy Research Center, and the Association of State and Territorial Health Organizations (ASTHO) to promote vaccine equity in communities with low COVID vaccine adoption rates. Local CBOs have been identified and SOW and Budgets have been submitted to CAPK for review.
Planting Prosperity Grant - FRCs	NCAP Pathways to Excellence - Silver Tier
California Community Schools Partnership Program Implementation Grant	Certified Community Action Professional (CCAP)- final test is scheduled for June 2022
Albertsons Nourishing Neighbors Grant	

Community Action Partnership of Kern
Monthly Report 2022

Community Services Block Grant (CSBG)	Process Improvement (i.e., ROMA, PCDD)
On-going monthly reporting	CRM Volunteer Management (B.3a.) and Outreach and Advocacy program published Process Mapping guide for services.
Foundation	
Continued Recruitment for the Director of	
FHCC Campaign for Fencing and Lighting	

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Customer Relationship Management Projects, including Volunteer Management, inter-agency Referral Management, and contract management.	Volunteer management is seeing great traction and volunteer data is being collected. Volunteer inquiries are quickly flowing through. Interagency referral has come across some bugs and is working with Ryan to get them fixed and a soft launch will be anticipated for June 2022. Worked through trainings with each program to see how the CRM will operate with each.
2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan.	Contract for services with two (2) grant writing firms with specific focus areas. Pending contact with marketing firm to support CAPK outreach efforts.
3. Agency-level adoption of Results Oriented Management & Accountability (ROMA) and Patient-Centered Data Driven Principles to programmatic and operational use.	March - contacted National trainer to create a customized training for the agency to become formally ROMA Certified.

Program Highlights

Community Services Block Grant (CSBG)
Family National Performance Indicators (FNPI) and Services (SRV)

FNPI Indicator	Description
FNPI 2b	The number of children (0 to 5) who demonstrated skills for school readiness.
FNPI 2c	The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).
FNPI 2c 2	1st grade-8th grade
FNPI 2c 3	9th grade-12th grade
FNPI 3h	The number of individuals engaged with the Community Action Agency who report improved financial well-being.
FNPI 4a	The number of individuals experiencing homelessness who obtained safe temporary shelter.
FNPI 4b	The number of individuals who obtained safe and affordable housing.
FNPI 4e	The number of individuals who avoided eviction.
FNPI 4h	The number of individuals with improved energy efficiency and/or energy burden reduction in their homes.
FNPI 4z	Number of individuals who obtained utilities.
FNPI 5a	The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).
FNPI 5d	The number of individuals who improved skills related to the adult role of parents/ caregivers.

SRV Indicator	Description
SRV 2l	Before and After School Activities
SRV 2m	Summer Youth Recreational Activities
SRV 2m	Summer Youth Recreational Activities
SRV 2p	Mentoring
SRV 3o	VITA, EITC, or Other Tax Preparation programs
SRV 4a	Financial Capability Skill Training
SRV 4c	Rent Payments (includes Emergency Rent Payments)
SRV 4e	Mortgage Payments (includes Emergency Mortgage Payments)
SRV 4i	Utility Payments (LIHEAP includes Emergency Utility Payments)
SRV 4t	Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)
SRV 5ff	Skills Classes (Gardening, Cooking, Nutrition)
SRV 5g	Maternal/Child Health
SRV 5hh	Incentives (e.g. gift card for food preparation, rewards for participation, etc.)
SRV 5ii	Prepared Meals
SRV 5jj	Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)
SRV 5mm	Parenting Classes
SRV 5nn	Kits/boxes
SRV 5oo	Hygiene Facility Utilizations (e.g. showers, toilets, sinks)
SRV 6f	Volunteer Training
SRV 7a	Case Management
SRV 7a	Case Management
SRV 7b	Eligibility Determinations
SRV 7b	Eligibility Determinations
SRV 7c	Referrals
SRV 7d	Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair, including emergency services)
SRV 7e	Child Care subsidies
SRV 7f	Child Care payments
SRV 7n	Emergency Clothing Assistance

Module 2, Section	Description
B. 3a	Total number of volunteer hours donated to the agency
B. 4c	Number of Certified Community Action Professionals(CCAP)
B. 4f	Number of Pathways Reviewers

Application Status Report Detail
March 2022

Funder	Opportunity Name	Description	Amount Requested	Amount Awarded	Status
California Department of Social Services (CDSS)	Food Bank Capacity Program Award SFY 2021-2022	Food Bank - Purchase and Distribution	$4,859,606.00	$4,859,606.00	Awarded
United Way of Kern County (UWKC)	Phase 39 Local Recipient Organization (LRO)	Food Bank - Purchase and Distribution	$50,638.00	$50,368	Awarded
United Way of Kern County (UWKC)	Phase ARPA-R (American Rescue Plan Act (2021) Local Recipient Organization (LRO)	Food Bank - Food Purchase and Distribution	$156,509.00	$156,509.00	Awarded
California Family Resource Association (CFRA)	Child Tax Credit Outreach Campaign Mini Grant	The California Family Resource Association (CFRA) is soliciting applications for twenty (20) $5,000 mini grants to conduct Child Tax Credit Outreach (CTCO) through their Family Resource Centers to connect families to the Federal Child Tax Credit (CTC). The timeframe for the implementation of this CTCO Notice of Funding Opportunity (NOFO) is March 28, 2022, through June 15, 2022.	$5,000.00	$5,000.00	Awarded
Fred Bergfors and Margaret Sandberg Foundation Inc.	2022 SGCSF Grant to Community Action Partnership of Kern	Support for family resource centers.	$40,000.00	$40,000.00	Awarded
Kern Family Health Care (KFHC)	Emergency Closet at East Kern Family Resource Center	$2,000 for food and clothing items- distribution at EKFRC for residents of Mojave and neighboring communities	$2,000.00	$-	Pending
Kern Family Health Care (KFHC)	Low Barrier Navigation Center	$2,000 for personal care products for residents at M Street Navigation	$2,000.00	$-	Pending
Kern Family Health Care (KFHC)	Shafter Youth Center	Funds to support the implementation of a Lego Robotics Class	$2,000.00	$-	Pending
Kern Family Health Care (KFHC)	Friendship House Community Center	$2,000 for art supplies and sport equipment	$2,000.00	$-	Pending

US Department of Health and Human Services (HHS)	Connecting Kids to Coverage Healthy Kids 2022 Outreach and Enrollment Cooperative Agreements	Community outreach and enrollment efforts aimed at reducing the number of children who are eligible for, but not enrolled in, Medi-Cal and CHIP	$963,334.00	$-	Pending
Kern Family Health Care (KFHC)	Oasis Family Resource Center	$2,000 for gas cards/bus passes, hygiene products, diapers, baby food, etc. for low-income families residing in Ridgecrest and neighboring cities	$2,000.00	$-	Pending
U.S. Department of Energy	DOE Communities LEAP (Local Energy Action Program) Pilot	Technical Assistance Grant ONLY. Aims to facilitate sustained community-wide economic and environmental benefits primarily through 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.	N/A	N/A	Denied

Other Opportunities

Funder	Opportunity Name	Description	Amount Requested	Amount Awarded	Status
Albertsons	Nourishing Neighbors	$1,000-$5,000. Funds shall be used to support Albertsons Priority Areas which include Health and Human Services, Hunger, Youth and Education, Veterans, and Supporting Diversity and Inclusion of All Abilities. Rolling, quarterly submissions.	$5,000	$-	Research

California Department of Education	California Community Schools Partnership Program Implementation Grant Cohort 1	Support community schools partner with efforts to align community resources to improve student outcomes. Partnerships will provide an integrated focus on academics, health and social services, youth and community development, and community engagement.	$-	$-	Research
California Department of Social Services (CDSS)	Planting Prosperity Program Grant	Child abuse prevention program in California	$300,000.00	$-	Research
Virginia and Alfred Harrel Foundation	Bookmobile Support for Rural Literacy 2022-23	Focus: Literacy CAPK in partnership with the Kern County Library Services provide books to rural communities through the library mobile unit. This is an extension (new application) to the 2021 award to support a similar scope of work.	$50,000.00	$-	Abandoned. Partner agency, Kern County Library Services, decided not to move forward due to a similar award and other priorities.
CA Department Housing and Community Development	Pet Assistance and Support Program	Funds can be utilized to provide shelter, pet food, pet supplies, and basic veterinarian services for pets of individuals in homeless shelters.	$600,000.00	$-	Abandoned. Pet needs are properly addressed through Kern Animal Services. No capacity concerns at this time.
California State University, Bakersfield	Community Partnership Initiative Grant	Community efforts to positively impact equity gaps as they relate to historically underrepresented students, increase CSU student retention, and graduation rates.	$20,000.00	$-	Abandoned. Partner agency, CSUB, did not move forward with the application.

Community Action Partnership of Kern
Consent Funding Request
March 2022

Funding Type	Private	**CAPK Program**	Oasis Family Resource Center
Funding Agency	Dignity Health	**Project Name**	Oasis Family Resource Center Extending Hand
CFDA	N/A	**Target Population**	Youth and Elderly
Request	$10,000	**Division Director**	Freddy Hernandez
Award Period	June 2022-July 2023	**Program Manager**	Eric Le Barbe
Description	Provide school readiness supplies to youth in Ridgecrest and transportation passes for the elderly community of Ridgecrest.		
Funding Type	Public	**CAPK Program**	Oasis Family Resource Center
Funding Agency	CA Family Resource Association	**Project Name**	Community Action Partnership of Kern-Oasis Family Resource Center
CFDA	N/A	**Target Population**	Children and Families
Request	$5,000	**Division Director**	Freddy Hernandez
Award Period	March 2022- June 2022	**Program Manager**	Eric Le Barbe
Description	CA Family Resource Association members will conduct outreach attempts for the Child Tax Credit.		
Funding Type	Public	**CAPK Program**	East Kern Family Resource Center
Funding Agency	CA Family Resource Association	**Project Name**	Community Action Partnership of Kern-East Kern Family Resource Center
CFDA	N/A	**Target Population**	Children and Families
Request	$5,000	**Division Director**	Freddy Hernandez
Award Period	March 2022- June 2022	**Program Manager**	Matthew Buck
Description	CA Family Resource Association members will conduct outreach attempts for the Child Tax Credit.		

Date Presented/Approved

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

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** March 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	Disabilities	Over Income 131%+ up to 10% 101—130% Up to 35%
Head Start Kern • 7 Classrooms Fully Closed/ 4 Classrooms Partially Closed	**1317** 180	**961**	**73%**	**5%**	**5%** **5%**
Early Head Start • 24 Classrooms Fully Closed/ 6 Classrooms Partially Closured	**908** 229	**562**	**62%**	**16%**	**8%** **6%**

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	201	**240**

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
598	103	41	73

HIGHLIGHTS: 3 staff onboarded
7 days of interviews for 8 open requisitions

Program Update & Compliance

- The week of March 28th our partnership centers Escuelita Hernandez and Taft College were monitored by our CAS teams.
- On March 30th and 31st, our Family Advocates had the opportunity to attend the First 5 Kern ACES and Immigrant Rights conferences.
- Families at Taft College were invited to visit the Kern Dental Mobile Clinic at Taft Head Start on April 5th to have their dental screenings completed.
- Escuelita Hernandez infant license is still pending; a waitlist is being established and infant families are receiving distant learning services.
- From February 15-18, 2022, the Office of Head Start (OHS) conducted a Focus Area Two monitoring review of the Head Start and State Child Development Programs. Based on the information gathered during the review, they found the program meets the requirements of all applicable laws, regulations, and policy requirements. The OHS thanked the governing body, policy council, parents, and staff for their engagement in the review proves. The report included program strengths from all areas.

Central Kitchen March 2022				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Center Totals	**72,470**	26,694	23,237	22,539

HIGHLIGHTS: Tyrone Trapp was promoted and has assumed the position of Food Services Manager. The Central Kitchen provided 679 lunches to four of the five centers located in East Kern. Lunches were provided due the vendors that normally provide lunch to East Kern were closed for spring break in mid to late March.

CACFP						
February 2022						
Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
53,549	11,348	64,897	32,266	32,631	36,692	57%

MEMORANDUM

To: Program Review & Evaluation Committee

Savannah Maldonado

From: Savannah Maldonado, Resource & Outreach Coordinator

Date: April 13, 2022

Subject: *Agenda Item (5.d): Update on the Volunteer Management Customer Relations Management System* - ***Info Item***

In 2021, CAPK Staff began working alongside our technology consultant, Wipfli, with the development of a multifaceted Volunteer Management Customer Relations Management (CRM) software. This digital format of managing volunteers will allow the agency to ensure compliance, track individual hours, and manage events on a large scale. It also allows the agency the opportunity to enhance our visibility among partners, clients, community members, and investors.

This software went live in February 2022 with the soft launch of 6 programs and has seen the following results:

- Register over 241 volunteers
- From January-March we have had over 2,700 volunteer hours completed (not including some data that is still being collected)
- Collaborate with local organizations to host special volunteer opportunities

Community members, staff, and stakeholders will be able to see firsthand the amount and depth of services we provide to the community. Throughout the continuation of this software implementation, the Executive Division will spearhead these efforts and assist all programs with any questions or concerns.

Attachment:
Volunteer Management CRM PowerPoint

capk

Community Action Partnership of Kern

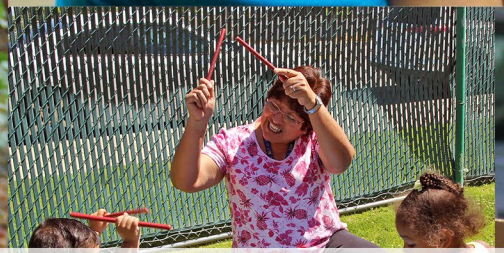






















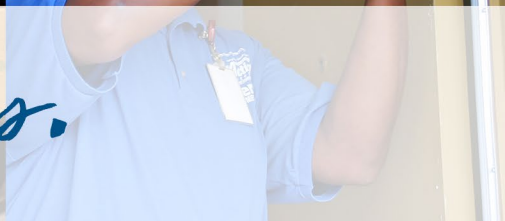












Helping People... Changing Lives.

Agenda

- **Volunteer Management CRM Overview**
- Capabilities
- Strategic Plan Alignment
- **Progress Update**
- Program Utilization
- How it's going
- Next Steps
- **Questions or concerns**

Community Action Partnership of Kern

Volunteer Management CRM

What's a Volunteer CRM?

This online tool offers a customized experience for managing volunteers. It empowers staff to track CAPK's volunteer efforts via automatic reports and instant access to volunteer information.

When did CAPK start using it?

The CRM platform went live in February 2022. Program-based trainings and a user guide were developed and shared prior to launch. Volunteers can register through the "Get Involved" tab on the CAPK website.



Capabilities

- Any user can create their own profile with preferences and availability
- Volunteer profiles will track:
    - Volunteer history,
    - Personal contact information,
    - Interests and skills,
    - Other important information.
- Volunteer profiles allow us to attach important documents, like background checks and consent forms.

Scheduling tools allow programs to:

- Assign or request volunteers for specific projects
- Provide access to shift sign-ups
- Shift reminders

Data reporting:

- Makes it possible to track volunteers' involvement with check-in and time-tracking tool.
- Allows it to track progress through training.



Strategic Plan Goal 5





The development of this software aligns with strategic plan goal 5 and CAPK will collect this data and implement organizational decisions. Alongside this it also applies to Community Services Block Grant (CSBG) Report: Civic Engagement and Community Involvement Services under SRV 6f Volunteer Training; Volunteer House (Module 2, Section B.3.)

Which programs are utilizing this software?

- M Street
- Food Bank
- Senior Food Program
- VITA
- Friendship House
- Head Start MOU agreements
- Board meetings & committees
- James – the ones in red aren't programs not sure how an MOU agreement uses a piece of software…;)



How has it been going?



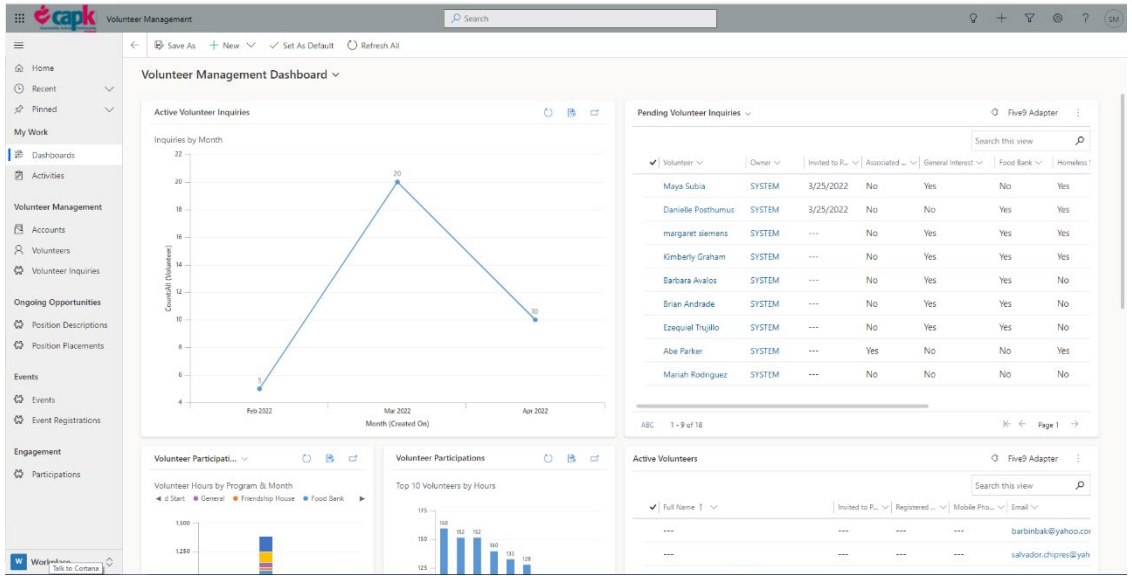
CAPK Adoption

- Programs have begun posting opportunities and placing volunteers in positions.
- Participation records are pouring in and being input by staff.

Volunteer Communication

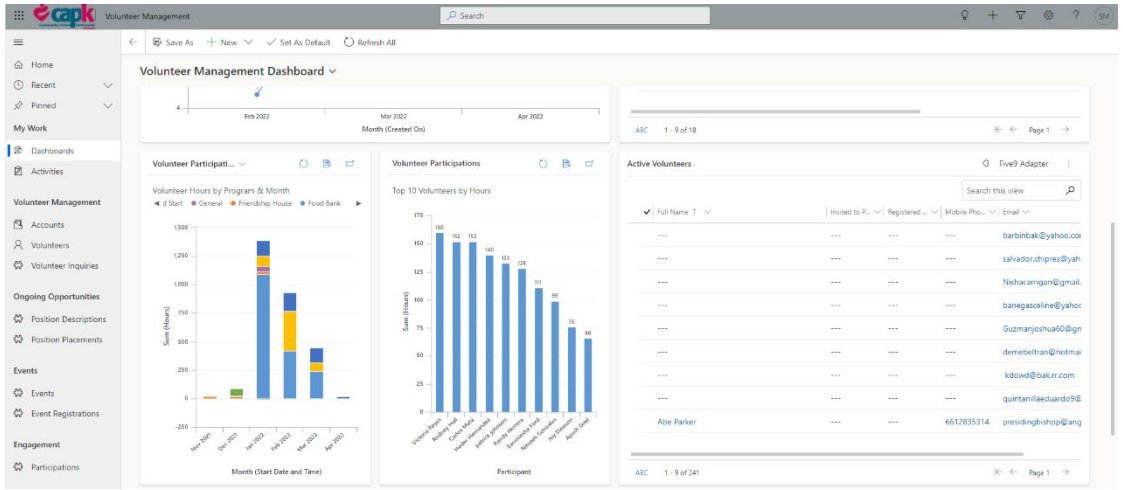
- Volunteer inquiries have been seen a huge increase in the past month.
- Volunteers are asked to complete portal registration
- Once volunteers are registered they can quickly signup for available volunteer opportunities.

Volunteer Inquires



- We saw a total of 20 inquiries in March and are trending for surpassing those numbers this month
- As of 4/6/22, we have already had 10 inquires for the month of April

Participation/Volunteer Hours



- We have 241 volunteers registered in the system.
- From January-March we have had over 2,700 volunteer hours completed and we are still collecting some information.

Next Steps



Continue working with programs to assist with software support



Share volunteer opportunities with the community



Look into integrating internship opportunities into the CRM



Explore next phase capabilities



Savannah Maldonado
Resource & Outreach Coordinator

(661) 496-9035 cell

(661) 336-5236 xx 1195 office

smaldonado@capk.org

DATE	April 20, 2022
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: 261 831 180#

Budget & Finance Committee Minutes

Per Governor's Executive Order N-2920 and Assembly Bill 361, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

1. **Call to Order**

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

2. **Roll Call**

   Roll call was taken with a quorum present.

   Present: Nila Hogan, Joe Garcia, and Guadalupe Perez

   Absent: Janea Benton, Craig Henderson

   Others present: Tracy Webster, Chief Financial Officer; Lois Hannible, FHCC Program Manager; Wilfredo Cruz, Energy Program Administrator; Vanessa Cortez, Senior Community Development Specialist; Freddy Hernandez, Director of Youth and Community Services; Jerry Meade Assistant Director of Head Start; Laurie Sproule, Risk Management Supervisor; Rebecca Moreno, Director of Community Development; Gabrielle Alexander Director of Finance; and other CAPK staff and HS Policy Council member Ashley McAllister.

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

   a. Head Start / Early Head Start Budget to Actual Reports for March 2022 – Tracy Webster, Chief Executive Officer – ***Info Item***

      Tracy Webster presented the above informational item to the Committee and said the Head Start Budgets run from March to February. Head Start is now in a consolidated contract, which encompasses the partnership and San Joaquin.

   b. Early Head Start San Joaquin Food Service RFP – Jerry Meade, Head Start Assistant Director, Program - ***Action Item***

      Jerry Meade presented the above action item for approval. The annual total for this contract exceeds the approval threshold of $250,000 and requires CAPK Board approval. The anticipated annual dollar amount based on the terms of the contract will be approximately $269,670. Variables include any adjustments in program options, annual inflation of food costs, and continued funding.

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

c. Contract Agreement for Continued Funding of Positive Youth Development Mentor Program – Lois Hannible, FHCC Program Manager - ***Action Item***

Lois Hannible presented the above action item for approval and said the Friendship House contract agreement for continued funding of Positive Youth Development Mentor Program enables the staff to continue providing one-on-one group mentoring services, outreach, afterschool learning pods, and summer program services to youth members of the community from ages 6 to 18.

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

d. Resolution to Approve the Submission of the 2021 Low Income Home Water Assistance Program (LIHWAP): Contract #21Z-9556 – Wilfredo Cruz, Jr., Energy Program Administrator – ***Action Item***

Wilfredo Cruz, Jr. presented the above action item for approval, with resolution. The California Department of Community Services and Development (CSD) provided the Energy Program with the 2021 LIHWAP contract, which provides funding to assist qualified, low-income Kern County residents with water utility assistance.

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

e. Request to Approve the Submission of the Strong Communities Program Grant - Vanessa Cortez, Senior Community Development Specialist - ***Action Item***

Vanessa Cortez presented the above action item for approval and said the overall goal of this program is to support the expansion of Family Resource Centers and their ability to effectively response to the condition of child maltreatment throughout California. Proposed service lines will focus on preventing child abuse and neglect, as well as supporting families in creating safe, stable, nurturing relationships and environments for their children.

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

f. Fleet Vehicle Safety Program – Laurie Sproule, Risk Management Supervisor – ***Action Item***

Laurie Sproule presented the above action item for approval and advised the Committee that the original policy was written in 2012 with materials from the National Safety Council, CHP, and State Compensation Insurance Fund assistance. Most of the changes since that time have been minor and this policy has been reviewed by our attorneys before being presented to the Committee.

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

g. Updated Accounting Policies and Procedures Manual – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item for approval and said the Accounting & Financial Policies and Procedures Manual has been updated to meet the new requirements of 2 CFR Part 200 [45 CFR Part 75], Uniform Guidance (OMB Super Circular). The policies and procedures are in compliance with federal regulations, provide internal controls and are efficient.

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

h. March 2022 Financial Statements – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item for approval and reported that it was not necessary to use the line of credit in March and noted that it has been more than a year since the line of credit has been used, and Tracy does not foresee CAPK having to use it in the future given CAPK's unrestricted cash balance is sufficient to cover programs, such as Energy, which currently has a negative balance due to cash flow timing issues of when funds are released.

The Central Kitchen expenditures are currently 115.5% at the end of February 29, 2022, and USDA revenue is at 77.7%. Expenditures are higher than the target of 100.0% (12 of 12 months). Due to COVID-19 the Central Kitchen is unable to serve the same level of meals for the Head Start program. We continue to expect a significant decline in expected USDA revenue. The gap will need to be picked up by Head Start funds.

CMAP is currently earning 71.7% of the contract as of January 31, 2022. The target for this period should be 58.3%. Center-based state programs (CSPP, CMIG and CCTR) reflect average attendance/enrollment for the current period. The part year calendar starts in August. However, we are expecting low attendance rates given the restrictions stemming from the COVID-19 crisis. CCTR is at 56.1%, CSPP is at 47.7%, and CMIG is at 15.1%. Additionally, we have been operating a CCTR program in San Joaquin County sponsored by SJCOE. The current attendance is 20.4% with a target of 66.6%.

Tracy reported that the Finance Division in the process of executing the approved restructuring of the Finance Division and currently has three vacancies.

The agency expenditures are currently at 93% for the year. The budget has been modified to reflect the approved Budget Revision #2. Much of the additional expenditures are one-time in nature and are set to expire within a short period. This is less than 100.0%. The Indirect Fund budget to actual report for February month end showed that revenue is deficit expenditures by ($3,007) which is -0.5% of the budgeted indirect surplus, but this will change as we close out the year.

Motion was made and seconded to approve the January 2022 Financial Statements. Carried by unanimous vote (Garcia/Perez).

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

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

Budget & Finance Committee
12:00 pm
Wednesday, May 18, 2022
5005 Business Park North
Bakersfield, CA 93309

7. <u>Adjournment</u>

The meeting was adjourned at 12:38 pm.

o

MEMORANDUM

To: Budget and Finance Committee of the Policy Council

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: April 19, 2022

Subject: *Head Start*
Budget to Actual Report for the period ended March 31, 2022 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the third-year budget period is March 1, 2022, through February 28, 202.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2022, through March 31, 2022. One month (8.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 5% of the budget, which is slightly greater than expenditures at this point in the prior budget period.

Training & Technical Assistance Funds

Overall expenditures are at 2% of the budget.

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

Non-Federal share is at 13% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2022 - February 28, 2023
Report Period: March 1, 2022 - March 31, 2022
Month 1 of 12 (8.3%)

Prepared 4/13/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,963,132	341,113	8,622,019	4%	96%
FRINGE BENEFITS	3,619,011	162,288	3,456,723	4%	96%
TRAVEL	-	5,634	(5,634)		
EQUIPMENT	55,000	-	55,000		
SUPPLIES	890,498	37,996	852,502	4%	96%
CONTRACTUAL	165,175	19,150	146,025	12%	88%
CONSTRUCTION	-	-	-		
OTHER	2,724,977	195,656	2,529,321	7%	93%
INDIRECT	1,584,740	109,419	1,475,321	7%	93%
TOTAL BASE FUNDING	**18,002,533**	**871,255**	**17,131,278**	**5%**	**95%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	-	41,904	0%	100%
SUPPLIES	23,986	-	23,986	0%	100%
CONTRACTUAL	22,800	-	22,800	0%	100%
OTHER	72,752	2,608	70,144	4%	96%
INDIRECT	16,144	89	16,055	1%	99%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**2,698**	**174,888**	**2%**	**98%**

CARRYOVER

SUPPLIES					
CONTRACTUAL					
CONSTRUCTION					
OTHER					
INDIRECT	-	-	-		
TOTAL CARRYOVER	**-**	**-**	**-**		

GRAND TOTAL HS FEDERAL FUNDS	**18,180,119**	**873,953**	**17,306,166**	**5%**	**95%**

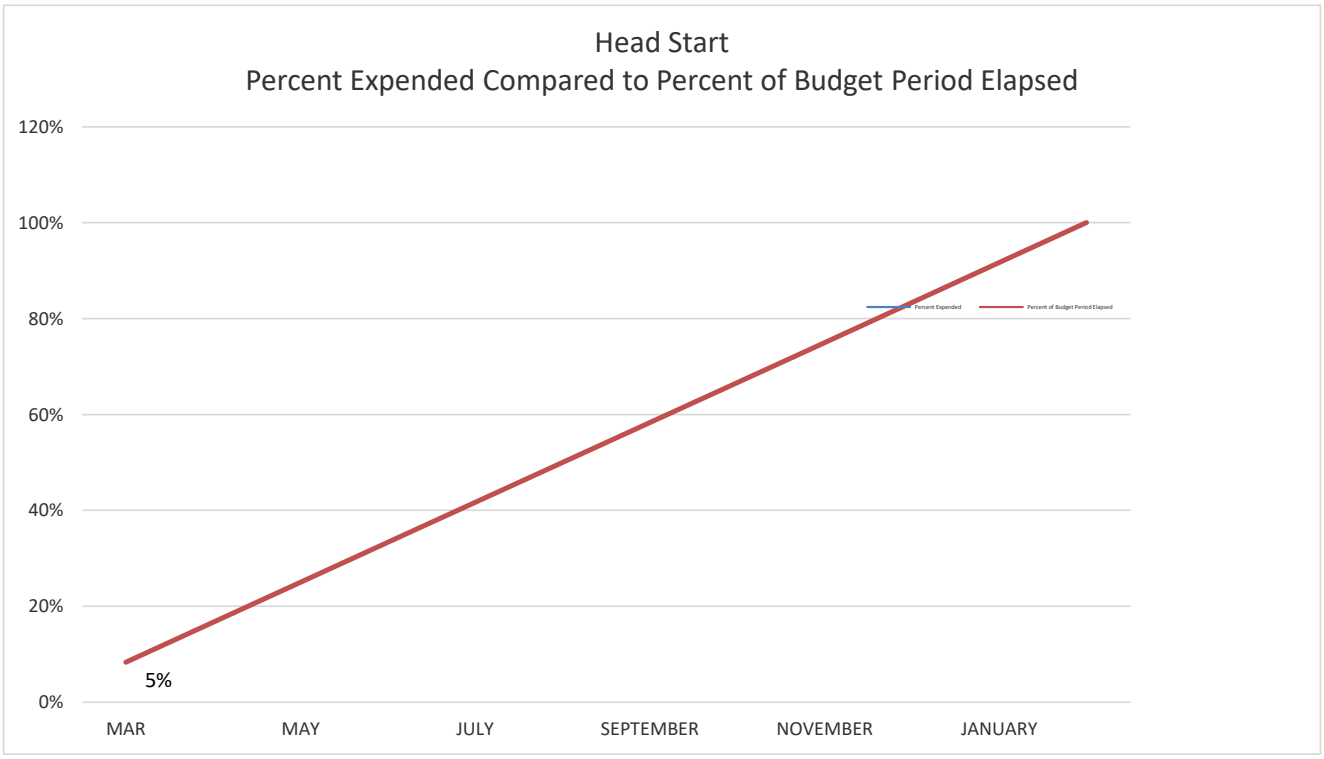
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	3,362	1,564,276	0%	100%
CALIF DEPT OF ED	4,850,821	821,283	4,029,538	17%	83%
TOTAL NON-FEDERAL	**6,418,459**	**824,645**	**5,593,814**	**13%**	**87%**

Budget reflects Notice of Award #09CH011132-04-00
Actual expenditures include posted expenditures and estimated adjustments through 03/31/2022
Administrative Cost for HS and EHS Combined **6.9%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	36,185	-	-	-	**36,185**	4/11/2022
Lowe's	14,815	5,699	-	-	**20,514**	4/7/2022
Smart & Final	590	-	-	-	**590**	4/1/2022
Save Mart	1,329	-	-	-	**1,329**	4/5/2022
Chevron & Texaco Business Card	13,308	-	-	-	**13,308**	4/6/2022
Home Depot	6,765	-	-	-	**6,765**	4/4/2022
	72,992	**5,699**	**-**	**-**	**78,691**	


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
5%
MAR
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: April 20, 2022

Subject: *Early Head Start*
Budget to Actual Report for the period ended March 31, 2022 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the third-year budget period is March 1, 2022, through March 31, 2022.

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period of March 1, 2022, through February 28, 2023. One month (8.3%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 4% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 1% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2022 - February 28, 2023
Report Period: March 1, 2022 - March 31, 2022
Month 1 of 12 (8.3%)

Prepared 4/13/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,444,729	337,083	9,107,646	4%	96%
FRINGE BENEFITS	2,228,717	132,578	2,096,139	6%	94%
TRAVEL	-	7,524	(7,524)		
EQUIPMENT	45,000	-	45,000		
SUPPLIES	946,255	70,710	875,545	7%	93%
CONTRACTUAL	1,051,918	5,589	1,046,329	1%	99%
CONSTRUCTION	-	-	-		
OTHER	1,784,305	122,875	1,661,430	7%	93%
INDIRECT	1,504,851	64,394	1,440,457	4%	96%
TOTAL BASE FUNDING	**17,005,775**	**740,752**	**16,265,023**	**4%**	**96%**

TRAINING & TECHNICAL ASSISTANCE

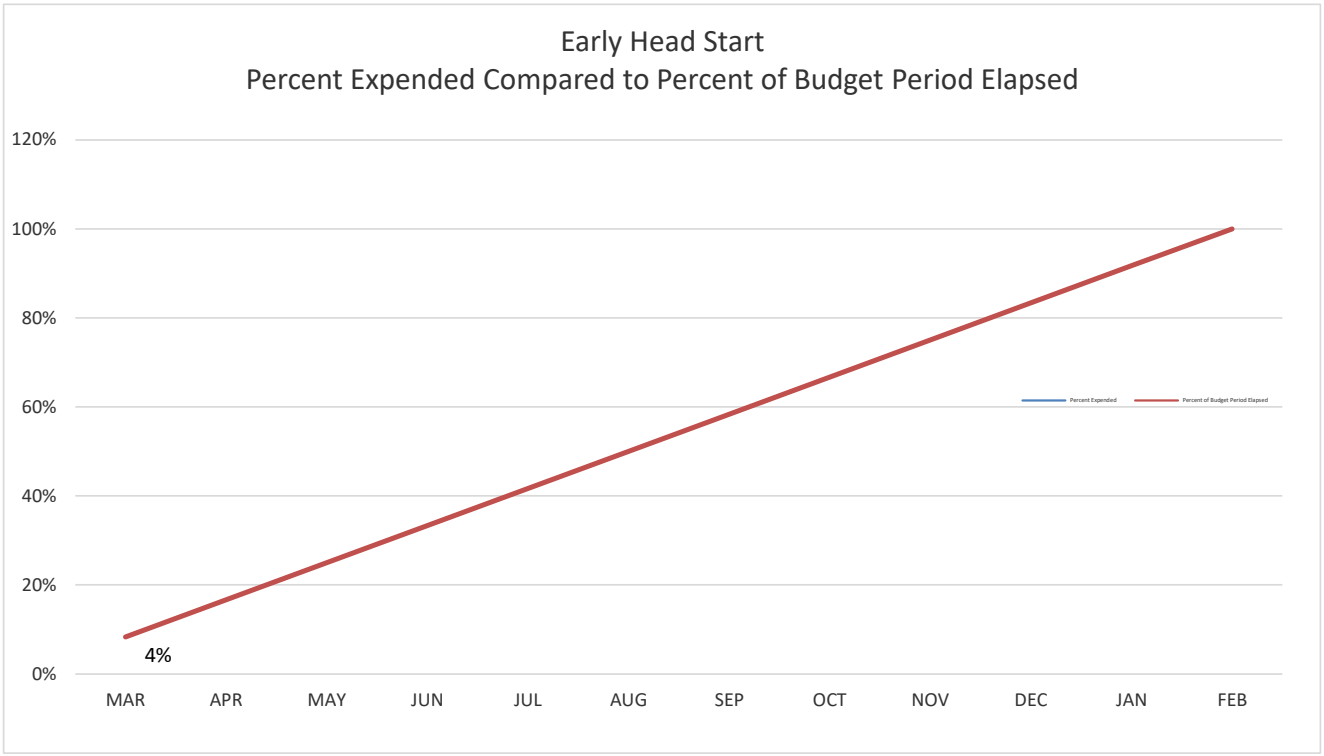
TRAVEL	44,192	-	44,192	0%	100%
SUPPLIES	30,013	-	30,013	0%	100%
CONTRACTUAL	26,080	-	26,080	0%	100%
OTHER	212,393	2,737	209,656	1%	99%
INDIRECT	31,268	723	30,545	2%	98%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**3,460**	**340,486**	**1%**	**99%**

CARRYOVER

SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-				
INDIRECT	-				
TOTAL CARRYOVER	**-**	**-**	**-**		

GRAND TOTAL EHS FEDERAL FUNDS	**17,349,721**	**744,211**	**16,605,510**	**4%**	**96%**

Budget reflects Notice of Award #09CH011132-04-00
Actual expenditures include posted expenditures and estimated adjustments through 03/31/2022


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
4%
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: April 20, 2022

Subject: *American Rescue Plan Funding*
Budget to Actual Report for the period ended March 31, 2022 – **Info Item**

The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021, through March 31, 2022. Twelve months (100%) of the 12-month budget period have elapsed.

COVID

Overall expenditures are at 100% of the budget. These funds are being utilized to support the Summer Bridge Program options.

American Rescue Plan Act

Overall expenditures are at 15% of the budget. These funds are being utilized to support the Summer Bridge Program options.

Community Action Partnership of Kern

American Rescue Plan

Budget to Actual Report

Budget Period: April 1, 2021 - March 31, 2023

Report Period: April 1, 2021 - March 31, 2022

Month 11 of 12 (91.67%)

Prepared 1/11/2022

COVID	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	502,095	(502,095)		100%
FRINGE BENEFITS	0	107,505	(107,505)		100%
TRAVEL	0	0	0	0%	0%
EQUIPMENT	0	0	0		
SUPPLIES	500,000	0	500,000	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	170,559	0	170,559	0%	100%
INDIRECT	0	60,959	(60,959)		100%
TOTAL	**670,559**	**670,559**	**0**	**100%**	**0%**

American Rescue Plan Act

PERSONNEL	763,438	281,848	481,590	37%	63%
FRINGE BENEFITS	251,934	89,163	162,771	35%	65%
TRAVEL	0	0	0		100%
SUPPLIES	553,540	34	553,506	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	830,310	0	830,310	0%	100%
INDIRECT	266,580	37,156	229,424	14%	86%
TOTAL	**2,665,802**	**408,201**	**2,257,601**	**15%**	**85%**

GRAND TOTAL ARP FEDERAL FUNDS	**3,336,361**	**1,078,760**	**2,257,601**	**32%**	**68%**

Centralized Administrative Cost	9.1%
Program Administrative Cost	0.0%
Total Administrative Cost	**9.1%**

Budget reflects Notice of Award #09HE000432-01-01

Actual expenditures include posted expenditures and estimated adjustments through 03/31/2022

MEMORANDUM

To: Budget and Finance Committee

From: Jerry Meade, Head Start Assistant Director - Program

Date: April 20, 2022

Subject: *Agenda Item 4b:* Early Head Start San Joaquin Food Service RFP – ***Action Item***

A Request for Proposal was released for child and adult meals for the San Joaquin County Early Head Start program. The proposal incorporates the remainder of the current program year (5/1/2022 – 2/28/2023) food service expenses along with an option to renew for an additional 2 years. The annual total for the contract will exceed the approval threshold of $250,000 and require CAPK Board approval.

The terms of the contract will meet all Federal, State, and agency policies. The procurement process has met all requirements of agency policy and will be awarded to Stockton Community Kitchen and subsequently executed with Board approval. The anticipated annual dollar amount based on the terms of the contract will be approximately $269,670. Variables include any adjustments in program options, annual inflation of food costs, and continued funding. Detailed information is provided in the Food Service Contract Projections attached.

Recommendation:
Staff recommends the Board of Directors approve the San Joaquin County Early Head Start Food Service Vendor Contract with Stockton Community Kitchen 2022-2023 and expense of the projected dollar amount of $269,670 for the San Joaquin County Food Vendor contract supporting the next year of food service.

Attachments:
Food Service Contract Projections (May 1, 2022 – February 28, 2023)
Food Services Contract Stockton Community Kitchen 2022-23

Community Action Partnership of Kern San Joaquin Early Head Start

Food Service Contract Projections

Budget Period May 1, 2022 – February 28, 2023

Age of Child	CACFP Meal Pattern	Meal Type	Number of Children	Price per Child	Totals
Infants/Toddlers	Birth – 36 months	Breakfast	178	$2.31	$411.18
		Lunch	178	$3.91	$695.98
		Snack	178	$1.28	$227.84
				Daily Total	**$1,335.00**

Annual Calculation:
$1,335 per day X 202 days service = $269,670

✓

CHILD AND ADULT CARE FOOD PROGRAM

INSTRUCTIONS FOR USE

CHILD CARE STANDARD FOOD SERVICE VENDING AGREEMENT (DELIVERY)

The attached sample **Standard Agreement to Furnish Food Service** can be used when an agency contracts with a food service vendor for meals that will be claimed for reimbursement under the Child and Adult Care Food Program (CACFP).

Agencies should familiarize themselves with procurement procedures and requirements as found in Title 2, *Code of Federal Regulations* (2 *CFR*), sections 200.318–326 and Title 7, *Code of Federal Regulations* (7 *CFR)*, Section 226.22.

This agreement may be used **only** if the aggregate value of your contract is below the purchase threshold appropriate to your agency. The current federal purchase threshold is $150,000 per 2 *CFR*, Section 200.88. As part of your agency's procurement standards, ensure that when you are purchasing goods over $3,500 to obtain an adequate number of price quotes and select the lowest cost vendor. Please note that if you intend to purchase anything above the aggregate value of $150,000, you must follow the formal procurement process per 2 *CFR*, Section 200.88.

The agreement must be signed by both the agency and the vendor. This agreement contains the requirements outlined in the *Code of Federal Regulations*. **No deletions of clauses or items are allowed without the approval of the Nutrition Services Division** (NSD)**.** The Schedule B—Meal Pattern appropriate to your agency type is a required part of the agreement. Additional clauses may be added to bring the agreement into conformance with applicable state or local laws governing your agency.

If you are a public agency you may use your customary form of contract **if that form incorporates all of the provisions set forth in 7 *CFR*, sections 226.6(i), 226.21, and 226.22**.

This agreement is **valid for one year only** (Example: January 5, 2017, through January 4, 2018). A new agreement must be executed annually. Submit a photocopy of each agreement to the CACFP for review **prior** to beginning program operations covered under the agreement. Copies of the completed agreement and all amendments must be retained by both the agency and the vendor. If only one original agreement is signed, we recommend that you retain it in your files.

If you have any questions regarding the use of this agreement or need clarification of the regulatory requirements for contracting, you can call the NSD at 916-445-0850 or 800-952-5609.

VENDOR #:

CNIPS ID #:

STANDARD AGREEMENT TO FURNISH FOOD SERVICE BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY AND A FOOD SERVICE VENDOR

THIS AGREEMENT IS ENTERED INTO ON THIS FIRST DAY OF May, (MONTH) 2022 (YEAR) BY AND BETWEEN Community Action Partnership of Kern (NAME OF AGENCY) HEREINAFTER REFERRED TO AS THE AGENCY, AND Stockton Community Kitchen (NAME OF VENDOR/FOOD SERVICE MANAGEMENT COMPANY) HEREINAFTER REFERRED TO AS THE VENDOR.

WHEREAS, IT IS NOT WITHIN THE CAPABILITY OF THE AGENCY TO PREPARE SPECIFIED MEALS UNDER THE CACFP FOR ENROLLED PARTICIPANTS; AND

WHEREAS, THE FACILITIES AND CAPABILITIES OF THE VENDOR ARE ADEQUATE TO PREPARE SPECIFIED MEALS FOR THE AGENCY'S FACILITY(IES); AND

WHEREAS, THE VENDOR IS WILLING TO PROVIDE SUCH SERVICES TO THE AGENCY ON A COST REIMBURSEMENT BASIS;

THEREFORE, BOTH PARTIES HERETO AGREE AS FOLLOWS:

THE VENDOR AGREES TO:

1. PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR California Street (NAME OF SITE (ATTACH SHEET IF MULTIPLE))

   DELIVERY TO THE AGENCY AT 425 N. California Street, Stockton, CA 95202 (ADDRESS) BY 10:00 am (TIME)

   EACH Monday - Friday (* WEEKDAY OR SPECIFIC DAYS AS APPROPRIATE) IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND

   AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	$ 2.31	EACH	LUNCH	$ 3.91	EACH
SUPPLEMENT/SNACK	$ 1.28	EACH	SUPPER	$ N/A	EACH

2. ASSURE THE AGENCY THAT NO TITLE III(C) FUNDS HAVE BEEN APPLIED TO THE COST OF OR TITLE III(C) COMMODITIES USED FOR THE PREPARATION OF THESE MEALS.

*Negotiable time frame but should not be longer than 24 hours

VENDOR #:

CNIPS ID #:

STANDARD AGREEMENT TO FURNISH FOOD SERVICE BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY AND A FOOD SERVICE VENDOR

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VENDOR.

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WHEREAS, THE FACILITIES AND CAPABILITIES OF THE VENDOR ARE ADEQUATE TO PREPARE SPECIFIED MEALS FOR THE AGENCY'S FACILITY(IES); AND

WHEREAS, THE VENDOR IS WILLING TO PROVIDE SUCH SERVICES TO THE AGENCY ON A COST REIMBURSEMENT BASIS;

THEREFORE, BOTH PARTIES HERETO AGREE AS FOLLOWS:

THE VENDOR AGREES TO:

1. PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR Chrisman EHS (NAME OF SITE (ATTACH SHEET IF MULTIPLE))

   DELIVERY TO THE AGENCY AT 23950 S. Chrisman Road, Tracy, CA 95304 (ADDRESS) BY 10:00 am (TIME)

   EACH Monday - Friday (* WEEKDAY OR SPECIFIC DAYS AS APPROPRIATE) IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND

   AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	$ 2.31	EACH	LUNCH	$ 3.91	EACH
SUPPLEMENT/SNACK	$ 1.28	EACH	SUPPER	$ N/A	EACH

2. ASSURE THE AGENCY THAT NO TITLE III(C) FUNDS HAVE BEEN APPLIED TO THE COST OF OR TITLE III(C) COMMODITIES USED FOR THE PREPARATION OF THESE MEALS.

*Negotiable time frame but should not be longer than 24 hours

VENDOR #:

CNIPS ID #:

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WHEREAS, THE FACILITIES AND CAPABILITIES OF THE VENDOR ARE ADEQUATE TO PREPARE SPECIFIED MEALS FOR THE AGENCY'S FACILITY(IES); AND

WHEREAS, THE VENDOR IS WILLING TO PROVIDE SUCH SERVICES TO THE AGENCY ON A COST REIMBURSEMENT BASIS;

THEREFORE, BOTH PARTIES HERETO AGREE AS FOLLOWS:

THE VENDOR AGREES TO:

1. PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR Gianone EHS (NAME OF SITE (ATTACH SHEET IF MULTIPLE))

   DELIVERY TO THE AGENCY AT 1509 N. Golden Gate Ave Stockton, CA 95205 (ADDRESS) BY 10:00 am (TIME)

   EACH Monday - Friday (* WEEKDAY OR SPECIFIC DAYS AS APPROPRIATE) IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND

   AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	$ 2.31	EACH	LUNCH	$ 3.91	EACH
SUPPLEMENT/SNACK	$ 1.28	EACH	SUPPER	$ N/A	EACH

2. ASSURE THE AGENCY THAT NO TITLE III(C) FUNDS HAVE BEEN APPLIED TO THE COST OF OR TITLE III(C) COMMODITIES USED FOR THE PREPARATION OF THESE MEALS.

*Negotiable time frame but should not be longer than 24 hours

VENDOR #:

CNIPS ID #:

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WHEREAS, THE FACILITIES AND CAPABILITIES OF THE VENDOR ARE ADEQUATE TO PREPARE SPECIFIED MEALS FOR THE AGENCY'S FACILITY(IES); AND

WHEREAS, THE VENDOR IS WILLING TO PROVIDE SUCH SERVICES TO THE AGENCY ON A COST REIMBURSEMENT BASIS;

THEREFORE, BOTH PARTIES HERETO AGREE AS FOLLOWS:

THE VENDOR AGREES TO:

1. PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR Kennedy (NAME OF SITE (ATTACH SHEET IF MULTIPLE))

   DELIVERY TO THE AGENCY AT 2800 D. Street Stockton, CA 95206 (ADDRESS) BY 10:00 am (TIME)

   EACH Monday - Friday (* WEEKDAY OR SPECIFIC DAYS AS APPROPRIATE) IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND

   AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	$ 2.31	EACH	LUNCH	$ 3.91	EACH
SUPPLEMENT/SNACK	$ 1.28	EACH	SUPPER	$ N/A	EACH

2. ASSURE THE AGENCY THAT NO TITLE III(C) FUNDS HAVE BEEN APPLIED TO THE COST OF OR TITLE III(C) COMMODITIES USED FOR THE PREPARATION OF THESE MEALS.

*Negotiable time frame but should not be longer than 24 hours

VENDOR #:

CNIPS ID #:

STANDARD AGREEMENT TO FURNISH FOOD SERVICE BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY AND A FOOD SERVICE VENDOR

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WHEREAS, THE VENDOR IS WILLING TO PROVIDE SUCH SERVICES TO THE AGENCY ON A COST REIMBURSEMENT BASIS;

THEREFORE, BOTH PARTIES HERETO AGREE AS FOLLOWS:

THE VENDOR AGREES TO:

1. PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR Lodi UCC (NAME OF SITE (ATTACH SHEET IF MULTIPLE))

   DELIVERY TO THE AGENCY AT 701 S. Hutchins Street Lodi, CA 95240 (ADDRESS) BY 10:00 am (TIME)

   EACH Monday - Friday (* WEEKDAY OR SPECIFIC DAYS AS APPROPRIATE) IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND

   AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	$ 2.31	EACH	LUNCH	$ 3.91	EACH
SUPPLEMENT/SNACK	$ 1.28	EACH	SUPPER	$ N/A	EACH

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*Negotiable time frame but should not be longer than 24 hours

VENDOR #:

CNIPS ID #:

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WHEREAS, THE FACILITIES AND CAPABILITIES OF THE VENDOR ARE ADEQUATE TO PREPARE SPECIFIED MEALS FOR THE AGENCY'S FACILITY(IES); AND

WHEREAS, THE VENDOR IS WILLING TO PROVIDE SUCH SERVICES TO THE AGENCY ON A COST REIMBURSEMENT BASIS;

THEREFORE, BOTH PARTIES HERETO AGREE AS FOLLOWS:

THE VENDOR AGREES TO:

1. PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR Marci Massei (NAME OF SITE (ATTACH SHEET IF MULTIPLE))

   DELIVERY TO THE AGENCY AT 340 West Fourth Street Tracy, CA 95376 (ADDRESS) BY 10:00 am (TIME)

   EACH Monday - Friday (* WEEKDAY OR SPECIFIC DAYS AS APPROPRIATE) IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND

   AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	$ 2.31	EACH	LUNCH	$ 3.91	EACH
SUPPLEMENT/SNACK	$ 1.28	EACH	SUPPER	$ N/A	EACH

2. ASSURE THE AGENCY THAT NO TITLE III(C) FUNDS HAVE BEEN APPLIED TO THE COST OF OR TITLE III(C) COMMODITIES USED FOR THE PREPARATION OF THESE MEALS.

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STANDARD AGREEMENT TO FURNISH FOOD SERVICE BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY AND A FOOD SERVICE VENDOR

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WHEREAS, THE FACILITIES AND CAPABILITIES OF THE VENDOR ARE ADEQUATE TO PREPARE SPECIFIED MEALS FOR THE AGENCY'S FACILITY(IES); AND

WHEREAS, THE VENDOR IS WILLING TO PROVIDE SUCH SERVICES TO THE AGENCY ON A COST REIMBURSEMENT BASIS;

THEREFORE, BOTH PARTIES HERETO AGREE AS FOLLOWS:

THE VENDOR AGREES TO:

1. PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR St. Mary's (NAME OF SITE (ATTACH SHEET IF MULTIPLE))

   DELIVERY TO THE AGENCY AT 545 W. Sonora Street Stockton, CA 95203 (ADDRESS) BY 10:00 am (TIME)

   EACH Monday - Friday (* WEEKDAY OR SPECIFIC DAYS AS APPROPRIATE) IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND

   AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	$ 2.31	EACH	LUNCH	$ 3.91	EACH
SUPPLEMENT/SNACK	$ 1.28	EACH	SUPPER	$ N/A	EACH

2. ASSURE THE AGENCY THAT NO TITLE III(C) FUNDS HAVE BEEN APPLIED TO THE COST OF OR TITLE III(C) COMMODITIES USED FOR THE PREPARATION OF THESE MEALS.

*Negotiable time frame but should not be longer than 24 hours

VENDOR #:

CNIPS ID #:

STANDARD AGREEMENT TO FURNISH FOOD SERVICE BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY AND A FOOD SERVICE VENDOR

THIS AGREEMENT IS ENTERED INTO ON THIS FIRST DAY OF May, (MONTH) 2022 (YEAR) BY AND BETWEEN Community Action Partnership of Kern (NAME OF AGENCY) HEREINAFTER REFERRED TO AS THE AGENCY, AND Stockton Community Kitchen (NAME OF VENDOR/FOOD SERVICE MANAGEMENT COMPANY) HEREINAFTER REFERRED TO AS THE VENDOR.

WHEREAS, IT IS NOT WITHIN THE CAPABILITY OF THE AGENCY TO PREPARE SPECIFIED MEALS UNDER THE CACFP FOR ENROLLED PARTICIPANTS; AND

WHEREAS, THE FACILITIES AND CAPABILITIES OF THE VENDOR ARE ADEQUATE TO PREPARE SPECIFIED MEALS FOR THE AGENCY'S FACILITY(IES); AND

WHEREAS, THE VENDOR IS WILLING TO PROVIDE SUCH SERVICES TO THE AGENCY ON A COST REIMBURSEMENT BASIS;

THEREFORE, BOTH PARTIES HERETO AGREE AS FOLLOWS:

THE VENDOR AGREES TO:

1. PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR Walnut (NAME OF SITE (ATTACH SHEET IF MULTIPLE))

   DELIVERY TO THE AGENCY AT 114 N. Walnut Ave Manteca, CA 95337 (ADDRESS) BY 10:00 am (TIME)

   EACH Monday – Friday (* WEEKDAY OR SPECIFIC DAYS AS APPROPRIATE) IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND

   AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	$ 2.31	EACH	LUNCH	$ 3.91	EACH
SUPPLEMENT/SNACK	$ 1.28	EACH	SUPPER	$ N/A	EACH

2. ASSURE THE AGENCY THAT NO TITLE III(C) FUNDS HAVE BEEN APPLIED TO THE COST OF OR TITLE III(C) COMMODITIES USED FOR THE PREPARATION OF THESE MEALS.

*Negotiable time frame but should not be longer than 24 hours

VENDOR #:

CNIPS ID #:

STANDARD AGREEMENT TO FURNISH FOOD SERVICE BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY AND A FOOD SERVICE VENDOR

3. PROVIDE THE AGENCY, FOR APPROVAL, A PROPOSED MENU FOR EACH MONTH AT LEAST* 14 DAYS PRIOR TO THE BEGINNING OF THE MONTH TO WHICH THE MENU APPLIES. ANY CHANGES TO THE MENU MADE AFTER AGENCY APPROVAL, MUST BE AGREED UPON BY THE AGENCY AND DOCUMENTED ON THE MENU RECORDS.

4. ASSURE THAT EACH MEAL PROVIDED TO THE AGENCY UNDER THIS CONTRACT MEETS THE MINIMUM REQUIREMENTS AS TO THE NUTRITIONAL CONTENT AS SPECIFIED BY THE SCHEDULE B—MEAL PATTERN (ATTACHED) WHICH IS EXCERPTED FROM 7 *CFR*, SECTION 226.20.

5. MAINTAIN COST RECORDS SUCH AS INVOICES, RECEIPTS, AND/OR OTHER DOCUMENTATION THAT SHOWS THE PURCHASE, OR AVAILABILITY TO THE VENDOR, OF MEAL COMPONENTS, AS ITEMIZED IN THE MEAL PREPARATION RECORDS.

6. MAINTAIN FULL AND ACCURATE RECORDS WHICH DOCUMENT: (1) THE MENUS LISTING ALL MEALS PROVIDED TO THE AGENCY DURING THE TERM OF THIS CONTRACT; (2) A LISTING OF ALL NUTRITIONAL COMPONENTS OF EACH MEAL; AND (3) AN ITEMIZATION OF THE QUANTITIES OF EACH COMPONENT USED TO PREPARE SAID MEAL. THE VENDOR AGREES TO PROVIDE MEAL PREPARATION DOCUMENTATION BY USING YIELD FACTORS FOR EACH FOOD ITEM AS LISTED IN THE U. S. DEPARTMENT OF AGRICULTURE (USDA) FOOD BUYING GUIDE WHEN CALCULATING AND RECORDING THE QUANTITY OF FOOD PREPARED FOR EACH MEAL.

7. MAINTAIN, ON A DAILY BASIS, AN ACCURATE COUNT OF THE NUMBER OF MEALS, BY MEAL TYPE, PREPARED FOR THE AGENCY. MEAL COUNT DOCUMENTATION MUST INCLUDE THE NUMBER OF MEALS REQUESTED BY THE AGENCY.

8. ALLOW THE AGENCY TO INCREASE OR DECREASE THE NUMBER OF MEAL ORDERS, AS NEEDED, WHEN THE REQUEST IS MADE WITHIN* 48 HOURS OF THE SCHEDULED DELIVERY TIME.

9. PRESENT TO THE AGENCY AN INVOICE, ACCOMPANIED BY REPORTS, NO LATER THAN THE* 10TH DAY OF EACH MONTH THAT ITEMIZES THE PREVIOUS MONTH'S DELIVERY. THE VENDOR AGREES TO FORFEIT PAYMENT FOR MEALS WHICH ARE NOT READY WITHIN ONE HOUR OF THE AGREED UPON DELIVERY TIME, ARE SPOILED OR UNWHOLESOME AT THE TIME OF DELIVERY, OR DO NOT OTHERWISE MEET THE MEAL REQUIREMENTS CONTAINED IN THIS AGREEMENT.

10. PROVIDE THE AGENCY WITH A COPY OF CURRENT HEALTH CERTIFICATIONS FOR THE FOOD SERVICE FACILITY IN WHICH IT PREPARES MEALS FOR USE IN THE CACFP. THE VENDOR SHALL ENSURE THAT ALL HEALTH AND SANITATION REQUIREMENTS OF THE CALIFORNIA *RETAIL FOOD CODE* FACILITIES LAW AND CHAPTER 4 OF THE CALIFORNIA *HEALTH AND SAFETY CODE* ARE MET AT ALL TIMES.

11. OPERATE IN ACCORDANCE WITH CURRENT CACFP REGULATIONS.

12. RETAIN ALL REQUIRED RECORDS FOR A PERIOD OF THREE YEARS AFTER THE END OF THE FISCAL YEAR TO WHICH THEY PERTAIN (OR LONGER, IF AN AUDIT IS IN PROGRESS) AND, UPON REQUEST, MAKE ALL ACCOUNTS AND RECORDS PERTAINING TO THE AGREEMENT AVAILABLE TO THE AGENCY, REPRESENTATIVES OF THE CALIFORNIA DEPARTMENT OF EDUCATION, THE USDA, AND THE U.S. GENERAL ACCOUNTING OFFICE FOR AUDIT OR ADMINISTRATIVE REVIEW AT A REASONABLE TIME AND PLACE.

13. NOT SUBCONTRACT FOR THE TOTAL MEAL, WITH OR WITHOUT MILK, OR FOR THE ASSEMBLY OF THE MEAL.

*Negotiable time frame but should not be longer than 24 hours

VENDOR #:

CNIPS ID #:

STANDARD AGREEMENT TO FURNISH FOOD SERVICE BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY AND A FOOD SERVICE VENDOR

THE VENDOR CERTIFIES:

1. NEITHER IT NOR ITS PRINCIPALS ARE PRESENTLY DEBARRED, SUSPENDED, PROPOSED FOR DEBARMENT, DECLARED INELIGIBLE, OR VOLUNTARILY EXCLUDED FROM PARTICIPATION IN THIS TRANSACTION BY ANY FEDERAL DEPARTMENT OR AGENCY.

   WHERE THE BIDDER IS UNABLE TO CERTIFY TO ANY OF THE STATEMENTS IN THIS CERTIFICATION, SUCH AGENCY SHALL ATTACH AN EXPLANATION TO THIS PROPOSAL.

2. AS REQUIRED BY THE STATE DRUG-FREE WORKPLACE ACT OF 1990 (*GOVERNMENT CODE*, SECTION 8350 ET. SEQ.) AND THE FEDERAL DRUG-FREE WORKPLACE ACT OF 1988, AND IMPLEMENTED AT TITLE 34, *CODE OF FEDERAL REGULATIONS* (34 *CFR*), PART 85, SUBPART F, FOR GRANTEES, AS DEFINED AT 34 *CFR*, PART 85, SECTIONS 85.605 AND 85.610, THE BIDDER CERTIFIES THAT IT WILL CONTINUE TO PROVIDE A DRUG-FREE WORKPLACE.

THE AGENCY AGREES TO:

1. THE AGENCY SHALL PROVIDE THE VENDOR WITH A LIST OF APPROVED SERVING LOCATIONS TO BE FURNISHED MEALS BY THE VENDOR AND THE NUMBER OF MEALS, BY TYPE, TO BE DELIVERED TO EACH LOCATION.

2. REQUEST BY TELEPHONE NO LATER THAN 48 hours AN ACCURATE NUMBER OF
   TIME OF DAY AND DAY OF WEEK

   MEALS TO BE DELIVERED TO THE AGENCY ON EACH Weekday. NOTIFY THE
   WEEKDAY OR SPECIFIC DAYS AS APPROPRIATE

   VENDOR OF NECESSARY INCREASES OR DECREASES IN THE NUMBER OF MEAL ORDERS WITHIN* 48 HOURS OF THE SCHEDULED DELIVERY TIME. ERRORS IN MEAL ORDER COUNTS MADE BY THE AGENCY SHALL BE THE RESPONSIBILITY OF THE AGENCY.

3. ENSURE THAT AN AGENCY REPRESENTATIVE RECEIVES THE MEALS FOR EACH SITE, AT THE SPECIFIED TIME ON EACH SPECIFIED DAY. THIS INDIVIDUAL WILL INSPECT AND SIGN FOR THE REQUESTED NUMBER OF MEALS. THIS INDIVIDUAL WILL VERIFY THE TEMPERATURE, QUALITY, AND QUANTITY OF EACH MEAL DELIVERED. THE AGENCY ASSURES THE VENDOR THAT THIS INDIVIDUAL WILL BE TRAINED AND KNOWLEDGEABLE IN THE RECORD KEEPING AND MEAL REQUIREMENTS OF THE CACFP, AND IN HEALTH AND SANITATION PRACTICES.

4. PROVIDE PERSONNEL TO SERVE MEALS, CLEAN THE SERVING AND EATING AREAS, AND ASSEMBLE TRANSPORT CARTS AND AUXILIARY ITEMS FOR RETURN TO THE VENDOR NO LATER THAN 9:00 AM.
   TIME EACH DAY

5. NOTIFY THE VENDOR WITHIN 3 DAYS OF RECEIPT OF THE NEXT MONTH'S PROPOSED MENU OF ANY CHANGES, ADDITIONS, OR DELETIONS, WHICH WILL BE REQUIRED IN THE MENU REQUEST.

6. PROVIDE THE VENDOR WITH A COPY OF 7 *CFR*, PART 226; THE CACFP SCHEDULE B—MEAL PATTERN; AND ALL OTHER TECHNICAL ASSISTANCE MATERIALS PERTAINING TO THE FOOD SERVICE REQUIREMENTS OF THE CACFP. THE AGENCY WILL, WITHIN 24 HOURS OF RECEIPT FROM THE STATE AGENCY, ADVISE THE VENDOR OF ANY CHANGES IN THE FOOD SERVICE REQUIREMENTS OF THE CACFP.

STANDARD AGREEMENT TO FURNISH FOOD SERVICE BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY AND A FOOD SERVICE VENDOR

6. PAY THE VENDOR BY THE 30th DAY OF EACH MONTH THE FULL AMOUNT AS PRESENTED ON THE MONTHLY ITEMIZED INVOICE. THE AGENCY AGREES TO NOTIFY THE VENDOR WITHIN 48 HOURS OF RECEIPT OF ANY DISCREPANCY IN THE INVOICE.

TERMS OF THE AGREEMENT:

THIS AGREEMENT WILL TAKE EFFECT COMMENCING May 1, 2022, AND SHALL BE FOR A PERIOD
DATE
OF NINE MONTHS. IT MAY BE TERMINATED BY WRITTEN NOTIFICATION GIVEN BY EITHER PARTY HERETO THE OTHER PARTY AT LEAST 30 DAYS PRIOR TO THE DATE OF TERMINATION.

UPON MUTUAL AGREEMENT OF BOTH PARTIES, VENDOR SHALL HAVE THE OPTION TO RENEW THE AGREEMENT FOR (2) TWO ADDITIONAL (1) ONE YEAR TERMS FOLLOWING THE EXPIRATION OF THIS AGREEMENT. VENDOR SHALL NOTIFY CAPK OF ITS INTENT TO EXERISE SUCH OPTION BY GIVING 60 DAYS WRITTEN NOTICE PRIOR TO THE EXPIRATION OF THIS AGREEMENT.

SCHOOL FOOD AUTHORITY VENDING TO AN AGENCY:

PER 7 *CFR*, SECTION 226.20(i), AGENCIES WHO SERVE MEALS TO CHILDREN 5 YEARS AND OLDER AND VEND FROM A SCHOOL THAT PARTICIPATES IN THE NATIONAL SCHOOL LUNCH AND SCHOOL BREAKFAST PROGRAMS MAY USE THE NATIONAL SCHOOL LUNCH MEAL PATTERN. ENTER THE MEAL PATTERN YOU WILL USE: N/A

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT AS OF THE DATES INDICATED BELOW:

VENDOR OFFICIAL SIGNATURE	AGENCY OFFICIAL SIGNATURE
VENDOR OFFICIAL NAME (PLEASE TYPE) RIMA BARKETT	AGENCY OFFICIAL NAME (PLEASE TYPE) Jeremy Tobias
TITLE PRESIDENT	TITLE Chief Executive Officer
PHONE NUMBER (209) 608-5455	PHONE NUMBER 661-336-5236 EXT. 1138
DATE	DATE

*** Vendor hereby acknowledges and agrees to the Additional Terms and Conditions contained in Attachment A to this contract and made a part hereof.

_____ Initial Date: _____

ATTACHMENT A
Community Action Partnership of Kern
Additional Terms and Conditions

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

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

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

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

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

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

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

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

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

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

11. **CONFIDENTIALITY.** The Vendor shall use his or her best efforts to keep confidential any information obtained during the performance of the Agreement.

12. **RESPONSIBILITY.** If Vendor is part of a corporation, the individual or individuals who sign the Agreement on behalf of the corporation are jointly responsible for performance of the Agreement.

13. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.

14. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled "Protest by Vendor."

15. **DEBARMENT AND SUSPENSION CERTIFICATION**: Vendor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:

a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
c. Does not have a proposed debarment pending; and
d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

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

Exceptions will not necessarily result in denial of award, but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.
Note: Providing false information may result in criminal prosecution or administrative sanctions.

16. **WORKER'S COMPENSATION**: Labor Code Section 3700 provides:

"Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:
"(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

"(b) By securing from the Director of Industrial Relations a certificate of consent to self -insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self - insure and to pay any compensation that may become due to his employees."

Vendor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Agreement.
(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Agreement.)

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

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

All policies required of the Vendor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Vendor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).
Insurance is to be placed with insurers with a Best's rating of no less than A: VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Agreement, or insurance rated below Best's A:VII, must be declared prior to execution of the Agreement and approved by CAPK in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy. The insurance required hereunder shall be maintained until all work required to be performed by the Agreement is satisfactorily completed.
Vendor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Agreement or cancel the Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of the Agreement.

Signature Date

Print Name

SCHEDULE B—NSD 2050B

CHILD AND ADULT CARE FOOD PROGRAM
MEAL PATTERN FOR INFANTS

	BIRTH THROUGH FIVE MONTHS	SIX THROUGH ELEVEN MONTHS
BREAKFAST, LUNCH, AND SUPPER	4 TO 6 FLUID (FL) OUNCE (OZ) BREAST MILK[1] **OR** FORMULA[2]	6 TO 8 FL OZ BREAST MILK[1] **OR** FORMULA[2] **AND** 0 TO 4 TABLESPOON (TBSP) INFANT CEREAL[2, 3] MEAT, FISH, POULTRY, WHOLE EGG, COOKED DRY BEANS **OR** COOKED DRY PEAS **OR** 0 TO 2 OZ CHEESE **OR** 0 TO 4 OZ (½ CUP) YOGURT[4] **OR** COMBINATION OF THE ABOVE[5] **AND** 0 TO 2 TBSP FRUIT, VEGETABLE, OR COMBINATION OF BOTH[5, 6]
SNACK	4 TO 6 FL OZ BREAST MILK[1] **OR** FORMULA[2]	2 TO 4 FL OZ BREAST MILK[1] **OR** FORMULA[2] **AND** 0 TO ½ SLICE BREAD[3, 7] **OR** 0 TO 2 CRACKERS[3, 7] **OR** 0 TO 4 TBSP INFANT CEREAL[2, 3, 7] **OR** READY-TO-EAT BREAKFAST CEREAL[3, 5, 7, 8] **AND** 0 TO 2 TBSP FRUIT, VEGETABLE, OR COMBINATION OF BOTH[5, 6]

[1] Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

[2] Infant formula and dry infant cereal must be iron-fortified.

[3] Beginning October 1, 2019, oz equivalents (eq) are used to determine the quantity of credible grains.

[4] Yogurt must contain no more than 23 grams (g) of total sugars per 6 oz.

[5] A serving of this component is required when the infant is developmentally ready to accept it.

[6] Fruit and vegetable juices must not be served.

[7] A serving of grains must be whole grain-rich (WGR), enriched meal, or enriched flour.

[8] Breakfast cereals must contain no more than 6g of sugar per dry oz (no more than 21 g sucrose and other sugars per 100 g of dry cereal).

CHILD AND ADULT CARE FOOD PROGRAM
MEAL PATTERN FOR OLDER CHILDREN

BREAKFAST (SELECT ALL THREE COMPONENTS)[1]	**AGES 1–2**	**AGES 3–5**	**AGES 6–12**	**AGES 13–18[2]**
MILK, FL[3]	**½ CUP** (4 OZ)	**¾ CUP** (6 OZ)	1 **CUP** (8 OZ)	1 **CUP** (8 OZ)
VEGETABLE**,** FRUIT, OR BOTH[4]	**¼ CUP**	**½ CUP**	**½ CUP**	**½ CUP**
GRAINS[5, 6, 7]				
WGR OR ENRICHED BREAD	½ SLICE	½ SLICE	1 SLICE	1 SLICE
OR WGR OR ENRICHED BISCUIT, ROLL, MUFFIN, ETC.	½ SERVING	½ SERVING	1 SERVING	1 SERVING
OR WGR, ENRICHED, OR FORTIFIED COOKED BREAKFAST CEREAL[8], CEREAL GRAIN, AND/OR PASTA	¼ CUP	¼ CUP	½ CUP	½ CUP
OR WGR, ENRICHED OR FORTIFIED READY-TO-EAT BREAKFAST CEREAL (DRY COLD)[8, 9]				
FLAKES OR ROUNDS	½ CUP	½ CUP	1 CUP	1 CUP
PUFFED CEREAL	¾ CUP	¾ CUP	1¼ CUP	1¼ CUP
GRANOLA	⅛ CUP	⅛ CUP	¼ CUP	¼ CUP
LUNCH OR SUPPER (SELECT ALL FIVE COMPONENTS)[1]				
MILK, FL[3]	½ CUP	¾ CUP	1 CUP	1 CUP
VEGETABLES[4]	⅛ CUP	¼ CUP	½ CUP	½ CUP
FRUITS[4, 10]	⅛ CUP	¼ CUP	¼ CUP	¼ CUP
GRAINS[6, 7]				
WGR OR ENRICHED BREAD	½ SLICE	½ SLICE	1 SLICE	1 SLICE
OR WGR OR ENRICHED BISCUIT, ROLL, MUFFIN, ETC.	½ SERVING	½ SERVING	1 SERVING	1 SERVING
WGR, ENRICHED OR FORTIFIED COOKED BREAKFAST CEREAL[8], CEREAL GRAIN, AND/OR PASTA	¼ CUP	¼ CUP	½ CUP	½ CUP
MEAT/MEAT ALTERNATES (M/MA)				
LEAN MEAT, FISH, OR POULTRY	1 OZ	1½ OZ	2 OZ	2 OZ
OR TOFU, SOY PRODUCT, OR ALTERNATE PROTEIN PRODUCTS[11]	1 OZ	1½ OZ	2 OZ	2 OZ
OR CHEESE	1 OZ	1½ OZ	2 OZ	2 OZ
OR EGG (LARGE)	½ EGG	¾ EGG	1 EGG	1 EGG
OR COOKED DRY BEANS OR DRY PEAS[12]	¼ CUP	⅜ CUP	½ CUP	½ CUP
OR PEANUT BUTTER, SOY NUT BUTTER, **OR** OTHER NUT OR SEED BUTTERS	2 TBSP	3 TBSP	4 TBSP	4 TBSP
OR PEANUTS, SOY NUTS, TREE NUTS, OR SEEDS[13]	½ OZ	¾ OZ	1 OZ	1 OZ
OR YOGURT, PLAIN OR FLAVORED, UNSWEETENED OR SWEETENED[14]	½ CUP **OR** 4 OZ	¾ CUP **OR** 6 OZ	1 CUP **OR** 8 OZ	1 CUP **OR** 8 OZ

CHILD AND ADULT CARE FOOD PROGRAM
MEAL PATTERN FOR OLDER CHILDREN

SNACKS (SELECT TWO OF THESE FIVE COMPONENTS)[15]	AGES 1–2	AGES 3–5	AGES 6–12	AGES 13–18[2]
MILK, FL[3]	½ CUP (4 OZ)	½ CUP (4 OZ)	1 CUP (8 OZ)	1 CUP (8 OZ)
VEGETABLES[4]	½ CUP	½ CUP	¾ CUP	¾ CUP
FRUITS[4]	½ CUP	½ CUP	¾ CUP	¾ CUP
GRAINS[6, 7]				
WGR OR ENRICHED BREAD	½ SLICE	½ SLICE	1 SLICE	1 SLICE
OR WGR OR ENRICHED BISCUIT, ROLL, MUFFIN, ETC.	½ SERVING	½ SERVING	1 SERVING	1 SERVING
OR WGR, ENRICHED, OR FORTIFIED COOKED BREAKFAST CEREAL[8], CEREAL GRAIN, AND/OR PASTA	¼ CUP	¼ CUP	½ CUP	½ CUP
OR WGR, ENRICHED, OR FORTIFIED READY-TO-EAT BREAKFAST CEREAL (DRY COLD)[8, 9]				
FLAKES OR ROUNDS	½ CUP	½ CUP	1 CUP	1 CUP
PUFFED CEREAL	¾ CUP	¾ CUP	1¼ CUP	1¼ CUP
GRANOLA	⅛ CUP	⅛ CUP	¼ CUP	¼ CUP
M/MA				
LEAN MEAT, FISH, OR POULTRY	½ OZ	½ OZ	1 OZ	1 OZ
OR TOFU, SOY PRODUCT, OR ALTERNATE PROTEIN PRODUCTS[11]	½ OZ	½ OZ	1 OZ	1 OZ
OR CHEESE	½ OZ	½ OZ	1 OZ	1 OZ
OR EGG (LARGE)	½ EGG	½ EGG	½ EGG	½ EGG
OR YOGURT, PLAIN OR FLAVORED, UNSWEETENED OR SWEETENED[14, 16]	¼ CUP	¼ CUP	½ CUP	½ CUP
OR COOKED DRY BEANS OR DRY PEAS[12]	⅛ CUP	⅛ CUP	¼ CUP	¼ CUP
OR PEANUT BUTTER, SOY NUT BUTTER, OR OTHER NUT OR SEED BUTTERS	1 TBSP	1 TBSP	2 TBSP	2 TBSP
OR PEANUTS, SOY NUTS, TREE NUTS, OR SEEDS	½ OZ	½ OZ	1 OZ	1 OZ

[1] Offer versus serve is an option for at-risk afterschool participants only.
[2] Age group applies to at-risk programs and emergency shelters. Larger portion sizes than specified may need to be served to children ages 13–18 to meet their nutritional needs.
[3] Must serve unflavored whole milk to children age one. Must serve unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children ages 2–5. Must serve unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk to children six years and older.
[4] Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
[5] M/MA may be used to meet the entire grains requirement a maximum of three times a week for breakfast. One oz of M/MA is equal to 1 oz eq of grains.
[6] At least one serving per day, across all eating occasions, must be WGR. Grain-based desserts do not count towards meeting the grains requirement.
[7] Beginning October 1, 2019, oz eq are used to determine the quantity of creditable grains.
[8] Breakfast cereals must contain no more than 6 g of sugar per dry oz (no more than 21.2 g sucrose and other sugars per 100 g of dry cereal).
[9] Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1–2; ⅓ cup for children ages 3–5; and ¾ cup for children ages 6–18.
[10] A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different types of vegetables must be served.
[11] Alternate protein products must meet the requirements in Appendix A per 7 *CFR*, Section 226.20.
[12] Cooked dry beans or dry peas may be used as a meat alternate or as a vegetable component; but **cannot** be counted as both components in the same meal.
[13] No more than 50 percent of the requirement shall be met with nuts (peanuts, soy nuts, tree nuts) or seeds. Nuts or seeds shall be combined with another M/MA to fulfill the requirement. To determine combinations, 1 oz of nuts or seeds is equal to 1 oz of cooked lean meat, poultry, or fish.
[14] Yogurt must contain no more than 23 g of total sugars per 6 oz.
[15] Juice cannot be served when milk is served as the only other component.
[16] Commercially added fruit or nuts in flavored yogurt cannot be used to satisfy the second component requirement in snacks.

Child and Adult Care Food Program
Meal Pattern for Adults: Schedule B
NSD 7050 B

Breakfast		
Milk[1], Fluid (fl)	**Milk[1], fl**	1 cup[2]
Vegetable/Fruit[3]	**Vegetables/Fruits[3]**, or portions of both	½ cup

Grains {ounce (oz) equivalent (eq)}[4, 5, 6]	• Whole grain-rich (WGR) or enriched bread
	• WGR or enriched bread product, such as rolls, muffins, or biscuits
	• WGR, enriched or fortified cooked breakfast cereal[7], cereal grain, and/or pasta
	• WGR, enriched or fortified ready-to-eat breakfast cereal (dry, cold)[7, 8]
	  ○ Flakes or rounds
	  ○ Puffed cereal
	  ○ Granola
		2 slices
		2 servings
		
		1 cup
		
		2 cup
		2½ cup
		½ cup

Lunch or Supper		
Milk[1], fl	**Milk[1], fl** (lunch only—milk is not required for supper)	1 cup[2]
Vegetable[3]	**Vegetables[3]**	½ cup
Fruit[3, 9]	**Fruits[3, 9]**	½ cup
Grains (oz eq)[4, 6]	• WGR or enriched bread • WGR or enriched bread product, such as rolls, muffins, or biscuits • WGR, enriched, or fortified cooked breakfast cereal[7], cereal grain, and/or pasta	2 slices 2 servings 1 cup
Meat/Meat Alternates (M/MA)[10] Lean Meat, Fish, Poultry (edible portion) or one of the following:	• Lean meat, fish, poultry • Tofu, soy product, or alternate protein product[11] • Cheese • Yogurt, plain or flavored, sweetened or unsweetened[12] • Egg (large) • Cooked dry beans or peas • Peanut butter, soy nut butter, other nut or seed butters • Peanuts, soy nuts, tree nuts, seeds, or whole roasted peas	2 oz 2 oz 2 oz 1 cup or 8 oz 1 egg ½ cup 4 tablespoon (tbsp) 1 oz = 50%
AM or PM Snack (select two different food components)		
Milk[1], fl	**Milk[1], fl**	1 cup
Vegetable[3]	**Vegetables[3]**	½ cup
Fruit[3]	**Fruits[3]**	½ cup

Grains (oz eq)[4, 6]	• WGR or enriched bread
	• WGR or enriched bread product, such as rolls, muffins, or biscuits
	• WGR, enriched, or fortified cooked breakfast cereal[7], cereal grain, and/or pasta
	• WGR, enriched, or fortified ready-to-eat breakfast cereal (dry, cold)[7, 8]
	  ○ Flakes or rounds
	  ○ Puffed cereal
	  ○ Granola
		1 slice
		1 serving
		
		½ cup
		
		1 cup
		1¼ cup
		¼ cup

Child and Adult Care Food Program
Meal Pattern for Adults: Schedule B
NSD 7050 B

M/MA[10] Lean Meat, Fish, Poultry or one of the following:	• Lean meat, fish, poultry • Tofu, soy product, or alternate protein product[11] • Cheese • Yogurt, plain or flavored, sweetened or unsweetened[12] • Egg (large) • Cooked dry beans or peas • Peanut butter, soy nut butter, other nut, or seed butters • Peanuts, soy nuts, tree nuts, seeds, or whole roasted peas	1 oz 1 oz 1 oz ½ cup or 4 oz ½ egg ¼ cup 2 tbsp 1 oz

Participants may be served larger portions, but shall not be served less than the minimum quantities specified**.**

Definitions

1. **Milk:** Serve 1 cup (8 oz) of fl milk as a beverage or on cereal.

    - Fluid milk is defined as pasteurized, unflavored or flavored, fat-free, low-fat, or reduced-fat milk.
    - Acidified milk, cultured buttermilk, or lactose-reduced milk may also be served.
    - All milk must be fortified with vitamins A and D and meet state and local standards.
    - Milk is an optional food component at supper.
    - Six oz (weight) or ¾ cup (volume) of yogurt may be used to meet the equivalent of 8 oz of fl milk once per day when yogurt is not served as a meat alternate in the same meal.
    - Other substitutions for milk must be medically prescribed.

2. **Cup:** For purposes of the requirements outlined, a cup means a standard measuring cup, liquid or dry, as appropriate to meet the requirement for two components.

3. **Vegetable or Fruit:** Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

4. **Grains/Breads:** At least one serving per day, across all eating occasions, must be WGR. Grain-based desserts do not count toward meeting the grains requirement.

5. M/MA may be used to meet the entire grains requirement at breakfast a maximum of three times a week. One oz of M/MA is equal to 1 oz equivalent of grains.

Child and Adult Care Food Program
Meal Pattern for Adults: Schedule B
NSD 7050 B

6. Beginning October 1, 2019, oz eq are used to determine the quantity of credible grains.

7. Breakfast cereals must contain no more than 6 grams (g) of sugar per dry oz (no more than 21.2 g sucrose and other sugars per 100 g of dry cereal).

8. Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereal is 1½ cups for adults.

9. **Vegetable or Fruit for Lunch or Supper:** A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different types of vegetables must be served.

10. **M/MA:** The M/MA component group is an option at the breakfast meal.

    - No more than 50 percent of the requirement shall be met with nuts or seeds.
    - Nut or seed butter may satisfy 100 percent of the requirement.
    - Whole nuts or seeds shall be combined with another M/MA to fulfill the requirement.
    - When determining combinations, 1 oz of nuts or seeds is equal to 1 oz of cooked lean meat, poultry, or fish; ¼ cup of cottage cheese is equal to 1 oz of meat alternate; ½ cup of yogurt is equal to 1 oz of M/MA.

11. Alternate protein products must meet the requirements in Appendix A of Title 7, *Code of Federal Regulations* (7 *CFR*), Section 226.20.

12. Frozen yogurt and other nonstandard yogurts are not creditable products and may not be used to satisfy any component requirement in a reimbursable meal. Yogurt must contain no more than 23 g of total sugars per 6 oz.

Child and Adult Care Food Program
Meal Pattern for Adults: Schedule B
NSD 7050 B

Offer versus Serve

Adult day care centers may use the offer versus serve (OVS) option for breakfast, lunch, and supper. The OVS option allows participants to refuse some of the food items required while still allowing those meals to be claimed for reimbursement. Under OVS, each adult care center shall offer its participants all of the required food components as set forth in the requirements for meals (7 *CFR*, Section 226.20). However, at the discretion of the adult day care center, participants may be permitted to decline the following:

- Breakfast: Participants may decline one serving of the four food items (one serving of milk, one serving of vegetable or fruit, or two servings of bread or bread alternate)

- Lunch: Participants may decline two servings of the six food items (one serving of milk, two servings of vegetable or fruit, two servings of bread or bread alternate, or one serving of M/MA)

- Supper: Participants may decline two servings of the five food items (two servings of vegetables and/or fruit, two servings of bread or bread alternate, or one serving of M/MA)

The price of a reimbursable meal shall not be affected if an adult participant declines a food item.

NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: 202-690-7442

(3) E-mail: program.intake@usda.gov

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MEMORANDUM

To: Budget & Finance Committee
Lois Hannible
From: Lois Hannible, FHCC Program Manager

Date: April 20, 2022

Subject: *Agenda Item 4c:* Contract Agreement for Continued Funding of Positive Youth Development Mentor Program– **Action Item**

On March 17, 2021, CAPK's Friendship House Community Center (FHCC) was awarded the Positive Youth Development Mentor Services grant by the County of Kern (County), to continue providing mentoring services to the youth community of Kern County. The new agreement should commence on July 1, 2022, through June 30, 2023, for $70,000 dollars.

This project enables the Friendship House staff to continue providing one-on-one and group mentoring services, outreach, afterschool, Learning Pods, and summer program services to youth members of our community of ages six to eighteen. The focus of services should be provided to youth members that live in disadvantaged areas near the Friendship House and the Shafter Youth Center.

The work connects to CAPK's Mission and Strategic Goal 2, advocating that all families located in the communities we serve have access to high quality early learning opportunities and care choices to meet their diverse needs.

Recommendation:
Staff recommends approval of the Positive Youth Development Mentor Services Project agreement and authorize the Chief Executive Officer to execute the contract.

Attachment:
Positive Youth Development Services Agreement

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AGREEMENT
FOR
POSITIVE YOUTH DEVELOPMENT SERVICES
Independent Contractor
(COUNTY – Community Action Partnership of Kern)

THIS AGREEMENT ("**Agreement**") is made and entered into on _____("**Execution Date**"), by and between the COUNTY OF KERN, a political subdivision of the State of California ("**County**"), as represented by the Department of Human Services ("**Department**"), and Community Action Partnership of Kern (CAPK), ("**Contractor**"), whose principal place of business is at 5005 Business Park North, Bakersfield, CA 93309. County/Department and Contractor are referred to individually as a "**Party**" and collectively as the "**Parties**". CONTRACTOR'S UNIQUE ENTITY IDENTIFIER NUMBER: 072947617.

WHEREAS:

a. Government Code Sections 31000 and 53060 permit the County Board of Supervisors to contract for the furnishing of special services with individuals specially trained, experienced, and competent to perform those services; and

b. The Department is responsible for administering public assistance programs and assisting participants to transition to self-sufficiency; and

c. Department desires to engage Contractor to provide said services, and Contractor, by reason of Contractor's qualifications and experience, has offered to provide the required services on the terms set forth in this Agreement.

NOW, THEREFORE, IT IS AGREED between the Parties as follows:

1. TERM

This Agreement shall commence on July 1, 2022 and shall remain in effect until June 30, 2023.

2. RESPONSIBILITIES OF CONTRACTOR

Contractor shall assume responsibility for providing the following services:

A. Contractor shall provide Mentor, Outreach, Afterschool, Learning Pod, and Summer programs to at least 100 youth ages of six to eighteen years.

B. Services will be provided in disadvantaged areas, which can include but not be limited to:

- Friendship House Community Center in southeast Bakersfield.
- The Shafter Youth Center

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C. One-on-One, Group Mentoring and related services.

1) Contractor shall match children/youth with trained, caring and qualified adult role models from schools, colleges, businesses and the community within the identified areas.

2) Contractor shall commit its program staff and mentors to provide mentoring and outreach services for its school based and community based mentoring program. Activities include: School assemblies, community-based and after school mentoring, homework assistance, transition to middle and high school help, job preparation for older youth, extra-curricular and sport activities, education field trips, crafts, reading, music, games and activities to encourage interpersonal skill building and positive socialization skills. The mentoring services shall include at least one of the evidenced based interventions listed below.

- One-One Mentoring Services
- Group Mentoring
- Individual Mentoring
- Afterschool, Summer, Learning Pod, and Academic Tutoring
- Case Management and Referrals
- Cognitive Behavioral Intervention Groups
- Enrichment Activities
- Pre-employment/vocational training
- Family Engagement Activities; and

3) Contractor shall provide four Group Mentoring Cohorts or Aggression Replacement Training (ART) sessions (12 weeks each). Contractor shall host sessions in Bakersfield at the Friendship House Community Center (FHCC) and/or community locations that are most convenient for the target population.

4) Contractor will provide at least three community outreach events to enroll youth for mentoring and after school programs.

5) Contractor shall maintain a sufficient ratio of mentors, professional and non-professional administrative staff to provide youth development program services to at **least 100 youth living** in disadvantaged areas of Kern County including but not limited to the city of Shafter and southeast Bakersfield.

6) Youth will be identified and referred by Department, schools, families, community organizations, etc.

7) Contractor shall disseminate program information, parental consent forms, and parental consent to release forms to students at designated schools and at outreach events.

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8) Parent(s) or Guardian provide informed permission for their child to participate and agree in writing to a one-year minimum commitment for the mentoring relationship.

9) Parent/Guardian and mentee's signed agreement is for the mentee to participate in one-on-one meetings with their mentor once a week for one hour for a total of four or more hours per month.

10) Contractor's staff will additionally engage participants via school, phone, home visit, email or social media to ensure effective and consistent communication.

11) Contractor shall provide On-Call mentoring for clients being served when needed.

12) Contractor shall provide resources and/or referrals to the families of participating mentees.

D. Contractor shall ensure that all mentors, volunteers and staff, prior to being authorized to work with children/youth, are checked against the Megan's Law Database that lists registered sex offenders in California.

E. Contractor shall ensure that staff assigned to provide mentoring services must pass a DOJ, FBI and Child Abuse Central Index clearance background check.

F. Contractor's staff will complete and sign a Consent and Release form for "Live Scanning" and background check to be completed through the California State Department of Justice ("DOJ). Contractor shall pay for such background investigations for mentors performing services under this Agreement.

G. Contractor shall accept as youth mentors only those individuals whose background investigation report from the California State Department of Justice ("DOJ") contains a response of "NO RECORD".

H. Contractor shall provide Department with a list of individuals with DOJ clearance monthly. The list shall be submitted with the monthly invoice to the Department.

I. No mentee shall be placed with a mentor that has not cleared background investigation per sections 2.C, D, E, F.

J. Contractor shall provide training, orientation and oversight of volunteer mentors and staff which shall include confidentiality training.

K. Contractor shall maintain an office located in the metropolitan Bakersfield area with close proximity to public transportation. The office will provide space for group and private mentoring, tutoring sessions, workshops, adequate reception area, etc.

L. Contractor shall maintain a sufficient ratio of professional, non-professional and administrative staff to meet service needs.

M. Contractor shall maintain a "safe place" environment to encourage participants to share concerns, needs and insecurities without fear of being judged or rejected.

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N. Contractor shall provide bi-lingual services (English and Spanish) which includes verbal and written communication.

O. All services shall be provided to participants free of charge or obligation.

P. Surveys

1) Contractor shall secure a mentoring services evaluation survey regarding the mentoring relationship experience from each mentee. Surveys shall be secured as follows:

- A pre-mentoring survey when a mentee is matched with a mentor
- A post-mentoring survey at the conclusion of mentor services
- Survey shall be in a format agreed upon by the Contractor and Department

Q. Reporting Responsibilities

1) Contractor shall provide Department with Contractor's Mentor recruitment procedure within 30 days of the execution of this Agreement.

2) Contractor shall provide Department with a list of mentors that have cleared background investigation as described in Sections 2.C, D, E, F, with the monthly invoice.

3) Contractor shall, upon request, provide Department with reports describing success stories of mentee participants. Reports are due within two weeks of Department's request.

4) Contractor shall provide Department, monthly, with a contact list including name, telephone number and assignment for each staff member providing service to the contract with monthly invoice.

5) Contractor shall provide Department with monthly Mentoring Reports for mentees by the 25th calendar day of the month following the month in which services were rendered, in a format agreed upon by both Contractor and Department. Mentoring reports can be included with the monthly invoice.

6) Contractor shall provide Department with monthly "No Shows", "Decline" and "Non Participation" Reports by the 25th calendar day of the month following the month in which services were rendered, in a format agreed upon by both Contractor and Department. Mentoring reports can be included with the monthly invoice.

7) Contractor shall provide Department with a final project report no later than 60 days from the termination or expiration of this Agreement. Report shall provide detailed tracking of mentee outcomes.

3. PERFORMANCE MEASURES

A. A minimum of 100 youth will receive comprehensive mentoring services as a part of this Agreement.

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B. 100% of participants who sign a one-on-one mentoring agreement shall be assigned a Mentor/Mentee match within five business days of signing agreement.

C. A minimum of 50% of mentees who sign a one-on-one mentoring agreement shall complete their individual Mentoring Plan.

D. A minimum of 75% of overall results on mentoring satisfaction surveys shall be rated average or above.

E. A minimum of 60% of participants will exhibit an academic improvement in school.

F. A minimum of 60% of participants will demonstrate improved relationship at home and in school.

G. 100% of participants will be served using evidence-based best practices.

J. 100% of students will have a Mentoring Service Plan (designated around cognitive behavioral needs) and will be reviewed every 30 days.

4. TRACKING OF REFERRAL

A. All mentoring referrals shall be recorded in the Contractor's database within five business days of receipt of referral.

B. All mentor/mentee contact, visits, interactions shall be recorded in Contractor's database within five business days of receipt of mentoring contact, visit, and interaction reports

C. No shows and non-participation shall be recorded in the Contractor's database within five business days of discovery.

D. Documentation of referred mentees that do not elect to participate in mentoring will be noted "declined" on the monthly report.

5. RESPONSIBILITIES OF THE COUNTY

A. Department shall disseminate information pertaining to the Comprehensive Youth Mentoring Services program to its staff in the form of informational emails and promotional information provided by Contractor.

B. Department will refer identified youth to Contractor for services as needed.

C. Department will provide a designated contact for the Contractor. Designated contact will coordinate referrals to the Contractor and be the Contractor's primary contact for services issues.

6. COMPENSATION

County shall reimburse Contractor for all necessary and reasonable costs incurred on behalf of County in an amount not to exceed $70,000 for the term of the Agreement as set for the in **Exhibit "A".** No funds paid to Contractor through this Agreement shall be utilized to compensate employees of Contractor for overtime or compensatory time off, except to the extent that Contractor is required to pay for overtime or compensatory time off pursuant

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to the Fair Labor Standards Act of 1938, 29 USC Section 201 et seq., or applicable State law.

7. REIMBURSEMENT POLICY AND BILLING REQUIREMENTS

Contractor shall submit monthly to Department an invoice for reimbursement of allowable expenditures for the previous month. Costs claimed under this Agreement are subject to the following federal publications (current publications are available online and can be found at *www.whitehouse.gov/omb/circulars/*):

- Uniform Guidance: 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements

A. All invoices shall be submitted in a form approved by Department and shall include:

1) A monthly total and itemization of all costs by budget line item, arranged in the same order as the approved budget. Supporting documentation, including payroll reports, must be provided for each item for which reimbursement is requested.

2) Itemization of all travel expenses incurred. Reimbursement for travel and other related costs shall not exceed County's rates which are in effect at the time the expense(s) is/are incurred.

3) Copies of invoices submitted to Contractor from subcontractors.

4) Invoices shall be sent to the following attention:

Fiscal Support Supervisor
Accounts Payable Unit
Kern County Department of Human Services
PO Box 511
Bakersfield, CA 93302

Contractor shall adjust from its billings to Department all charges not fully reimbursable under the applicable cost principles and the terms of this Agreement. Contractor accepts fiscal responsibility for any future audit findings resulting from Contractor's billings under this Agreement. Contractor shall refund County for all costs related to this Agreement which are disallowed by the California Department of Social Services ("**CDSS**") as a result of audit findings or insufficient funds available from the State.

Contractor shall comply with all audit exceptions by appropriate federal, State and County audit agencies as prescribed by the auditing agency, and provide all required audit documentation to Department pertaining to the services required by this Agreement.

Invoices shall be sent to Department's Accounts Payable Unit for processing by the 25th calendar day of the month following the month in which services were rendered. Payment will be made to Contractor within 30 days of receipt and approval of each complete invoice by Department.

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B. Department reserves the right to withhold payment if Contractor falls behind schedule or submits substandard work.

C. Final invoices must be received by Department no later than 45 days following termination of this Agreement.

D. Budget funds are restricted for use within the budget fiscal year. Administrative shifts of funds among budget categories or the addition of a budget category cannot be approved without prior submission of a revised budget by Contractor and prior written approval by Department.

8. REPRESENTATIONS

Contractor makes the following representations which are agreed to be material to and form a part of the inducement for this Agreement:

A. Contractor has the expertise, support staff, and facilities necessary to provide the services described in this Agreement; and

B. Contractor does not have any actual or potential interests adverse to County, nor does Contractor represent a person or firm with an interest adverse to County with reference to the subject of this Agreement; and

C. Contractor shall diligently provide all required services in a timely and professional manner in accordance with the terms and conditions stated in this Agreement.

9. ASSIGNMENT

Contractor shall not assign or transfer this Agreement or its obligations hereunder, or any part thereof. Contractor shall not assign any monies due or which become due to Contractor under this Agreement without the prior written approval of County.

10. NEGATION OF PARTNERSHIP

In the performance of the services under this Agreement, Contractor shall be, and acknowledges that Contractor is in fact and law, an independent contractor and not an agent or employee of County. Contractor has and retains the right to exercise full supervision and control over the manner and methods of providing services to County under this Agreement. Contractor retains full supervision and control over the employment, direction, compensation and discharge of all persons assisting Contractor in the provision of services under this Agreement. With respect to Contractor's employees, if any, Contractor shall be solely responsible for payment of wages, benefits and other compensation, compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employment taxes whether federal, State or local, and compliance with any and all other laws regulating employment.

11. IMMIGRATION REFORM AND CONTROL ACT

Contractor acknowledges that Contractor, and all subcontractors hired by Contractor to perform services under this Agreement, are aware of and understand the Immigration Reform and Control Act ("**IRCA**"). Contractor is and shall remain in compliance with IRCA and shall ensure that any subcontractors hired by Contractor to perform services under this Agreement are in compliance with IRCA. In addition, Contractor agrees to indemnify, defend and hold harmless the County, its agents, officers and employees, from any liability,

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damages or causes of action arising out of or relating to any claims that Contractor's employees, or the employees of any subcontractor hired by Contractor, are not authorized to work in the United States for Contractor or its subcontractor and/or any other claims based upon alleged IRCA violations committed by Contractor or Contractor's subcontractors.

12. INDEMNIFICATION

Contractor agrees to indemnify, defend and hold harmless County and County's agents, Board members, elected and appointed officials and officers, employees, volunteers, and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, costs, and expenses (including, but not limited to, reasonable attorneys' fees of County Counsel and counsel retained by County, expert fees, costs of staff time and investigation costs) of whatever kind or nature, which arise out of or are in any way connected with any act or omission of Contractor or Contractor's officers, agents, employees, independent contractors, subcontractors of any tier, or authorized representatives. Without limiting the generality of the foregoing, the same shall include bodily and personal injury or death to any person or persons; damage to any property, regardless of where located, including the property of County; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of Contractor by any person or entity.

13. INSURANCE

Contractor, in order to protect County and its board members, officials, agents, officers, and employees against all claims and liability for death, injury, loss, and damage as a result of Contractor's actions in connection with the performance of Contractor's obligations, as required in this Agreement, shall secure and maintain insurance as described below. Contractor shall not perform any work under this Agreement until Contractor has obtained all insurance required under this section and the required certificates of insurance and all required endorsements have been filed with the County's authorized insurance representative. Receipt of evidence of insurance that does not comply with all applicable insurance requirements shall not constitute a waiver of the insurance requirements set forth herein. The required documents must be signed by the authorized representative of the insurance company shown on the certificate. Upon request, Contractor shall supply proof that such person is an authorized representative thereof, and is authorized to bind the named underwriter(s) and their company to the coverage, limits, and termination provisions shown thereon. The Contractor shall promptly deliver the County's authorized insurance representative a certificate of insurance, and all required endorsements, with respect to each renewal policy, as necessary to demonstrate the maintenance of the required insurance coverage for the term specified herein. Such certificates and endorsements shall be delivered to the County's authorized representative prior to the expiration date of any policy and bear a notation evidencing payment of the premium thereof if so requested. Contractor shall immediately pay any deductibles and self-insured retentions under all required insurance policies upon the submission of any claim by Contractor or County as an additional insured.

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

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Contractor shall require any sub-contractors to provide workers' compensation for all of the subcontractors' employees, unless the sub-contractors' employees are covered by the insurance afforded by Contractor. If any class of employees engaged in work or services performed under this Agreement is not covered by California Labor Code section 3700, Contractor shall provide and/or require each sub-contractor to provide adequate insurance for the coverage of employees not otherwise covered.

Contractor shall also maintain employer's liability insurance with limits of $1,000,000 for bodily injury or disease.

B. Liability Insurance Requirements:

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

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

b) Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering any vehicle and/or all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to this Agreement with coverage equal to the policy limits, which shall be at least $1,000,000 each occurrence.

c) Professional Liability (Errors and Omissions) Insurance, for liability arising out of, or in connection with, the performance of all required services under this Agreement, with coverage equal to the policy limits, which shall not be less than $1,000,000 per occurrence and $2,000,000 aggregate.

2) The Commercial General Liability and Automobile liability Insurance required in this sub-paragraph B. shall include an endorsement naming the County and County's board members, officials, officers, agents and employees as additional insureds for liability arising out of this Agreement and any operations related thereto. Said endorsement shall be provided using <u>one</u> of the following three options: (i) on ISO form CG 20 10 11 85; or (ii) on ISO form CG 20 37 10 01 <u>plus</u> either ISO form CG 20 10 10 01 or CG 20 33 10 01; or (iii) on such other forms which provide coverage at least equal to or better than form CG 20 10 11 85.

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3) Any self-insured retentions in excess of $100,000 must be declared on the Certificate of Insurance or other documentation provided to County and must be approved by the County Risk Manager.

4) If any of the insurance coverages required under this Agreement is written on a claims-made basis, Contractor, at Contractor's option, shall either (i) maintain said coverage for at least three years following the termination of this Agreement with coverage extending back to the effective date of this Agreement; (ii) purchase an extended reporting period of not less than three years following the termination of this Agreement; or (iii) acquire a full prior acts provision on any renewal or replacement policy.

C. All insurance afforded by Contractor pursuant to this Agreement shall be primary to and not contributing to all insurance or self-insurance maintained by the County. An endorsement shall be provided on all policies, except professional liability/errors and omissions, which shall waive any right of recovery (waiver of subrogation) against the County.

D. All insurance shall be issued by a company or companies admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a minimum rating of A-; VII. Any exception to these requirements must be approved by the County Risk Manager.

E. If Contractor is, or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, Contractor shall provide coverage equivalent to the insurance coverages and endorsements required above. The County will not accept such coverage unless the County determines, in its sole discretion and by written acceptance, that the coverage proposed to be provided by Contractor is equivalent to the above-required coverages.

F. Insurance coverages in the minimum amounts set forth herein shall not be construed to relieve Contractor for any liability, whether within, outside, or in excess of such coverage, and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude the County from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.

G. Failure by Contractor to maintain all such insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by Contractor. County, at its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County shall deduct from sums due to Contractor any premiums and associated costs advanced or paid by County for such insurance. If the balance of monies obligated to Contractor pursuant to this Agreement are insufficient to reimburse County for the premiums and any associated costs, Contractor agrees to reimburse County for the premiums and pay for all costs associated with the purchase of said insurance. Any failure by County to take this alternative action shall not relieve Contractor of its obligation to obtain and maintain the insurance coverages required by this Agreement.

H. Cancellation of Insurance -- The above stated insurance coverages required to be maintained by Contractor shall be maintained until the completion of all of Contractor's obligations under this Agreement except as otherwise indicated herein. Each insurance policy supplied by the Contractor shall not be suspended, voided, cancelled

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or reduced in coverage or in limits except after 10 days written notice by Contractor in the case of non-payment of premiums, or 30 days written notice in all other cases. This notice requirement does not waive the insurance requirements stated herein. Contractor shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.

14. EVALUATION

Services to be provided by Contractor shall be evaluated by Department on a continuing basis. Evaluation may be accomplished by written or verbal communication and/or by site visits to view fiscal and/or program processes and information. Any deficiencies noted during an evaluation shall be stated and placed in detailed written form, with a copy submitted to Contractor. Contractor shall respond in writing to the deficiencies statement within 20 days from the date of receipt. A plan to remedy these deficiencies, where applicable, shall be implemented within 60 days from the date of the deficiencies statement. Failure to remedy the stated deficiencies may result in termination of the Agreement by County.

Deficiencies that may be subject to non-payment of future invoices by County shall include:

A. Failure to notify Department and receive prior written approval for any changes to Program delivery within 15 days of change for:

1) Change in assigned program staff.

2) Change in program or service hours and days.

3) Change in program or service locations and access for participants.

B. Failure to notify Department for written approval prior to any changes to delivery of program services. As designated in the contract.

C. Failure to request, in writing, and receive written pre-approval from County for changes to, or the addition of line items in, the approved budget.

D. Failure to provide written assurance of required civil rights training as detailed in **Section 33**, below.

E. Failure to adhere to the performance and fiscal requirements and standards required under this Agreement.

15. CONTRACT DISPUTE

Should a dispute arise between Contractor and County, relating to performance under this Agreement, Contractor will, prior to exercising any other remedy which may be available, provide County with written notice of the particulars of the dispute within 30 calendar days of the dispute. County will meet with Contractor, review the factors in the dispute, and recommend a means of resolving the dispute before a written response is given to Contractor. County will provide a written response to Contractor within 30 days of receipt of Contractor's written notice.

16. TERMINATION

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Either Party may terminate this Agreement, with or without cause, upon 30 calendar days prior written notice to the other Party. In the event this Agreement is terminated by either Contractor or County, and if so requested by County, Contractor shall submit to County all files, memoranda, documents, correspondence and other items generated in the course of performing this Agreement, within 30 calendar days after the effective date of termination. In the event of termination of this Agreement for any reason, County shall have no further obligation to pay for any services rendered or expenses incurred by Contractor after the effective date of the termination, and Contractor shall be entitled to receive compensation for services satisfactorily rendered, calculated on a prorated basis up to the effective date of termination.

17. NON-APPROPRIATION

County reserves the right to terminate this Agreement in the event insufficient funds are appropriated or budgeted for this Agreement in any fiscal year. Upon such termination, County will be released from any further financial obligation to Contractor, except for services performed prior to the date of termination or any liability due to any default existing at the time this clause is exercised. Contractor will be given 30 days written notice in the event that such an action is required by County.

18. NOTICES

Notices to be given by one Party to the other under this Agreement shall be given in writing by personal delivery, by certified mail, return receipt requested, or express delivery service at the addresses specified below. Notices delivered personally shall be deemed received upon receipt; mailed or expressed notices shall be deemed received four days after deposit. A Party may change the address to which notice is to be given by giving notice as provided above.

Notice to County shall be addressed as follows:

Director
Kern County Department of Human Services
P.O. Box 511
Bakersfield, CA 93302

Notice to Contractor shall be addressed as follows:

Community Action Partnership of Kern
Jeremy T. Tobias, CEO
5005 Business Park North
Bakersfield, CA 93309

Nothing in this Agreement shall be construed to prevent or render ineffective delivery of notices required or permitted under this Agreement by personal service.

19. OWNERSHIP OF DOCUMENTS

All reports, documents, and other items generated or gathered in the course of providing services to County under this Agreement are and shall remain the property of County, and if so requested by County, shall be returned to County upon full completion of all services by Contractor or termination of this Agreement, whichever first occurs.

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20. CONFLICT OF INTEREST

The Parties to this Agreement have read and are aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees. Contractor agrees that they are unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, County may immediately terminate this Agreement by giving written notice thereof. Contractor shall comply with the requirements of Government Code Section 87100 et seq. during the term of this Agreement.

21. SOLE AGREEMENT

This document, including all attachments hereto, contains the entire agreement between the Parties relating to the services, rights, obligations, and covenants contained herein and assumed by the Parties respectively. No inducements, representations, or promises have been made, other than those recited in this Agreement. No oral promise, modification, change, or inducement shall be effective or given any force or effect.

22. AUTHORITY TO BIND COUNTY

It is understood that Contractor, in Contractor's performance of any and all duties under this Agreement, has no authority to bind County to any agreements or undertakings.

23. MODIFICATION OF AGREEMENT

This Agreement may be modified in writing only, signed by the parties in interest at the time of the modification.

24. NON-WAIVER

No covenant or condition of this Agreement can be waived except by the written consent of County. Forbearance or indulgence by County in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by Contractor. County shall be entitled to invoke any remedy available to County under this Agreement or by law or in equity despite said forbearance or indulgence.

25. CHOICE OF LAW/VENUE

The Parties hereto agree that the provisions of this Agreement will be construed pursuant to the laws of the State of California. This Agreement has been entered into and is to be performed in the County of Kern. Accordingly, the Parties agree that the venue of any action relating to this Agreement shall be in the County of Kern.

26. CONFIDENTIALITY

No Party to this Agreement shall, without the written consent of the other Party, communicate confidential information, designated in writing or identified in this Agreement as such, to any third party and shall protect such information from inadvertent disclosure to any third party in the same manner that they protect their own confidential information, unless such disclosure is required in response to a validly issued subpoena or other process of law. Upon completion of this Agreement, the provisions of this paragraph shall continue to survive.

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A. During the term of this Agreement, Parties may receive or create certain confidential Personal Identifiable Information ("**PII**"). This PII is subject to protection under State and federal law, including the Information Practices Act of 1997 (Cal. Civ. Code §§ 1798 et seq.), and other applicable laws. The Parties represent that the Parties have in place policies and procedures that will adequately safeguard any PII the Parties receive or create, and the Parties specifically agree, on behalf of themselves, the Parties' subcontractors and agents, to safeguard and protect the confidentiality of PII consistent with applicable law, including currently effective provisions of the Information Practices Act of 1997.

B. For purposes of this section, PII means any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information whether oral or recorded in any form or medium.

C. The Parties acknowledge that State and federal laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such developments. The Parties hereto specifically agree to take such action as is necessary to implement the requirements and other applicable laws relating to the security or confidentiality of PII. The Parties understand and agree that the Parties must provide, when requested, written evidence that the Parties are in compliance with applicable Regulations.

D. Notwithstanding any other provision of this Agreement, the Parties may terminate this Agreement upon twenty (20) days' notice in the event: (a) the Parties do not promptly provide written evidence of compliance with the Information Practices Act of 1997, or (b) the Parties become aware that the Parties or any of the Parties' subcontractors or agents discloses PII in a manner that is not authorized by the Parties or by applicable law.

E. During the term of this Agreement, the contractor agrees to abide by the Information Exchange Agreement between the Social Security Administration ("**SSA**") and the California Department of Health Care Services "**DHCS**"), the Computer Matching and Privacy Protection Act Agreement between the Social Security Administration and the Health and Human Services Agency of California, the Electronic Information Exchange Security Requirement and Procedures for State and Local Agencies Exchanging Electronic Information with the Social Security Administration-Technical Systems Security Requirements ("**TSSR**"), and the Computer Matching Agreement between the Department of Homeland Security United States Citizenship and Immigration Services and the California Department of Health Care Services. **These documents contain sensitive material and the Contractor agrees not to post these documents in a public viewing area including any public Internet site.** Contractor agrees to abide by all relevant requirements in the National Institute of Standards and Technology ("**NIST**") Special Publications ("**SP**") 800-122 and 800-53 (https://www.nist.gov/), and the Memorandums of Understanding that the County has with DHCS and CDSS regarding all Personal Identifiable Information ("**PII**").

CONTRACTOR RESPONSIBILITIES

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1) Contractor will provide a list of all employees who will have access to SSA data to the County prior to County giving Contractor access to such data. See **Exhibit "B"**.

2) Contractor and their staff will be required to complete an initial and annual confidentiality training. Each staff member, who handles SSA information, will sign a non-disclosure agreement stating they are aware of the requirements to maintain the confidentiality and non-disclosure of any SSA related information that is used by them to complete their daily duties and any sanctions and penalties that can follow any wrongful disclosure of PII/PHI information will be the responsibility of the Contractor. Contractor will maintain the non-disclosure statements for their employees for the required five years as stated in the TSSR and NIST guidelines. Additionally, if requested, Contractor will provide proof of such training to the Department as required by the MOUs.

3) Contractor agrees to allow the County to complete periodic onsite reviews of their facility to ensure that the following steps meet SSA's requirements:

   a) Safeguards for sensitive information;

   b) Technological safeguards on computer(s) that have access to SSA-provided information;

   c) Security controls and measures to prevent, detect, and resolve unauthorized access to, use of, and re-disclosure of SSA-provided information, and;

   d) Continuous monitoring of the Contractor's or agent's network and infrastructure and assets.

   e) Compliance with all applicable TSSR and NIST guidelines.

4) Contractor will maintain records of all PII and PHI exchanges under this contract for a period of five years and will provide such records upon request to the County for evidentiary purposes.

5) Contractor agrees no PII or PHI record will be stored outside the Contractor's information system without approval by County. Contractor will physically control and securely store information system media, both paper and digital, based on the highest Federal Information Processing Standard ("**FIPS**") 199 security category of the information recorded on the media. Contractor will restrict the pickup, receipt, transfer, and delivery of such media to authorized personnel.

6) Contractor is required to encrypt any PHI/PII information prior to transmission to the County as outlined in the TSSR and NIST guidelines. If encryption is not available, Contractor will work with County on alternate methods to receive any PII/PHI documents.

7) Contractor is required to report any breach or loss of PII/PHI within 24 hours to the appropriate County Security Officers. See **Exhibit "B"**.

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8) Contractor will institute a destruction policy for the handling of all PII/PHI information including shredding, burning, and pulverizing of records to avoid any accidental disclosure of such information along with purging and sanitizing digital media using approved equipment, techniques, and procedures. Contractor will track, document, and verify media sanitization actions.

9) Contractor and their employees who wrongfully disclose PII/PHI information are subject to criminal and civil sanctions including but not limited to suspension of all access to PII information provided by the County, jail time, and court actions by the person(s) whose information was disclosed.

COUNTY RESPONSIBLTIES

1) County will provide Contractor with training materials which the Contractor will use to assist in completing their initial and annual training. See **Exhibit "B"** for access instructions.

2) County will provide Contractor access to the TSSR guidelines and the Memorandums of Understanding with DHCS and CDSS to assist them in meeting the requirements for maintaining confidentiality of all PII/PHI records. See **Exhibit "B"** for access instructions.

3) County will maintain records of all Contractor's and employees who handle PII/PHI as part of their daily duties and will only give access to SSA provided information as outlined in this Agreement.

4) If necessary, County will request records for evidentiary purposes when needed from the Contractor.

5) County agrees to provide a copy of their Breach Reporting Incident Policy to the Contractor along with contact names and telephone numbers for all County Privacy Officers.

27. ENFORCEMENT OF REMEDIES

No right or remedy herein conferred on or reserved to County is exclusive of any other right or remedy herein or by law or equity provided or permitted, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing by law or in equity or by statute or otherwise, and may be enforced concurrently or from time to time.

28. SEVERABILITY

Should any part, term, portion, or provision of this Agreement be decided finally to be in conflict with any law of the United States or the State of California, or otherwise be unenforceable or ineffectual, the validity of the remaining parts, terms, such portions, or provisions shall be deemed severable and shall not be affected thereby, provided remaining portions or provisions can be construed in substance to constitute the agreement which the Parties intended to enter into in the first instance.

29. COMPLIANCE WITH LAW

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Contractor shall observe and comply with all applicable County, State and federal laws, ordinances, rules, and regulations now in effect or hereafter enacted, each of which are hereby made a part hereof and incorporated herein by reference.

30. CAPTIONS AND INTERPRETATION

Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement.

No provision of this Agreement shall be interpreted for or against a Party because that Party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

31. TIME OF ESSENCE

Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision hereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.

32. COUNTERPARTS

This Agreement may be executed simultaneously in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

33. NONDISCRIMINATION

Neither Contractor, nor any officer, agent, employee, servant or subcontractor of Contractor, shall discriminate in the treatment or employment of any individual or groups of individuals on the grounds of age, sex, color, disability, national origin, race, marital status, sexual orientation, religion, political affiliation, or any other classification protected by law, either directly, indirectly or through contractual or other arrangements as described in CDSS Manual of Policies and Procedures, Chapter 21. Contractor will further adhere to all mandated requirements as described in the CDSS Manual of Policies and Procedures, Chapter 21 which can be found at https://www.cdss.ca.gov/Portals/9/Regs/3cfcman.pdf.

Contractor understands and acknowledges that its assurance is given in consideration of and for the purpose of receiving compensation for service as provided in this Agreement, which compensation is funded through federal and State assistance. In the event County is subject to any fiscal sanction or other legal remedies as a result of Contractor's failure to comply with the requirements of this section, Contractor shall indemnify and hold harmless County from any such fiscal sanction or other legal remedy imposed against County as provided in the indemnification provisions of this Agreement. Contractor shall participate in and pay County's costs incurred in County's defense in any judicial or administrative hearing or process to determine where a violation of this section has occurred.

Contractor acknowledges that the County, as a recipient of such funding, is obligated to comply with State and federal requirements regarding nondiscrimination, as evidenced by form CR-50, Assurance of Compliance, (**Exhibit "C**"). By signing this Agreement, Contractor, as a recipient of such funding through the County, shall be equally bound to comply with each and every requirement set forth therein.

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34. AUDIT, INSPECTION, AND RETENTION OF RECORDS

Contractor agrees to maintain and make available to County accurate books and records relative to all its activities under this Agreement. Contractor shall permit County to audit, examine and make excerpts and transcripts from such records, and to conduct audits or reviews of all invoices, materials, records of personnel, or other data related to all other matters covered by this Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not less than five years from the date of final payment under this Agreement, or until after the conclusion of any fiscal audit, whichever occurs last. The State of California and/or any federal agency having an interest in the subject of this Agreement shall have the same rights conferred upon County herein.

35. DEBARMENT, SUSPENSION, and OTHER RESPONSIBILITY MATTERS

A. Contractor certifies to the best of its knowledge and belief, that it and its subcontractors [45 CFR 92.35]:

1. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; and
2. Have not within a three (3) year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
4. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, State, or local) terminated for cause or default.
5. Contractor shall report immediately to the County in writing any incidents of alleged fraud and/or abuse by either Contractor or Contractor's subcontractor. Contractor shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by County.

B. The Contractor agrees to timely execute any and all amendments to this Agreement or other required documentation relating to their subcontractor's debarment/suspension status.

36. CAPITAL ASSET EQUIPMENT

A. At termination or completion of this Agreement, Contractor shall dispose of all "non-expendable equipment" which was purchased wholly or in part with federal or state funds, in accordance with federal, State and County procedures. If said equipment is to continue to be used by Contractor, said equipment, shall remain with and continue to be used by Contractor subject to DHS's written consent.

B. Unless otherwise provided for in this Section, property refers to all assets used in operation of this Agreement. Property includes land, buildings, improvements,

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machinery, vehicles, furniture, tools, intangibles, etc. Property does not include consumable office supplies such as paper, pencils, toner, file folders, etc.

C. Property acquired under this agreement, which meets any of the following criteria is subject to the reporting requirements:

1. Has a normal useful life of at least one (1) year and has a unit acquisition cost of at least $5,000 (a desktop or laptop setup, is considered a unit, if purchased as a unit).

2. All computing devices, regardless of cost (including but not limited to, workstations, servers, laptops, personal digital assistants, notebook computers, tablets, smartphones and cellphones).

3. All portable electronic storage media, regardless of cost (including but not limited to, thumb/flash drives and portable hard drives).

D. Contractor shall maintain an inventory list of tangible capital assets at $5,000 or more and intangible (Equipment Inventory valued between $1,000 and $4,999. Property purchased with funds from this Agreement or any predecessor Agreement for the same purpose. For the purposes of this section equipment is defined as moveable personal property with a useful life of one year or longer and has a value in excess of $1,000. The list will be transmitted in an excel document. The transmittal shall occur at fiscal year-end within 25 days and at the permanent closeout of the Agreement to:

DHSContracts@kerndhs.com

A cumulative inventory of all property furnished or purchased by Contractor with funds awarded under the terms of this Agreement or any predecessor Agreement for the same purpose.

Contractor shall record the following information when property is acquired:

1. Date acquired on site.

2. Item description (include model number).

3. Tag number or other tag identifier.

4. Serial number (if applicable).

5. Purchase cost or other basis of valuation.

6. Location

7. Condition

37. LOBBYING CERTIFICATION

Contractor, by signing this Agreement, hereby certifies to the best of his or her knowledge and belief, that:

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a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

38. NON-COLLUSION COVENANT

Contractor represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this Agreement with County. Contractor has received from County no incentive or special payments or considerations related to the provision of services under this Agreement.

39. NO THIRD PARTY BENEFICIARIES

It is expressly understood and agreed that the enforcement of these terms and conditions and all rights of action relating to such enforcement shall be strictly reserved to County and Contractor. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of County and Contractor that any such person or entity, other than County or Contractor, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

40. SIGNATURE AUTHORITY

Each Party represents that they have full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

41. EXHIBITS

Each Exhibit attached to this Agreement is incorporated into this Agreement by reference.

[Remainder of this page is intentionally left blank.]

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The Parties have executed this Agreement on the Execution Date.

COUNTY OF KERN

Dated: _____ By

_____
Chairman, Board of Supervisors
"County"

COMMUNITY ACTION PARTNERSHIP OF KERN

Dated: _____ By

_____
Jeremy T. Tobias, CEO
"Contractor"

APPROVED AS TO CONTENT:
Kern County Department of Human Services

Dated: _____ By

_____
Cindy Uetz, Interim Director

APPROVED AS TO FORM:
Office of the County Counsel

Dated: _____ By

_____
Bryan Walters, Deputy County Counsel

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EXHIBIT "A"
BUDGET

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK) *POSITIVE YOUTH MENTOR PROGRAM* FY 22/23	
Line Item	**Budget Amount**
SALARIES	**$45,823**
PAYROLL TAXES & BENEFITS	**$11,264**
OPERATIONAL COSTS	**$6,549**
TOTAL DIRECT COSTS	**$63,636**
OVERHEAD OR INDIRECT COSTS	**$6,364**
TOTAL COSTS	**$70,000**

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COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

POSITIVE YOUTH MENTOR PROGRAM

FY 22/23

Line Items	Descriptive Narratives
SALARIES	**$45,823**
Program Educator, 1 FTE Program Manager FHCC .10 FTE Estimated Increase (COLA, Merit) @ 1.7% 	The salaries and wages include the Program Manager responsible for the program oversight; a Program Educator is responsible for the recruiting of mentors and mentees, the training of mentors and the matching of mentors and mentees. She will also over see the day to day mentor program activities that the mentros create for the students. We estimate that a cost of living increase will take place for our angency in the upcoming months.
PAYROLL TAXES & BENEFITS	**$11,264**
Befenifts @ 25% 	The benefits include employer payroll taxes and benefits @ 25% of Salaries and Wages. Benefits include retirement, medical, dental, vision, workerscomp, life and accidental insurance.
OPERATIONAL COSTS	**$6,549**
Mileage Mentor Background Checks Program Supplies Communication (Cell Phone) Outreach Food Staff Development Incentives Emergency Items Space Cost (12 months x 348.54) Other/Hiring Cost 	The operational expenses are porated using CAPK's allocation schedule for the occupied square footage being used for the operation of this program. The cost also include staff mileage, mentor background check fees, program supplies, cell phone stipend, outreach supplies, food for the mentees, staff development fees, incentives for the children, funding for emergency assistance supplies, and hiring expenses for new staff members.
TOTAL DIRECT COSTS	**$63,636**
OVERHEAD OR INDIRECT COSTS	**$6,364**
	Certified Rate 0% Fixed Rate 10%
TOTAL COSTS	**$70,000**

Approved as to Form by Bryan Walters

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EXHIBIT "B"

The Department of Human Services (DHS) entered into a Memorandum of Understanding with the California Department of Healthcare Services (DHCS), effective September 2, 2016, and with the California Department of Social Services (CDSS), effective May 18, 2017, regarding the protection of Personally Identifiable Information (PII) that we share with our Contractors. The definition of PII covered by these MOUs refers to "specific information about an individual used to trace that individual's identity. Information such as his/her name, Social Security number (SSN), date and place of birth, mother's maiden name or biometric records, alone, or when combined with other personal of identifying information is linkable or linked to a specific individual's medical, educational, financial, and employment information."

DHS' agreements with these entities require DHS to provide a copy or access to both MOUs as well as the Technical System Security Requirements (TSSRs) and the National Institute of Standards and Technology (NIST) to each Contractor. DHS is required to inform Contractors of the specific information that applies to those who receive and send PII information and will provide training materials to assist the Contractors in initial and annual training requirements. Information to obtain copies of the confidential MOUs and security documents, as well as training materials, via secure file transfer, will be provided upon request by contacting **BAAContracts@kerndhs.com. You may not post any of the MOUs or the TSSR/NIST documents in a public place as specified by the Social Security Administration.**

Below are highlights of requirements outlined in the Agreement. This is not a comprehensive list, so please ensure you are familiar with responsibilities outlined in the Agreement relating to PII.

- All Contractors must provide the Department of Human Services with a list of their employees who will have access to PII information exchanged under its Agreement. Please send listing to **BAAContracts@kerndhs.com**.

- If there is a data breach of your technical system or any loss of PII information by you or your staff, this must be immediately reported to the Department of Human Services Security Officers. You must work with the Department's Security Officers to determine if the breach is reportable to the State and provide evidence and a report of how the loss occurred, if requested.

- It is important to note that any PII violation carries civil and criminal sanctions for Contractors as well as employees if the SSA information is used in a manner or purpose not authorized under your Agreement with the County. Additionally, violations may result in a suspension of all SSA related documents being provided to the Contractor.

The Department of Human Services is committed to protecting all PII information that is shared with Contractors and trust Contractors share in this commitment.

Department of Human Services Security Officers:

- Technology Services Manager (661-334-3432) BAAContracts@kerndhs.com
- Senior Human Resources Manager (661-633-7373) BAAContracts@kerndhs.com

KERN COUNTY CALIFORNIA
Approved as to Form by Bryan Walters

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EXHIBIT “C”

VENDOR ASSURANCE OF COMPLIANCE WITH THE KERN COUNTY DEPARTMENT OF HUMAN SERVICES NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS

Community Action Partnership of Kern (HEREINAFTER “CONTRACTOR”)

CONTRACTOR HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i), and (j); California Government Code section 4450; Title 22, California Code of Regulations section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

KERN COUNTY CALIFORNIA
Approved as to Form by
Bryan Walters

MEMORANDUM

To: Budget & Finance Committee

From: Wilfredo Cruz, Energy Program Administrator

Date: April 20, 2022

Subject: *Agenda Item 4d*: Resolution to Approve the Submission of the 2021 Low Income Home Water Assistance Program (LIHWAP): Contract #21Z-9556 – **Action Item**

On April 12, 2022, the California Department of Community Services and Development (CSD) provided the Energy Program with the 2021 LIHWAP contract. The contract provides funding to assist qualified, low-income Kern County residents with water utility assistance.

The contract period is from April 1, 2022, through August 31, 2023, with a direct agency allocation of $537,098.00. There is an additional allocation for water assistance in the amount of $2,301,846. This amount will be held by CSD for the purpose of issuing household LIHWAP assistance payments to our local water service providers through CSD's third-party funds disbursement partner, HORNE.

This contract will allow CAPK's Energy Program to assist eligible low-income Kern County households, specifically those who have struggled to make water payments prior to, and during, the COVID-19 pandemic. It prioritizes arrearages and provides discretion for CSD to consider a modification to the LIHWAP program design to pay customer's current bills if the need for arrearage assistance declines.

The work to be completed under this contract connects to CAPK's mission and Strategic Goal 3, advancing economic empowerment and financial stability for low-income people in the community we serve.

In order to execute this contract a Board Resolution must be submitted with the contract package.

Recommendation:

Staff recommends that the Board of Directors approve, with Resolution, the 2021 LIHWAP contract number # 21Z-9556 and authorize the Chief Executive Officer to execute the contract and any future amendments throughout the term of the contract.

Attachment:
CSD LIHEAP Contract #21Z-9556

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STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT STD. 213 (Rev 03/2019) CSD (Rev 07/2019)	AGREEMENT NUMBER **21Z-9556**	PURCHASING AUTHORITY NUMBER (if applicable)

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

CONTRACTING AGENCY NAME
Department of Community Services and Development

CONTRACTOR NAME
Community Action Partnership of Kern

2. The term of this Agreement is: April 1, 2022 through August 31, 2023

3. The maximum amount of this Agreement is: Total $537,098.00

4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:
Part I*; Preamble*;
Article 1 - Scope of Work*; Article 2 - Contract Construction, Administration, Procedure*;
Part II*; Subpart A - Administrative Requirements*; Article 3 - Contract Changes*;
Article 4 - Administrative Policies and Procedures*; Subpart B - Financial Requirements*;
Article 5 - Administrative and Program Expenditures Requirements*;
Article 6 - Reporting Policies and Procedures*; Subpart C - Programmatic Requirements*;
Article 7 - Program Policies and Procedures*; Article 8 - Program Implementation*;
Subpart D - Compliance Requirements*; Article 9 - Compliance Policies and Procedures*;
Subpart E - Certifications and Assurances*; Article 10 - Federal and State Policy Provisions*;
Subpart F - Definitions*; Subpart G - Table of Forms*

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

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

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State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov

DAVID SCRIBNER
DIRECTOR

GAVIN NEWSOM
GOVERNOR

Dear Executive Director:

On May 28, 2021, the U.S. Department of Health and Human Services released funding to implement the Low Income Household Water Assistance Program (LIHWAP) under the Consolidated Appropriations Act (CAA) and the American Rescue Plan Act (ARPA), which were signed into law on December 27, 2020, and March 11, 2021, respectively.

The Department of Community Services and Development (CSD) received one time LIHWAP CAA and ARPA grant awards totaling $116,496,312 to provide financial assistance to low-income households who have struggled to make water, wastewater, and/or stormwater payments prior to, and during, the COVID-19 pandemic.

CSD is releasing the LIHWAP contract which allocates $20,636,854 to the Local Service Provider (LSP) network for Administrative and Program Support costs. The Water Assistance Allocation of $87,372,235, as reflected on the Allocation Spreadsheet, will be held by CSD for the purpose of issuing household LIHWAP assistance payments to water service providers through CSD's third-party funds disbursement partner, HORNE.

Government Code Section 12087.2 prioritizes arrearages and establishes regular reporting to the Legislature regarding program implementation and progress with LIHWAP service delivery and grant expenditure. To comply with statutory requirements, the LIHWAP contract incorporates specific provisions for quarterly reporting (to assist CSD's compliance with state and federal reporting requirements) and eligibility requirements placing an emphasis on assisting households with the payment of past due balances for residential water and wastewater services. Based on a recommendation from the LIHWAP workgroup, CSD will consider a modification to LIHWAP program design to pay customer's current bills if the need for arrearage assistance declines as demonstrated by data submitted by LSPs.

The LIHWAP contract term is April 1, 2022 through August 31, 2023. To provide the maximum time period for LIHWAP intake and enrollment activities, CSD has streamlined the traditional close-out process and implemented deadlines for fiscal and beneficiary system reporting as outlined in Article 6.1 of the LIHWAP contract. LSPs should review this section to confirm due dates for completing Expenditure Activity Reporting System (EARS) monthly reports and adjustments as well as finalizing LIHWAP application submissions in the Combined Outcome Reporting Engine (CORE).

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CSD is actively completing program updates to EARS and CORE systems and anticipates the EARS updates will be implemented by mid-April 2022 and CORE updates implemented on June 3, 2022. Eligibility training will take place in mid-to-late-April and a separate notification will be provided to the network once the training is scheduled.

A LIHWAP Resources Page has been developed on the Local Agencies Portal to assist your agency with accessing informational documents and past webinars on the LIHWAP program design, guidelines, system enrollment status, LSP system referral form, and the Housing and Urban Development utility allowances. The contract, contract supporting documents, and the LIHWAP start-up package are located on the Local Agencies Portal Contracts Page. Additionally, the Working Capital Advance and LSP Quarterly Report templates, both specific to LIHWAP, can be found under the Forms Page.

Attached is a contract checklist and other documentation required for execution of the LIHWAP contract. The contract packets must be completed and returned to CSD within 30 calendar days from the date of this letter for private nonprofit agencies and 45 calendar days for public agencies.

CSD looks forward to a continued productive partnership so that, together, we can effectively administer our critical programs and services designed to strengthen the economic security of vulnerable Californians.

Sincerely,



DAVID SCRIBNER
Director

Attachments

RESOLUTION # 2022-14

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Low-Income Home Water Assistance Program (LIHWAP) Contract #21Z-9556

The Board of Directors of Community Action Partnership of Kern (CAPK) located at 5005 Business Park North, Bakersfield, CA 93309, met virtually on April 27, 2022, in Bakersfield, California, at a scheduled Meeting and resolved as follows:

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

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

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

WHEREAS, the California Department of Community Services and Development (CSD) has provided the Low-Income Home Water Assistance Program Contract with an allocation of $537,098.00; and

WHEREAS, an additional allocation for water assistance in the amount of $2,301,846.00 to be held by CSD for the purpose of issuing household LIHWAP assistance payments to local water service providers through CSD's third-party funds disbursement partner, HORNE; and

WHEREAS, there is an increased need to provide qualified low-income Kern County residents with assistance to pay current water bills if the need for arrearage assistance declines; and

WHEREAS, funding will be used to assist eligible households with financial assistance to low-income households who have struggled to make water, wastewater, and/or stormwater payments prior to, and during, the COVID-19 pandemic; and

NOW, THEREFORE, be it resolved that the Board of Directors hereby authorizes the Chief Executive Officer to execute the Low-Income Home Water Assistance Program, Contract #21Z-9556 and all related documents and amendments throughout the duration of the contract term.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 27th day of April 2022.

Fred Plane, Chair
CAPK Board of Directors

Date

MEMORANDUM

To: Budget and Finance
Vanessa Cortez

From: Vanessa Cortez, Senior Community Development Specialist

Date: April 20, 2022

Subject: Agenda Item 4e: Request to Approve the Submission of the Strong Communities Program Grant **- Action Item**

The California Department of Social Services' Office of Child Abuse and Prevention announced the release of the Strong Communities Request for Application. The overall goal of this program is to support the expansion of Family Resource Centers and their ability to effectively response to the condition of child maltreatment throughout California. Proposed service lines will focus on preventing child abuse and neglect, as well as supporting families in creating safe, stable, nurturing relationships and environments for their children.

CAPK's East Kern Family Resource Center (EKFRC) has experience implementing child abuse prevention strategies through a partnership with the Department of Child and Family Services. This three-year funding opportunity (October 1, 2022, to September 30, 2025) would allow EKFRC to increase the scope of services offered for local families. Project activities will include disseminating culturally respectful, trauma-informed prevention and promotion of resources and tools. Eligible applicants may request up to $333,000 per year.

This funding opportunity supports Goal 2 of the Strategic plan.

- 2.2.1 Seek new funding streams for increasing the capacity of family resource centers, youth centers, and childcare centers to support communities and facilities, including new partnerships.

Recommendation

Staff recommends approval to submit of the Strong Communities Program Grant Application.

MEMORANDUM

To: Budget and Finance Committee
Laurie Sproule
From: Laurie Sproule, Risk Management Supervisor
Date: April 20, 2022
Subject: *Agenda Item 4f:* Fleet Vehicle Safety Program – **Action Item**

It has been the policy of Community Action Partnership of Kern (CAPK) to promote the safety of our drivers and to protect employees and the public from vehicular harm or incident. To help achieve this, since 2012, CAPK has implemented a Fleet Vehicle Safety Program. The program outlines measures to authorize, educate and monitor our drivers.

Since its inception, the Fleet Vehicle Safety Program has not strayed much from the original policy. The original policy was written in 2012 with materials from the National Safety Council, CHP, and State Compensation Insurance Fund assistance. Most of the changes since that time have been minor.

The program includes:

1. Driving Privileges, Expectations & Responsibilities
2. Vehicle Usage Policy
3. Corrective Action Policy
4. Motor Vehicle Operations
5. Accident Reporting & Investigations
6. Driving Policies
    a. Vehicle Backing & Spotting
    b. Driver's License Alcohol and Drug Use Policy
    c. Cargo Security Policy
    d. Seat Belt Policy
    e. Child Seat Policy
    f. Distracted Driving Policy

Recommendation:
Staff recommends approval of the Fleet Vehicle Safety Program.

Attachment:
Fleet Vehicle Safety Program

FLEET VEHICLE SAFETY PROGRAM

VEHICLE SAFETY PROGRAM

POLICY STATEMENT

It is the policy of Community Action Partnership of Kern (CAPK) to promote the safety of our drivers and to protect employees and the public from vehicular harm or incident. To help achieve this, the CAPK has developed the Vehicle Safety Program that outlines measures to authorize, educate and monitor our drivers.

This safety program also, describes the policies, procedures, and requirements to be followed by all CAPK employees.

OBJECTIVE

The objective of this policy is to ensure the safety of those individuals who drive CAPK's vehicles or employees' personal vehicles. Vehicle accidents are costly to the CAPK, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the CAPK endorses all applicable state motor vehicle regulations relating to driver responsibility. CAPK expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

PURPOSE

The purpose of this Vehicle Safety Program is to prevent personal injury, vehicle liability, and physical damage exposures involving drivers.

DEFINITIONS

Acceptable Driving Record

An individual driving record that does not exceed the assigned point values within this vehicle safety program.

Aggressive Driving

Operation of a vehicle in a manner that endangers or is likely to endanger persons or property.

Assigned Driver

Any licensed CAPK employee who drives an CAPK owned, leased or rented vehicle. Assigned Driver must have at least 5 years of continuous driving experience and be over 21 years of age.

Authorized Driver

Any licensed CAPK employee who drives a vehicle on official CAPK business. Authorized Driver must have at least 5 years of continuous driving experience and be over 21 years of age.

Authorized Vehicle

Any owned, leased, rented, or appropriately insured, privately owned vehicle that meets minimum liability limits, used for CAPK business.

Casual Driver

A Casual Driver is any employee with a Class C Non-Commercial driver's license who is not required or expected to drive in the course of their duties. Should their driver's license be restricted, suspended, or revoked at any time, this action would not have a direct impact on their ability to perform the essential functions of their job assignments.

Distracted/Negligent Driving

Not being careful or giving enough attention to people or things that are your responsibility while driving.

Driving Under the Influence (DUI)

Any conviction involving drunk driving or driving while impaired or under the influence.

Frequent Driver

A Frequent Driver is any employee with a Class C Non-Commercial driver license and is required or expected to drive in the course of their duties. Should their driver license be restricted, suspended, or revoked at any time, this action would negatively impact their ability to perform the essential functions of their job assignments.

Motor Vehicle Accident

Where damage to property or injury to people occurs.

Motor Vehicle Record (MVR)

Motor Vehicle Record maintained by the Department of Motor Vehicles.

Preventable Accident

Any accident that could have been avoided by defensive driving.

DRIVING PRIVILEGES

Driving for the CAPK is a privilege and requires that CAPK drivers be familiar with and adhere to the policies and expectations that are outlined within the CAPK's Vehicle Safety Program.

DRIVER EXPECTATIONS

Employees who drive for CAPK business are expected to represent the CAPK in a professional, courteous, and law-abiding manner. The following points represent key expectations:

1. Maintain California drivers' license in valid and good standing.
2. Maintain adequate collision, personal injury, and property damage automobile insurance coverage, as required by the State.
3. Adherence to California Vehicle Code.
4. Awareness of high public visibility when driving CAPK vehicles.
5. Prompt reporting of accidents, violations, and tickets issued while conducting CAPK business.
6. Be familiar with and follow CAPK and Department specific policies and procedures related to driving.

RESPONSIBILITIES

CAPK Employees

1. Be knowledgeable including reading, understanding, and following provisions of the CAPK's Vehicle Safety Program.
2. Possess a current and valid California Driver license.
    A. If your license is restricted, suspended, or revoked, it must be reported to Human Resources, your supervisor or to Risk Management Supervisor within 24 hours.
3. Compliance with all motor vehicle regulations, state traffic laws, and the policies and procedures found in this vehicle policy.
4. Wear seat belts while operating or riding in CAPK owned and/or private vehicles use for CAPK business. *(See Seatbelt Policy)*
5. Employees who transport infants and toddlers as part of their work duties shall restrain them in approved child restraint seats. *(See Child Seat Policy)*
6. Report all unsafe vehicle conditions and not operate a vehicle in an unsafe condition. Any defects are to be immediately reported to the Program's designate personnel.
7. Have adequate collision, personal injury, and property damage insurance coverage, as required by the State of California Vehicle Code, when driving a private vehicle.
8. Employee's must be named on the vehicle insurance policy and ID card.
9. Make all appearances and pay any fines if you receive a citation.
10. Never leave the vehicle idling while unattended.
11. Secure vehicles at all times. Vehicles should never be left unlocked.
12. Use proper judgment and care to avoid accidents.

13. Any employee involved in an automobile accident with an authorized vehicle shall:
    A. Call the police or 911.
    B. Contact the Risk Management Supervisor.
    C. Contact their immediate Supervisor.
    D. Complete the Occurrence Report at the scene.
    E. Submit to a drug and alcohol test.

Program Managers and Supervisors

1. Train employees on department-specific procedures.
2. Set a positive example and promote driver safety.
3. Forward any and all public complaints to Human Resource for investigation.
4. Report to Human Resource, Risk Management Supervisor or immediate Supervisor within 24 hours if an employee's license is restricted, suspended, or revoked.
5. Assist in conducting a thorough investigation of reports from employees of traffic violation, vehicle damage, and vehicle accidents.
6. Take corrective action whenever an investigation results in a finding that a provision of this program is not in compliance.
7. Ensure that each vehicle is inspected on a quarterly basis and that the required forms are completed and filed.
8. Verify the vehicle is being inspected regularly and that required maintenance is being performed on all CAPK owned vehicles.
9. Documentation of the vehicle inspections shall be maintained for the length of ownership.
10. Consult with the Risk Management Supervisor, when questions or concerns are presented.
11. Checking and maintaining the vehicle according the CAPK's Vehicle Safety Program.

Risk Management Supervisor

1. Ensures that all staff participate in driver training.
2. During new hire orientation, all employees who drive any vehicle on CAPK time (owned, rented, leased) are to be informed of the policy that requires those vehicles to be driven on company business only. Incidental use of the vehicle such as conducting a personal errand is considered unacceptable. However, employees on the road may use the vehicle to obtain lunch.
3. Maintain driver-training records for three (3) years.
4. Monitor the safe driver-training program to ensure compliance.

Human Resource

1. Authorization for Release of Driver Record Information Form will be filled out only by those new hires required to drive in their positions as it is required on their job description. The Authorization for release will allow Human Resources to obtain information on the employees driving record and to enroll them into the Employer Pull Notice Program.
2. At the time of hire, those employees required to drive in their positions will have a recent copy (within 14 days of hire) of their MVR evaluated. The MVR shall be reviewed for acceptability.

3. For only those employees required to drive, HR will be advised in writing upon notification that an employee's MVR has points and/or other violations. The MVR will be submitted to the Risk Management Supervisor for review.
4. If an employee has an MVR that has more than two points and/or other violations under the Agency Progressive Corrective Procedures System, the Risk Management Supervisor will evaluate the driver's MVR and submit in writing to Human Resource the recommendation of the appropriate corrective action.
5. Human Resource will partner with the Risk Management Supervisor to investigate any and all public complaints.

DRIVERS OF VEHICLES RECEIVING MILEAGE REIMBURSEMENT

1. Drivers of vehicles who are provided mileage reimbursement and do not operate a company vehicle are expected to follow the applicable guidelines of this program.
2. Operators must have a valid California driver's license for the appropriate class and type of vehicle to be driven.
3. Employees that utilize the mileage reimbursement program are expected to operate, maintain, and care for their vehicles and provide insurance coverage.
4. Employee must maintain adequate vehicle insurance and submit a copy the vehicle insurance card with mileage reimbursement.
5. Employee's name must be on the vehicle's insurance ID card.
6. The vehicle's insurance ID card must show coverage for the vehicle the employee is driving for mileage reimbursement.
7. If the driver's license or insurance expires, the employee shall immediately notify their supervisor. Failure to do so could lead to corrective action.

AT TIME OF HIRE

1. Human Resource requires that all employees who will be operating any vehicle for CAPK business provide
    A. Proof of insurance or a waiver of insurance (if they do not own a vehicle)
    B. Current California Driver's License for the appropriate class and type of vehicle to be driven
2. All new hires required to drive will be required to:
    A. Complete the Employer Pull Notice Authorization for Release of Drivers Record Information.

MOTOR VEHICLE REPORT

1. The CAPK's vehicle insurance carrier will randomly select for review a driver's MVR
2. The State DMV will provide to CAPK a notification of drivers who have experienced violations.
3. The driver's records will be reviewed and if it is determined, they exceed Insurance Carrier and/or CAPK's standards, corrective action may be implemented.
4. Positions and Job Descriptions will continue to be evaluated by HR and the Risk Management Supervisor to determine the requirements of driving.
5. The Risk Management Supervisor will maintain and add all new positions requiring driving to the Drivers List.

CAPK APPROVED DRIVERS

MVRs will be checked periodically on all employees where driving is a part of their job. The MVR will be reviewed to ascertain the employee holds a valid California license and their driving record is within the parameters set by the CAPK. MVR checks which reveal:

1. One or more of the following traffic violations over a 5-year period:
    A. Driving under the influence of drugs or alcohol
    B. Refusal to submit to a Blood Alcohol Content (BAC) test
2. Three (3) or more traffic violations and/or at fault accidents over a 3-year period or,
3. One or more of the following types of serious traffic conviction:
    A. Failure to stop/report an accident and leaving the scene of an accident as defined by state law
    B. Conviction for homicide manslaughter, or assault arising out of the use of a vehicle
    C. Suspension, revocation or restriction of driver's license within the last three year
    D. Conviction for reckless of careless driving
    E. Racing, driving over 100 miles per hour
    F. Speeding (10+ MPH over posted speed limit)
    G. Passing a stopped school bus/or
    H. Possession of a controlled substance
    I. Making a false accident report
    J. 3 or more "company vehicle" physical damage claims in any 12-month period

K. Conviction for attempting to elude a police officer

Will disqualify the employee from driving company operated vehicle or those vehicles that are owned and operated by the employee.

Violations include seat belt violations but, do not include such non-moving violations as weight violations or improper or inadequately maintained equipment.

4. No drivers under 21 years old.
5. For drivers under 25 years old and under, the following guidelines apply:
   A. Drivers between the ages of 21 and 25 will be considered so long as:
      i. - No driving of 15 passenger vans.
      ii. - Clean MVR
      iii. - Valid Driver's License in effect for at least 5 years.
6. No more of 25% of drivers should be under the age of 25 or over the age of 74.

OPERATOR TRAINING

1. New drivers will be required to take a driver safety training class at New Hire Orientation.
2. All drivers of assigned or authorized vehicles will be required to attend Driver's Safety Training annually.
3. WIC staff will be required to take a RV driver safety training class before staff are allowed to drive the RV.

PROGRAM SPECIFIC ROAD TEST

Prior to operating an CAPK vehicle, in addition to providing a valid driver's license and meeting the motor vehicle record criteria, drivers must complete a Road Test provided by the program's manager, lead driver, supervisor, or coordinator.

This is generally a 20-30 minute observation of the new employees driving skills with documentation with the vehicle you are expected to be operating. Undue concerns may result in loss of driving privileges until employee takes the CAPK Driver Safety Training and has the ability to pass the road test.

The original road test will be submitted to Human Resources and kept in the employee's personnel file.

Programs include:

- Energy Crews
- Central Kitchen Van Drivers
- Maintenance Staff
- Food Bank Warehouse Personnel

ACCIDENT REPORTING PROCEDURES

1. Failure to report any accident may lead to disciplinary action up to and including immediate termination.
2. See Vehicle Accident Report procedures.

VEHICLE BREAKDOWN OR EMERGENCY

1. For Head Start/Early Head Start
    A. In case of a vehicle breakdown during business hours, contact the Fiscal Department for further instructions.
    B. After hours and/or weekends contact Jim's Towing at 661.831.1103
    C. Have the vehicle towed to McWilliam & Walden 661.321.9952

        4201 E. Brundage Lane,
        Bakersfield, CA 93307

    D. Call Maintenance Manager at (661) 205.0411 for further instructions.
2. For all other programs, follow your program's procedures.

CORRECTIVE ACTION POLICY

When an employee violates policies or commits an unsafe act while driving, immediate corrective action is required. Safe driving policies and procedures must be enforced for the protection of the employee, customers, and the public.

When determining disciplinary action, cost incurred from an accident is not addressed. Unsafe acts, which cause little accidents, also cause big accidents.

Violations that will be cause for disciplinary action up to and including termination are:

1. Being under the influence of any intoxicating substance and/or the use of an intoxicating substance while driving.
2. Possession of an open alcoholic beverage or illegal drug while driving a CAPK vehicle.
3. Falsification of records.
4. Unauthorized use of a CAPK vehicle.
5. Smoking in any CAPK vehicle.
6. Failure to immediately report any accident whether in an CAPK vehicle or personal vehicle on CAPK time.
7. Operation of any vehicle on CAPK time in a reckless or unsafe manner.
8. Non-CAPK employees in any vehicles on CAPK time.
9. Failing to follow all authorized driver's responsibilities listed above.
10. Using a cellphone while driving a CAPK vehicle.

CORRECTIVE ACTION POLICY

Drivers have a responsibility to themselves and to the CAPK to operate vehicles in a safe and courteous manner. Failure to do so could result in the CAPK taking corrective action with the employee on a progressive basis. The CAPK has developed a point system and has developed action levels where intervention will occur.

POINT SYSTEM

Progressive Corrective Procedures	Three Year Point Total
No action taken by Human Resources.	1 point
Human Resource Administrator will meet with employee and will provide documentation of the meeting to Director of Human Resource.	2 points
Employee is unable to drive any vehicle whether personal or CAPK vehicle in the scope of work. or any one or more of the following types of serious traffic conviction noted above. (see CAPK Approved Drivers)	3 or more points in 3 year

MOTOR VEHICLE OPERATIONS

DRIVER SAFETY AWARENESS

Safe driving is the responsibility of the driver. There are safety considerations a driver must be aware of to enhance their personal safety and the safety of others.

DISTRACTED DRIVING

- Nearly 80% of crashes involve some form of driver inattention.
- Avoid distractions such as adjusting the radio or other controls, eating or drinking, and talking on the phone.
- Cell phone use is the most common distraction for drivers. Talking, listening, and dialing are equally dangerous. Hands-free cell phone conversations are as distracting as those on a hand-held device.
- If you are concerned about distractions from passengers and clients, ask that they refrain from their actions until you have reached your destination.

Examples of Distracted Driving include:

- Talking to passengers
- Adjusting vehicle climate/radio controls
- Eating a meal/snack
- Using a cell phone and/or texting
- Tending to children
- Reading a map/publication
- Grooming
- Preparing for work

See Distracted Driver's Policy for more information

FATIGUE

Just like drugs or alcohol, fatigue slows reaction time, decreases awareness, and impairs judgment. The drivers at the highest risk are people that drive a substantial number of miles each day, those with unrecognized sleep disorders, and those prescribed medication with sedatives.

Recognize the symptoms of fatigue:

- Eyes closing or going out of focus
- Persistent yawning
- Irritability, restlessness, and impatience
- Wandering or disconnected thoughts
- Inability to remember driving the last few miles
- Drifting between lanes or onto the shoulder
- Abnormal speed, tailgating, or failure to obey traffic signs
- Back tension, burning eyes, shallow breathing or inattentiveness

Safety tips for fatigue:

- Maintain a regular sleep schedule that allows adequate rest.
- Avoid driving if fatigued. Inform your Supervisor so that driving responsibilities can be rescheduled or reassigned.

DEFENSIVE DRIVING

Driving defensively means not only taking responsibility for yourself and your actions but also keeping an eye on other drivers around you.

- Make sure that all passengers are secured by a seat belt before starting a vehicle.

- Driving too fast or too slowly can increase the risk of collisions.
- Be alert and look for signs of impaired drivers around you. Notice if they are straddling the centerline, weaving, making wide turns, stopping abruptly, or responding slowly to traffic signals.
- Avoid impaired drivers by turning right at the nearest corner or exiting at the nearest exit. Call 9-1-1 immediately after seeing a motorist who is driving suspiciously or impaired.
- Follow the rules of the road. Do not hinder the "right of way" or try to race another car during a merge. Be respectful of other motorists and pedestrians.
- Do not follow too closely or tail gate other vehicles. Always use the "three-second" following distance as a minimum rule.

AVOID AGGRESSIVE DRIVING

- Be patient and courteous to other drivers.
- Do not take other drivers' actions personally.
- Reduce your stress by planning your route ahead of time, allowing plenty of travel time, and avoiding crowded roadways and busy driving times.

Examples of Aggressive Driving include:

- Tailgating
- Making rude gestures
- Passing on the shoulder
- Pulling into a parking space someone else is waiting for
- Failing to yield to merging traffic
- Flashing high beam headlights at the car in front of you
- Waiting until the last second to merge with traffic on the highway
- Changing lanes without signaling
- Driving through a yellow light that is turning red
- Honking the horn
- Double parking
- Driving 10 mph or more under the speed limit

WEATHER

Driving in the Rain

Losing control of a vehicle on wet pavement is a frightening experience. To prevent skids and hydroplaning, drive slowly and carefully. When you need to stop, do not brake hard or lock the wheels. If the conditions are too dangerous, pull over in a safe place until conditions improve.

Driving in the Fog

Visibility may be greatly reduced depending on the thickness of fog. Drive slowly and be aware of vehicles around you. Hazard lights can help enhance your visibility to other drivers. If the conditions are too dangerous, pull over in a safe place (as far to the right as possible and turn off your lights) until conditions improve.

Headlight Requirement

State law requires that headlights are to be turned on in, fog, snow, or low-visibility (1,000 feet or less) or if windshield wipers are used due to rain.

MOTOR VEHICLE OPERATIONS

DRIVING AT NIGHT

Driving at night is more of a challenge than many people think. 90% of a driver's reaction depends on vision and vision is greatly limited at night. Depth perception, color recognition, and peripheral vision are compromised after sundown.

The National Safety Council recommends the following:

- Prepare your car for night driving. Clean headlights, taillights, signal lights, and windows (inside and out) once a week.
- Have your headlights properly aimed. Misaligned headlights blind other drivers and reduce your ability to see the road.
- Do not drink and drive. Not only does alcohol severely impair your driving ability, it also acts as a depressant. Just one drink can induce fatigue.
- Reduce your speed and increase your following distances.
- Observe night driving safety as soon as the sun goes down. Twilight is one of the most difficult times to drive because your eyes are constantly changing to adapt to the growing darkness.
- State law requires that headlights be turned on 30 minutes after sunset and that they are left on until 30 minutes before sunrise.

PARKING LOTS

Parking lots harbor many hazards, including low visibility of pedestrians, stationary objects (such as poles), and moving vehicles. Take extra caution when entering into and backing out of parking stalls or lanes to prevent a collision.

RURAL ROADS

The CAPK has remote facilities that may have rural access roads. Rural roads tend to have minimal lighting and may be narrow and winding. Take extra caution when driving on these roads, especially if you are unfamiliar with the particular route.

ADDITIONAL VEHICLE REQUIREMENTS

1. All occupants of the vehicle will properly wear seat belts while the vehicle is in operation. (*See Seat Belt Policy*)
2. Vehicle shall be locked when parked. Company assigned equipment should be locked in the trunk.
3. Personal items left in an CAPK vehicle are not covered by insurance and should be removed from the vehicle.
4. Only CAPK's employees are permitted in vehicles while driving on CAPK time.
5. Cell phones shall be used only in compliance with the Distracted Driving Policy. (*See below*)
6. All citations are the sole responsibility of the driver of the vehicle and are not reimbursable by the CAPK.
7. Vehicles will not be taken out of the United States.

FUEL CONSERVATION

MOTOR VEHICLE OPERATIONS

With the high cost of gasoline and limited funding resources, CAPK drivers are encouraged to take these following measures to help conserve fuel:

1. Limit idle time. Avoid excessive sitting and idling. Shut off the engine while waiting or working in the field. If possible, plan your route to be the shortest distance possible. In addition, modern vehicles are designed to warm up much quicker and in a matter of seconds.
2. Pressing on the accelerator is not necessary when starting a vehicle that has a fuel injection system.
3. Diesel trucks by law are required to shut down after 5 minutes of idle time.
4. Maintain recommended tire pressure. Tires account for 4% - 7% of a vehicle's fuel consumption. If tires are not properly inflated, they contribute to a higher percentage of fuel consumption. The recommended tire pressure is available in the vehicle manual. Do not check tire pressure when the tires are warm from driving. If you concerned about the tire pressure on an CAPK vehicle, call your Program Manager.
5. Remove excess cargo to lighten the weight of a vehicle.
6. Drive gently. Avoid sudden acceleration and jerky stop-and-go driving. Anticipate the traffic patterns ahead and adjust speed gradually. In addition, monitor speed levels at all time to ensure that the posted speed limit is adhered to.

MAINTENANCE AND VEHICLE INSPECTIONS

A well-maintained engine operates more efficiently and will get better fuel mileage. Do not procrastinate. Let your Program Manager or other designated person know that it is time for the vehicle to be serviced for routine preventative maintenance.

1. Each employee operating an assigned CAPK vehicle will be responsible for the care and maintenance of that vehicle. An authorized vendor must perform all periodic maintenance.
2. All vehicles shall be inspected on a quarterly basis using an inspection form. If during the course of the inspection, conditions are found that could cause a vehicle to malfunction or in some way jeopardize the safety of the driver, the vehicle may be pulled immediately from service until repairs can be made.
3. The following items shall be kept in the vehicle or in the vehicle binder and verified during the time of inspection:
    - Proof of Automobile Insurance
    - Vehicle Registration
    - Accident Reporting Form
    - Maintenance Record Book
4. All vehicle maintenance records must be maintained and filed in a locked cabinet by the program that owns the vehicle.

VEHICLE ACCIDENT REPORT INSTRUCTIONS

ACCIDENT REPORTING AND INVESTIGATION

1. Any authorized driver involved in an auto accident while driving an authorized vehicle on official CAPK business must report it immediately by:
    A. Calling the police or 911.
    B. Contacting Risk Management Supervisor at
        i. (661) 304-2293 or
        ii. (661) 336-5236 x 1119
    C. Contacting their immediate Supervisor.
    D. Completing the Occurrence Report at the scene. (See Vehicle Accident Reporting Instructions below.)
2. This applies to all accidents regardless of the degree or amount of physical damage or whether or not personal injuries were sustained.
3. Vehicle Accident Reporting forms shall be carried in the vehicle binders at all times and will be filled out when safe.
4. All necessary accident information should be obtained at the time of the accident by completing a Vehicle Accident Reporting Form in detail. Names of witnesses and an accident diagram must be included with the report.
5. All drivers involved in a vehicle accident shall submit to a drug & alcohol test. within 2 hours of the incident.

VEHICLE ACCIDENT REPORT INSTRUCTIONS

WHAT DO I DO FIRST?

1. Ask the driver of the other vehicle for their:
   A. Vehicle Registration
   B. Proof of Insurance
   C. Driver's License
2. Take pictures of the above documents

THEN MAKE THE CALLS!

1. Call the Police or 911 immediately, even for "minor fender bender"
2. Call your Supervisor
3. Call the Risk Management Supervisor at
   A. Cell 661.304.2293
   B. Office 661.336.5236 x1119

COMPLETE THE FOLLOWING INFORMATION AT THE SCENE (IF IT IS SAFE TO DO SO)

1. Occurrence Report
   A. Your Name
   B. Hire Date
   C. Driver's License Number
   D. Date of Birth
   E. Vehicle Identification Number (VIN)
      i. This is not the license plate number.
      ii. The VIN is usually found on the dashboard of the car, near the windshield on passenger side of the vehicle or on the vehicle registration
      iii. Write down the last six (6) digits of the VIN number.
2. Make, model, and year of the vehicle
3. Date and time of occurrence

INJURIES

1. Be sure to get the name, address, and phone number of anyone complaining of pain, if possible.
2. Describe the injury and make note of where the injured person was taken, if possible.

PROPERTY DAMAGE

1. There are two (2) section that must be filled out
   A. At the top of the from fill out information for the vehicle that you were driving when the incident occurred (Vehicle #1)
      i. Include your name, vehicle information VIN # (last 6 #), etc.

ii. Enter any damages to the vehicle

2. Fill out Property Damage section
   A. Include what was damaged (i.e. wall, light pole, house).
   B. Description of the damage
   C. Be sure to get name, address, and phone number of the property owner.
3. Please remember to take pictures of everything possible, without putting yourself in danger.

VEHICLE ACCIDENT REPORT INSTRUCTIONS

POLICE REPORT/WITNESSES

1. Write down the reporting officer and/or witnesses' name
2. Write down officer's badge number
3. Write down the Report Number.
4. Write down Law Enforcement Department (CHP, Bakersfield Police, Sheriff)
5. Include any citation numbers that were issued.

OCCURRENCE INFORMATION

1. Fill in:
    A. Date and time
    B. Check if it is am or pm
    C. Check if it is Daylight/Dark
2. Location*:* Name of the street the accident occurred on and nearest cross street. Include any landmarks nearby (i.e. name of freeway, nearest exit, restaurants).
3. Check the appropriate boxes for Weather conditions, Area, Pavement, and Equipment.
4. Direction: Make note of yours and the other vehicle.
5. Speed: This is from the speed limit sign, and from your speedometer.
6. Traffic Control: Mark all that apply.
7. Seat Belts, Air Bag: Mark all that apply.

OCCURRENCE DESCRIPTION

1. Report everything that happened.
2. Go into detail.
3. There is extra paper located in the Occurrence package for your use.

OCCURRENCE SKETCH

1. Draw a sketch of the accident and how it happened.
2. The CAPK's vehicle is always Number 1.
3. Use the legend for correct symbols.

COMMUNITY ACTION PARTNERSHIP OF KERN - VEHICLE OCCURRENCE REPORT

Date of Occurrence: _____ Time of Occurrence: _____AM / PM

Describe the nature of damage vehicles involved

Vehicle # 1:

Driver's Name: _____ **Date of Birth:** _____

Job Title: _____ **Program:** _____

Driver's license #: _____ **VIN# (last 6):** _____

Year: _____ **Make:** _____ **Model:** _____

Visible Damage: _____

Vehicle # 2:

Driver's Name: _____ **CDL#:** _____

Address: _____

Home/Cell Phone: _____ **Plate #** _____ **St:** _____

Year: _____ **Make:** _____ **Model:** _____

Insurance Carrier: _____ **Policy #:** _____

Registered Owner if Different: _____

Address: _____

Home/Cell Phone: _____

Visible Damage: _____

Property Damage: *Describe the nature of damage to any property involved*

Description/damage: _____

Property Owner: _____ **Phone #**: _____

Note: _____

INJURIES *Describe any apparent injuries to yourself, your passenger(s), and any other party(s) involved in the accident. Include addresses and phone numbers where each person may be reached. Please attach any additional information.*

Passenger 1: Vehicle #1 ☐ Vehicle #2 ☐ Nature of injury(s) if known: _____

Name: _____

Address: _____

Phone #: _____ **Cell Phone:** _____

Action Taken: _____ (transported to hospital/treated at scene etc.)

Passenger 2: Vehicle #1 ☐ Vehicle #2 ☐ Nature of injury(s) if known: _____

Name: _____

Address: _____

Phone #: _____ **Cell Phone:** _____

Action Taken: _____ (transported to hospital/treated at scene etc.)

Please attach courtesy card(s) with passenger or witness statement(s).

Reporting Officer: Badge #: _____ Report #: _____ Dpt (Police, CHP, etc.): _____

Report immediately to, Risk Management Supervisor at
661.336.5236 X1119 or 661.304.2293 (Preferred)

Time of Day: ☐ AM ☐ PM ☐ Daylight ☐ Dark

Location: _____

Street Address or Highway #

_____

Closest Intersection

_____

City/Town/State

Weather

☐ Clear ☐ Raining ☐ Snowing ☐ Fog
☐ Sleeting ☐ Dust/Smoke ☐ High Wind ☐ Other_____

Area

☐ Residential ☐ Commercial ☐ Rural ☐ Other _____

Pavement

☐ Asphalt ☐ Concrete ☐ Gravel/Dirt ☐ Other _____
☐ Dry ☐ Wet ☐ Potholes ☐ Other _____

Equipment Defective

☐ Steps ☐ Lift ☐ Tie Downs ☐ Other _____
☐ Seats ☐ Brakes ☐ Floors ☐ Other _____

Direction

Yours ☐ N ☐S ☐E ☐W
Other ☐ N ☐S ☐E ☐W

Speed Posted Actual
Yours _____ _____
Other _____ _____

Traffic Control

☐ 1 Way Stop ☐ 2 Way Stop
☐ 3 Way Stop ☐ 4 Way Stop
☐ Yield ☐ Traffic Light
☐ Uncontrolled intersection
☐ Other_____

Seat Belts

Yours ☐ Used ☐ Not Used ☐ N/A
Other ☐ Used ☐ Not Used ☐ N/A

Air Bags Inflated

Yours ☐ Yes ☐ No ☐ N/A
Other ☐ Yes ☐ No ☐ N/A

DESCRIPTION

In detail, explain what happened. Indicate movement of involved vehicles when hazard was first noticed. Indicate any warning given or evasive action taken and length and position of any skid marks. Please print.

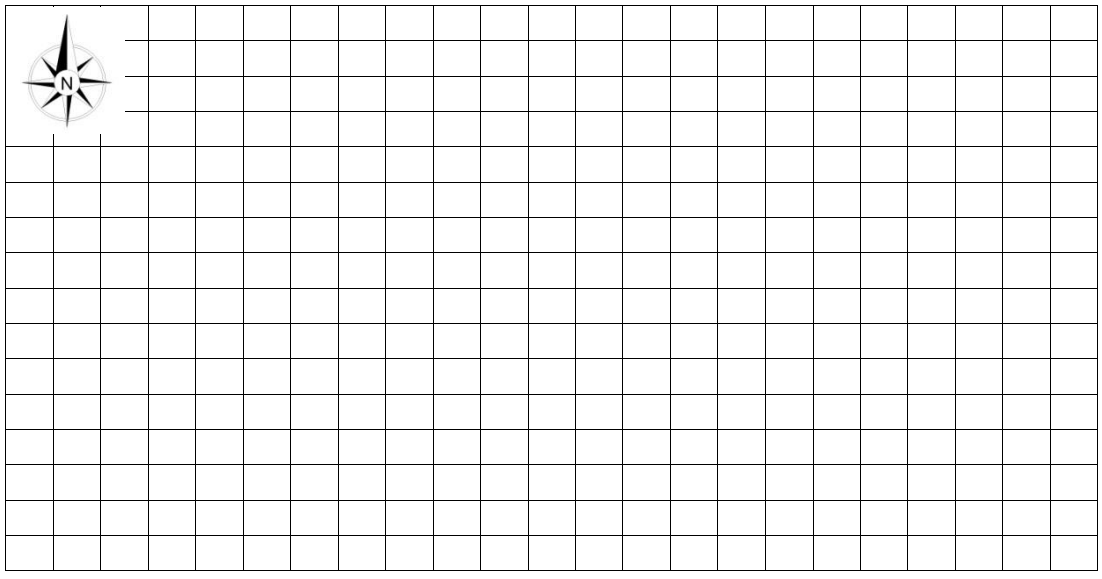
_____

_____

_____

_____

SKETCH



_____ _____

Driver's Signature Date:

VEHICLE BACKING/SPOTTER GUIDELINES

Backing a vehicle, especially a truck larger than a van, is the most dangerous type of driving you will do on any given day. Box trucks, dump trucks, and RV/mobile offices all have very large blind spots. Drivers need the help of a "spotter" to back up safely. The following procedures will be used when backing any vehicle larger than a pickup truck or minivan.

1. Use spotters whenever driving forward involves movement near lateral, overhead, or other obstructions.
2. All employees, regardless of whether they are certified to drive, must perform spotting duties where necessary.
3. If the driver is alone in the vehicle, he/she may make the backing maneuver without a spotter while taking reasonable precautions to ensure the safety of the maneuver.
4. The driver should not perform backing maneuvers if he does not reasonably believe that he can safely make the maneuver. Precautions may include, but are not limited to:
    A. Exiting the vehicle and making a visual inspection of the surrounding area
    B. Checking rearview mirrors
    C. Activating warning horn and making sure back-up alarm is working
5. The driver and the spotter should discuss the proposed maneuver before the driver begins and use highly visible and obvious hand signals at all times. The driver and the spotter should agree upon hand signals before beginning the maneuver. (*See Standard Signals below*)
6. The spotter should maintain eye contact with the driver using the mirror even if the spotter has to change position frequently to do so.
7. The spotter should continue to signal even when the driver's maneuver is unchanging or proceeding normally. The spotter should not signal just when something different needs to happen or when the driver needs to stop.
8. If the spotter needs to stop spotting momentarily for any reason, he/she should make sure the driver stops the vehicle. The driver should resume the maneuver only after spotting is resumed.
9. The spotter should maintain a safe distance or position from the vehicle while spotting and make sure there are not any obstructions to his walking path before beginning the maneuver.
10. The spotter should use hand signals, not verbal signals. In an emergency, the spotter should use both hand signals and a verbal warning.
11. If the driver is unclear at any point about the spotter's signals, he/she should stop the vehicle immediately. The driver should resume the maneuver once he/she has clarified the signals with the spotter.
12. The driver should stop the vehicle if he/she looks away from the spotter for any reason, including checking the other mirror.
13. The spotter should concentrate on spotting – not talking to someone in the vicinity.

STANDARD SIGNALS FOR SPOTTERS

- Straight Back — One hand above the head with palm toward face, waving back. Other hand at side.
- Turn — Both arms pointing the same direction with index fingers extended.
- Stop — Both arms crossed with hands in fists. Reinforce this signal by yelling the stop order loud enough so the driver can hear.

DRIVING POLICIES

DRIVER'S LICENSE POLICY

All CAPK's employees who drive an CAPK owned, leased, rented or personally owned vehicles on official CAPK business must have a valid California's driver's license of appropriate class (Class A, B, and C) for the type of vehicle to be driven and endorsed (e.g. passenger transportation, truck air brakes, motorcycle) if required for that type of vehicle.

No person may operate an CAPK vehicle, unless that person has in his or her immediate possession such license. The employee must read and be familiar with and follow the specific features of this Vehicle Safety Program.

ALCOHOL AND DRUG USE POLICY

The CAPK has a vital interest in maintaining safe, healthy, and efficient working conditions for its employees. Therefore, the consumption of alcohol or illegal drugs by any employee during "duty hours" is prohibited.

Duty hours consist of all working hours, including break periods and on-call periods, whether on or off company premises. The consumption of alcohol or illegal drugs while performing company business or while in a company facility or vehicle is prohibited.

CARGO SECURITY POLICY

Cargo/equipment falling from vehicles can result in serious injuries or fatalities to employees, other drivers and pedestrians. To ensure that no one is injured or killed from falling cargo/equipment, prior to each trip in an CAPK pickup, truck or van a final walk-around of the vehicle "by the driver" should be completed to ensure that all cargo and equipment is adequately secured. In cases of questionable security, driver's supervisors will be contacted for advice.

SEAT BELT USE POLICY

The CAPK recognizes that seat belts are extremely effective in preventing injuries and loss of life. It is a simple fact that wearing your seat belt can reduce your risk of dying in a traffic crash by 45 percent in a car and by as much as 60 percent in a truck or SUV.

We care about our employees and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the use of seat belts. Therefore, it is mandatory for all employees wear seat belts when operating an CAPK-owned vehicle, or any vehicle on CAPK premises or on CAPK business; and all occupants are to wear seat belts or, where appropriate, child restraints when riding in a CAPK-owned vehicle, or in a personal vehicle being used for CAPK business. All employees and their families are strongly encouraged to always use their seat belts and the proper child restraints whenever they are driving or riding in any vehicle, in any seating position.

CHILD SEAT POLICY

1. Child Passenger Restraint Systems must meet federal and state motor vehicle safety standards and are to be in good condition.
2. Car seats over 6 years of age are not recommended for use, even though they may appear to be in good condition.
3. Vehicle owner manuals and car seat instruction manuals should both be used to install every child restraint system.

4. Child Passenger Restrain Systems are to fit properly into the vehicle for which they are being used.
5. Any child who is transported by CAPK employees are to be properly restrained.
6. Children under 2 years of age shall ride in a rear-facing car seat unless:
   A. The child shall be secured in a manner that complies with the height and weight limits specified by the manufacturer of the car seat. (California Vehicle Code Section 27360.)
   B. The child weighs 40 or more pounds OR
   C. Is 40 or more inches tall.
7. Per State law, children under the age of 8 must be secured in a car seat or booster seat in the back seat.
8. Children who are between the ages of 8 and 12 years of age AND
9. Have reached 4’9” in height may be secured by a booster seat, but at a minimum must be secured by a safety belt. (California Vehicle Code Section 27363.)
10. All children 12 years and younger, must ride in the rear seat. Rear seat occupants of all ages are 40% less likely to die in a crash than front seat occupants. *Child Passenger Restraint System Standards*

DISTRACTED DRIVING POLICY

Of increasing concern to CAPK are the dangers of distracted driving. Recent deadly crashes involving drivers distracted by talking and texting while driving highlights a growing danger on our roads. Numerous studies have demonstrated how the use of cell phones while driving pose a significant safety risk to motorists, their passengers and others on the road.

Therefore, in order to increase employee safety and eliminate unnecessary risks behind the wheel, CAPK has enacted a Distracted Driving Policy, effective June 1, 2012. We are committed to ending the epidemic of distracted driving and have created the following rules, which apply to any employee operating a CAPK vehicle or on CAPK business while operating a personal vehicle:

- CAPK employees may not use hand-held, hands-free or other electronic communication devices while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.
- If CAPK employees need to use their phones, they must pull over safely to the side of the road or another safe location.
- Additionally, company employees are required to:
    - Turn off all hand-held, hands-free or other electronic communication devices, or put them on silent or vibrate before starting the car.
    - Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.
    - Inform clients, associates, and business partners of this policy as an explanation of why calls may not be returned immediately.
- Violations of this policy will lead to Disciplinary Action by the CAPK up to and including termination.

CAPK is concerned about the safety of its employees. It is our goal that if we lead by example, the practice of no hand-held, hands-free or other electronic communication devices while operating a vehicle while behind the wheel will spread throughout the community.

Below is a Statement of Acknowledgement. By signing, you have acknowledged that you have read and fully understand CAPK's Distracted Driving Policy. If you have any questions regarding this policy, please contact Risk Management Supervisor.

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

_____ _____

Employee Signature Date

_____

Employee Name (printed)

VEHICLE SAFETY PROGRAM

I have received a written copy of CAPK's Vehicle Safety Policies and Procedures.

I fully understand the terms of these policies and procedures and agree to abide by them.

_____

Employee Name (printed)

_____ _____

Employee's Signature Date

If you have any questions regarding this policy, please contact Risk Management Supervisor.

ROAD TEST

(Non-Commercial Motor Vehicle)

Driver Name _____ Date _____

Location _____ Position _____

Tested by _____ Title _____

Total "YES" _____ Drives with confidence? _____

Explain Circumstances of Circled Answers on Reverse Side

	Check Yes	No	N/A
1. Walks around vehicle before entering the vehicle	☐	☐	☐
2. Looks behind and signals before pulling into traffic.	☐	☐	☐
3. Drives in right lane except when passing.	☐	☐	☐
4. Maintains safe stopping distance in front of their vehicle (15 – 20 ft. when stopped).	☐	☐	☐
5. Signals turns and passing movements well in advance of turn.	☐	☐	☐
6. Pulls gradually into proper lane well in advance of turn.	☐	☐	☐
7. Approaches green traffic lights prepared to stop for signal change.	☐	☐	☐
8. Strictly obeys all traffic signs, signals, and road markings.	☐	☐	☐
9. Yields right-of-way whenever there is any question.	☐	☐	☐
10. Maintains steady speed on open straight-aways.	☐	☐	☐
11. Varies speed to meet conditions safely, especially when approaching schools, curves, and blind intersections.	☐	☐	☐
12. Applies brakes gradually, avoiding excessive use or sudden stops.	☐	☐	☐
13. Uses good judgment in deciding when to pass.	☐	☐	☐
14. Starts smoothly from standstill – Avoids "jack-rabbit" starts.	☐	☐	☐
15. Keeps car in gear downhill and shifts to low range "if necessary."	☐	☐	☐
16. Picks safe place to turn around with clear view both ways, turns skillfully.	☐	☐	☐
17. Avoids backing when possible, backs only when knowing everything is clear.	☐	☐	☐
18. Generally keeps both hands on steering wheel, not driving with a beverage in-hand, etc.	☐	☐	☐
19. Alert, reacting quickly to unexpected circumstances.	☐	☐	☐
20. Courteous in yielding to pedestrians and other drivers.	☐	☐	☐
21. Keeps eyes moving: scanning mirrors every 8 – 15 seconds.	☐	☐	☐
22. Turns wheels properly and sets hand brakes when parking on hills.	☐	☐	☐
23. Parks easily and does not hit curb or other vehicles.	☐	☐	☐
24. Follows vehicles in front at safe distance (4 second following distance).	☐	☐	☐
25. Avoids "creeping" up on vehicles ahead when stopped or going into intersection.	☐	☐	☐
26. Parallel Parking	☐	☐	☐

Comments: Areas of deficiency are to be brought to driver's attention along with scheduling necessary instruction to correct.

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: April 20, 2022

Subject: *Agenda Item 4g:* Updated Accounting & Financial Policies and Procedures Manual – **Action Item**

The Accounting & Financial Policies and Procedures Manual has been updated to meet the new requirements of 2 CFR Part 200 [45 CFR Part 75], Uniform Guidance (OMB Super Circular). The policies and procedures are in compliance with federal regulations, provide internal controls and are efficient.

Sections of the updated Accounting & Financial Policies and Procedures Manual which have been amended are highlighted in yellow. A summary of the changes are as follows:

Recommendation:

Staff recommends the Budget and Finance Committee approved the updated Accounting & Financial Policies and Procedures Manual.

- Page 5 – Update to organization structure
- Page 28 – Change to language regarding preparation and review of proposals
- Page 33-35 – Revenue recognition policy clarification
- Page 36 – Addition of "Classification of Revenue" section identifying "without donor-imposed restriction" and "with donor-imposed restriction"
- Page 37-38 – Addition of "Documentation" component for Cost Sharing and Matching
- Page 58-59 – Addition of "Collection" component for Receivable Management
- Page 69 – Identification that CAPK encourages solicitation from businesses that are veteran owned
- Page 86 – Revised language surrounding written approval from awarding agency for documentation of allowable costs
- Page 90-93 – Revision to Accounts Payable process to incorporate electronic requestion system
- Page 105 – Identification that cash advances are prohibited on any organization issued credit card or other financing arrangement
- Page 107 – Addition of language surrounding the compliance with administrative compensation limits as required by regulations of funding sources
- Page 107 – Provision that the Chief Executive Officer has the ability to issue stipends to staff in the event that CAPK is deemed to be an essential business as a result of a local, state, or national emergency. This allows the Chief Executive Officer to implement temporary incentive or premium pay adjustments for essential workers up to $1,000 per employee, per emergency or directive amounts.
- Page 117 – Details surrounding interest earnings for federal programs
- Page 124 – Identification of how capital assets are recorded and maintained at CAPK.
- Page 130-131 – Addition of Financing Arrangements section which details the policies surrounding term notes, lines of credit, credit cards, charge accounts and other financing arrangements
- Page 135 – The component of "Donated Rent and Below-Market Leases" was added.

Attachment:
Proposed Accounting & Financial Policies and Procedures Manual



Accounting & Financial Policies and Procedures Manual

Updated April 27, 2022

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INTRODUCTION

The following accounting and financial manual is intended to provide an overview of the accounting and financial policies and procedures for Community Action Partnership of Kern, which will be referred to as "CAPK" or "the Organization" throughout this manual.

CAPK is incorporated in the state of California. CAPK is exempt from federal income taxes under Internal Revenue Code Section 501(c)(3) as a nonprofit corporation. CAPK's tax-exempt mission is to:

Provide and advocate for resources that will empower Kern County residents to become self-sufficient.

This manual will document the financial operations of the Organization. Its primary purpose is to formalize accounting and financial policies and selected procedures for all staff who have a role in accounting processes and to document internal controls.

If a particular grant or award has provisions that are more restrictive than those in this manual, the more restrictive provisions will be followed only for that grant or award.

The Organization allows an individual's supervisor to provide approvals or reviews in an individual's absence when the absent individual is included in a policy or procedure that requires an approval or review. For example, policies documenting approvals or reviews to be completed by the Director of Finance can be performed by the Chief Financial Officer in the Director of Finance's absence.

Effective Date of Accounting and Financial Policies

The effective date of all accounting and financial policies described in this manual is April 27, 2022. If a policy is added or modified subsequent to this date, the effective date of the new/revised policy will be indicated parenthetically immediately following the policy heading.

The contents of this manual were approved as official policy and documented procedures of the Organization by the Board of Directors, Chief Executive Officer, and Chief Financial Officer. All CAPK staff members are bound by the policies and procedures herein, and any deviation from established policy and procedure is prohibited.

Financial policies are to be review at least within a two-year period, updated as necessary, and changes approved by the governing board. Procurement policies are reviewed by the governing board within a five-year period.

Fiscal Year-End of Organization

CAPK will operate on a fiscal year that begins on March 1st and ends on the last day of February. Any changes to the operating year of the Organization must be ratified by majority vote of CAPK's Board of Directors.

Basis of Accounting

CAPK's fiscal year-end financial statements are prepared using the accrual basis of accounting in accordance with Generally Accepted Accounting Principles (GAAP).

Accounting Software

Accounting transactions will be processed and reports produced using Abila MIP Accounting Software.

GENERAL POLICIES

ORGANIZATIONAL STRUCTURE

The Role of the Board of Directors

CAPK is governed by its Board of Directors, which is responsible for the financial oversight of the Organization by:

1. Planning for the future.
2. Establishing broad policies, including financial and personnel policies and procedures.
3. Approving grant applications.
4. Hire and communicate with the independent auditor.
5. Reviewing and approving the annual audit.
6. Reviewing financial information.
7. Identifying and proactively dealing with emerging issues.
8. Interpreting the Organization's mission to the public.
9. Soliciting prospective contributors and supporters.
10. Hiring, evaluating, and working with the Chief Executive Officer.
11. Establishing and maintaining programs and systems designed to ensure compliance with terms of contracts and grants.
12. Authorizing establishment of all bank accounts and check signers.
13. Authorizing all borrowings of funds and establishing lines of credit (including credit card and charge accounts).

The Chief Executive Officer will be responsible for the day-to-day oversight and management of CAPK.

Board of Directors Audit Responsibilities

The Board's responsibilities include, but shall not be limited to, the following:

1. Appointment of, and communication with, the Agency's independent financial statement auditors
2. Review and approval of the annual audited financial statements
3. Discussion of internal control matters with the independent auditor
4. Responding to any reported instances of fraud involving CAPK or its employees
5. Making policy and other recommendations to the Board of Directors regarding matters arising out of the financial statement audit

In fulfilling these duties and responsibilities, the Board is entitled to examine any and all documents within the control of CAPK and its employees. In addition, the Board shall have the authority to contract with independent contractors in the fulfillment of the Board's responsibilities.

Board of Directors Committee Structure

The Board of Directors will form committees to assist the Board in fulfilling its responsibilities. These committees are responsible for the review of particular programs and providing recommendations to the full Board. Standing Board-level committees of CAPK consist of the following:

1. Executive Committee
2. Budget and Finance Committee
3. Audit and Pension Committee
4. Program, Review and Evaluation Committee
5. Personnel Committee

See the Organization's by-laws for Board and committee details. However, roles of committees with direct responsibilities for the financial affairs of the Organization are further described in this manual. These committees will be referred to in appropriate sections of this manual.

The Head Start Act states the governing body has legal and fiscal responsibility for administering and overseeing the program, including the safeguarding of federal funds. Further, 45 CFR Part 1302.91 states that programs delivering services must assess staffing needs in consideration of the fiscal complexity of the organization and applicable financial management responsibilities as well as secure the regularly scheduled or ongoing services of a qualified fiscal officer with sufficient education and experience to meet its needs. An agency must ensure a fiscal officer hired after November 7, 2016, is a certified public accountant (CPA) or has, at minimum a baccalaureate degree in accounting, business, fiscal management, or a related field.

Budget and Finance Committee Responsibilities

The Budget and Finance Committee is responsible for direction and oversight regarding the overall financial management of CAPK. Functions of the Budget and Finance Committee include:

1. Review and recommendation of the Organization's annual budget (prepared by the staff) for final approval by the Board of Directors.
2. Long-term financial planning.
3. Establishment of investment policy and monitoring investment performance.
4. Evaluation and approval of facilities decisions (i.e., leasing, purchasing property).
5. Monitoring of actual vs. budgeted financial performance.
6. Oversight of reserve funds.
7. Review of financial procedures.
8. Recommend the hiring of an independent financial statement auditor.
9. Review and approve the final audited financial statements.

The review of the Organization's financial statements will not be limited to the Budget and Finance Committee but will involve the entire Board of Directors.

Audit and Pension Committee Responsibilities

The Audit and Pension Committee is responsible for the external financial reporting and internal controls of CAPK. Functions of the Audit and Pension Committee include:

1. Recommend an independent financial statement auditor to the full Board for its approval.
2. Communicate directly with the independent financial statement auditor regarding the annual audit, as described in the Organization's bylaws.
3. Review the financial statements and other financial information provided to the public, including annual information returns (i.e. IRS Form 990).
4. Update, approve, and oversee internal controls and compliance with approved policies and procedures.
5. The Audit Committee also serves as the primary point of contact for any employee who suspects that fraud has been committed against the Organization or by one of its employees or Board members.

The full Board will review and approve the final audited financial statements and any other communications received from the auditor regarding internal controls, illegal acts, or fraud.

Also see other Audit Committee responsibilities in various sections of this manual.

The Roles of the Chief Executive Officer and Staff

The Board of Directors hires the Chief Executive Officer, who reports directly to the Board. The Chief Executive Officer is responsible for hiring and evaluating the Chief Financial Officer, the Chief Program Officer, and the Director of Administration. The Chief Financial Officer is responsible for hiring and evaluating the Director of Finance, Director of Operations, and Director of Human Resources. The Chief Program Officer is responsible for hiring and evaluating the Director of Head Start, the Director of Nutrition Services, the Director of Community Development and the Director of Youth and Family Services. Division Directors for each of the Organization's departments.

Division Directors are responsible for hiring employees to work in that department with approval from the Chief Executive Officer. All employees within a department will report directly to that division's Director, who will be responsible for managing and evaluating all employees within the department.

FINANCE DEPARTMENT OVERVIEW

Organization Structure

The Finance department consists of approximately 20 staff positions that manage and process financial information for CAPK. The following positions comprise the Finance department:

- Chief Financial Officer
- Director Finance
- Accounting Administrator
- Finance Administrator
- HRIS Payroll Administrator
- Accountants (I and II)
- Accounting Clerk
- Accounting Technicians
- Accounting Specialist
- Payroll Technicians
- Position Control Specialist

Other officers and employees of CAPK who have financial responsibilities are as follows:

- Chief Executive Officer
- Chief Program Officer
- Director of Administration
- Director of Community Development
- Director of Head Start / State Child Development
- Director of Health and Nutrition
- Director of Human Resources
- Director of Operations
- Director of Youth and Family Services
- Treasurer – Board level
- Finance Committee – Board level
- Audit Committee – Board level
- Executive Committee – Board level
- Full Board of Directors

Department Responsibilities

The primary responsibilities of the finance department consist of:

- General ledger transactions and reconciliations
- Budgeting
- Cash and investment management
- Asset management

- Grants and contracts administration
- Purchasing
- Receivables management
- Invoicing and billing
- Cash receipts
- Accounts payable
- Cash disbursements
- Payroll
- Financial statement preparation
- External reporting of financial information
- Bank reconciliation
- Reconciliation of subsidiary ledgers
- Compliance with government financial reporting requirements
- Annual financial statement audit and fiscal monitoring visits
- Leases
- Insurance
- Financial record retention

Standards for Financial Management Systems

In accordance with 2 CFR Part 200.302(b), of the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* 45 CFR Part 75.302(b), of the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards*, CAPK maintains a financial management system that provides for the following. Specific procedures to carry out these standards are detailed in the appropriate sections of this manual.

1. Identification, in all its accounts, of all federal awards received and expended and the federal programs under which they were received. *(2 CFR Part 200.302(b)(1)) 45 CFR 75.302(b)(1)*

2. Accurate, current, and complete disclosure of the financial results of each federally-sponsored project or program in accordance with the reporting requirements of *2 CFR Parts 200.327 45 CFR Parts 75.341, Financial Reporting, and 200.328, 75.342, Monitoring and Reporting Program Performance*, and/or the award.

3. Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be fully supported by source documentation.

4. Effective control over and accountability for all funds, property, and other assets. CAPK will adequately safeguard all such assets and ensure they are used solely for authorized purposes.

5. Comparison of expenditures with budget amounts for each award.

6. Information that relates financial data to performance accomplishments and demonstrates cost effective practices as required by funding sources. (*2 CFR Part 200.301, 45 CFR Part 75.301, Performance Measurement*)

7. Written procedures to minimize the time elapsing between the transfer of funds and disbursement by CAPK. Advance payments will be limited to the minimum amount needed and be timed to be in accordance with actual, immediate cash requirements. (*2 CFR Part 200.305, 45 CFR Part 75.305 Payment.)* See CAPK's written procedures in the CASH DRAWDOWNS OF ADVANCES OF FEDERAL FUNDS section of this manual.

8. Written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the *2 CFR Part 200, 45 CFR Part 75, Subpart E, Cost Principles*, and the terms and conditions of the award. See CAPK's written procedures in the CHARGING COSTS TO FEDERAL AWARDS section of this manual.

INTERNAL CONTROLS

System of Internal Controls

The financial policies and procedures in this manual provide one piece of CAPK's system of internal controls. The policies on this manual reflect decisions made by the board of directors and management and the procedures reflect the steps or actions to implement a policy. The Organization's system of internal control is affected by all its employees and directors and is designed to provide reasonable assurance regarding the achievement of the Organization's reporting, operating, and compliance objectives.

In accordance with Standards for Financial Management Systems, the Organization will provide effective control over and accountability for all funds, property, and other assets. CAPK will adequately safeguard all such assets and ensure they are used solely for authorized purposes.

BUSINESS CONDUCT

Practice of Ethical Behavior

CAPK requires Board members, committee members, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities, and all directors, committee members, and employees to comply with all applicable laws and regulatory requirements. Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. The policies and reputation of CAPK depend to a large extent on the following considerations.

- Each employee must apply her or his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations, to govern behavior where no existing regulation provides a guideline.
- Each employee is responsible for applying common sense in business decisions where specific rules do not provide all the answers.

In determining compliance with this standard in specific situations, employees should ask themselves the following questions:

1. Is my action legal?
2. Is my action ethical?
3. Does my action comply with CAPK policy?
4. Am I sure my action does not *appear* inappropriate?
5. Am I sure that I would not be embarrassed or compromised if my action became known within the Organization or publicly?
6. Am I sure that my action meets my personal code of ethics and behavior?
7. Would I feel comfortable defending my actions on the 6 o'clock news?

Each employee should be able to answer "yes" to all of these questions before taking action.

Directors, managers, supervisors, and employees must carefully weigh all courses of action suggested in ethical, as well as economic, terms and base their final decisions on the guidelines provided by this policy, as well as their personal sense of right and wrong.

Confidentiality Policy

CAPK respects the privacy of its clients, former clients, donors, staff, and volunteers. As a basic component of business ethics, employees, volunteers, and board members will take care to ensure that personal information, financial information, and proprietary information remain confidential and not be disclosed or discussed with anyone without permission or authorization from the Chief Executive Officer. Care should also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Confidentiality is the safeguarding of privileged information. CAPK is provided with personal and private information, including protected personally identifiable information (PPII), to provide services to clients and

participants. Unauthorized disclosure of confidential information could result in legal liability, damage to relationship with client, staff, and public. Violation of this policy and any statutes regarding confidentiality may result in termination of employment or other corrective action.

Compliance with Laws, Regulations, and Organization Policies

CAPK does not tolerate:

- The willful violation or circumvention of any federal, state, local, or foreign law by an employee during the course of that person's employment.
- The disregard or circumvention of CAPK policy or engagement in unscrupulous dealings.

Employees should not attempt to accomplish by indirect means, through agents or intermediaries, that which is directly prohibited. The performance of all levels of employees will be measured against implementation of the provisions of these standards. Employees will cooperate with management and authorities regarding any investigation into the violation of policies and statutes.

CONFLICTS OF INTEREST

Overview of Conflicts of Interest

In the course of business, situations may arise in which a CAPK decision maker has a conflict of interest, or in which the process of making a decision may create an appearance of a conflict of interest. This conflict of interest policy is to protect the tax-exempt Organization's interest when it considers entering into a transaction or arrangement that might benefit the private interest of a director or employee of the Organization or might result in a possible excess benefit transaction.

All directors and employees have an obligation to:

1. Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of the Organization in dealing with outside entities or individuals
2. Disclose real and apparent conflicts of interest to the Board of Directors
3. Refrain from participation in any decisions on matters that involve a real conflict of interest or the appearance of a conflict

What Constitutes a Conflict of Interest

All employees and directors of CAPK owe a duty of loyalty to the Organization. This duty necessitates that in serving the Organization they act solely in the interests of the Organization, not in their personal interests or in the interests of others.

The persons covered under this policy will hereinafter be referred to as "interested persons." Interested persons include all members of the Board of Directors and all employees, as well as persons with the following relationships to directors or employees:

1. Spouses or domestic partners
2. Brothers and sisters
3. Parents, children, grandchildren, and great-grandchildren
4. Spouses of individuals listed in 2 and 3
5. Corporations, partnerships, limited liability companies (LLCs), and other forms of businesses in which an employee or director, either individually or in combination with individuals listed in 1, 2, 3, or 4, collectively possess a 35% or more ownership or beneficial interest
6. Organization or business that employs, or is about to employ, any of the parties indicated here
7. Any individual related by blood or affinity whose close association with an employee or director is the equivalent of a family relationship

Also see TRANSACTIONS WITH INTERESTED PERSONS AND RELATED-PARTIES section of this manual.

Conflicts of interest arise when the interests of an interested party may be seen as competing with those of the Organization. Conflicts of interest may be financial (where an interested party benefits financially directly or indirectly) or non-financial (e.g., seeking preferential treatment, using confidential information).

A conflict of interest arises when a director or employee involved in making a decision is in the position to benefit, directly or indirectly, from his or her dealings with the Organization or person conducting business with the Organization. (A potential conflict of interest exists when the director or employee, or his or her immediate family {spouse, domestic partner, parent, child, brother, sister and spouse of parent, child, brother, or sister} owes/receives more than 1% of the benefiting business/profits.)

Examples of conflicts of interest include, but are not limited to, situations in which a director or employee:

1. Negotiates or approves a contract, purchase, or lease on behalf of the Organization and has a direct or indirect interest in, or receives personal benefit from, the entity or individual providing the goods or services.
2. Negotiates or approves a contract, sale, or lease on behalf of the Organization and has a direct or indirect interest in, or receives personal benefit from, the entity or individual receiving the goods or services.
3. Employs or approves the employment of, or supervises a person who is, an immediate family member of the director or employee.
4. Sells products or services in competition with the Organization.
5. Uses the Organization's facilities, other assets, employees, or other resources for personal gain.
6. Receives a substantial gift from a contractor, if the director or employee is responsible for initiating or approving purchases from that contractor.

Organizational Conflicts of Interest

All organizational relationships will be identified and disclosed to the Board of Directors and Purchasing Managers on an annual basis or as they are made known. Purchasing Managers are responsible for performing a thorough analysis of potential proposal conflicts of interest to ensure impartiality and objectivity in performance of the contractual objectives.

Each individual contracting situation will be examined on the basis of its particular facts and the nature of the proposed work. CAPK will exercise common sense, good judgment, and sound discretion when evaluating the decision on whether a significant potential conflict exists and, if it does, the development of an appropriate means for resolving it. This evaluation will help prevent the existence of conflicting roles that might bias judgment; and help preventing unfair competitive advantage.

Honoraria Acceptance

A CAPK employee will not accept an honorarium for an activity conducted where:

- Agency-reimbursed travel, work time, or resources are used
- Activity can be construed as having a relationship to the employee's position with CAPK
- Such activity would be considered official duty on behalf of CAPK
- A relationship exists between the activity and the employee's position with CAPK if the employee would not participate in the activity in the same manner or capacity if he or she did not hold his or her position with CAPK. The employee should make every attempt to avoid the appearance of impropriety.

An employee may receive an honorarium for activities performed during regular non-working hours or while on annual leave if the following conditions are met:

- All expenses are the total responsibility of the employee or the sponsor of the activity in which the employee is participating.
- The activity has no relationship to the employee's CAPK duties.

Nothing in this policy will be interpreted as preventing the payment to CAPK by an outside source for actual expenses incurred by an employee in an activity, or the payment of a fee to CAPK (in lieu of an honorarium to the individual) for the services of the employee. Any such payments made to CAPK should be deposited to the CAPK's account and an appropriate entry should be coded to the same program or department to which the employee's corresponding time was charged.

Disclosure Requirements

A director or employee who believes that he or she may be perceived as having a conflict of interest in a discussion or decision must disclose that conflict to the group making the decision. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure.

Therefore, CAPK' policies and procedures include the following:

1. At the inception of employment or volunteer service to the Organization, and on an annual basis thereafter, the finance department will distribute a list of all contractors with whom the Organization has transacted business at any time during the preceding year, along with a copy of the disclosure statement to all members of the Board of Directors, the Chief Executive Officer, members of senior management, and employees with purchasing and/or hiring responsibilities or authority. Using the prescribed form, these individuals will inform, in writing and with a signature, the Chief Executive Officer and the chair of the Audit and Pension Committee, of all potential reportable conflicts.

2. During the year, these individuals will submit a signed, updated disclosure form if any new potential conflict arises.

3. The Chief Executive Officer will review all forms completed by employees, and the Audit and Pension Committee will review all forms completed by directors and the Chief Executive Officer and determine appropriate resolution in accordance with the next section of this policy.

4. Prior to management, board, or committee action on a contract or transaction involving a conflict of interest, a staff, director, or committee member having a conflict of interest and who is in attendance at the meeting will disclose all facts material to the conflict of interest. Such disclosure will be included in the minutes of the meeting.

5. A staff, director, or committee member who plans not to attend a meeting at which he or she has a reason to believe that the management, board, or committee will act on a matter in which the person has a conflict of interest will disclose to the chair of the meeting all facts material to the conflict of interest. The chair will report the disclosure at the meeting and the disclosure will be reflected in the minutes of the meeting.

6. A person who has a conflict of interest will not participate in or be permitted to hear management's, the board, or the committee's discussion of the matter except to disclose material facts and to respond to questions. Such person will not attempt to exert his or her personal influence with respect to the matter.

7. A person who has a conflict of interest with respect to a contract or transaction that will be voted on at a meeting will not be counted in determining a quorum for purposes of the vote. The person having a conflict of interest may not vote on the contract or transaction and will not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote and abstention from voting will be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of CAPK has a conflict of interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.

8. If required by federal awarding agencies or pass-through entity, CAPK will notify those agencies in writing of any *potential* conflict of interest. (*2 CFR Part 200.112 (45 CFR 75.112), Conflict of interest)*

9. The Board of Directors will review and sign the Conflicts of Interest policies of the Organization every year.

Resolution of Conflicts of Interest

All real or apparent conflicts of interest will be disclosed to the Audit and Pension Committee and the Chief Executive Officer of the Organization. Conflicts will be resolved as follows:

- The Audit and Pension Committee will be responsible for making all decisions concerning resolutions of conflicts involving directors, the Chief Executive Officer, and other members of senior management.
- The chair of the committee will be responsible for making all decisions concerning resolutions of conflicts involving Audit and Pension Committee members.
- The chair of the Board of Directors will be responsible for making all decisions concerning resolutions of the conflict involving the chair of the Audit and Pension Committee.
- The Chief Executive Officer will be responsible for making all decisions concerning resolutions of conflicts involving employees below the senior management level, subject to the approval of the Audit and Pension Committee.

An employee or director may appeal the decision that a conflict (or appearance of conflict) exists as follows:

- An appeal must be directed to the chair of the Board.
- Appeals must be made within 30 days of the initial determination.
- Resolution of the appeal will be made by vote of the full Board of Directors.
- Board members who are the subject of the appeal, or who have a conflict of interest with respect to the subject of the appeal, will abstain from participating in, discussing, or voting on the resolution, unless their discussion is requested by the remaining members of the Board.

Disciplinary Action for Violations of This Policy

Failure to comply with the standards contained in this policy will result in disciplinary action that may include termination, referral for criminal prosecution, and reimbursement to the Organization or to the government, for any loss or damage resulting from the violation. As with all matters involving disciplinary action, principles of fairness will apply. Any employee charged with a violation of this policy will be afforded an opportunity to explain her or his actions before disciplinary action is taken.

Disciplinary action will be taken:

1. Against any employee who authorizes or participates directly in actions that are a violation of this policy.
2. Against any employee who has deliberately failed to report a violation or deliberately withheld relevant and material information concerning a violation of this policy.
3. Against any director, manager, or supervisor who attempts to retaliate, directly or indirectly, or encourages others to do so, against any employee who reports a violation of this policy.

A Board member who violates this policy will be removed from the Board of Directors.

POLICY ON SUSPECTED MISCONDUCT

Overview of Misconduct (Ethics, Fraud)

This policy communicates the actions to be taken for suspected misconduct committed, encountered, or observed by employees and volunteers.

Like all organizations, CAPK faces many risks associated with fraud, abuse, and other forms of misconduct. The impact of these acts, collectively referred to as misconduct throughout this policy, may include, but is not limited to:

- Financial losses and liabilities
- Loss of current and future revenue and customers
- Negative publicity and damage to the Organization's good public image
- Loss of employees and difficulty in attracting new personnel
- Deterioration of employee morale
- Harm to relationships with clients, contractors, bankers, and subcontractors
- Litigation and related costs of investigations, etc.

Our Organization is committed to establishing and maintaining a work environment of the highest ethical standards. Achievement of this goal requires the cooperation and assistance of every employee and volunteer at all levels of the Organization.

Definition of Misconduct

For purposes of this policy, misconduct includes, but is not limited to:

- Actions that violate the Organization's Code of Conduct (and any underlying policies) or any of the financial policies included in this manual.
- Fraud (see below).
- Forgery or alteration of checks, bank drafts, documents or other records (including electronic records).
- Destruction, alteration, mutilation, or concealment of any document or record with the intent to obstruct or influence an investigation, or potential investigation, carried out by a department or agency of the federal government, or by the Organization in connection with this policy.
- Disclosure to any external party of proprietary information or confidential personal information (protected personally identifiable information-PPII) obtained in connection with employment with or service to the Organization.
- Unauthorized personal or other inappropriate (non-business) use of equipment, assets, services, personnel, or other resources.
- Acts that violate federal, state, or local laws or regulations.
- Accepting or seeking anything of material value from contractors or persons providing goods or services to CAPK. Exception: unsolicited gifts valued at $25 or less; see the CODE OF CONDUCT IN PURCHASING section of this manual.
- Impropriety of the handling or reporting of money in financial transactions.

- Failure to report known instances of misconduct in accordance with the reporting responsibilities described herein (including tolerance by supervisory employees of misconduct of subordinates).
- Failure to disclose any debarment or suspension in accordance with 2 CFR 180.

Fraud is further defined to include, but not be limited to:

- Theft, embezzlement, or other misappropriation of assets (including assets of or intended for the Organization, as well as those of our clients, subcontractors, contractors, suppliers, and others with whom the Organization has a business relationship).
- Intentional misstatements in the Organization's records, including intentional misstatements of accounting records or financial statements.
- Authorizing or receiving payment for goods not received or services not performed.
- Authorizing or receiving payments for hours not worked.
- Forgery or alteration of documents, including but not limited to checks, timesheets, contracts, purchase orders, receiving reports.

CAPK prohibits each of the preceding acts of misconduct on the part of employees, officers, executives, volunteers, and others responsible for carrying out the Organization's activities.

Reporting Procedures

If an employee of CAPK has a reasonable belief that an employee or the CAPK has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information by following the procedures as follows OR as detailed in the personnel handbook.

All employees, officers, and volunteers are responsible for immediately reporting suspected misconduct to their supervisor, Chief Executive Officer, Chief Financial Officer, or the Chair of the Audit and Pension Committee. When supervisors have received a report of suspected misconduct, they must immediately report such acts to their manager, Chief Executive Officer, Chief Financial Officer, or the Audit and Pension Committee. If the reporting individual wishes to remain anonymous, the individual will submit a written statement to one of the designated individuals listed.

Whistleblower Protection

The Organization will consider any reprisal against a reporting individual an act of misconduct subject to disciplinary procedures. A "reporting individual" is one who, in good faith, reported a suspected act of misconduct in accordance with this policy, or provided to a law enforcement officer any truthful information relating to the commission or possible commission of a federal offense or any other possible violation of the Organization's Code of Conduct.

Reporting Individual Protections

A reporting individual may disclose suspected misconduct to a member of management or other employee of CAPK, who has investigative responsibilities. The reporting individual may not be discharged, demoted,

or otherwise discriminated against for reporting misconduct the individual reasonably believes is suspected misconduct as described in the DEFINITION OF MISCONDUCT section of this manual.

An employee who discovers or suspects fraudulent activity may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual(s), his or her attorney or representative(s), or any other inquirer should be directed to the Audit and Pension Committee or legal counsel. No information concerning the status of an investigation will be given out. The proper response to any inquiry is "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

The reporting individual should be informed of the following:

1. Do not contact the suspected individual in an effort to determine facts or demand restitution.
2. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the CAPK legal counsel or the Audit and Pension Committee.

See additional information in the CAPK's Human Resources Policies and Procedures manual.

Investigative Responsibilities

Due to the sensitive nature of suspected misconduct, supervisors and managers should not, under any circumstances, perform any investigative procedures.

The Chief Financial Officer has the primary responsibility for investigating suspected misconduct involving employees below the Chief Executive Officer and executive management level. The Chief Financial Officer will provide a summary of all investigative work to the Audit and Pension Committee.

The Audit and Pension Committee has the primary responsibility for investigating suspected misconduct involving the Chief Executive Officer and executive level positions, as well as Board members and officers. However, the Audit and Pension Committee may request the assistance of the Chief Financial Officer in any such investigation.

Investigation into suspected misconduct will be performed without regard to the suspected individual's position, length of service, or relationship with the Organization.

In fulfilling its investigative responsibilities, the Audit and Pension Committee will have the authority to seek the advice and/or contract for the services of outside firms, including but not limited to law firms, CPA firms, forensic accountants and investigators, etc.

Members of the investigative team (as authorized by the Audit and Pension Committee) will have free and unrestricted access to all Organization records and premises, whether owned or rented, at all times. They will also have the authority to examine, copy, and remove all or any portion of the contents (in paper or electronic form) of filing cabinets, storage facilities, desks, credenzas and computers without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of an investigation into suspected misconduct or related follow-up procedures.

The existence, the status, or results of investigations into suspected misconduct will not be disclosed or discussed with any individual other than those with a legitimate need to know in order to perform their duties and fulfill their responsibilities effectively.

Disciplinary Action

Based on the results of investigations into allegations of misconduct, disciplinary action may be taken against violators. Disciplinary action will be coordinated with appropriate representatives from the Human Resources Department. The seriousness of misconduct will be considered in determining appropriate disciplinary action, which may include:

- Reprimand
- Probation
- Suspension
- Demotion
- Termination
- Reimbursement of losses or damages
- Referral for criminal prosecution or civil action

This listing of possible disciplinary actions is for information purposes only and does not bind the Organization to follow any particular policy or procedure.

Confidentiality

The Audit and Pension Committee and the Chief Financial Officer treat all information received confidentially. Any employee who suspects dishonest or fraudulent activity will immediately notify the appropriate individual as stated in the REPORTING PROCEDURES section of this manual and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act (see REPORTING RESPONSIBILITIES section elsewhere in this manual).

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect CAPK from potential civil liability.

Disclosure to Outside Parties

Allegations of and information related to allegations of suspected misconduct will not be disclosed to third parties except under the provisions described in this policy (such as disclosure to outside investigators hired by the Organization to aid in an investigation).

However, all known frauds will be disclosed by the Audit and Pension Committee to the Organization’s external auditors.

The Organization will disclose, in a timely manner, in writing to federal awarding agencies or pass-through entity, all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting federal awards. (*2 CFR Part 200.113, 45 CFR Part 75.113, Mandatory disclosures)*

SECURITY

General Office Security

During normal business hours, all visitors are required to check in with the Receptionist. After hours, a security key and access code is required for access to the offices of CAPK. Keys are issued only to employees of CAPK.

Offices are secured by an electronic keypad access and electronic security services. The electronic access code is issued only to employees of CAPK on an as needed basis and is deactivated upon an employee's separation from the Organization.

At the start of each day, or other times as needed, the first employee arriving at the facility is responsible for deactivating the facility's electronic security service, assuming there are no concerns raised as to facility security breaches.

At the close of daily business hours, or other times as needed, the last employee exiting the facility is responsible for securing the facility's electronic security service.

Finance Department

A lock will be maintained on the door leading into the CAPK's Finance Department. This door will be closed and locked in the evenings and whenever the Finance Department is vacant. The key to this lock will be provided to key accounting personnel and the Chief Executive Officer, and other personnel as approved by the Chief Executive Officer. The lock will be changed whenever any of these individuals leaves the employment of CAPK.

CAPK's blank check stock will be stored in a fireproof file cabinet in the Finance Department. This cabinet will be locked with a key that is kept in the Finance Department. Access to this file cabinet will be by keys in the possession of the Director of Finance and Accounting Administrator.

Access to Electronically Stored Accounting Data

CAPK utilizes passwords to restrict access to accounting software, modules, and data. Only duly authorized finance personnel with data input responsibilities will be provided login credentials for data entry capability in the system. Program Managers and Board Members will have view-only access to the accounting software for reporting purposes/ dashboard reporting, as approved by the Chief Executive Officer. Information technology staff members are restricted from accessing accounting software.

Finance personnel are expected to keep their passwords secret and to change their passwords on a regular basis. Administration of passwords will be performed by a responsible individual independent of programming functions.

Each password enables a user to gain access to only those software, module, and data files necessary for each employee's required duties. On an annual basis, CAPK performs a review of accounting software users to ensure they have the appropriate access levels. Unnecessary access will be rescinded.

Storage of Sensitive Data

In addition to accounting and financial data stored in the Finance Department, other sensitive data, including protected personally identifiable information (PPII), such as social security numbers of employees and/or clients [list examples of sensitive data] may be stored in areas other than the Finance Department. Locations of sensitive data include, but are not limited to:

1. Other Organization departments such as Executive Office, Human Resources, Operations, etc.
2. Electronic or on-line storage

2 CFR Part 200.79 (45 CFR 75.2) defines “personally identifiable information” (PII) as “information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

“Protected personally identifiable information” (PPII) is defined as “an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts.”

Recipients are required to take as much as reasonable effort as possible to limit access to PPII. (2 CFR Part 200.303(e)) (45 CFR Part 75.303(e))

The Organization’s policy is to minimize the storage of sensitive data outside the Finance Department by shredding documents with such data or deleting the sensitive data from documents that are stored outside the Finance Department as soon as possible and in accordance with the Organization’s RECORD RETENTION policies.

Please see the Organization’s technology policies for standards for electronic and on-line storage and the RECORDS RETENTION policy in this manual for retention periods.

Destruction of Consumer Information

As stated elsewhere in this manual, all sensitive data must be securely stored and shredded when no longer needed. CAPK will also shred/delete all consumer information obtained by the Organization for any reason. Shredding will be performed on a schedule determined by each department that possesses such data, and the schedule will be made a part of the Record Retention policy (see the RECORD RETENTION section of this manual).

GENERAL LEDGER AND CHART OF ACCOUNTS

The general ledger is the collection of all asset, liability, net assets, revenue, and expense accounts. It is used to accumulate all financial transactions and is supported by subsidiary ledgers that provide details for certain accounts. The general ledger is the foundation for the accumulation of data and production of reports.

Chart of Accounts Overview

The chart of accounts is the framework for the general ledger system and the basis for the accounting system. The chart of accounts consists of account titles and account numbers assigned to the titles. General ledger accounts are used to accumulate transactions and the impact of these transactions on each asset, liability, net asset, revenue, expense, and gain and loss account.

CAPK's chart of accounts is comprised of six types of accounts:

1. Assets
2. Liabilities
3. Net Assets
4. Revenues
5. Expenses
6. Transfers and Allocations

In compliance with the Standards for Financial Management Systems, CAPK will identify in its accounts all federal awards received and expended and the federal programs under which they were received. *(2 CFR Part 200.302(b)(1)), 45 CFR 75.302(b)(1)* To comply with this regulation, CAPK's account numbers will be used to identify federal awards received and expended. There are eight segments in the structure of the chart of accounts:

- Account (4 digits)
- Fund (3 digits)
- Activity (3 digits)
- Function (3 digits)
- Location (3 digits)
- Department (2 digits)
- Category (1 digit)
- Restriction (1 digit)

Distribution of Chart of Accounts

All CAPK employees involved with account coding or budgetary responsibilities will be issued a current chart of accounts, or the section of the chart of accounts applicable to their program. As the chart of accounts is revised, an updated copy of the chart of accounts will be promptly distributed to these individuals.

Control of Chart of Accounts

The Chief Financial Officer monitors and controls the chart of accounts, including all account maintenance, such as additions and deletions. Any additions or deletions of accounts must be approved by the Chief Financial Officer, who ensures that the chart of accounts is consistent with the Organizational structure of CAPK and meets the needs of each division and department.

Accounting Estimates

CAPK utilizes numerous estimates in the preparation of its interim and annual financial statements. Some of those estimates include:

1. Allowance for doubtful accounts/ Uncollectible receivables/ Provisions for losses/ Promises to give
2. Amount of obsolete inventory
3. Useful lives and residual values of property and equipment
4. Fair market values of investments
5. Fair market values of donated assets
6. Values of contributed services
7. Cost allocation calculations
8. Fair values based on Level 3 inputs (i.e. based on unobservable inputs)

The Chief Financial Officer will reassess, review, and approve all estimates on a yearly basis. All conclusions, bases, and other elements associated with each accounting estimate will be documented in writing. All material estimates and changes in estimates will be disclosed to the Budget and Finance Committee, the Audit and Pension Committee, and the external audit firm.

Disclosure regarding estimates will describe the nature of the estimate's uncertainty and will indicate that it is at least reasonably possible that a change in the estimate may occur in the near term (i.e. within one year of the date of the annual financial statements).

Journal Entries

All general ledger entries that do not originate from a subsidiary ledger will be supported by journal vouchers or other documentation, including an explanation of each such entry. Examples of such journal entries are:

1. Recording of noncash transactions
2. Corrections of posting errors
3. Nonrecurring accruals of income and expenses

Certain journal entries, called recurring journal entries, occur in every accounting period. These entries may include, but are not limited to:

1. Depreciation of capital assets
2. Amortization of prepaid expenses
3. Accruals of recurring expenses

4. Amortization of deferred revenue

Recurring journal entries will be supported by a schedule associated with the underlying asset or liability account or, in the case of short-term recurring journal entries or immaterial items, a journal voucher.

All journal entries not originating from subsidiary ledgers will be authorized in writing by the Chief Financial Officer or the Director of Finance by initialing or signing the entries.

Reconciliation of Accounts

To ensure the accuracy of the CAPK's financial reporting, the CAPK will prepare and document reconciliations of asset and liability general ledger accounts for each reporting period. Reconciliations will prove that the balances presented in the general ledger of the CAPK agree with independent supporting documentation (i.e. bank statements, physical inventory counts, lender records). Sub-ledger accounts will be reconciled to its general ledger account (control account) each reporting period.

Reconciliations will be reviewed by the Director of Finance or designated accounting staff who was not part of preparing the reconciliation or supporting documentation. Any discrepancies will be immediately investigated and resolved in a timely manner.

Spreadsheet Management

Spreadsheets are an integral component of the CAPK's information and decision-making framework to assist in the tracking and processing of financial and business information. Significant spreadsheets used by the CAPK support the following functions:

- **Financial reporting**– these spreadsheets directly determine financial statement transaction amounts or balances that are subsequently recorded in the general ledger, act as a key control in the financial reporting process (e.g. balancing and/or reconciling significant accounts) or create or support financial reports or disclosures.
- **Analytical**- these spreadsheets are used to support the management decision-making process.
- **Operational**- these spreadsheets are used to facilitate tracking and monitoring of workflow to support operational processes, such as listing of open claims, unpaid invoices, or other information.

Significant spreadsheets will have the following controls to help ensure data integrity and reduce risk of data loss:

- **Access control**- significant spreadsheets will be saved on a secured organization-owned server and not a C:\ drive or personal hard drive. Access to the spreadsheet will be restricted to only those with a legitimate business purpose to access the file. Spreadsheets will be password protected to provide additional security for high-risk or sensitive content.
- **Input control**- data cells that calculate, summarize, or contain a formula will be locked.
- **Change control**- spreadsheet changes will be logged, described, tested, and documented. Updated spreadsheets will be referenced with the version number and publication date.
- **Documentation or record control**- spreadsheets that are printed to comply with record retention policies, grant documentation requirements, or {list other requirements}, will include standard headers and footers that identify the CAPK, department, spreadsheet name, date, and time.

Prior to the development and implementation of complex spreadsheets to support financial calculation or information, the Finance Department will work with the Information Technology department, contracted Information Technology consultant to evaluate whether the calculation or information extraction can be completed by the financial system versus a separate manual spreadsheet.

ADMINISTRATION OF FEDERAL AWARDS

Definitions

CAPK may receive financial assistance from a donor/grantor agency through grants and cooperative agreements. Throughout this manual, federal assistance received in either of these forms will be referred to as a federal "award."

See REVENUE section for definitions of revenue received by CAPK.

Preparation and Review of Proposals

Individual departments are responsible for preparing proposals for projects that the department intends to pursue. However, all proposals will be reviewed by the Chief Financial Officer prior to submission to government agencies or other funding sources to ensure the proposed budget includes all appropriate costs. All appropriate costs included in the application to the funding source will also include a request for funding to reimburse CAPK for a fair share of the entity's administrative, management, or other organization-wide administration (indirect) costs.

All funding opportunities will be evaluated by the Chief Executive Officer or designee to determine CAPK's capacity to comply with the grant terms and conditions, the reporting requirements, alignment with organization's mission and strategic priorities, and the resource burden required to administer the funding.

Grant applications greater than $50,000 will be approved by the Board of Directors. The full Board of Directors (or appropriate Board committee) will approve acceptance of all grants. The full Board of Director will be involved in all decisions concerning new funding sources.

CAPK may refuse to consider grants based on its analysis of the cost/benefit of administering such awards and all financial resources available to appropriately cover all reasonable costs. Final proposals will be reviewed and approved in writing by the Board of Directors and the Chief Executive Officer.

The Head Start/Early Head Start Policy Council must approve the Head Start/Early Head Start grant application prior to its submission.

Post-Award Procedures

After an award has been made, the following steps will be taken:

1. Verify the terms and conditions of the grant or contract. The Finance Department and Program Managers will review the terms, time periods, award amounts, and expected expenditures associated with the award. A *Catalog of Federal Domestic Assistance* (CFDA) number will be determined for each federal award. All reporting requirements under the contract or award will be summarized.
2. Create new general ledger account numbers (or segments). New accounts will be established for the receipt and expenditure categories in line with the grant or contract budget. Also see CONTROL OF CHART OF ACCOUNTS section of this manual.

3. Gather documentation. See the DOCUMENT ADMINISTRATION section for details.

Compliance with Laws, Regulations, and Provisions of Awards

CAPK recognizes that as a recipient of federal funds, the Organization is responsible for compliance with all applicable laws, regulations, and provisions of contracts and grants. To ensure that the Organization meets this responsibility, the following policies apply with respect to every grant or contract received directly or indirectly from a federal agency:

1. For each federal award, an employee within the department responsible for administering the award will be designated as Grant Manager.
2. Each Grant Manager will attend a training on grant management prior to beginning his or her role as a Grant Manager (or as early in their functioning as a Grant Manager as practical). Thereafter, all Grant Managers will attend refresher/update courses on grant management every two years.
3. The Grant Manager will take the following steps to identify all applicable laws, regulations, and provisions of each grant and contract (also see POST-AWARD PROCEDURES section of this manual):
    a. Read each award and prepare a summary of key compliance requirements and references to specific laws and regulations.
    b. Review *2 CFR Part 200, 45 CFR Part 75, Appendix XI, Compliance Supplement* (updated annually) published by the Office of Management and Budget (OMB) for compliance requirements unique to the award and for compliance requirements common to all federal awards.
    c. Review the section of the Catalog of Federal Domestic Assistance (CFDA) applicable to the award.
    d. The Grant Manager will communicate grant requirements to those who will be responsible for carrying them out or be impacted by them.
4. The Finance Department will forward copies of applicable grant regulations to the Grant Manager (such as OMB regulations, pertinent sections of compliance supplements, and other regulations).
5. The Grant Manager and/or the Finance Department will identify and communicate any special changes in financial policies and procedures necessitated by federal awards as a result of the review of each award.
6. The Grant Manager will take all reasonable steps necessary to identify applicable changes in laws, regulations, and provisions of contracts and grants. Steps taken in this regard will include, but not be limited to, reviewing subsequent grant and contract renewals, reviewing annual revisions to 2 CFR Part 200 [45 CFR Part 75] Appendix XI, Compliance Supplement, and communications with federal awarding agency personnel.
7. The Grant Manager will inform the independent auditors of applicable laws, regulations, and provisions of contracts and grants. The Grant Manager will also communicate known instances of noncompliance with laws, regulations, and provisions of contracts and grants to the auditors.

Document Administration

For each grant/award received by CAPK from a federal, state, or local government agency, a master file of documents applicable to the award will be prepared and maintained. The responsibility for assembling each master file will be assigned to the Chief Financial Officer and Program Manager assigned to administer the program. The Program Manager will provide copies (paper and/or electronic), access to master file to the Finance Department of all of the grant/award master file documents.

The master file assembled for each government award will include the following documents, as applicable (including originals of all documents received from the awarding agency):

1. Copy of the initial application for the award and corresponding budget, including documentation of Board approval
2. All correspondence to and from the awarding agency post-application, leading up to and subsequent to the award
3. The final, approved budget and program plan, after making any modifications
4. The grant agreement and any other documents associated with the initial making of the award
5. Copies of pertinent laws and regulations, including awarding agency guidelines, associated with the award
6. Subsequent grant modifications (financial and programmatic)
7. Copies of program and financial reports
8. Prior written approvals from awarding agency
9. Results of any monitoring visits conducted by the awarding agency, including resolution by CAPK of any findings arising from such visits
10. Correspondence and other documents resulting from the closeout process of the award

The preceding grant document file will be organized into four sections as follows:

1. Pre-award documents
2. Post-award documents, including reports
3. Laws, regulations, and agency guidelines
4. Audit/monitoring-related documents

On the inside front cover of the grant document file will be a Summary of Critical Award Provisions, prepared by the Program Manager. This summary will include, at a minimum, the following:

1. Key compliance requirements, including citations of applicable laws and regulations
2. Important deadlines
3. Correspondence contact information at the awarding agency

The original grant document file will remain in the Finance Division in a locked file room and stored on a shared accounting drive, with access granted in accordance with the security and access policies elsewhere in this manual OR in the Organization’s risk management, information technology, other manual. The Program Manager will maintain a separate file of frequently requested documents that will consist of photocopies or electronic copies of the documents included in the secure grant document file. The purpose of this file of copied documents is to limit the potential for loss of valuable documents.

This file will also be established in a secured electronic read-only format and made available on the Organization's network to appropriate personnel within the organization.

Closeout of Federal Awards

CAPK will follow the closeout procedures described in *2 CFR Part 200.343, 45 CFR Part 75.381, Closeout*, and in the grant agreements as specified by the granting agency.

CAPK and all subrecipients will liquidate all obligations incurred under the grant or contract within 90 days of the end of the grant or contract agreement, at a minimum.

POLICIES ASSOCIATED WITH REVENUES AND CASH RECEIPTS

REVENUE

Definitions of Revenue

The following definitions will apply with respect to the policies described in this manual:

Contribution – A receipt of cash or other assets (property, etc.), including promises to give, collections, similar assets by to the Organization, or a reduction, settlement or cancellation of the Organization's liabilities, in a voluntary nonreciprocal transfer by another entity or individual. A contribution may or may not include a donor-imposed condition or restriction (stipulation).

Donor-Imposed Condition – A donor-imposed stipulation that represents a barrier that must be overcome before the recipient is entitled to the assets transferred or promised. Failure to overcome the barrier gives the contributor a right of return of the assets it has transferred or gives the contributor a right of release from its obligation to transfer its assets. In practical terms, this means a donor has imposed some type of stipulation or barrier other than a purpose or time period stipulation (which is defined as a donor-imposed restriction below) and that condition has some degree of uncertainty as to whether or not it will occur, and if the condition is not met, the Organization is not entitled to the contribution. Conditions may or may not be within the control of the Organization. (An example of a donor-imposed condition is the stipulation by a funding source that an organization must incur allowable expenditures prior to reimbursement, and that any advanced funds be returned if allowable expenditures are not incurred within the period of performance.)

Donor-Imposed Restriction – A donor-imposed stipulation that specifies a use for the contributed asset that is either limited to a specific future time period, specific program or service, or is more specific than the broad limits resulting from the nature of the Organization, the environment in which it operates, and the purposes specified in the Articles of Incorporation or Bylaws. Restrictions on the use of an asset may be temporary or perpetual (permanent).

Exchange Transaction – A reciprocal transaction in which CAPK and another entity each receive and sacrifice something of approximately equal value.

Nonexchange Transaction – One entity receives something of value without directly giving value in exchange. Nonexchange transactions may include grants.

Nonreciprocal Transfer – A transaction in which an individual or entity incurs a liability or transfers assets to CAPK without directly receiving value in exchange.

Promise to Give – A written or oral agreement to contribute cash or other assets to CAPK.

Examples of CAPK revenue sources may include the following:

Contracts with customers – this may include exchange transactions.

Contributions – this may include contributions with or without donor-imposed restrictions or donor-imposed conditions, nonreciprocal transfers. Contributions might be recognized upon completion of a nonreciprocal transfer, or when a donor-imposed condition or restriction is met.

Fee-for-service income or fixed amount awards – this may include exchange transactions, reciprocal transfers, etc.

Membership dues – this may include contributions, exchange transactions, or both.

Private grants – this may include non-exchange transactions, or grants defined as contributions with or without donor-imposed restrictions or conditions.

Program income – this may include exchange transactions.

Reimbursement grants – this may include non-exchange transactions, or grants defined as contributions with or without donor-imposed restrictions or conditions.

Revenue Recognition Policies

CAPK receives revenue from several types of transactions. Revenue from each of these types of transactions is recognized in the financial statements in the following manner:

1. **Grant revenue, Conditional or Restricted Contribution-Based** – Monthly accrual based on incurrence of allowable costs (for cost-reimbursement awards). Grant revenue from federal and state governments is recognized when the qualifying costs are incurred for cost-reimbursement grants or contracts. Funds received with conditions will be accounted for as a refundable advance until the conditions have been substantially met or explicitly waived by the funder.

   Reimbursement grants are billed/invoiced monthly, or as funders require, based on allowed, incurred expenses. Private grants are usually received once funding is approved. Financial expenditure reports, if required, are submitted as required by funding sources.

2. **Grant revenue, Exchange-Based** – As services are performed, based on other terms of the award/contract (for fixed price, unit-of-service, and other types of awards).

3. **Contributions** – Also referred to as donations. Recognized as income when received, unless accompanied by donor-imposed conditions. All pledges, bequests and endowments will be recognized in accordance with GAAP. Conditional contributions will be recognized as income upon the satisfaction of the condition. Contributions may be solicited or unsolicited. (See CONTRIBUTIONS ACCOUNTING section of manual.)

   Contributions received with conditions will be accounted for as a refundable advance until the conditions have been substantially met or explicitly waived by the donor. Contributions or grants received without conditions (unconditional grants) will be recognized when received.

4. **Noncash (In-kind) Contributions** or Gifts In-kind – Recognized as income when received. Contributed services will be recognized as income in the GAAP financial statements only to the extent that the contributed services possess either one of the following characteristics:
   a. The service creates or enhances a non-financial asset (e.g., land, buildings, intangible assets, etc.).
   b. The service requires a specialized skill, it is provided by an individual possessing that skill, and the service is one that would typically need to be purchased if it had not been contributed to the organization.

   All noncash contribution income received will be recorded at fair value. (Also see the COST SHARING AND MATCHING and CONTRIBUTIONS ACCOUNTING sections of this manual.)

   The entity benefits from personal services provided by a significant number of volunteers. This donated personal service to the entity's program operations and fundraising campaigns do not meet the criteria for recognition in the financial statements.

5. **Promises to Give** – Recognized as income upon receipt of clear communication of the promise from the donor or the donor's legal representative (e.g., trustee, attorney, etc.), unless accompanied by a condition or conditions. Conditional promises to give will be recognized as income when any condition or conditions on which they depend are substantially met.

   Unconditional Promises to Give

   - Unconditional promises to give will be recorded as assets and increases in net assets with donor restriction (contribution income) in the period that CAPK receives communication of the promise.
   - Unconditional promises to give that are to be collected within one year will be recorded at their face value, less any reserve for uncollectible promises, as estimated by management.
   - Unconditional promises to give that are collectible over time periods in excess of one year will be recorded at their discounted net present value.
   - Accretion of discount on such promises to give will be recorded as contribution income in each period leading up to the due date of the promise to give. The interest rate that will be used in calculating net present values of unconditional promises to give is the risk-free rate of return available to CAPK at the time the Organization receives a promise from a donor, considering the dollar amount of the promise and the time period of the promise (e.g., for promises of less than $100,000, the Organization will generally use the interest rate applicable to certificates of deposit for the same approximate duration available from its bank).
   - When the final time or use restriction associated with a contributed asset has been met, a reclassification between net assets with donor restrictions and net assets without donor restrictions will be recorded.

   Conditional Promises to Give

   The Organization will not record an asset or contribution income for any conditional promise to give until the donor's condition or conditions are substantially met. The Organization will maintain a

record of such conditional promises to give and monitor these gifts for purposes of identifying when the condition associated with each such promise has been satisfied. This schedule will also be used in connection with preparing the Organization's footnote disclosures associated with contributions.

6. **Program Revenue** – Defined as gross income generated by a supported activity or earned as a result of an award or program. Examples include use or rental of property paid for with federal funds or fees earned for services performed. Revenue is recognized when services are rendered and is due in accordance with written agreement or when service is provided.

7. **Membership dues** – membership dues may contain elements of both exchange transactions and contributions based distinguishing indicators such as the extent and duration of benefits received by members. The Chief Financial Officer or Director of Finance will evaluate the indicators in accordance with accounting standards to determine timing and amount of revenue to be recognized.

   Membership dues are billed annually for the next membership term. Funds are received in full.

8. **Fee-for-Service Income** – Recognized as income when services are rendered in accordance with the terms of the contract with the customer unless collection of amounts due is in question. In this case, revenue is recognized when payments are received.

   Fee for service income is billed according to contract terms and conditions, based on the number of units of services provided.

9. **Interest, dividends, rents, or other forms of ordinary income** – monthly accrual based on when it was earned. Investment return is generally considered free of donor restrictions, unless its use is limited by a donor-imposed restriction or by law. See ENDOWMENT FUNDS RECEIVED and INVESTMENTS sections elsewhere in this manual.

10. Immaterial and other lesser sources of revenue such as transportation fees, meal charges, or child care fees will be recorded on the cash basis of accounting (i.e., recorded as revenue when received) as deemed appropriate by the Chief Financial Officer or Director of Finance.

    Immaterial or other lesser sources of income will be collected and recorded when the services are provided.

Exchange revenue will be recognized based on the terms included in a valid, enforceable contract. All new contracts will be reviewed to ensure they are valid and enforceable and contain the information necessary to determine how to recognize revenue (e.g., clearly identified performance obligations).

To prepare required revenue recognition disclosures, CAPK will review revenue streams and identify whether exchange revenue will be recognized at a point in time or over time. As part of this process, CAPK will determine the status of any contract assets and liabilities (e.g., contract receivables or deferred revenues).

Also see CLASSIFICATION OF INCOME in BILLING/INVOICING POLICIES and NET ASSET sections of this manual.

Distinguishing Contributions from Exchange Transactions

CAPK receives income in the form of contributions, revenue from exchange transactions, and income from activities with characteristics of both contributions and exchange transactions. CAPK will consider the factors included in FASB ASC 958-605 and ASC Topic 606, when determining whether income will be accounted for as contribution income, exchange transaction revenue, or both.

Classification of Revenue

All revenue received by CAPK is classified as "without donor-imposed restriction," with the exception of the following, which will be classified as "with donor-imposed restriction":

1. Grants and other awards received from government agencies or other grantors, which are restricted and have not been released through the performance of program services or the passage of time.
2. Special endowments received from donors requesting that the funds be restricted for specific purposes in perpetuity.
3. Revenue earned from endowment funds (e.g., interest and dividends, gains and losses) in connection with endowments where the donor has explicitly stated that earnings on an endowment be restricted for specific purposes or for which the Board has interpreted the relevant state UPMIFA law as preserving the earnings on donor endowments as restricted. (Also see INVESTMENT section of this manual.)

From time to time, CAPK may raise other forms of contribution revenue which carry stipulations that the entity utilize the funds for a specific purpose or within a specified time period identified by the donor of the funds. When this documentation revenue is received, CAPK will classify this as revenue with donor-imposed restrictions.

As with all net assets with donor-imposed restrictions, when the restriction associated with a contribution has been met (due to the passing of time or the fulfillment of the purpose for which the contribution was restricted), CAPK will reclassify the related net assets from net assets with donor restrictions to net assets without donor restrictions in its Statement of Financial Position and reflect this reclassification as an activity in its Statement of Activities.

Revenue received with donor-imposed restrictions may be reported as revenue without donor-imposed restrictions if the restrictions are met in the same reporting period.

In the event the CAPK Board of Directors determines that it is appropriate to set revenue funds aside for specific projects, such funds will be classified under "Net Assets without Donor Restriction," labeled "Board-Designated," and reported as a separate component of net assets.

Also see REVENUE RECOGNITION and NET ASSET sections of this manual.

COST SHARING AND MATCHING

Overview of Cost Sharing or Matching

CAPK values contributed services and property that are to be used to meet a cost sharing or matching requirement at their fair market values at the time of contribution, unless award documents or federal agency regulations identify specific values to be used. CAPK will claim contributions as meeting a cost sharing or matching requirement of a federal award when all of the following criteria are met in accordance with 2 CFR Part 200.306, 45 CFR 75.306:

1. The contribution is verifiable from CAPK records.
2. The contribution is not included as a contribution (or match) for any other federally-assisted project or program.
3. The contribution is necessary and reasonable for proper and efficient accomplishment of project or program objectives.
4. The contribution is allowable under the federal cost principles, *2 CFR Part 200, 45 CFR Part 75, Subpart E, Cost Principles*.
5. The contribution is not paid by the federal government under another award, except where authorized by federal statute to be used for cost sharing or matching.
6. The contribution is provided for in the approved budget when required by the federal awarding agency.
7. The contribution conforms to all provisions of federal administrative regulations, *2 CFR Part 200, 45 CFR Part 75, Subpart D, Post Federal Awards Requirements*.
8. In the case of donated space, (or donated use of space), the space is subject to an independent appraisal performed by a certified appraiser as defined by 2 CFR Part 200.306(i), 45 CFR Part 75.306(i) to establish its value. Head Start Memorandum ACF-IM-HS-17-01 requires that an appraiser must be licensed for the type of property appraised, generally commercial real estate, and appraisal of more than three years old cannot be used to establish current fair market value of real property.

Documentation

CAPK requires volunteers to document and account for their contributed time in a manner similar to the timekeeping system followed by employees. The Finance Department will design and distribute the forms used to document the non-Federal share. Each program that uses volunteer labor will obtain the following information, to the extent feasible, by the requesting the volunteer complete the provided form. recording the same information required from employees to document time worked. The documentation will include:

1. Volunteer's name and address
2. Date service was performed
3. Period of service (equal to payroll period dates)
4. Hours volunteered, if applicable
5. Volunteer's signature
6. Signature of staff having knowledge of donation or service, authorizing signature
7. Description of service performed, volunteer activity
8. Start and end time and total hours volunteered; hour donated (time in and out)

9. Rate applied to the activity
10. Total valuation for the time period
11. Other information necessary to comply with the grant/award/program matching requirements

For contributions other than donated labor, the form(s) will contain the following information:

1. Date received
2. Type of donation, e.g. cash, services or goods received
3. Name of donor
4. Address of donor
5. Value of the donation
6. Signature of the donor
7. Signature of the employee receiving the donation
8. Also see GIFT ACCEPTANCE and CONTRIBUTIONS policies elsewhere in this manual.

It is the responsibility of each Program Director or Coordinator (depending on the activity or donation) to instruct the donor or volunteer in filling out the proper form to ensure all donations are recorded.

The original form (sign-in sheets, volunteer timekeeping document) will be given to the Finance Department monthly to be tallied, valued, and recorded in the appropriate database and/or software for tracking and reporting, and recorded in the entity's financial records, as appropriate. The documentation will indicate the basis for the value placed on the contribution.

Valuation and Accounting Treatment of Cost Sharing or Matching

Cost sharing, match, or in-kind typically falls into one of the following categories; however, others may be identified by CAPK:

- Cash
- Space, buildings, land, and equipment
- Volunteer time and services
- Supplies

The following sections discuss the valuation and accounting treatment for each category.

Cash

- CAPK will recognize cash contributions as matching income in the period in which the funds are spent on allowable program costs.
- Any discounts received on goods or services are recognized as in-kind only if such discounts are not available to the general public or are customarily given to other nonprofit organizations. Discounts taken as in-kind must be supported by documentation provided by the contractor stating that it is providing the discount in support of the program.

Space, Buildings, Land, and Equipment

Buildings, Land, and Equipment

If the purpose of the contribution is to assist the Organization in the acquisition of equipment, building, or land, the total value of the donated property may be claimed as matching with prior approval of the awarding agency, provided the donation meets the criteria in the OVERVIEW section above.

If the purpose of the donation is to support activities that require the use of equipment, buildings, or land, depreciation may be claimed as matching, unless the awarding agency has approved using the full value of the depreciable asset as match.

Buildings, land, and equipment are valued at their fair market value as determined by an independent certified real property appraiser. Information on the date of donation and records from the appraisal will be maintained in a property file.

Donations of long-lived assets are recognized as contributions when received, regardless if the asset is used as match. See the VALUATION OF NONCASH (IN-KIND) CONTRIBUTIONS section elsewhere in this manual.

Space

- Will be valued at the fair rental value of comparable space as established by an independent certified real property appraisal of comparable space and facilities in a privately-owned building in the same locality.
- Information on the date of donation and records from the appraisal will be maintained in a property file.
- If the donation is a less than an arms-length transaction, the value will be based on actual allowable costs to occupy the facility (e.g. repairs and maintenance, insurance, etc.), not to exceed fair market value.

Volunteer Time and Services

Volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor will be counted as match (in-kind) if the services are an integral and necessary part of the program.

Volunteer services will be valued at rates consistent with those paid for similar work in the Organization. For skills not found in the Organization, rates will be consistent with those paid for similar work in CAPK's labor market. Rates should include gross hourly wages plus fringe benefits calculated based on fringe benefits received by employees in similar positions or on agency average.

Volunteers must possess qualifications and perform work requiring those skills in order to be valued at greater than an unskilled labor rate.

CAPK requires volunteers to document and account for their contributed time in a manner similar to the timekeeping system followed by employees. Each program that uses volunteers will provide the volunteers a timekeeping document which collects the following information:

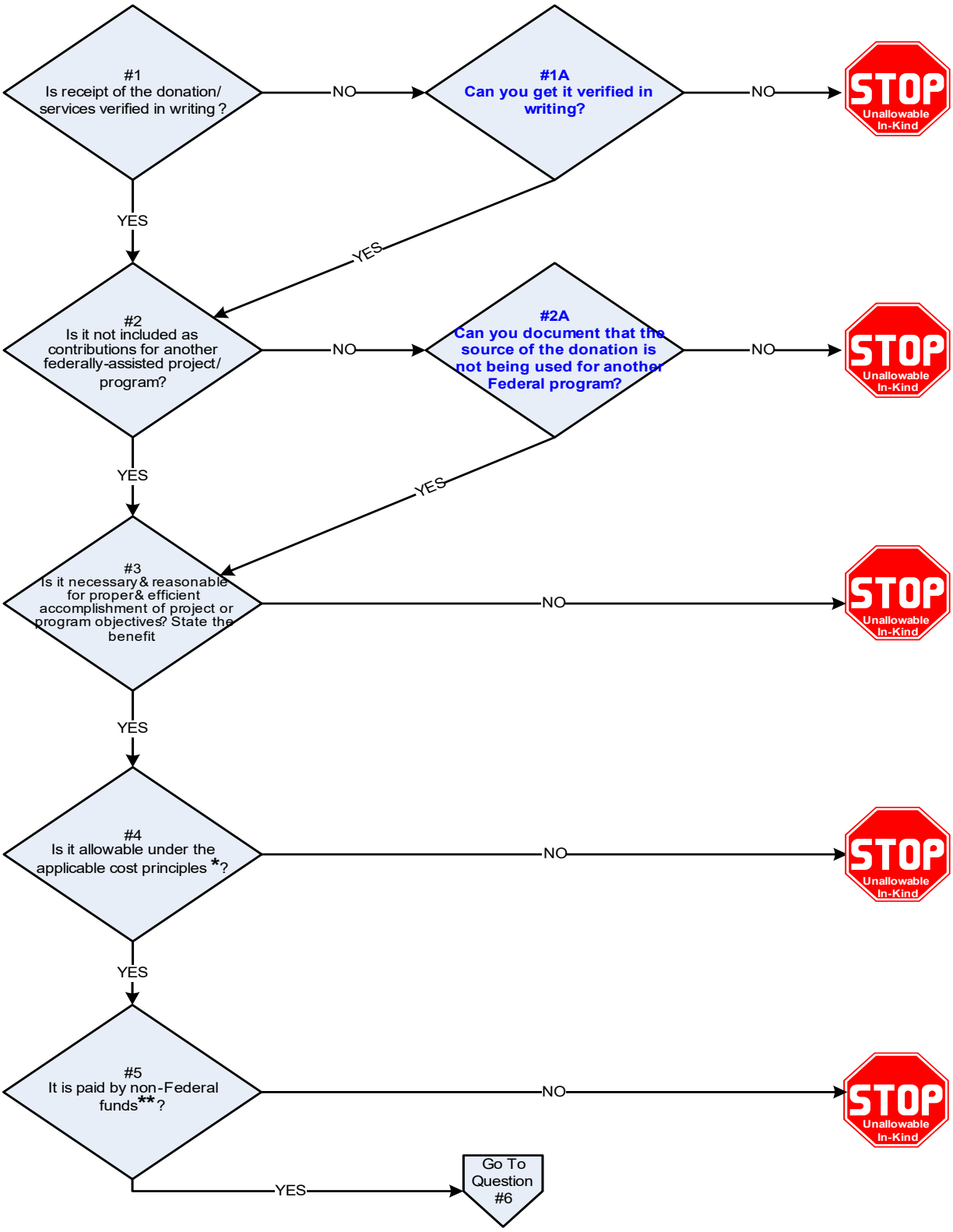
- Date service was performed
- Volunteer name and address
- Hours donated (time in and out)
- Service provided
- Signature of volunteer
- Signature of authorized staff
- Other information necessary to comply with the grant/award/program matching requirements

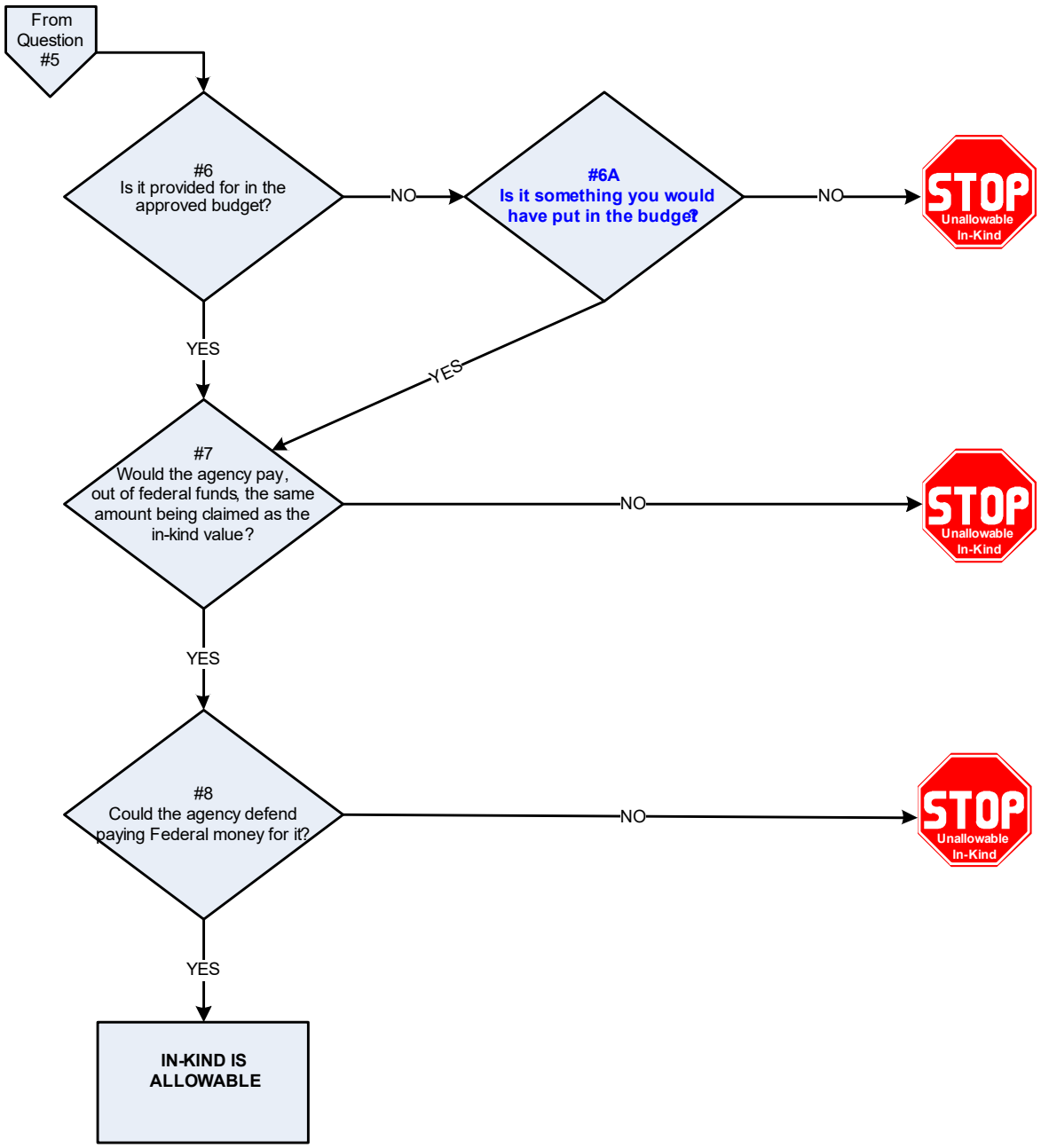
The volunteer timekeeping document will be delivered to the Finance Department monthly so they can be tallied, valued, and recorded as in-kind in the accounting records.

Supplies

Donated supplies must be used in the program and will be valued at fair market value at the time of donation. Supplies can be counted as match only if the program would have purchased such items with federal funds.

IN-KIND ALLOWABILITY FLOWCHART





* **2 CFR Part 200** Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

** Except where authorized by Federal statute to be used for cost sharing or matching.
Determinations have been made on a case-by-case basis on whether Federal funds from other programs are allowable match for an ACF program. These determinations are based on specific requirements of ACF programs and language in applicable statutes. Specifically:

1. USDA funds are of Federal origin and, therefore, cannot be counted as match.
2. Bureau of Indian Affairs - Indian Self-Determination and Education Assistance Act (P.L. 93-638, as amended). The Act authorizes the use of funds for matching purposes as long as the identified use is specifically related to the approved grant activities.
3. Title XX Social Services Block Grant funds are considered to be Federal funds and, therefore, may not be used as match for ACF programs.
4. Expenditure of funds from the Housing and Community Development Act of 1974, P.L. 93-383 may count as allowable match for a Head Start program for renovation of a building. The determination is dependent on whether or not the Head Start grant is included as part of the "Community Development Program," as required by the Housing and Community Development Act. (Grants Administration Manual, Section 3.05.408(b)(1-4))

GIFT ACCEPTANCE

Overview of Gift Acceptance Policies

A gift/contribution is consideration given to the Organization for which the donor receives no direct benefit and requires nothing in exchange (it is nonreciprocal) other than assurance that the intent of the contribution will be honored by CAPK. Two broad principles apply to all gifts given to the Organization:

1. A gift will not be accepted that is not in the charitable interest of the donor, considering the donor's financial situation and philanthropic interests, as well as tax, legal, and other relevant factors.
2. A gift will not be accepted unless there is a reasonable expectation that acceptance of the gift will ultimately benefit CAPK.

CAPK will not accept any donations that imply endorsement of businesses, products or services. Donor businesses may not use CAPK's name for promotion of any product or service.

Categories of Gifts

Gifts to the Organization are classified into two categories, based on the level of risk associated with acceptance of the gift.

Gifts of **marginal risk** include the following:

- Cash and cash equivalents (e.g., certificates of deposit)
- Gifts of securities actively traded on a U.S. public market (e.g., publicly-traded stocks, mutual funds, corporate and government bonds, etc.)
- Personal property with a fair value of less than $5,000 (new or used)

Gifts of the preceding three categories will be considered to be of marginal risk only if they are either unrestricted or restricted to one specific existing CAPK program.

Gifts of **greater-than-marginal risk** include the following:

- Any gift requiring the acceptance of a restriction that:
    - Is not clearly identifiable with an existing program of CAPK,
    - Would require the addition or modification of a CAPK program,
    - Would not be consistent with the mission of CAPK,
    - Would not be consistent with CAPK's tax-exempt purpose under Internal Revenue Code (IRC) section 501(c)(3),
    - Would require the reclassification of net assets without donor restrictions to net assets with donor restrictions
    - Would violate any federal, state, or local law or regulation, or
    - Would result in excessive control to the donor, or anyone designated by the donor, over the subsequent use of the contributed asset.
- Any gift from a donor involved in businesses or activities that may be deemed to be inconsistent with the mission of CAPK

- Personal property with a fair value of $5,000 or more (new or used)
- Real property (either an outright gift of property or the donated use of such property)
- Non-publicly-traded securities (e.g., ownership interests in privately-held businesses, partnerships, etc.)
- Charitable remainder trusts
- Charitable lead trusts
- Conditional promises to give/pledges
- Unusual items or items of questionable value (including works of art, animals, historic artifacts, memorabilia, etc.)
- Life insurance
- Notification of the intent to give noncash assets through a bequest

Gift Acceptance Procedures

Gifts of marginal risk may be accepted by the Director of Community Development without any further review and approval. Gifts of greater-than-marginal risk may be accepted only after review and approval of the Board of Directors. This review and approval will be documented on a Gift Acceptance form in the meeting minutes.

It is also the policy of CAPK to liquidate all gifts of publicly-traded securities within ten-(10) days of receipt unless it is determined by the Chief Financial Officer that holding the securities as an investment of the Organization would be fiscally prudent, appropriate, and consistent with the Organization's investment policies.

See CONTRIBUTED ASSETS and CONTRIBUTIONS ACCOUNTING sections of this manual.

CONTRIBUTIONS ACCOUNTING

Donor Privacy

CAPK respects the privacy of its donors and also recognizes that donors wish to be connected to the Organization. CAPK uses donor information to notify them of information, plans and activities. Donor information is shared with staff, Board members, volunteers and consultants on a "need-to-know" basis.

CAPK does not share their donor list with any third-party unless donor permission has been granted. Requests to remain anonymous will be honored in accordance with Organization policies and IRS rules.

Valuation of Noncash (In-kind) Contributions

As stated in the preceding section, all noncash contributions of assets will be recorded at their fair value as of the date of the gift. Fair values used in accounting for donated assets will be determined by the Organization, not by the donor, although in some cases a value may have been provided by a donor. (See subsequent policies associated with IRS Form 8283.)

The determination of the fair value of donated assets will be determined as follows:

1. For contributions of publicly-traded securities, fair value will be determined by the Chief Financial Officer based on a web-based search (using E*Trade) of the closing price of the security on the date that the security was transferred to CAPK. In addition, a printout of this Web search will be retained in the Finance department's records for future reference and substantiation of this procedure.
2. For contributions of personal property, fair value will be determined by the Director of Operations, using appropriate public records (price lists for new assets, other guides for used assets) subject to the review and approval of the Chief Financial Officer – such valuation documented using a standard form.
3. For contributions of real property, fair value will be determined by an appraisal performed by an independent appraiser hired by CAPK (not an appraiser hired by the donor).
4. For contributions of all other assets, fair value will be determined by the Chief Financial Officer.

Contributed services that meet any of the following criteria will be recognized as contributions in the financial statements under Generally Accepted Accounting Principles (GAAP) (FASB ASC 958-605-25-16):

1. Create or enhance nonfinancial assets.
2. The service:
    a. Requires specialized skills (those provided by accountants, lawyers, architects, doctors, nurses, teachers, carpenters, electricians, plumbers, or other professionals and craftsmen).
    b. Is provided by individuals who possess those skills.
    c. Would typically need to be purchased if not contributed. An organization should only consider whether it would otherwise need to purchase the service, not whether it could afford to purchase the service.

Services that do not meet the preceding criteria will not be recognized in the financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP). In-kind volunteer time used for cost

sharing or matching that do not meet the GAAP criteria will be tracked and reported separately for grant purposes only.

See REVENUE RECOGNITION section of this manual for criteria for recognizing contributed services under GAAP.

For contributed services that meet the previously described criteria for recording, the fair value of the services will be determined by multiplying the hours worked by each volunteer, as documented on the Organization's Volunteer Time Sheet, by an applicable hourly rate, documentation provided by the service provider. The applicable hourly rate will be determined by position responsible for determining the rate and will generally be equal to an estimate of an hourly wage rate plus estimated employee benefits costs at define benefit percentage or where to examine the calculated percentage or an hourly rate typically charged by external contractors possessing the skills provided by the volunteer.

All determinations of hourly rates used to value contributed services will be reviewed, documented, and approved by the Chief Financial Officer or Director of Finance.

Also see revenue COST SHARING AND MATCHING (IN-KIND), DEFINITIONS OF REVENUE, NON-INTEREST BEARING NOTES PAYABLE, and REVENUE RECOGNITION POLICIES sections elsewhere in this manual.

Receipt of Donations Procedure

Upon receipt, all monetary donations will be processed according to the RECEIPTS policies elsewhere in this manual. Information on restriction of gifts will be communicated to the Finance Department so the gift can be recorded and governed according to the wishes of the donor. After funds are deposited, check copies, cash receipts, source of the gift, intended use and any other information included with the gift is delivered to the appropriate program/division. The program will acknowledge gifts within three-(3) business days of receipt. Please see the RECEIPTS, ACKNOWLEDGEMENTS, AND DISCLOSURES section.

The accounting system and the donor database must be reconciled to each other at least monthly.

Receipts, Acknowledgements, and Disclosures

CAPK and its donors are subject to certain disclosure and reporting requirements imposed under the Internal Revenue Code and the underlying regulations. To comply with those rules, CAPK will adhere to the following guidelines with respect to contributions received by the Organization.

The program will provide a receipt to the donor for every separate contribution received over $250, at the end of the calendar year, each quarter. All receipts will include the following information:

1. The amount or value of donation received and/or a description (but not an assessment of the value) of any noncash property received.

2. A statement of whether CAPK provided any goods or services to the donor in consideration, in whole or in part, for any of the cash or property received.

3. If any goods or services were provided to the donor by CAPK, a description and good faith estimate of the value of those goods or services.

Quid Pro Quo Transactions

When CAPK receives cash in excess of $75 or noncash property with a value in excess of $75 as part of a quid pro quo transaction, the Organization will follow additional disclosure procedures in conformance with Internal Revenue Service (IRS) rules. A "quid pro quo transaction" is one in which CAPK receives cash or other assets in a transaction that is part contribution and part exchange transaction (i.e. value of the goods or services provided to the donor by CAPK is less than the value of assets provided by the donor. In such instances, CAPK will provide to the donor a receipt stating that only the amount contributed in excess of the fair market value of the goods or services provided by CAPK may be deducted as a charitable contribution. The receipt will also include a good faith estimate of the fair market value of the goods or services provided to the donor by CAPK.

IRS rules provide for certain exceptions to the preceding disclosure rules applicable to quid pro quo transactions. Hence, CAPK shall not provide receipts when it receives cash or property in excess of $75 in any of the following circumstances:

1. The goods provided to the donor during 2019 bear CAPK's name or logo and have an aggregate cost of $11.10 or less and the donor gave at least $55.50.

2. The goods provided to the donor in 2019 have a fair market value equal to no more than 2% of the contribution or $111, whichever is less.

3. The gift received by CAPK resulted from the Organization's 2019 fund-raising appeal that includes articles worth no more than $11.10, as well as a request for contributions and a statement that the recipient may keep the article even if a contribution was not made.

The preceding thresholds are adjusted by the IRS on an annual basis. Inflation adjustments subsequent to 2109 are incorporated into this policy manual by reference.

Examples of quid pro quo transactions that CAPK is involved with include the Annual Humanitarian Awards Banquet.

All estimates of the fair market value of goods or services provided by CAPK will be prepared by the Finance Department.

CAPK complies with all current federal and state rules regarding solicitation and collection of charitable contributions, whether specifically addressed in this manual or not, as well as all future revisions to those rules.

Noncash Donations

The Chief Financial Officer will provide a signed Form 8283 to donors who have made a noncash contribution, as requested.

- Signature of an organization official on Form 8283 signifies an acknowledgment that CAPK is a qualified charitable organization and if CAPK sells, exchanges, or disposes of the property within three-(3) years after the date of receipt, it will file Form 8282 with the Internal Revenue Service (IRS) and give a copy of the form to the donor.
- Signature on Form 8283 does not represent any level of certification of, or agreement to, the valuation of the gift that has been assigned by the donor or the donor's appraiser, but it does serve to inform CAPK of the value intended to be deducted by the donor, which is useful in connection with the subsequent filing of Form 8282.
- Any Form 8283 presented by a donor for signature by CAPK will be reviewed, along with the donated asset and any relevant documentation pertaining to the asset's description and condition, by the Chief Financial Officer, who will have final responsibility for agreeing or disagreeing with the donor's description of the asset and for signing the Form 8283.
- The Chief Financial Officer will retain a copy of any Form 8283 that has been signed and will forward a copy of each Form 8283 to the Director of Operations for subsequent tracking of the donated asset. (See below.)

When CAPK subsequently sells, exchanges, or disposes of contributed noncash assets within three-(3) years of the date of its receipt, CAPK will file Form 8282 within 125 days after disposition. However, filing of this form is not required if:

- The property is valued at $500 or less, or
- The donated assets are consumed or distributed in fulfillment of the Organization's tax-exempt mission.
- Responsibility for tracking donated assets and determining whether filing Form 8282 is assigned to the Director of Operations. It is the policy of CAPK to file such forms in a timely manner (within 125 days of sale).
- Upon completion of a Form 8282 by the Director of Operations, the form will be reviewed and signed by the Chief Executive Officer. The form will be mailed to the IRS by the Director of Operations.
- A copy of the completed form will be given to the donor.

Endowment Funds Received

It is the policy of CAPK to establish and accept endowments for the benefit of one or more programs or purposes within the scope of the Organization's mission, subject to the GIFT ACCEPTANCE policies described elsewhere in this manual.

It is also the policy of the Organization to account for all endowments in accordance with any and all explicitly communicated donor-imposed restrictions that have been accepted by the Organization, including restrictions associated with the classification of subsequent interest income, dividend income, realized gains and losses, unrealized gains and losses, and other investment income, as well as future appropriations and expenditure of endowment funds. Investment return is generally considered free of donor restrictions, unless its use is limited by a donor-imposed restriction or by law. To the extent the Organization has accepted an endowment that does not include explicit donor restrictions regarding subsequent accounting for and classification of the endowment or investment income or for the appropriation and expenditure of endowment funds, CAPK will follow appropriate federal and state guidelines.

The interpretation of how federal and state guidelines applies to a particular endowment of CAPK will be made by the Chief Financial Officer and subject to the review and approval of the Budget and Finance Committee.

See the INVESTMENT and NET ASSET sections elsewhere in this manual for related policies on Endowment Funds.

Fundraising Events, Special Events

The Organization will maintain a subsidiary record that tracks each special fundraising event sponsored by the Organization. The Finance Division will be responsible for maintaining this subsidiary record, with assistance from the Director of Community Development. The following information will be tracked on an event-by-event basis for purposes of possible disclosure in the Organization's annual Form 990 information return with the IRS:

1. Description and location of the event (including an indication of whether any type of gaming activities took place in connection with the event)

2. Total gross proceeds received in connection with the event

3. Portion of the proceeds considered to be a contribution (equal to the amount received less the fair value of any benefits provided to donors)

4. Total costs of the event

5. Portion of the costs attributable to direct donor benefits (i.e., the cost of any benefits provided to donors, such as the cost of green fees or a meal provided to attendees at a fund-raiser)

6. Portion of the total costs associated with:
   a. Rent or facility costs
   b. Cash prizes, if any
   c. Noncash prizes, if any
   d. Food and beverages
   e. Entertainment
   f. Fees paid to (or retained by) an outside fund-raiser

7. Total compensated and total uncompensated (volunteer) labor hours associated with each event

8. The names and addresses of any outside fundraiser used in connection with the event

9. An indication of whether any outside fundraiser ever took custody, even temporarily, of funds raised for CAPK in connection with any fundraising event

In addition to the preceding information, if any fundraising activities of CAPK include gaming (e.g., bingo, pull tabs, or any other type of gaming), the Organization will maintain records of the following:

1. The name and address of the person or company responsible for running the Organization's gaming activities, as well as a copy of their license to conduct gaming activities

2. Documentation indicating the percentage of gaming activity operated in the Organization's facility vs. an outside facility

3. If the Organization utilizes a third-party to operate gaming activities, a record will be kept of the total proceeds of the gaming activity and the amount retained by the third-party operator as its compensation

4. Total compensated and total uncompensated (volunteer) labor hours associated with each event.

If the Organization engages in, or plans to engage in, gaming activities, the Director of Community Development will first research and obtain any and all required licenses or permits.

In addition, for any fundraising or gaming activity operated by a third-party, where the third-party collects or maintains custody of funds paid by attendees, the Organization will first gain an understanding of the internal controls of the third-party, including the third-party's processes for receiving and securing funds and whether individuals employed by the third-party are bonded. The Chief Financial Officer will conduct or arrange for this internal control evaluation.

CAPK has a special event, Annual Humanitarian Awards Banquet, that is ongoing and a major activity. The event includes expenses that are direct benefits to donors (i.e. cost of meal), in addition to other direct costs associated with promoting and conducting the event. The gross amounts of revenue and expenses will be presented on the statement of activities for ongoing major activities. Incidental events will be presented at net proceeds by event type and netting of expenses will be limited to direct costs.

The reporting of expenses for fundraising/special events may result in expenses that are not reported by their natural classification (i.e. facility rental costs of special events reported as direct benefits to donors vs. as rent expense); however, these expenses will be reported by their natural classification in the analysis of expenses by nature and function (i.e. Statement of Functional Expenses). See FINANCIAL STATEMENTS section of this manual.

State Registrations

It is the policy of CAPK to register in each state in which the Organization's fundraising activities would result in a requirement to register. Determination of state-by-state registration requirements will be with the Director of Administration, who may consult outside advisors in making such determinations.

Once registered, the Director of Administration will ensure that subsequent periodic filing requirements are met. The Director of Administration may delegate the preparation of such periodic state filings to the Outreach and Advocacy Manager, subject to the review and approval of the Director of Administration.

Online Contributions

CAPK accepts donations through its website. Contributions received online will follow these procedures:

1. Credit and debit card charges will be processed by an outsourced service provider.

2. Contributors will also be offered the option to donate through the website via electronic funds transfer (EFT).

3. The service provider will send daily reports to the Community Development Department detailing each amount received for a donation or item purchased and the contact information of the donor/purchaser.

4. The Community Development Department will send a copy of the notice to the Finance Department to be used to reconcile the bank statement and to provide an accounting of donations received online for entry into the general ledger.

5. Donations will be recorded at the gross amount, with credit or debit card fees recorded separately.

6. CAPK will work to provide reasonable measures to safeguard protected personally identifiable information (PPII).

Recording of the revenue will be done daily into the Organization's donor database and then into the accounting system with a journal voucher.

Disclosures of Promises to Give

As stated earlier, CAPK will recognize revenue for promises to give in accordance with the REVENUE RECOGNITION POLICIES stated elsewhere in this manual. In addition, in connection with its annual financial statements, CAPK will prepare a schedule of its promises to give as follows:

Unconditional Promises to Give

- Annual amounts to be collected in each of the next five-(5) fiscal years, and a total amount due thereafter
- Amount of the allowance for uncollectible promises receivable
- Amount representing interest as a result of discounting long-term promises to give to net present value
- Effective interest rate
- Amount of contribution receivable
- Amount of unconditional promises to give that have been pledged as collateral.

Conditional Promises to Give

- Total of amounts promised
- Description and amounts of each group of promises that share similar characteristics

BILLING/INVOICING POLICIES

Overview of Billing/Invoicing

The Organization's primary sources of revenue is listed in the REVENUE RECOGNITION section of this manual. Depending on the type of revenue source, the Organization may generate a bill or invoice, including a request for reimbursement.:

Responsibilities for Billing/Invoicing and Collection

CAPK's Finance Department is responsible for the invoicing of funding sources and the collection of outstanding receivables. Also see CREDITS AND OTHER ADJUSTMENTS TO ACCOUNTS RECEIVABLE section of this manual.

Billing/Invoicing and Financial Reporting

CAPK strives to provide management, staff, and funding sources with timely and accurate financial reports applicable to federal awards. These reports include monthly and cumulative expenditures, a project budget, and a balance remaining column.

CAPK will prepare and submit financial reports as specified by the financial reporting clause of each grant or contract award document. Preparation of these reports will be the responsibility of the Accounting Administrator, subject to review and approval by Chief Financial Officer and/or Director of Finance.

The following policies will apply to the preparation and submission of billings/invoices to funding agencies under awards made to CAPK:

1. The Organization will request reimbursement after expenditures have been incurred, unless an award specifies another method.
2. CAPK will strive to minimize the time between receipt of advances of federal funds and disbursement of grant funds by issuing payments within 24 business hours of receipt of such funds.
3. Each award normally specifies a particular billing cycle. Therefore, a schedule is established for each grant and contract to ensure that billings/invoices is made on a timely basis along with any other reporting that is required in addition to the financial reports.
4. Billings/invoices of award expenditures will use the actual amounts as posted to the general ledger as the source for all invoice/reimbursement amounts.
5. All financial reports required by each federal award will be prepared and filed on a timely basis. To the extent CAPK's year-end audit results in adjustments to amounts previously reported to funding agencies, revised reports will be prepared and filed in accordance with the terms of each award.

CAPK will maintain separate invoicing/billing records in addition to the official general ledger accounting records. These records will be reconciled to the general ledger on a monthly basis.

At the time invoices/billings are prepared, revenue and accounts receivable will be recorded in the accounting records of CAPK by the Finance Administrator and/or Accounting Administrator.

If an award authorizes the payment of cash advances to CAPK, the Chief Financial Officer may require that a request for such an advance be made. Upon receipt of a cash advance from a funding agency, CAPK will reflect a liability equal to the advance. As part of the monthly closeout and invoicing/billing process, the liability will be reduced, and revenue recognized, in an amount equal to the allowable costs incurred for that period.

Also See CASH DRAWDOWNS OF ADVANCES OF FEDERAL FUNDS section of this manual.

Cash Drawdowns of Advances of Federal Funds

CAPK will minimize the time elapsing between the transfer of funds to and disbursement of funds by CAPK. Advance payments will be limited to the minimum amount needed and timed to be in accordance with actual, immediate cash requirements. (*2 CFR Part 200.305) (45 CFR Part 75.305)*

Cash drawdowns of advances from federal agencies will be made weekly in conjunction with the accounts payable and payroll schedule, based on need. All federal funds will be deposited into an interest-bearing cash account under the policies and procedures of CASH RECEIPTS section of this manual. CAPK requires that federal funds will be disbursed within 24 hours of receipt using the following process:

1. On Tuesday, the Accounting Administrator will prepare a listing of disbursements.
2. The Director of Finance and/or Chief Financial Officer reviews and approves the listing.
3. On Tuesday, the Finance Administrator prepares a cash analysis report for the drawdown.
4. The Chief Financial Officer approves the report.
5. On Tuesday, the Director of Finance or Chief Financial Officer draws down the cash required.
6. On Wednesday, the disbursements are prepared in accordance with CASH DISBURSEMENT policies and procedures found elsewhere in this manual.

On occasion, CAPK may determine that the administrative burden for weekly cash drawdowns may be reduced by drawing down an advance of funds for expected cash needs for the next two-(2) weeks. In such situations, the Chief Financial Officer will negotiate an appropriate cash drawdown schedule with the funding agency to minimize administrative burden of preparing weekly drawdown requests and minimize the time between receipt and disbursement of grant funds.

Classification of Income

All income received by CAPK is classified as "without donor-imposed restriction," with the exception of the following, which will be classified as “with donor-imposed restriction”:

1. Grants and other awards received from government agencies or other grantors, which are restricted and have not been released through the performance of program services or the passage of time.
2. Special endowments received from donors requesting that the funds be restricted for specific purposes in perpetuity.
3. Income earned from endowment funds (e.g., interest and dividends, gains and losses) in connection with endowments where the donor has explicitly stated that earnings on an endowment be restricted for specific purposes or for which the Board has interpreted the relevant state UPMIFA law as

preserving the earnings on donor endowments as restricted. (Also see INVESTMENT section of this manual.)

From time to time, CAPK may raise other forms of contribution income which carry stipulations that the Organization utilize the funds for a specific purpose or within a specified time period identified by the donor of the funds. When this form of contribution income is received, CAPK will classify this as income with donor-imposed restrictions.

As with all net assets with donor restrictions, when the restriction associated with a contribution has been met (due to the passing of time or the fulfillment of the purpose for which the contribution was restricted), CAPK will reclassify the related net assets from net assets with donor restrictions to net assets without donor restrictions in its Statement of Financial Position and reflect this reclassification as an activity in its Statement of Activities.

Income received with donor-imposed restrictions may be reported as income without donor-imposed restrictions if the restrictions are met in the same reporting period.

In the event the CAPK Board of Directors determines that it is appropriate to set revenue funds aside for specific projects, such funds will be classified under “Net Assets without Donor Restriction,” labeled “Board-Designated,” and reported as a separate component of net assets.

Also see REVENUE RECOGNITION and NET ASSET sections of this manual.

Accounts Receivable Entry Policies

Individuals independent of the receipts function will post customer invoices, requests for reimbursement/payment from funding sources, credit adjustments, and other adjustments to the accounts receivable subsidiary ledger.

RECEIPTS

Overview of Receipts

Cash (including checks payable to the Organization) is the most liquid asset an organization has. Therefore, it is the objective of CAPK to establish and follow the strongest possible internal controls in this area. The receipts section includes policies and procedures for the receipt of cash, checks, and credit/debit card payments.

Processing of Checks and Cash Received in the Mail

The following procedures will be followed:

- Receipts are processed in a central location, rather than at remote sites, to ensure that receipts are appropriately directed, recorded, and deposited on a timely basis.
- Mail is opened and a listing of cash/checks received will be prepared in an open area, in the presence of other employees.
- The individual preparing the daily list of receipts will be someone that is not involved in the accounts receivable or accounts payable process.
- A deposit slip is prepared from the cash/checks received and compared to the daily receipts listing for discrepancies.
- Deposits are prepared and taken to the bank by an individual other than the employee who prepared the daily receipts listing.

Endorsement of Checks

All checks received that are payable to CAPK will immediately be restrictively endorsed by the individual who prepares the daily receipts listing. The restrictive endorsement will be a stamp that includes the following information:

1. For Deposit Only
2. CAPK
3. The bank name
4. The bank account number of CAPK

Timeliness of Bank Deposits

Bank deposits will be made on a daily basis, unless the total amount received for deposit is less than $1,000. In no event will deposits be made less frequently than weekly. Undeposited checks and cash will be stored in a locked box and kept in a secure area until deposited. Such cash will not be used as petty cash or to make change.

Online Contribution Receipts

CAPK accepts MasterCard and Visa and has negotiated contracts for outsourcing of processing payment transactions. Individual CAPK departments may not use or negotiate individual contracts with these or other payment card companies or processors.

When clients or donors wish to make payment via credit or debit card, they will be directed to the Organization's website or other means to make payment. Also see ONLINE CONTRIBUTIONS section of this manual.

Reconciliation of Deposits

On a periodic basis, the Director of Finance, who does not prepare the initial receipts listing or bank deposit, will reconcile the listings of receipts to bank deposits on the monthly bank statement. Any discrepancies will be immediately investigated.

Control Grid – Revenue and Cash Receipts

CAPK strives to maintain adequate segregation of duties in its income and cash receipts functions. The following table illustrates how responsibilities have been assigned. In this table, personnel are identified as follows:

A. Chief Financial Officer

B. Director of Finance

C. Finance Administrator

D. Accounting Administrator

E. Accountant

F. Accounting Specialist

G. Accounting Technician

	A	B	C	D	E	F	G
Produces invoice to bill customer/funder					X		
Initials receipt of funds (cash or checks)				X			
Restrictively endorses checks						X	
Prepares deposit slips						X	
Takes deposit slip to bank							X
Enters payments into AR system						X	
Authorizes credits or other adjustments	X						
Posts credits/adjustments to AR system			X				
Authorizes write-offs of bad debt	X						
Posts bad debt write-offs to AR system					X		
Reconciles AR with general ledger		X		X			
Reconciles bank statement					X		

RECEIVABLE MANAGEMENT

General Receivable Management

Grants receivable represent amounts that have been billed under agency contracts but not collected as of the date of the financial statements. All grants receivable represents amounts owed by federal, state and local government agencies.

CAPK records grants receivable and deferred revenue when the grant is received. Then, during the year, when cash is received for expenses incurred, the deferred revenue and grant receivable are reduced, and cash is recorded as grant income. At the end of the fiscal year, the remaining deferred amount will offset the remaining receivable in order to meet GAAP requirements. While this method does not meet GAAP requirements during the year, it does provide management and the board information in the financial statements about progress on spending grant funds. The Accounting Administrator, Finance Administrator and Accountants are responsible for monitoring budget-to-actual expenditures throughout the grant year and will meet periodically with Program Manager and Division Directors to discuss grant fiscal results.

Grants Receivable Monitoring and Recognition

CAPK records grants receivable and income as it is earned in accordance with the REVENUE RECOGNITION policies elsewhere in this manual. The Accounting Administrator, Finance Administrator and Accountants are responsible for monitoring budget-to-actual program expenditures throughout the grant year and will meet monthly with the Grant Manager to discuss grant financial results.

Accounts Receivable Monitoring and Reconciliations

On a monthly basis, the Finance Department will reconcile a detailed accounts receivable report (showing aged, outstanding invoices by customer) to the general ledger. The Chief Financial Officer or Director of Finance will review the reconciliation and ensure that all differences are immediately investigated and resolved.

Credits and Other Adjustments to Accounts Receivable

From time to time, credits against accounts receivable from transactions other than payments and bad debts will occur. Examples of other credits include returned products and adjustments for billing errors. An employee who is independent of the cash receipts function will process credits and adjustments to Accounts Receivable, and all credits shall be authorized by the Chief Financial Officer or Director of Finance.

Collections

Collections are performed on a monthly basis, according to a review of the outstanding items shown on the accounts receivable aging report. This report shows the current month's activity for each customer and prior months' balances outstanding for 30, 60, 90, and 120 days.

Customers with unpaid balances receive communication every 30 days. After a balance is unpaid for 60 days, Program Accountant will contact the customer/ grantor by telephone and attempt to collect the amount due. When necessary the Program Manager will assist with collection of unpaid balances.

At 90 days, if payment has not been received, Program Accountant will send an electronic communication (email, inquiry through payment portal) to the customer/ grantor requesting payment or documentation that payment has been made.

At 120 days, if payment has not been received, the Director of Finance will send a letter through the U.S. Postal Service to the customer/ grantor requesting payment or documentation that payment has been made.

At 150 days, the Director of Finance will evaluate the use of a professional collection service. Documentation will be maintained to support the history of collection attempts.

In addition, as collection efforts begin at 60 days, weekly phone calls will be made to the customer/ grantor and documented as part of the collection effort.

Collections or recoveries of previously written off balances will be recorded when received.

Receivable Write-Off Authorization Procedures

All available means of collecting receivables will be exhausted before write-off procedures are initiated. Write-offs are initiated by the department associated with the amount to be written off, in conjunction with the Finance Department. If a receivable is deemed uncollectible, the following approvals are required before the write-off is processed:

Amount	Authorized in writing by
Less than $1,500	Director of Finance
$1,500 or more	Chief Financial Officer

If write-off procedures have been initiated and approved, the receivable amount will be written off against the allowance account recorded to bad debt expenses.

After a write-off has been processed, appropriate individuals in the originating department will be advised to ensure that further credit is not granted and the master list of bad accounts is updated. Customers listed as poor credit risks will be extended future credit only if the back debt is paid and the customer is no longer deemed a collection problem.

If write-off procedures have been approved, the amount will be recorded to the Reserve for Uncollectible Accounts.

If the organization uses the specific charge-off method, the amount will be posted to bad debt expense after management determines the amount is not collectible and the write-off is approved.

POLICIES ASSOCIATED WITH EXPENDITURES AND DISBURSEMENTS

PURCHASING POLICIES AND PROCEDURES

Overview of Purchasing

THE POLICIES DESCRIBED IN THIS SECTION APPLY TO ALL PURCHASES MADE BY CAPK.

CAPK requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. The policies in this section describe the principles and procedures that all staff must adhere to in the completion of their designated responsibilities.

The goal of these procurement policies is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal statutes and grant requirements.

Responsibility for Purchasing

All Division Directors, or their designees, will have the authority to initiate purchases on behalf of their department, within the guidelines described here. Division Directors will inform the Finance Department of all individuals that may initiate purchases or prepare purchase orders. The Finance Department will maintain a current list of all authorized purchasers.

The Operations Department will be responsible for processing purchase orders. The Director of Operations has approval authority over all purchases and contractual commitments and will make the final determination on any proposed purchases where budgetary or other conditions may result in denial.

Code of Conduct in Purchasing

(2 CFR Part 200.318(c)(1)) (45 CFR Part 75.327(c)(1))

Ethical conduct in managing the Organization's purchasing activities is essential. Staff must always be mindful that they represent CAPK and share a professional trust with other staff, funding sources, and the community.

- Officers, Board members, employees, and agents will not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The Board of Directors may establish standards to evaluate when a financial interest is not substantial, or the value of an unsolicited gift is of nominal value. Substantial financial interest and nominal value, as approved by the Board of Directors, is defined as follows:
  - Unsolicited gifts with a nominal value of $25 or less may be accepted with the approval of the Chief Executive Officer and/or Division Director.
  - Also see the POLICY ON SUSPECTED MISCONDUCT section elsewhere in this manual for disciplinary actions for violations of these standards.
- Staff will discourage the offer of and decline individual gifts, favors, or gratuities that might influence the purchase of supplies, equipment, and/or services. Staff will notify their immediate supervisor if they are offered such gifts.

- No officer, Board member, employee, or agent will participate in the selection or administration of a contractor if a real or apparent conflict of interest would be involved. See the CONFLICTS OF INTEREST section elsewhere in this manual.

Competition

(2 CFR Part 200.319) (45 CFR Part 75.328)

In order to promote open and full competition, purchasers will:

- Be alert to any internal potential conflicts of interest.
- Be alert to any noncompetitive practices among contractors that may restrict, eliminate, or restrain trade.
- Not permit contractors who develop specifications, requirements, or proposals to bid or propose on such procurements.
- Award contracts to bidders or proposers whose product or service is most advantageous in terms of price, quality, and other factors.
- Issue solicitations that clearly set forth all requirements to be evaluated.
- Reserve the right to reject any and all bids when it is in the Organization's best interest and properly documented *(2 CFR 200.318(c)) (45 CFR Part 75.329(c)))*
- Not give preference to state or local geographical areas unless such preference is mandated by federal statute. *(2 CFR Part 200.319(b)) (45 CFR Part 75.328(b))*
- Only use *"*name brand or equivalent" description as a means to define the performance or requirements. *(2 CFR Part 200.319(c)(1)) (45 CFR Part 75.328(b))*

Nondiscrimination Policy

Contractors who are the recipients of Organization funds, or who bid or propose to perform any work or furnish any goods under agreements with CAPK, will agree to these important principles:

- Contractors will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, handicap, gender, or age, except where religion, gender (sex), or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractors.

- Contractors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation will be deemed sufficient for meeting the intent of this section.

Procurement Thresholds and Authorization Limits

All completed requisitions and purchase orders must be initiated through the electronic requisition system and approved by those with the appropriate expenditure level. The following table summarizes the required approval levels, solicitation, and documentation (provided that cost is the only factor to evaluate):

Amount of Purchase	Required Approvals	Required Solicitation	Required Documentation
≤ $9,999.99 (or $2,000 if subject to Davis-Bacon)	Manager or higher	• Price must be considered reasonable based on current market • Purchase can be made from a contractor successfully used in the past, with reasonable pricing • As much as possible, micro-purchases will be rotated among qualified suppliers, provided pricing is comparable	• Receipt or invoice approved by individual(s) in Required Approvals column
$10,000 ≤ $99,999.99	• Administrator; or Assistant Director (≤ $20,000); or • Director (≤ $30,000); or • Chief Program Officer (≤ $100,000)	• 3 quotes (catalogue, Internet, written, etc.) • Or select a contractor from pre-qualified contractor list	• Documentation of quotes obtained • How procurement decision was made
$100,000 ≤ $249,999.99	• Chief Financial Officer (≤ $150,000); or • Chief Executive Officer (≤ $250,000); or • Board of Directors (> $250,000)	• 3 written quotes (catalogue, internet, written, etc.) • Or select a contractor from pre-qualified contractor list	• Attached documentation of quotes received • How procurement decision was made
> $250,000 and above	• Chief Executive Officer (≤ $250,000); or • Board of Directors (> $250,000)	• 3 written bids/ proposals (Request for Bids or Request for Proposals)	• Copy of RFB or RFP • Proposal scoring grids, including who participated in the scoring • Proposal and contract of winning bidder/proposer • How procurement decision was made

Amount of Purchase	Required Approvals	Required Solicitation	Required Documentation
Construction/Major Renovations over $250,000	Chief Executive Officer and Board of Directors	• 3 sealed written bids/ proposals (Request for Bids or Request for Proposals)	• Copy of RFB or RFP • Proposal scoring grids, including who participated in the scoring • Proposal and contract of winning bidder/proposer • How procurement decision was made

Additional Board Approval Requirements

The Board must approve the following items regardless of threshold:

1. Any single item or aggregate over $250,000, including estimated purchases from preferred vendors;
   - In the event that procurement was initiated under the $250,000 limit and later amendments to the contract would exceed this limit, additional amendments must receive Board approval;
2. Procurement of all audit, legal or professional services that are agency-wide in nature;
3. Construction contracts and/or major renovations over $250,000 require Board approval;
4. If a Program or Grant has stricter limits than those set by the Agency, the Program's/Grant's guidelines must be followed.

Expenditure Limits

Managers	Up to $10,000
Administrators	Up to $15,000
Assistant Director	Up to $20,000
Division Directors	Up to $30,000
Chief Program Officer	Up to $100,000
Chief Financial Officer	Up to $150,000
Chief Executive Officer	Up to $250,000
Board of Directors	Over $250,000

The Chief Executive Officer is authorized to enter into any contract on behalf of CAPK. Contracts between $30,000 and $150,000 must be reviewed and approved by the Division Director, Chief Program Officer (program related), and the Chief Financial Officer but do not require approval from the Chief Executive Officer. These policies will also apply to renewals of existing contracts.

Procurement Procedures

The following are CAPK's general procurement procedures:

1. CAPK will avoid purchasing unnecessary or duplicative items for the performance of the activities required by a federal award. *(2 CFR Part 200.318(d)) (45 CFR Part 75.327(d))*

2. Where appropriate, an analysis will be made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the federal government. *(2 CFR Part 200.318(d)) (45 CFR Part 75.327(d)).* This analysis will only be made when both lease and purchase alternatives are available to the program.

3. CAPK will enter into state and local inter-governmental or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. *(2 CFR Part 200.318(e)) (45 CFR Part 75.327(e))*

4. CAPK will use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. *(2 CFR Part 200.318(f)) (45 CFR Part 75.327(f))*

5. Documentation of the cost and price analysis associated with each procurement decision, including contract modifications, in excess of $150,000 will be retained in the procurement files pertaining to each federal award. *(2 CFR Part 200.323) (45 CFR Part 75.332)*

6. All pre-qualified lists of persons, firms, or products which are used in acquiring goods and services must be current and include enough qualified sources to ensure maximum open and full competition. *(2 CFR Part 200.319(d)) (45 CFR Part 75.328(d))*

7. CAPK will maintain records sufficient to detail the history of procurement, including, but not limited to: *(2 CFR Part 200.318(i)) (45 CFR Part 75.327(i))*
   a. Rationale for the method of procurement;
   b. Selection of contract type;
   c. Contractor selection or rejection; and
   d. The basis for the contract price.

   Also see the RECORD RETENTION section of this manual.

8. CAPK will make all procurement files available for inspection upon request by a federal or pass-through awarding agency.

9. CAPK will not utilize the cost-plus-a-percentage-of-costs or percentage of construction cost methods of contracting. *(2 CFR Part 200.323(d)) (45 CFR 75.332(d))*

10. Consideration will be given to dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, women's business enterprises, and labor surplus area firms. These efforts include veteran owned businesses. *(2 CFR Part 200.321(b)(3)) (45 CFR Part 75.330(b)(3))*

    (Also see AFFIRMATIVE CONSIDERATION OF MINORITY, SMALL BUSINESS, WOMEN-OWNED BUSINESSES, AND LABOR SURPLUS AREA FIRMS section of this manual.)

11. Purchases will be made in accordance with the thresholds, required approvals, required solicitation methods, and documentation requirements indicated in the PROCUREMENT THRESHOLDS AND AUTHORIZATIONS LIMITS section of this manual.

All staff members with the authority to approve purchases will receive a copy of, and be familiar with, 2 CFR Part 200 Subpart E – Cost Principles (45 CRF Part 75 Subpart E – Cost Principles).

Sealed Bid Method of Procurement

The sealed bid method of procurement will be used for purchases in accordance with the PROCUREMENT THRESHOLD AND AUTHORIZATION LIMIT chart of this manual and will be used for services or goods with a fixed price including, for example, construction projects, vehicle purchases, installation of heating, ventilation, and air conditioning (HVAC), weatherization work, etc.

The following conditions apply for this method of procurement:

- A complete, adequate, and realistic specification or purchase description is prepared and made available as part of the invitation for bid (IFB);
- Two or more responsible suppliers/providers are solicited and are willing and able to compete effectively for the business;
- Sufficient time is given to allow bidders to respond before the bid opening date indicated in the IFB;
- Bids will be opened at the time and place indicated in the IFB; and
- The procurement is appropriate for a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price and price-related factors.

The sealed bid process focuses mainly on price and occurs early in the procurement cycle, allowing bidders time to prepare their bids to meet the specifications of the bid solicitation. Bids are solicited in accordance with the Organization's ADVERTISING PROCEDURES FOR PROCUREMENT section of this manual, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid:

- Conforms with all the material terms and conditions of the invitation for bids, and
- Is the lowest in price, also considering price-related factors.

Price-related factors such as discounts, transportation cost, and life cycle costs will be considered in determining lowest bid. Payment discounts will only be considered when prior experience indicates that such discounts are usually taken advantage of.

Any and all bids may be rejected if there is a sound documented reason.

Sealed bid requests will be publicized in compliance with the approved advertising procedures. See the ADVERTISING PROCEDURES section of this manual.

Bidders must comply with all bid specifications. See the CONTRACT ADMINISTRATION section of this manual.

Competitive Proposal Method of Procurement

The competitive proposal method of procurement will be used for purchases in accordance with the PROCUREMENT THRESHOLD AND AUTHORIZATION LIMITS chart of this manual and will be used when price and other factors are considered to determine the most advantageous proposal. Examples of some of the other factors may include those listed in the EVALUATION OF ALTERNATIVE PROPOSERS section of this manual.

The following conditions apply for this method of procurement:

- Request for Proposals (RFPs) will be publicized (see the ADVERTISING PLAN section of this manual)
- RFPs will include all specifications, terms and conditions that the proposer must meet
- RFPs will include all evaluation factors and their relative importance
- Proposals must be solicited from a number of qualified sources
- CAPK will conduct an evaluation of proposals received by the publicized due date in accordance with its established procedures; maximum effort will be made to consider all responses to proposals (see EVALUATION OF ALTERNATIVE PROPOSERS section of this manual)

Solicitation for Procurements

To help ensure full and open competition, solicitations for goods and services, requests for proposals (RFPs), and invitation for bid (IFBs or sealed bids) will provide for all of the following:

1. A clear and accurate description of the technical requirements for the material, product, or service to be procured. Descriptions will not contain features which unduly restrict competition. *(2 CFR Part 200.319(c)(1)) (45 CFR Part 75.328(c)(1))*

   Description may also include the following:
   - Technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
   - Preference for products and services that conserve natural resources, protect the environment, and are energy efficient, to the extent practicable and economically feasible

2. Requirements which the offeror must fulfill and all other factors to be used in evaluating bids or proposals. (See EVALUATION OF ALTERNATIVE CONTRACTORS elsewhere in this manual for required criteria.) *(2 CFR Part 200.319(c)(2)) (45 CFR Part 75.328(c)(2))*

3. Description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth the minimum essential characteristics and standards to which it must confirm if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible, to avoid impeding competition. *(2 CFR Part 200.319(c)(1)) (45 CFR Part 75.328(c)(1))*

4. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named

brand which must be met will be clearly stated. *(2 CFR Part 200.319(c)(1)) (45 CFR Part 75.328(c)(1))*

5. Required delivery or performance dates/schedules.

6. Clear indications of the quantity(ies) requested and unit(s) of measure, if applicable.

7. A description of the format, if any, in which the requested information, proposals, or bids must be submitted, including the name of the person to whom it should be sent.

8. The date by which information, proposals, or bids are due.

Advertising Procedures for Procurement

The public advertising plan is designed to encourage maximum participation in solicitation for selected procurement methods. CAPK will publicly advertise requests for sealed bids and proposals using a plan designed to reach the maximum potential bidders and proposers.

Examples of public advertising that may be used include:

- CAPK's public website
- CAPK's social media accounts
- Sealed bid or request for proposal databases, if available
- Print and electronic advertisements (newspapers, emails)
- Audio advertisements (radio station, Pandora©, Spotify©)
- Direct solicitation of recommended or previously used contractors
- Direct solicitation of minority, small, women-owned, and veteran-owned businesses or businesses in labor surplus areas
- Professional associations

Public advertisements will include, at a minimum:

- CAPK's legal name and address, including contact name and phone number
- Date, time and location, including address, of bid/proposal meeting, as applicable
- Notice that participation in the meeting is mandatory for the bidder's or proposer's solicitation to be considered, as applicable
- Sealed bid requests will include any specifications and pertinent attachments and will define the items or services in order for the bidder to properly respond
- Proposal requests will identify all evaluation factors and their relative importance
- Sealed bid requests will identify the time and place sealed bids will be opened (for local governments and tribal governments, bids will be opened publicly)
- Notice to bidders/proposers that incomplete bid/proposal packages will not be considered.

Extension of Due Dates and Receipt of Late Offers

Solicitations should provide for sufficient time to permit the preparation and submission of offers (quotes, bids, proposals) before the specified due date. However, an extension may be granted if a prospective proposer so requests and is approved by the Purchasing Manager. Approval of extensions will be documented in the procurement file.

Contractor offers are considered late if received after the due date and time specified in the solicitation. Late offers will be so marked on the outside of the envelope and retained, unopened, in the procurement file. Contractors that submit late offers will be sent a letter notifying them that their offer was late and could not be considered for award.

Evaluation of Alternative Proposers

With competitive proposal method of procurement, proposers will be evaluated on a weighted scale that considers some or all of the following criteria, as appropriate for the procurement:

1. Adequacy of the proposed methodology
2. Skill and experience of key personnel
3. Demonstrated experience
4. Other technical specifications designated by the department requesting proposals
5. Compliance with administrative requirements of the request for proposal (format, due date, etc.)
6. Proposer's financial stability
7. Proposer's demonstrated commitment to the nonprofit sector
8. Results of communications with references supplied by proposer
9. Ability/commitment to meeting time deadlines
10. Cost
11. Minority, small business, women-owned business, veteran-owned business status of proposer, or labor surplus firm
12. Other criteria (to be specified by the department requesting proposal)

Not all of the preceding criteria may apply in each procurement. However, the department responsible for the purchase will establish the relative importance of the appropriately established criteria prior to requesting proposals and will evaluate each proposal on the basis of the criteria and weighting that have been pre-determined.

The contract will be awarded to the responsible proposer whose proposal is most advantageous to the program. After a contractor has been selected and approved by the Program Manager and/or Division Director, the final selection will be approved by others according to CAPK's purchasing/procurement approval policies.

Affirmative Consideration of Minority, Small Business, Women-Owned Businesses, and Labor Surplus Area Firms

(2 CFR Part 200.321) (45 CFR Part 75.330)

Positive efforts will be made by CAPK to utilize small businesses, minority-owned firms, women's business enterprises, veteran owned businesses, and labor surplus area firms whenever possible. Therefore, the following steps will be taken:

1. Ensure that small business, minority-owned firms, women's business enterprises, and labor surplus area firms are used to the fullest extent practicable. *(2 CFR Part 200.321)(45 CFR Part 75.330)* These efforts include veteran owned businesses.

2. CAPK will directly solicit bids or proposals from small business, minority-owned firms, women's business enterprises, and labor surplus area firms. These businesses will be solicited whenever they are a potential source. *(2 CFR Part 200.321(b))* These efforts include veteran owned businesses. CAPK will ensure these businesses are included in solicitations, when practicable. (Also see ADVERTISING PROCEDURES FOR PROCUREMENT section of this manual.)

3. CAPK will evaluate procurements to determine if it is practical to separate purchases or projects into smaller components in order to encourage solicitation responses from these businesses. *(2 CFR Part 200.321(b)(3)) [45 CFR Part 75.330(b)(3)* These efforts include veteran owned businesses.

4. Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises. *(2 CFR Part 200.321(b)(4)) (45 CFR Part 75.330(b)(4))* These efforts include veteran owned businesses. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small business, minority-owned firms, women's business enterprises, and labor surplus area firms.

5. Utilize organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency to determine validity of, assistance with, or location of the businesses addressed in this section, as appropriate. *(2 CFR Part 200.321(b)(5)) (45 CFR Part 75.330(b)(5))* These efforts include veteran owned businesses.

6. Consider in the contract process whether firms competing for larger contracts should subcontract with small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms. *(2 CFR Part 200.321(b)6)) (45 CFR Part 75.330(b)(6))* These efforts include veteran owned businesses.

Non Competitive Method of Procurement (Sole Source)

This method of procurement can be used as approved in accordance with the PROCUREMENT THRESHOLDS AND AUTHORIZATION chart elsewhere in this manual for the following circumstances:

Emergencies
Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of Organization property is involved. The reasons for such purchases will be documented in the procurement file.

Single Distributor/Source
The item or service is only available from a single source. Examples of when this applies to CAPK include utilities, trash collection, and custom software solutions.

Prior Written Approval
The awarding agency expressly authorizes a noncompetitive proposal in response to a written request from CAPK.

Insufficient Proposers, Bidders, Offerors
After solicitation in accordance with CAPK's ADVERTISING PROCEDURES FOR PROCUREMENT section of this manual, competition is deemed inadequate due to one response or insufficient bidders/ proposers.

Pre-Qualified Contractors

CAPK encourages departments to develop lists of pre-approved contractors that can be used throughout the year. The process to identify a pre-approved contractor is as follows.

1. Develop a list of similar, commonly-purchased items that can be acquired from a single contractor. Examples are janitorial supplies, classroom supplies, weatherization materials, etc.
2. Obtain cost estimates for the list in total, not for each item. Include shipping costs, if necessary.
3. Obtain 3 quotes, depending on the level of expected spending for the year (refer to the PROCUREMENT THRESHOLDS AND AUTHORIZATIONS chart elsewhere in this manual).
4. Compare the quotes; contractors with lowest prices, including shipping, will be approved for use during the year.
5. This process should result in multiple approved contractors if the prices are within 5% of each other.

This process will be repeated annually, with the approved list produced by January 15. Contractors may be added throughout the year, but all contractors for prequalification will be reevaluated January 1.

Bonding Requirements

CAPK will require bonding when deemed necessary to help ensure the interests of the organization and the funding source is protected. Minimum bonding requirements will include the following:
(2 CFR Part 200.325) (45 CFR Part 75.334)

- A bid guarantee in the form of a bid bond, certified check, or other negotiable instrument from each bidder equivalent to five percent of the bid price assuring that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- A performance bond on the part of the contractor for 100 percent of the contract price, to be executed in connection with a contract to secure fulfillment of all the contractor's obligations under the contract.

- A payment bond for 100 percent of the contract price, executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in execution of the work provided for in the contract.

Use of Purchase Orders

CAPK utilizes a purchase order system. An electronic request to purchase will be required for each purchase decision (i.e., total amount of goods and services purchased, not unit cost). A properly completed purchase order will contain the following information, at a minimum:

1. Specifications or statement of services required
2. Contractor name, address, and contact's name, email, and phone number
3. Source of funding, as applicable
4. Delivery or performance schedules
5. Delivery, packing, and transportation requirements
6. Special conditions, if applicable
7. Catalog number, page number, etc., if applicable
8. Net price per unit, less discount, if any
9. Total amount of order
10. Authorized signature
11. Date purchase order was prepared

Purchase orders will be pre-numbered, retained electronically in a secure repository, and issued upon request from an authorized purchaser.

All purchase orders will be processed through the accounting software. At the end of each accounting period, an aged outstanding purchase order report will be prepared and distributed to each purchasing representative and the Director of Operations and the Chief Financial Officer or Director of Finance for review and appropriate follow-up to ensure proper close-out and resolution.

Blanket Purchase Orders

Blanket purchase orders can be created for purchases to be made throughout the year from the same contractor when the total amount to be purchased can be reasonably estimated. The blanket purchase order number will be used each time an order is placed and needs to appear on each invoice. Blanket purchase orders are subject to the same authorization limits and solicitation as regular purchase orders.

1. Blanket purchase orders can be used when:
    - Purchasing repetitive, specified services or items, or categories of items from the same contractor; which are purchased and paid in a predictable manner during a certain time period, usually one (1) year.
    - Ordering standard materials or maintenance supplies which require numerous shipments.
    - To enable the buyer to obtain more favorable pricing through volume commitments.

2. Blanket purchase orders generally cannot be used when:
    - No benefit will be derived over and above use of a regular purchase order.

- It creates an open line of credit with a contractor.
- Prices are unknown at ordering time, or subject to change later without notice.
- Quality of the contractor and/or goods or services are questionable.
- Control over CAPK's expenditures would be weakened significantly.

3. A uniform blanket purchase order format should be used and will include the following information:
   - The period to be covered by the blanket agreement (not exceed to one year)
   - A cancellation clause
   - The previous blanket purchase order number if this is a replacement blanket purchase order
   - Items and/or categories of items to be covered by the blanket purchase order
   - Maximum quantities, if any
   - Prices and pricing arrangements
   - Terms and billing arrangements
   - Personnel authorized to issue order releases

4. Price, shipping (F.O.B.) terms, commodities, and quantity should be established before the blanket purchase order is issued.

It will be the responsibility of the department placing the order to monitor the prices and terms of its blanket purchase orders.

Verification of New Contractor

The Business Services Department will perform additional procedures to validate the legitimacy of new contractors that will be paid one-time or cumulative payments in excess of $5,000. For such contractors, the Business Services Department will perform a limited public records search and will contact the contractor to validate its existence.

Contractor Files and Required Documentation

The Business Services Department will create a contractor file for each new contractor or re-activated contractor from whom CAPK purchases goods or services.

The Business Services Department will mail (or email) a blank Form W-9 to the contractor and request completion of the Form W-9 and the return of the signed document before procuring goods or services from the contractor or making any payment to the contractor. Completed, signed Form W-9 or substitute documentation will be retained in each contractor's file.

Contractors will be issued a Form 1099 at the end of each calendar year in accordance with the policies described in the GOVERNMENT RETURNS section of this manual. See the PAYROLL AND RELATED POLICIES section for guidance on determining whether a contractor should be treated as an employee.

Contractor files will have the following information:

1. Completed and signed Form W-9. Contractors being reactivated are required to complete a new Form W-9 to verify current name, address, and tax ID number.

2. Contractors with a post office (PO) box will provide a physical location address for the master file. The PO Box number may be used for postal purposes. The contractor name and physical address will be verified by performing an online search and/or mailing of contractor forms to the physical address that are required to be returned.

The following procedures will be performed prior to creating or re-activating all contractor files to help ensure that each contractor only has one master file:

1. Search for existence of the tax ID number in the master file
2. Search for name variations and name standardization (entity resolution) (e.g. Doe, John; J Doe; John Doe)
3. Search for matching or similar addresses
4. Perform an online search of the contractor and the physical address to determine validity
5. Search for matches against the employee master file

Contractor Master File Maintenance

CAPK will monitor the contractor master file on a regular basis, with a full review of the master listing completed every year prior to year-end. Master file review will take place each quarter, with one-fourth-(1/4) of the contractor master file reviewed each fiscal quarter.

The Finance Department will review the master file for:

1. Duplicate contractors. Contractors with the same or similar tax ID number, name, address, email, contact, and other information. Duplicate contractors will be merged.
2. Contractors with a post office (PO) box address. Contractors with only a PO Box will be required to provide a physical location address for the master file.
3. Contractors without activity in the past year will be inactivated. Inactivated contractors must go through the contractor creation process before being re-activated.
4. The Organization will utilize the Internal Revenue Service (IRS) Taxpayer Identification Number (TIN) On-line Matching service to match name and TIN with IRS records.

Procurement Grievance Procedures

Any bidder/proposer may file a grievance with CAPK following a competitive bidding/proposal process. Once a selection is made, bidders/proposers will be notified in writing of the results. The written communication mailed to bidders/proposers will also inform them that they may have a right to appeal the decision. Information on the Organization's appeal procedures must be made available to all prospective contractors or subgrantees upon request, including the name and address of a contact person, and a deadline for filing the grievance.

Grievances are limited to violations of federal laws or regulations, or failure of the Organization to follow its own procurement policies.

Receipt and Acceptance of Goods

Requesting department personnel will inspect all goods received. Upon receipt of any item from a contractor, the following actions will be immediately taken:

1. Review bill of lading for correct delivery point.
2. Verify the quantity of boxes/containers with the bill of lading.
3. Examine boxes/containers for exterior damage and note on the bill of lading any discrepancies (missing or damaged boxes/containers, etc.).
4. Sign and date the bill of lading.
5. Remove the packing slip from each box/container.
6. Compare the description and quantity of goods per the purchase order to the packing slip.
7. Examine goods for physical damage.
8. Count or weigh items, if appropriate, and record the counts on the purchase order.

This inspection must be performed in a timely manner to facilitate prompt return of goods and/or communication with contractors.
Also see RECEIPT OF NEWLY PURCHASED EQUIPMENT section of this manual.

Contract Administration

CAPK must maintain oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase order. CAPK adopts the following policies and procedures on contract administration. *(2 CFR Part 200.318(b)) (45 CFR Part 75.327(b))*.

1. Contract administration files will be maintained:
   a. For each contract greater than $10,000 a separate file will be maintained.
   b. For contracts less than $10,000, contract records may be combined in a single file by grant or other funding source.

2. Contract administration files will contain:
   a. The required documentation specified in the PROCUREMENT THRESHOLDS AND AUTHORIZATIONS LIMIT chart for the original scope of work and for all amendments.
   b. Where the contract work is identified in the grant award or budget, the identification and scope of the work contained in the award or budget, and all approved changes.

3. Authorization of work:
   a. No work will be authorized until the contract for the work has been approved and fully executed.
   b. No change in the work will be authorized until an amendment to the contract for the work has been approved and fully executed.
   c. No amendment of a contract for work will be executed until it has been approved and authorized as required in the PROCUREMENT THRESHOLDS AND AUTHORIZATIONS LIMIT chart and, where required by the terms of the grant award or budget, approval by the funding source.

4. Conformance of work:
    a. For each grant award, based on applicable laws, regulations and grant provisions, the Program Manager and/or Division Director will establish and maintain a system to reasonably assure that the contractor:
        i. Is in conformance with the terms, conditions, and specifications of the contract, and
        ii. Provides timely follow-up of all purchases to assure such conformance and adequate documentation.

5. The Program Manager and/or Division Director will authorize payment of invoices to contracts after final approval of work products.

Contract Provisions

(2 CFR Part 200 Appendix II, 45 CFR Part 75 Appendix II, and other regulation, as indicated)

CAPK includes provisions for the following items, as applicable, in all contracts charged to federal awards, at the amounts indicated and as determined by the regulation or CAPK, with contractors and subgrants to grantees:

1. Contracts for more than the simplified acquisition threshold set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

2. All contracts in excess of $10,000 must address termination for cause and for convenience by CAPK including the manner by which it will be affected and the basis for settlement.

3. Equal Employment Opportunity

4. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148)

5. Copeland “Anti-Kickback” Act (40 U.S.C. 3145)

6. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)

7. Rights to Inventions Made Under a Contract or Agreement

8. Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended

9. Debarment and Suspension (E.O.s 12549 and 12689)

10. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

11. Bonding requirements: See BONDING REQUIREMENTS section of this manual.

12. Nondiscrimination Policy: See NONDISCRIMINATION POLICY section of this manual.

13. Right to Audit Clause. See RIGHT TO AUDIT CLAUSE section of this manual.

14. Workers' Compensation. See INSURANCE section of this manual.

15. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

Right to Audit Clause

CAPK requires a "Right to Audit" clause in all contracts between the Organization and contractors that either:

1. Take any form of temporary possession of assets directed for the Organization, or
2. Process data that will be used in any financial function of the Organization.

This Right to Audit clause will permit access to, and review of, all documentation and processes relating to the contractor's operations that apply to CAPK, as well as all documents maintained or processed on behalf of CAPK, for a period of three years. The clause will state that such audit procedures may be performed by CAPK employees or any outside auditor or contractor designated by the Organization.

Availability of Procurement Records

(2 CFR Part 200.324(b)) (45 CFR Part 75.333(b))

CAPK will, on request, make available for the federal awarding agency, pre-award review and procurement documents, such as requests for proposals, when any of the following conditions apply:

- The procurement process does not comply with the procurement standards in 2 CFR Part 200 and 45 CFR Part 75. *(2 CFR Part 200.324(b)(1)) (45 CFR Part 75.333(b)(1))*
- The procurement is expected to exceed the federally-defined simplified acquisition threshold and is to be awarded without competition or only one bid is received. *(2 CFR Part 200.324(b)(2)) (45 CFR Part 75.333(b)(2))*
- The procurement exceeds the simplified acquisition threshold and specifies a "name brand" product. *(2 CFR Part 200.324(b)(3)) (45 CFR Part 75.333(b)(3))*
- The proposed award exceeds the federally-defined simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed-bid procurement. *(2 CFR Part 200.324(b)(4)) (45 CFR Part 75.333(b)(4))*
- A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the federally-defined simplified acquisition threshold. *(2 CFR Part 200.324(b)(5)) (45 CFR Part 75.333(b)(5))*

Also see RECORD RETENTION section of this manual.

Procurement Records

(2 CFR Part 318(i)) (45 CFR Part 75.327(i))

CAPK will maintain records sufficient to detail the history of procurement including, but not limited to, the following

- Rationale for the method of procurement
- Selection of contract type
- Contractor selection or rejection
- Basis for contract price

Also see RECORD RETENTION section of this manual.

SUBRECIPIENTS

Making Subawards

From time to time, CAPK may find it practical to make subawards of federal funds to other organizations. All subawards will be subject to the CODE OF CONDUCT policies described in the PURCHASING POLICIES AND PROCEDURES section. In addition, all subrecipients must be approved in writing by the federal awarding agency and agree to the subrecipient monitoring provisions described in the next section.

CAPK is required to evaluate each subrecipient's risk of noncompliance with federal statutes, regulations, and the terms and conditions of the subaward to determine the appropriate monitoring. Evaluations may include such factors as: *(2 CFR Part 200.331(b)) (45 CFR Part 75.333(b))*

- The subrecipient's prior experience with the same or similar subawards;
- The results of previous audits including whether or not the subrecipient receives a Single Audit, and the extent to which the same or similar subaward has been audited as a major program;
- Whether the subrecipient has new personnel, or new or substantially changed systems; and
- The extent and results of federal awarding agency monitoring (e.g., if the subrecipient also receives federal awards directly from a federal awarding agency).

In addition, CAPK will obtain the following documents from all new subrecipients:

1. Articles of Incorporation
2. Bylaws or other governing documents
3. Determination letter from the IRS (recognizing the subrecipient as exempt from income taxes under IRC section 501(c)(3))
4. Last three years' Forms 990 or 990-EZ, including all supporting schedules and attachments (also Form 990-T, if applicable)
5. Copies of the last three years' audit reports and management letters received from subrecipient's independent auditor (including all reports associated with audits performed in accordance with 2 CFR Part 200 Subpart F and 45 CFR Part 75 Subpart F, if applicable)
6. Copy of the most recent internally-prepared financial statements and current budget
7. Copies of reports of government agencies (Inspector General, state or local government auditors, etc.) resulting from audits, examinations, or monitoring procedures performed in the last three years

CAPK will ensure that every subaward is clearly identified to the subrecipient as a subaward and include the following data elements at the time of the subaward and if any of the data elements change, including changes in subsequent subaward modifications. When some of this information is not available, CAPK will provide the best information available to describe the federal award and subaward. The following required information will be provided to all subrecipients:

1. Federal Award Identification.
    a. Subrecipient name (which must match the name associated with its unique entity identifier);
    b. Subrecipient's unique entity identifier (DUNS)
    c. Federal Award Identification Number (FAIN);
    d. Federal Award Date;

e. Subaward Period of Performance Start and End Date;
f. Subaward budget start and end date;
g. Amount of federal funds obligated by this action by CAPK to the subrecipient;
h. Total Amount of federal funds obligated to the subrecipient by CAPK to the subrecipient;
i. Total Amount of the federal award committed to the subrecipient by CAPK;
j. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
k. Name of federal awarding agency, pass-through entity, and contact information for awarding official of CAPK;
l. Catalogue of Federal Domestic Assistance (CFDA) Number and Name. CAPK must identify the dollar amount made available under each federal award and the CFDA number at time of disbursement;
m. Identification of whether the award is research and development (R & D); and
n. Indirect cost rate for the federal award (including if the de minimis rate is charged per 2 CFR Part 200.414 and 45 CFR Part 75.414 Indirect (F&A) costs).

2. All requirements imposed by CAPK on the subrecipient so that the federal award is used in accordance with federal statutes, regulations and the terms and conditions of the federal award.

3. Any additional requirements that CAPK imposes on the subrecipient in order for CAPK to meet its own responsibility to the federal awarding agency including identification of any required financial and performance reports.

4. Identify acceptance of the subrecipient's approved federally recognized indirect cost rate negotiated between the subrecipient and the federal government or, if no such rate exists, information on how the subrecipient can negotiate a rate between CAPK and the subrecipient (in compliance with the federal grant regulations), or request the subrecipient to disclose its election to use the de minimis indirect cost rate, as defined in 2 CFR Part 200.414(f) and 45 CFR Part 75.414(f) Indirect Costs.

5. A requirement that the subrecipient permit CAPK and auditors to have access to the subrecipient's records and financial statements as necessary for CAPK to meet the monitoring requirements of 2 CFR Part 200 and 45 CFR Part 75.

6. Appropriate terms and conditions concerning closeout of the subaward.

7. Subawards require that subrecipient employees responsible for program compliance obtain appropriate training in current grant administrative and program compliance requirements.

8. Subawards require that subrecipients submit financial and program reports to CAPK on a basis no less frequently than monthly.

Monitoring of Subrecipients

When CAPK utilizes federal funds to make subawards to subrecipients, CAPK is subject to a requirement to monitor each subrecipient in order to provide reasonable assurance that subrecipients are complying, in all material respects, with laws, regulations, and award provisions applicable to the program.

In fulfillment of its obligation to monitor subrecipients, the following policies apply to all subawards of federal funds made by CAPK to subrecipients:

1. CAPK will follow up with all subrecipients to determine whether all required audits have been completed. CAPK will cease all funding of subrecipients failing to meet the requirement to undergo an audit in accordance with 2 CFR Part 200.501. For subrecipients that properly obtain an audit in accordance with 2 CFR Part 200.501, CAPK shall obtain and review the resulting audit reports for possible effects on CAPK's accounting records or audit.

2. CAPK shall assign one of its employees the responsibility of monitoring each subrecipient on an ongoing basis during the period of performance by the subrecipient. This employee will establish and document, base on her or his understanding of the requirement that have been delegated to the subrecipient, a system for ongoing monitoring of the subrecipient.

3. Ongoing monitoring of subrecipients will vary from subrecipient to subrecipient based on the nature of work assigned to each. However, ongoing monitoring activities may involve any or all of the following:

    a. Regular contacts with subrecipients and appropriate inquiries regarding the program.
    b. Reviewing programmatic and financial reports prepared and submitted by the subrecipient and following up on areas of concern.
    c. Monitoring subrecipient budgets.
    d. Performing site visits to the subrecipient to review financial and programmatic records and assess compliance with applicable laws, regulations, and provisions of the subaward.
    e. Offering subrecipients technical assistance where needed.
    f. Maintaining a system to track and follow up on deficiencies noted at the subrecipient in order to ensure that appropriate corrective action is taken.
    g. Establishing and maintaining a tracking system to ensure timely submission of all reports required of the subrecipient.

4. Documentation shall be maintained in support of all efforts associated with monitoring of subrecipients.

5. In connection with any subrecipient that has been found to be out of compliance with provisions of its subaward with CAPK, responsive actions by the Organization shall be determined by Chief Financial Officer. Such actions may consist of any of the following actions:

    a. Increasing the level of supporting documentation that the subrecipient is required to submit to CAPK on a monthly or periodic basis.
    b. Requiring that subrecipient prepare a formal corrective action plan for submission to CAPK.
    c. Requiring that certain employees of the subrecipient undergo training in areas identified as needing improvement.

d. Requiring documentation of changes made to policies or forms used in administering the subaward.
e. Arranging for on-site (at the subrecipient's office) oversight on a periodic basis by a member of the CAPK accounting or grant administration staff.
f. Providing copies of pertinent laws, regulations, federal agency guidelines, or other documents that may help the subrecipient.
g. Arranging with an outside party (such as CAPK's own independent auditors) for periodic on-site monitoring visits.
h. Reimbursing after-the-fact, and not provide advances.
i. Requiring review and approval for each disbursement and all out-of-area travel.
j. As a last resort, terminating the subaward relationship and seeking an alternative.

POLITICAL INTERVENTION

Prohibited Expenditures

Consistent with its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code, CAPK will not incur any expenditure for political intervention. For purposes of this policy, political intervention will be defined as any activity associated with the direct or indirect support or opposition of a candidate for elective public office at the federal, state, or local level. Examples of prohibited political expenditures include, but are not limited to, the following:

1. Contributions to political action committees
2. Contributions to the campaigns of individual candidates for public office
3. Contributions to political parties
4. Expenditures to produce printed materials (including materials in periodicals) that support or oppose candidates for public office
5. Expenditures for the placement of political advertisements in periodicals

Endorsements of Candidates

CAPK will not endorse any candidates for public office in any manner, or otherwise make statements that support or oppose a candidate or a political party, either verbally or in writing. This policy extends to the actions of management, the Board of Directors, volunteers, and other representatives or agents of CAPK, when these individuals are acting on behalf of, or are otherwise representing, the Organization.

Individual vs. Organization Activities

The preceding policies prohibiting acts of political intervention apply to the Organization and to individuals acting on behalf of the Organization. They do not apply to the personal lives of employees and volunteers of the Organization, who have the right to support or oppose political candidates and parties as individuals. Employees and volunteers of CAPK who engage in political activities outside the scope of their employment with or service to the Organization will at all times be mindful of maintaining a clear distinction between personal activities and those which can be attributed to the Organization.

Prohibited Use of Organization Assets and Resources

No assets or personnel of the Organization will be utilized for political activities, as defined above. This prohibition extends to the use of Organization assets or personnel in support of political activities that are engaged in personally by Board members, members of management, employees, or any other representatives of CAPK. While there is no prohibition against these individuals engaging in political activities personally (on their own time, and without representing the Organization), these individuals must at all times be aware that Organization resources (including computers and email systems) cannot at any time be utilized in support of political activities.

LOBBYING

Overview of Lobbying

Unlike political intervention, described in the preceding section, expenditures by a section 501(c)(3) public charity for lobbying activities are allowable under the Internal Revenue Code. However, no lobbying expenditures may be charged directly or indirectly to any federal award (i.e., the Organization must have a non-federal source of funds to which such lobbying costs can be charged).

Definition of Lobbying Activities

Lobbying activities conducted by the Organization may be either direct or indirect. Direct lobbying activities consist of attempts to influence legislation through communication with any member or employee of a legislative body (federal, state, or local levels) or, if the principal purpose of the communication is lobbying, with any government official or employee who may participate in the formulation of the legislation. Direct lobbying occurs when employees of the Organization or paid lobbyists communicate directly in attempts to influence legislation. Lobbying is distinguishable from advocacy activities, which involve efforts to advocate certain positions which may have legislative implications, as long as a nonpartisan analysis of the relevant facts is performed.

Lobbying occurs only when there is a specific piece of legislation or legislative proposal pending that the Organization is attempting to influence. Therefore, lobbying is considered to have taken place only if both of the following elements are present:

1. The communication refers to specific legislation (legislation that has been introduced or a specific legislative proposal that the Organization supports or opposes), and
2. The communication reflects a view on the legislation (supporting or opposing it).

Indirect lobbying involves communications with the general public (rather than directly with legislators, etc.) where the communication includes the same two preceding characteristics, plus it encourages the recipient of the communication to take action with respect to the specific legislation (by contacting legislators, etc.).

Segregation of Lobbying Expenditures

Lobbying expenditures are allowable for charities under the Internal Revenue Code. However, lobbying may not represent a substantial portion of the Organization's overall activities. The Organization's tax exemption would be at risk if lobbying becomes a substantial portion of the Organization's activities.

Accordingly, CAPK segregates all direct and indirect lobbying expenditures in a separate section of the chart of accounts in the general ledger. Where appropriate, lobbying expenditures will also be allocated their fair and reasonable share of employee benefits and other allocated costs in accordance with COST ALLOCATION PLAN POLICY found elsewhere in this manual.

Lobbying Election

As a public charity, the Organization has two options with respect to the Internal Revenue Code's restriction against lobbying being a "substantial" portion of its activities.

- One option is to make a formal lobbying election, which results in the Organization following a specific mathematical formula to determine its lobbying limitations. Exceeding the limitation would result in an excise tax assessed to the Organization. Exceeding the limitation by 50 percent-(50%) or more over a four-year period would result in loss of the Organization's overall tax exemption.
- The other option is to not make the election, resulting in an entirely judgmental assessment of its lobbying activities by the IRS. If it is deemed by the IRS to have engaged in substantial lobbying for any period, the Organization would lose its overall tax exemption under this option.

If CAPK incurs lobbying expense, it will complete Schedule C of the Form 990. Additional forms may need to be completed depending on the Organization's election to be subject to the lobbying expenditure limitations of Internal Revenue Code section 501(h).

CHARGING COSTS TO FEDERAL AWARDS

Overview of Charging Costs to Federal Awards

CAPK charges costs that are reasonable, allowable, and allocable to a federal award directly or indirectly. All unallowable award costs will be appropriately segregated from allowable award costs in the general ledger in order to assure that unallowable award costs are not charged to federal awards.

Criteria for Allowability of Costs

In accordance with Subpart E-Cost Principles, terms and conditions of the federal award, (2 CFR 200.302(b)(7), and 2 CFR 200.403(c)) (45 CFR 75.302(b)(7) and 45 CFR 75.403(c), CAPK's written procedures to determine allowability of costs will include the following:

All costs must meet the following criteria from 2 CFR Part 200.402 – 406 (45 CFR Part 75.402 – 406), Basic Considerations, in order to be treated as allowable direct or indirect costs under a federal award:

1. The cost must be "reasonable" for the performance of the award, considering the following factors:
   a. Whether the cost is of a type that is generally considered as being necessary for the operation of the Organization or the performance of the award.
   b. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, federal and state laws and regulations, and the terms and conditions of the award.
   c. Whether the individuals concerned acted with prudence in the circumstances.
   d. Consistency with established policies and procedures of the Organization, deviations from which could unjustifiably increase the costs of the award.

2. The cost must be "allocable" to an award by meeting one of the following criteria:
   a. The cost is incurred specifically for a federal award,
   b. The cost benefits both the federal award and other work and can be distributed in reasonable proportion to the benefits received, or
   c. The cost is necessary to the overall operation of the Organization, except where a direct relationship to any particular program or group of programs cannot be demonstrated.

3. The cost must conform to any limitations or exclusions of 2 CFR Part 200, Subpart E-Cost Principles (45 CFR Part 75), or the federal award itself.

4. Treatment of costs must be consistent with policies and procedures that apply to both federally financed activities and other activities of the Organization.

5. Costs must be consistently treated over time.

6. The cost must be determined in accordance with generally accepted accounting principles (GAAP).

7. Costs may not be included as a cost of any other federally financed program in the current or prior periods.

8. The cost must be adequately documented, including prior written approval from the awarding agency when applicable.

Cost Allocation Plan Policy

CAPK prepares and maintains a Cost Allocation Plan to document its method and process to fairly and equitably allocate direct, shared or joint, and indirect costs to the programs and activities benefiting from the cost.

All costs of CAPK will comply with this plan, regardless of the amount of federal funding received for each award.

This plan is reviewed annually, at a minimum, and updated as necessary.

Direct Costs

Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a program or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy *(2 CFR Part 200.413(a)) (45CFR Part 75.413(a)).* CAPK identifies and charges these costs exclusively to each award or program.

Each requisition, purchase order, invoice will be coded with the appropriate account number reflecting which program received direct benefit from the expenditure. Requisitions, Purchase orders are reviewed and approved in accordance with the Organization's PROCUREMENT THRESHOLDS AND AUTHORIZATION LIMITS chart found elsewhere in this manual. Invoices are approved by the appropriate Program Manager and reviewed by the Accounting Administrator prior to payment.

Time sheets are submitted on a regular basis, reflecting employees' work and which programs, services directly benefited from their effort. Time sheets will serve as the basis for charging salaries directly to programs, services, federal awards and nonfederal functions. See the PAYROLL section of this manual for detailed procedures.

Equipment purchased for exclusive use on a federal award and reimbursed by a federal agency will be accounted for as a direct cost of that award (i.e., such equipment will not be capitalized and depreciated for grant purposes but will be capitalized and depreciated at year-end for financial statement purposes).

CAPK will allocate indirect costs using the elected de minimis rate.

Shared or Joint Costs

Shared or joint costs are those that have been incurred for some, but not all, programs or objectives and are not easily identifiable with a particular grant or programs but are necessary to the operation of these grants or programs. Shared costs will be allocated fairly to all objectives benefiting from the costs as described in CAPK's approved cost allocation plan. Indirect costs, but not shared or joint costs, may be allocated to benefiting objectives through the use of an indirect cost rate.

Examples of CAPK's shared or joint costs are:

- Allocated space cost based on usage for building co-located by several programs.

Per federal guidelines, each grant will be charged its fair share of costs. Any costs not reimbursed by a particular funding source will be charged to unrestricted funds or other funds that may cover indirect or shared or joint costs after the allocation process is complete.

Indirect Costs

Indirect costs are those costs that have been incurred for common or joint objectives and cannot be readily identified with a particular cost objective or that are necessary for the overall operation of CAPK (management and general costs). Indirect costs are allocated to awards, programs, activities, cost objectives, etc. using an indirect cost rate. See INDIRECT COST RATE section of this manual.

After direct and shared (or joint) costs have been determined and assigned directly to awards or other programs as appropriate, indirect costs are those remaining to be allocated to benefitting cost objectives. A cost may not be allocated to a federal award as an indirect cost if any other cost that was incurred for the same purpose, in like circumstances, has been assigned to a federal award as a direct cost.

Examples of CAPK's indirect costs are:

- Cost of administrative services: Finance, Human Resources, etc.

Direct Costing Procedures

Direct and shared or joint costs are allocated to the benefiting programs using cost pools under the following policies and procedures:

1. Costs will be allocated to all programs on an equitable basis regardless of any limits imposed by funding sources.

2. As much as possible, costs will first be charged directly to benefiting programs.

3. All remaining shared costs will be allocated using the most meaningful measures. The following bases will be used:

Cost	Allocation Base
Facilities and related costs	Square footage occupied.

OR

All remaining shared costs will be allocated on the most meaningful measures in accordance with the Organization's annually approved cost allocation plan. See the COST ALLOCATION PLAN POLICY section of this manual.

4. Program-related costs will be allocated based on relevant activity measures, such as number of meals served, and number of children or clients.

OR

Program-related costs will be allocated based on relevant activity measures as indicated in the cost allocation plan.

Time sheets are submitted on a regular basis, reflecting employees' work and which programs and funding sources directly benefited from their effort. Time sheets will serve as the basis for charging salaries directly to programs, services, federal awards and non-federal functions. See the PAYROLL section of this manual for procedures.

Equipment purchased for exclusive use on a federal award and reimbursed by a federal agency will be accounted for as a direct cost of that award (i.e., such equipment will not be capitalized and depreciated for grant purposes but will be capitalized and depreciated at year-end for financial statement purposes) after obtaining prior written approval from the funder to acquire the equipment. Also see CAPITAL ASSETS section of this manual.

Indirect Cost Rate

CAPK maintains an annual indirect cost budget. The Organization has never negotiated an indirect cost rate and has elected to use the 10% de minimis rate as allowed under 2 CFR Part 200.414(f) (45 CFR Part 75.414(f)). The approved 10% de minimis indirect cost rate is used as a method to allocate allowable indirect costs to each award, major function, activity, or cost objective.

Segregating Unallowable from Allowable Costs

The following steps will be taken to identify and segregate costs that are allowable and unallowable with respect to each federal award:

1. The budget and grant or contract for each award will be reviewed for costs specifically identified as allowable or unallowable.

2. Grant managers, program managers, and financial personnel will be familiar with the allowability of costs provisions (2 CFR Part 200 (45 CFR Part 75), Subpart E - Cost Principles), particularly:
   a. The list of specifically identified unallowable costs found in 2 CFR Part 200.420 – 475 (45 CFR Part 75.420 – 475), Selected Items of Cost, such as alcoholic beverages, bad debts, contributions, fines and penalties, etc.
   b. Those costs requiring advance approval from federal agencies in order to be allowable in accordance with 2 CFR Part 200.407 (45 CFR Part 75.407), Prior Written Approval, such as participant support costs, equipment purchases, etc.

3. No costs will be charged directly or indirectly to any federal award until the cost has been determined to be allowable under the terms of the award and/or 2 CFR Part 200, Subpart E-Cost Principles (45 CFR Part 75, Subpart E).

4. For each federal award, an appropriate set of general ledger accounts (or account segments) will be established in the chart of accounts to reflect the categories of allowable costs identified in the award or the award budget.

5. All items of miscellaneous income or credits, including the subsequent recording of uncashed checks, rebates, refunds, and similar items, will be reflected for grant accounting purposes as reductions in allowable expenditures if the credit relates to charges that were originally charged to a

federal award or to activity associated with a federal award in the current period. If the credit, refund, etc. is for expenditures for a prior period, it will be reported as miscellaneous income. The reduction in expenditures or miscellaneous income will be reflected in the year in which the credit is received (i.e., if the purchase that results in the credit took place in a prior period, the prior fiscal year financial statements will not be amended for the credit).

Also see CRITERIA FOR ALLOWABILITY OF COSTS section of this manual.

ACCOUNTS PAYABLE MANAGEMENT

Overview of Accounts Payable Management

CAPK strives to maintain efficient business practices and good cost control. A well-managed accounts payable function can assist in accomplishing this goal from the purchasing decision through payment and bank account reconciliation. The following are general policies for accounts payable:

- Assets or expenses and the related liability are recorded by an individual who is not responsible for ordering and receiving.
- The amounts recorded are based on the contractor invoice for the related goods or services.
- The contractor invoice will be supported by an approved purchase order where required by Organization policy and will be reviewed and approved in accordance with the PROCUREMENT THRESHOLDS AND AUTHORIZATIONS LIMIT chart and DISBURSEMENT POLICIES found elsewhere in this manual prior to being processed for payment.
- Invoices and related general ledger account distribution codes are reviewed prior to posting to the subsidiary system.

The primary objective for accounts payable and cash disbursements policies and procedures is to ensure that:

- Disbursements are properly authorized.
- Invoices are processed in a timely manner.
- Contractor credit terms and operating cash are managed for maximum benefits.

Recording of Accounts Payable

- All valid accounts payable transactions, properly supported with the required documentation, will be recorded as accounts payable in a timely manner.
- Accounts payable are processed on a daily basis. Information is entered into the system from approved invoices or disbursement vouchers with appropriate documentation attached.
- Only original invoices will be processed for payment unless duplicated copies have been verified as unpaid by researching the contractor records.
- No payments will be made from contractor statements.
- Microix:
    - All Check Requests will be processed through Microix Procurement System
    - No paper check request will be accepted by the Finance Department.
    - Check Requests will be submitted when there has not been a purchase order pre-approved for the expense. These should be in instances where there was no option to go through the procurement process due to emergency or the contractor not accepting purchase orders.
    - Check Requests will still require ample, robust back up for the justification of the expense. Examples of this include: Invoice with appropriate approval, packing slips as needed, verification of that the good was received or the service was rendered.

Accounts Payable Cutoff

For purposes of the preparation of the Organization's monthly financial statements, all contractor invoices that are received, approved, and supported with proper documentation by the fifth day of the following month will be recorded as accounts payable as of the end of the month, if the invoice pertains to goods or services delivered by that month's end.

Preparation of a Voucher Package

Prior to any accounts payable being submitted for payment, a voucher package will be assembled. Each voucher package will contain the following documents:

1. Contractor invoice (or employee expense report)
2. Packing slip, where appropriate
3. Receiving report or other indication of receipt of merchandise and authorization of acceptance
4. Purchase order as required by procurement policies
5. Any other supporting documentation deemed appropriate

Processing of Voucher Packages

The following procedures will be applied to each voucher package by the Accounting Technicians:

1. Check the mathematical accuracy of the contractor invoice.
2. Compare the nature, quantity, and prices of all items ordered per the contractor invoice to the purchase order, packing slip, and receiving report.
3. Document the general ledger distribution, using the Organization's current chart of accounts.
4. Obtain the review and approvals as indicated in the PROCUREMENT THRESHOLDS AND AUTHORIZATION LIMITS chart elsewhere in this manual.

Upon receipt, each invoice will be stamped with the date received, scanned, and copies distributed to the appropriate personnel for approval via electronic check request. Unapproved invoices will be maintained in a file, matched with notice of approval once obtained, and processed for payment. The Accounting Technicians will follow up on unapproved invoices pending for longer than one week.

Invoice Approval

CAPK's invoice process is as follows:

- CAPK will process and pay only original invoices. Acceptable original invoices may be either in paper or electronic form. All invoices must be sent by the contractor directly to the Finance Department for processing. Invoices that do not have a purchase order, will need to be submitted to Finance through the Microix system as a check request. No paper check requests will be accepted by Finance.
- Upon receipt of the contractor invoice, it will be matched with the properly approved purchasing requisition form and purchase order and entered in the accounts payable system for proper review,

approval, and tracking of received invoices. Only properly matched invoices will be entered in the accounts payable system. See RECORDING OF ACCOUNTS PAYABLE section of this manual.

- Invoices are to be approved for payment by the Program Manager and/or Division Directors to indicate their acknowledgment of satisfactory receipt of the goods or services invoiced, agreement with all terms appearing on the contractor invoice, agreement with general ledger account coding, and agreement to pay contractor in full. Approvals will be documented with initials or signatures of the approving individual; electronic routing noting approval and date of approval.
    - Approved invoices are returned to Accounts Payable for processing with an accompanying check request form in Microix. No paper check requests will be accepted by Finance.
    - Invoices requiring revision/correction are returned to the contractor by the invoice approver, with the Accounts Payable department copied on the communication. Supervisory approval is required for changes to invoices in the accounts payable system.
- Follow-up on unmatched invoices, open purchase orders, requisitions, receiving reports will occur each month.

Payment Discounts

To the extent practical, CAPK takes advantage of all prompt payment discounts offered by contractors. When such discounts are available and all required documentation in support of payment is available, payments will be scheduled so as to take full advantage of the discounts.

Employee Expense Reports

Reimbursements for travel expenses, business meals, or other approved costs will be made only upon the receipt of a properly completed and approved expense reimbursement form. Reimbursement forms will be submitted in Microix. See RECORDING OF ACCOUNTS PAYABLE for more information. (See additional policies under the TRAVEL section of this manual.) All required receipts must be attached, and a brief description of the business purpose of the trip or meeting must be noted on the form. Expense reports will be processed for payment in the next accounts payable payment cycle, if received within two business days of the weekly deadline. Expenses older than one month will be reimbursed only if approved by the Chief Executive Officer and the applicable period of performance timeframe for the grant has not passed.

The Accounting Technicians will periodically check expense reports against timesheets to ensure agreement of dates and activities.

Reconciliation of A/P Subsidiary Ledger to General Ledger

At the end of each monthly accounting period, the total amount due to contractors per the accounts payable subsidiary ledger will be reconciled to the total recorded in the accounts payable general ledger account (control account). All differences will be investigated and adjustments made as necessary. The reconciliation and the results of the investigation of differences must be reviewed and approved by the Chief Financial Officer or Director of Finance.

On a monthly basis, the Accounting Technicians will also perform the following procedures:

1. Check all received contractor statements for unprocessed invoices.

2. Check and follow-up on the purchase order file for open purchase orders more than 30 days old.

Management of Accounts Payable Contractor Master File

Upon the receipt of an invoice from a new contractor that is not already in CAPK's Accounts Payable Contractor Master File, the Accounting Technician shall notify the Business Services Department.

For contractors that will be paid a total of $10,000 or less during the Organization's fiscal year, the contractor file data may be limited to the contractor name and address. However, for all contractors to be paid more than $10,000 during a fiscal year, the file shall include all of the following data:

- Contractor's legal name and any DBA name(s)
- Street address (payments may be mailed to a P.O. Box, but a street address must be in the file)
- Federal employer identification number
- Telephone number
- Fax number
- Email address and website
- Contact name

Payments shall not be made to any contractor whose file does not comply with the preceding requirements.

On an annual basis, contractors that have not been utilized over the preceding 24-month period shall be purged (or made inactive) from the master contractor file.

Office of Foreign Assets Control (OFAC) Database Searches

It is the policy of CAPK to perform a search of the Office of Foreign Assets Control (OFAC) for any non- U.S.-based contractor or payee upon setting that payee up in the accounts payable system and periodically on at least an annual basis thereafter. The OFAC search shall be initiated by the Business Services Department.

Verification of New Contractor

The Business Services Department will perform additional procedures to validate the legitimacy of new contractors that shall be paid one-time or cumulative payments in excess of $25,000. For such contractors, the Business Services Department shall perform a limited public records search and shall contact the contractor to validate its existence.

TRAVEL

Travel Advances

Funds will be advanced for upcoming travel only upon receipt of a completed and properly approved request for travel advance. Travel advances are generally limited to per diems unless there is an extraordinary need for additional funds. Travel advances are to be used only for the purpose intended. Travel expenses are to be made in accordance with the Organization's travel policies as explained in this section.

Employees receiving travel advances are required to sign for the advance signifying their acknowledgement of, and agreement with, these policies. Employees receiving travel advances must submit an expense report within 5 business days of returning from travel. Additional travel advances will not be processed if there is an outstanding advance from a previous trip. Exceptions will be made when there is a demonstrated business need. Any advances that remain outstanding more than 15 calendar days following the business trip will be deducted from the employee's next paycheck.

Employee and Director Business Travel

At the conclusion of a CAPK business trip, the employee or member of the Board of Directors who has incurred business-related expenses should complete an expense report in accordance with the following policies:

1. Documentation must justify that travel costs incurred by the business traveler is necessary for the organization, program objectives, and the federal award, and costs are reasonable and consistent with CAPK's travel policy. Travel costs for individuals accompanying the business traveler are not allowable or reimbursable (see SPOUSE/PARTNER AND DEPENDENT TRAVEL section of this manual). *(2 CFR Part 200.474(b)(1) and (2)) (45 CFR Part 75.474(b)(1) and (2))*

2. Identify each separately incurred business expense (i.e., do not group all expenses associated with one trip together).

3. With the exception of tips, tolls, reimbursed mileage, and per diems, all business expenses must be supported with invoices/receipts.

4. CAPK will reimburse employees for meals and incidentals at per diem rates established by the General Services Administration (GSA) for the location to which they travel. Therefore, meal receipts are not required, except for business meals not reimbursed as a per diem which is addressed in this section below.
   a. It is the Organization's policy that payment for the first and last day of travel will be at 75% of the full per diem.
   b. If the conference or meeting which the traveler attends provides a meal, the value of that meal, as determined by GSA tables, will be deducted from that day's per diem.

5. Contractor receipts/invoices must be submitted for all lodging and any expenditure other than meals and incidentals reimbursed with per diems.

6. For airfare, airline-issued receipts must be obtained. If a traveler fails to obtain a receipt, other evidence must be submitted indicating that a trip was taken and the amount paid (for example, a

combination of an itinerary, certificate of attendance, a credit/debit card receipt, and return trip boarding pass(es).

7. Mileage will be reimbursed at the standard federal rates in effect at time of travel, as published each year by the IRS.

8. General ledger account coding must be identified for all expenditures.

9. For all meals not reimbursed as a per diem and other business expenditures, the following must be clearly identified:
   a. Names, titles, organizations, and business relationships of all persons
   b. The business purpose of the meal or other business event (topics discussed, etc.)
   c. Meal receipts should be the actual, detailed receipt, not the credit/debit card receipt. (The credit/debit card receipt may not provide enough detail.)

10. All expense reports must be signed and dated by the employee.

11. All expense reports must be reviewed and approved by the employee's Division Director.

12. Only one expense report form should be prepared for each business trip.

An employee will not be reimbursed for expense reports not meeting the preceding criteria. If the expense report results in a balance due to CAPK (as a result of receiving a travel advance greater than actual business expenditures), the employee must attach a check or submit cash. If the expense report results in a balance due to the employee, the employee will be reimbursed through the next accounts payable payment cycle.

No further travel advances will be issued to any employee who has an outstanding balance due to CAPK from previous business trips.

Reasonableness of Travel Costs

CAPK will reimburse travelers only for those business-related costs that are necessary and reasonably incurred. Accordingly, the following guidelines will apply:

1. Requests for out-of-county travel must be submitted in writing to the Division Director, and written approval received from same in advance of said travel. For out-of-state travel, the Division Director must submit to the Chief Executive Officer for approval. The request for approval must contain any flyers or agendas pertaining to the training and a short justification for the travel. This request must be submitted to the Chief Executive Officer at least twenty (20) business days prior to travel. If approved, all requests for travel must be received by the Finance Division no later than ten (10) business days with all necessary approvals prior to the beginning day of travel.

2. Payment for suites and other upgraded rooms at hotels will not be allowed, unless required by a medical condition which must be documented by Human Resources and approved by a supervisor. Travelers should stay in standard rooms.

3. CAPK will ask hotels for any available discounts – nonprofit, government, or corporate rates.

4. An analysis must be performed to determine whether renting a vehicle or using your personal vehicle is most beneficial. If renting is the best option, only midsize cars can be rented. Any exceptions must be approved by the Chief Executive Officer in advance. Do not purchase insurance as CAPK has a policy to cover hired/non-owned autos. Share rental cars whenever possible. If the analysis determines that renting a vehicle is most cost effective but the employee decides to use their personal vehicle, the additional cost will be incurred by the employee and not reimburse by the agency. A cost analysis form produced by the Finance Department must be submitted with all out of area travel forms.

5. When travelling out of area and departing from the employee's residence, time and mileage is reimbursed only to the extent that the amount which is incurred exceeds the employee's daily commuting time and distance.

6. When an employee is travelling out of the area overnight, all work-related mileage is reimbursable.

7. When out of area, hours spent in work related duties (including conference meal meetings), plus work-related travel time, is considered work time.

8. Meals will be reimbursed on a per diem basis according to GSA guidelines. If the employee leaves home on travel before 7:00 a.m. or returns home from travel after 1:00 a.m., breakfast will be reimbursed. Lunch will only be reimbursed if the employee is out of the office on travel or in the field out of the area between the hours of 11:30 am and 1:30 pm. If the employee leaves home on travel before 6:00 pm or returns home after 6:00 pm, dinner will be reimbursed. If a meal is provided during a conference or the hotel provides a complete breakfast, the employee will not be reimbursed for that meal.

9. Employees will not be reimbursed for alcoholic beverages.

10. If required by the funding source, foreign travel charged to federal grants must be approved in writing by the funding source prior to travel.

Lodging Accommodations

Employees may arrive a day or earlier or stay a day or earlier or stay a day or more later as reasonably necessary for business travel, or a business decision that is best for the safety of the employee and the Agency. (Example: a conference ends on Friday at 5:00 pm, they may stay overnight and depart Saturday.) In some cases, a Saturday night stay is required to receive discounted airfare. In this instance, the difference in the discounted airfare must be equal to or greater than the additional per diem hotel expenses for the additional overnight stay(s), and any other related travel cost (i.e. wages, etc.)

Special Rules Pertaining to Air Travel

The following additional rules apply to air travel:

1. Air travel should be at coach class or the lowest commercial discount fare at the time the ticket is purchased except when this fare would:
   a. Require circuitous routing,
   b. Require travel during unreasonable hours,
   c. Excessively prolong travel,

d. Result in additional costs (e.g. baggage fees) that would offset the transportation savings, or
e. Offer accommodations not reasonably adequate for the traveler's medical needs.

2. First class or business class air travel will not be reimbursed unless there is a medical reason which must be documented by Human Resources and approved by a supervisor.

3. Memberships in airline flight clubs are not reimbursable.

4. Cost of flight insurance is not reimbursable.

5. Cost of upgrade certificates is not reimbursable.

6. The cost of baggage fees required by airlines to either check or carry-on luggage is allowable and reimbursable.

7. Cost of canceling and rebooking flights is not reimbursable, unless it can be documented that it was necessary or required for legitimate business reasons (such as changed meeting dates, etc.).

8. Travelers must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes (i.e., CAPK will not reimburse for the personal legs of a trip).

9. Frequent flyer miles will accrue to the traveler, not the Organization.

Temporary Dependent Care Costs

(2 CFR Part 200.474(c)) (45 CFR Part 75.474(c))

Temporary dependent care costs above and beyond regular dependent care that directly result from travel required by the Organization are allowable and reimbursable providing that:

1. The costs are a direct result of the individual's travel for the federal award;
2. The costs are consistent with the organization's documented travel policy for business travel; and
3. Are only temporary during the travel period.
4. Reimbursed costs will be for actual costs incurred; up to a maximum of $50 per day.
5. A receipt must be submitted within one week of the incurred expense and documentation must comply with CAPK's reimbursement policy.
6. Approval of temporary dependent care costs must be approved by a Division Director.

Spouse/Partner and Dependent Travel

CAPK does not reimburse any employee or Board member for separate travel costs (air fare, etc.) associated with his or her spouse, partner, dependents, or travel companion. The cost of a shared hotel room need not be allocated between employee/director and spouse, partner, dependent, or other for purposes of this policy.

CELL PHONES

Issuance of Organization-Owned Cell Phones

CAPK recognizes that certain job functions require an employee to be accessible when away from the office or during times outside scheduled working hours. For this reason, CAPK will provide cell phones or a cell phone stipend to select employees as a working condition fringe benefit. Supervisors of employees who travel frequently on Organization business may request an organization-owned cell phone for those employees by contacting the IT Department in the Operations Division. CAPK will include language in employment contracts, job descriptions, and personnel manuals documenting the business reasons for providing employees with cell phones or a cell phone stipend.

Organization cell phone holders will be required to sign a statement acknowledging that the cell phone will be used for legitimate organization-related business purposes and will not be used while driving. The cell phone holder also agrees to take reasonable precautions to protect the cell phone from loss or theft by storing it in a secure location. Upon approval, a cell phone will be issued bearing the names of both the individual and CAPK.

While organization-issued cell phones are intended for Organization-related business use, CAPK recognizes that occasional personal use may occur. CAPK employees should make every effort to keep personal use of organization-owned cell phones to a minimum. Because such employer-provided cell phones are considered to be a working condition fringe benefit, the CAPK employees' use of the cell phone for personal reasons may be treated as excludable from the employees' income as a de minimis fringe benefit. That is, the value of personal use of an organization-owned cell phone will not be taxable income to the employee.

Cell Phone Use

Employees of CAPK are prohibited from using an organization-owned cell phone or similar device, hands-on or hands-free, while driving, whether the business conducted is personal or organization-related. This prohibition includes receiving or placing calls, text messaging, accessing the Internet, receiving or responding to email, checking for or listening to voice messages, or any other uses.

Similarly, employees of CAPK are prohibited from using their personal cell phone or similar device for any purpose, hands-on or hands-free, while driving either an organization vehicle or a personal vehicle while on organization business.

Also see USE OF CELL PHONES WHILE DRIVING section of this manual.

Cell Phone Plans

The IT Department will negotiate a master cell phone contract with a single contractor. All organization-owned cell phones are to be acquired through the pre-approved contractor. Exceptions to this policy may be made due to cell phone area coverage. Employees issued an organization cell phone will estimate their usage needs and identify a plan that best accommodates those needs with the pre-approved contractor.

Cell phone plan terms will initially be set based on the employee's anticipated needs. The employee's supervisor will monitor usage and recommend adjustments to terms as needed to ensure that the employee is on the most efficient plan based on his or her needs. Initial cell phone plan terms and any subsequent changes in terms will be approved in advance by the IT Department.

Upon receiving the cell phone, the employee is required to sign a statement of receipt and acceptance of responsibility for organization cell phones.

CAPK requires the following review and approval procedures:

- Supervisors will review and sign the monthly statement for cell phone holders they supervise and forward it to the Finance Department.
- The Board chair or treasurer will approve cell phone statements for the Chief Executive Officer.
- Supervisor signatures indicate that the usage is approved and that the calls were made in accordance with CAPK policies.
- Any fraudulent or other unauthorized usage will be immediately pointed out to the Chief Financial Officer for further investigation with the cell phone provider.

Cell phone holders will report the loss or theft of an organization cell phone immediately by notifying the cell phone provider, 24 hours a day, seven days a week as well as the Chief Financial Officer.

Revocation of Organization Cell Phones

Failure to comply with any of these policies associated with the use of CAPK's cell phones will be subject to possible revocation of organization-issued cell phone privileges. The Chief Financial Officer, with the approval of the Chief Executive Officer, will determine whether cell phones are to be revoked.

Employee Cell Phones

Select employees of CAPK will be allow to use personal cell phones in connection with Organization-related business and be adequately compensated in the form of a taxable allowance or service per diem. It is the responsibility of the Division Director to determine the employee position that will require the use of a cell phone and at what service per diem rate. Not all employees will require having a cell phone with texting, e-mail, and data/internet. The service per diem will be included in the employee's paycheck on a monthly basis.

All employees approved to use their personal cell phones will be required to sign a statement to acknowledge their understanding of the cell phone policy. The statement will be kept in the employee's personnel file maintained by the Human Resources Division.

Use of Cell Phones While Driving

For the safety of our staff and the public, use of either CAPK issued or personal cell phones, including hands-free, while operating a motor vehicle on CAPK business is prohibited. Cell phones should be turned off, or not answered while driving. If a call needs to be answered, the employee should stop his or her vehicle in a safe location and park while using the cell phone.

Also see CELL PHONE use section of this manual.

Camera Phones

Use of camera phones, whether CAPK related or personal, must be in compliance with the CAPK's PRACTICE OF ETHICAL BEHAVIOR section of this manual and respectful of client and staff privacy rights. Photographs should not be taken contrary to a person's wishes, or where a client or personal confidentiality or privacy may be violated. Absolutely no lewd or obscene photographs may be taken or displayed at work. Violations may result in confiscation of the camera cell phone in addition to discipline.

Personal Cell Phones or Similar Devices at Work

Employees of CAPK are asked to minimize the use of personal cell phones in the workplace. In an emergency situation, employees may carry their personal cell phones in vibrate mode.

Carrying or use of personal cell phones on CAPK premises is a privilege for employees, who are expected to abide by this policy regarding cell phone use. Violations of this policy may result in revocation of the permission to carry a cell phone on CAPK premises in addition to discipline up to and including discharge depending on the violation.

DISBURSEMENT POLICIES

Each requisition, purchase order, invoice will be coded with the appropriate account number reflecting which program received direct benefit from the expenditure. Requisitions and purchase orders are reviewed and approved in accordance with the Organization's PROCUREMENT THRESHOLDS AND AUTHORIZATION LIMITS chart found elsewhere in this manual. Invoices are approved in accordance with the INVOICE APPROVAL section of this manual, prior to payment.

General Disbursement Policies

CAPK processes contractor checks and ACH payments and expense reimbursement checks and ACH payments on a weekly basis. Disbursements will be prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized to disburse funds (check signers).

All contractor and expense reimbursement payments will be processed in accordance with the following guidelines:

1. Expenditures must be supported in conformity with purchasing, accounts payable, and travel policies and procedures described elsewhere in this manual.
2. Timing of disbursements should generally be made to take advantage of all early-payment discounts.
3. Generally, all contractors will be paid within 30 days of submitting a proper invoice upon delivery of the requested goods or services and approval of the invoice for payment.
4. Total cash requirements associated with each disbursement cycle is monitored in conjunction with the available cash balance in bank prior to the release of any funds.
5. All supporting documentation is attached to the corresponding check or ACH payment prior to forwarding the entire package to an authorized bank account signer.
6. Checks will be utilized in numerical order and unused checks are stored in a locked safe in the finance department.
7. Checks will never be made payable to "bearer" or "cash."
8. Checks will never be signed prior to being prepared.
9. Upon the preparation of a disbursement, contractor invoices and other supporting documentation will immediately be canceled in order to prevent subsequent reuse.

Manual Check Signing

Checks of less than $2,500 require a single signature. Checks of $2,500 - $4,999.99 or more require two signatures which can be internal signers. Checks $5,000 or more require two signatures, one internal and one external. No check will be signed prior to the check being completed in its entirety (no signing of blank checks).

Checks will be signed by an individual other than the one who approved the transaction for payment.

Internal check signers are the Chief Executive Officer and Division Directors, except for the Chief Financial Officer and the Director of Head Start/State Child Development. External check signers are officers of the Board of Directors and one or two members of the Board.

Check signers should examine all original supporting documentation to ensure that each item has been properly reviewed and approved prior to signing a check. Checks should not be signed if supporting documentation appears to be missing or there are any questions about a disbursement.

Non-Manual or Electronic Check Signing

ACH payments are processed with CAPK's banking institution. Authorized files are submitted electronically by the Accounting Administrator. An authorized bank account signer will review each disbursement run and supporting documentation, and initial and date the disbursement listing indicating approval.

Authorized signers should examine a listing of ACH disbursements schedule to be paid electronically prior to submission. Original supporting documentation should be reviewed to ensure that each item has been properly reviewed and approved prior to the approval of electronic payment. Electronic submission should not be approved if supporting documentation appears to be mission or there are any questions about a disbursement. The listing of scheduled disbursements should be signed and dated.

Use of Positive Pay System

CAPK utilizes a "Positive Pay" system with its financial institution for all checks drawn on the operating account. With this system, the Accounting Administrator electronically communicates to the financial institution a list of check numbers, amounts, and payees in connection with each check run. The financial institution will then notify the Chief Financial Officer if any check is presented for payment that does not match the three characteristics for valid checks.

The Chief Financial Officer or his or her designee will be the only person authorized to communicate approval or denial of checks to the bank that have been flagged by the bank's positive pay system.

Mailing of Checks

After checks are signed, they are returned to Accounts Payable. The Accounts Payable staff attaches the appropriate documentation and immediately mails the checks. Checks will not be mailed by, or returned to, the individuals or departments that authorized the expenditures.

Voided Checks and Stop Payments

Checks may be voided due to processing errors by making proper notations in the check register and defacing the check by clearly marking it as "VOID." All voided checks will be retained to aid in preparation of bank reconciliations.

Stop payment orders may be made for checks lost in the mail or other valid reasons. Stop payments are processed by electronic instruction to the bank by the Finance Department. A journal entry is made to record the stop payment and any related bank fees.

Recordkeeping Associated with Independent Contractors

CAPK will obtain a completed Form W-9 or equivalent substitute documentation from all contractors to whom payments are made (see ACCOUNTS PAYABLE MANAGEMENT policies). A record will be maintained of all contractors to whom a Form 1099 is required to be issued at year-end.

No payment will be issued to a contractor until a properly completed Form W-9 is received and on file in the Finance Department.

Control Grid – Purchasing and Disbursements

CAPK strives to maintain adequate segregation of duties in its purchasing and disbursement functions.

A. Business Services Department

B. Programs Staff

C. Program Manager/Division Director

D. Chief Financial Officer

E. Finance Administrator/Accountant

F. Accounting Administrator

G. Accounts Payable Technician

H. Chief Executive Officer/Division Director/Board of Directors

I. Accounting Clerk

Duty	A	B	C	D	E	F	G	H	I
Inputs data into vendor master file						X			
Obtains Form W-9 from new contractors	X								
Initiatives purchases/requisitions		X							
Authorizes purchases			X						
Prepares purchase order	X								
Prepares request for proposal	X		X						
Administers collection of proposals	X		X						
Evaluates proposals	X		X						
Selects contractor			X						
Receives contractor invoice							X		
Approves contractor invoice			X						
Assigns general ledger coding		X	X						
Inputs invoice into A/P system							X		
Selects A/P to be paid						X			
Runs A/P checks						X			
Processes ACH payments						X			
Processes positive payment communication to bank						X			
Reviews checks and ACH distribution listing						X			
Signs checks and ACH distribution listing								X	
Mails checks									X
Maintains custody of unused checks						X			
Reconciles A/P to general ledger							X		
Performs bank reconciliation					X				
Reviews cancelled checks					X				
Monitors any fraud activity with positive pay					X				
Monitors ACH pre-note issues					X				
Reviews bank reconciliations				X					

CREDIT CARDS/PURCHASING CARDS

Organization-Issued Credit Cards or Purchasing Cards

CAPK recognizes that there will be occasions when it is necessary for authorized employees to use a corporate credit card for travel purposes, on-line purchasing, and for unforeseen circumstances. Therefore, the Organization will make available to senior executive management staff corporate credit cards.

Cardholders will be required to sign a statement acknowledging the following:

- The card shall be used exclusively for legitimate Organization-related business purposes.
- The cardholder will avoid splitting purchase or service costs over multiple transactions to circumvent the single transaction limit.
- The cardholder agrees to take reasonable precautions to protect the card from loss or theft by storing it in a secure location and understands the actions to take in case of theft or loss.
- The cardholder will follow all required procurement policies and procedures.
- The cardholder understands and agrees to disciplinary procedures for misuse of the card.

On a monthly basis, corporate credit card usage will be reported to the Board of Directors by the Chief Financial Officer. The Board of Directors will be provided a monthly summary of the total spent per corporate credit card and copies of the monthly credit card statements.

Cash advances on any organization-issued credit card, charge account, or other financing arrangement is not allowed.

Also see CREDIT CARDS subsection of the FINANCING ARRANGEMENTS section of this manual.

Card User Responsibilities

Card users are reminded that use of credit card does not relieve the user from following all of the Organization's procurement policies and procedures. A credit card is a payment method, not a procurement procedure.

Upon issuance, card users will be required to sign a statement acknowledging the following:

- The card will be used exclusively for legitimate organization-related business purposes
- The card user will avoid splitting purchase or service costs over multiple transactions to circumvent the single transaction limit (see PROCUREMENT THRESHOLDS AND AUTHORIZATIONS LIMITS section of this manual)
- The card user agrees to take reasonable precautions to protect the card from loss or theft by storing it in a secure location, and understands the actions to take in case of theft or loss
- The card user will follow all required procurement policies and procedures
- The card user understands and agrees to disciplinary procedures for misuse of the card

Card users will turn in receipts with appropriate account coding to the Finance Department after each transaction on a weekly basis. If the Finance Department is missing a receipt when the monthly statement

is reconciled, the Accounting Technician will confer with the card user to determine who used the card and follow up with that employee to get the receipt.

Any fraudulent or other unauthorized charges will immediately be brought to the attention of the Chief Financial Officer for further investigation with the card provider.

Personal use of organization-issued credit cards is strictly prohibited. Any personal use will subject the employee to the Organization's disciplinary actions discussed earlier in this manual and in the Employee Handbook.

Card users will report the loss or theft of an organization-issued credit card immediately by notifying the credit card company 24 hours a day, seven days a week as well as the Chief Financial Officer.

Revocation of Organization Credit Cards or Purchasing Cards

Failure to comply with any of these policies associated with the use of CAPK's issued credit cards or purchasing cards will be subject to possible revocation of card privileges. The Chief Financial Officer, with the approval of the Chief Executive Officer, will determine whether credit cards or purchasing cards are to be revoked.

Employee Credit Cards

Employees and officers incurring legitimate Organization business expenses are expected to utilize their personal credit cards for such expenditures. The Organization will reimburse employees and officers for properly supported and documented business expenditures charged to personal credit cards upon proper completion of an expense report. The properly completed expense reports will be processed in accordance with the EMPLOYEE EXPENSE REPORT section of this manual. Travel advances may be requested in special circumstances (e.g., situations in which legitimate business expenses are expected to exceed an employee's credit card limit or other special cases). (See the earlier policy on TRAVEL expense report preparation procedures.)

PAYROLL AND RELATED POLICIES

Compensation – Personal Services

(2 CFR Part 200.430) (45 CFR Part 75.430)

Compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under an award, including but not necessarily limited to wages and salaries is considered an allowable cost to the award to the extent that it satisfies the following requirements:

- The compensation is reasonable for services rendered;
- The compensation complies with laws, regulations, and other written policies of CAPK (see CAPK's Human Resources policies and procedures and/or Employee Policy Manual);
- The compensation is properly documented and supported as stated in the STANDARDS OF DOCUMENTATION OF PERSONNEL EXPENSES section of this manual.

Costs which are unallowable under 2 CFR Part 200 (45 CFR Part 75), are also unallowable solely on the basis that the cost constitutes personnel compensation.

CAPK will comply with administrative compensation limits stated in the statutes and regulations of its funding sources.

If CAPK must implement a Disaster Plan as a result of local, state or national emergencies or directives, resulting in the displacement of CAPK employees or when CAPK is deemed to be an essential business, CAPK may implement temporary incentive or premium pay adjustments for its essential worker. Aggregate adjustment up to $1,000 must be approve by the Chief Executive Officer per employee, per emergency or directive amounts. Aggregate adjustments exceeding $1,000 per employee, per emergency or directive must be approved by the Board of Directors.

Compensation – Fringe Benefits

(2 CFR Part 200.431) (45 CFR Part 75.431)

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. The costs of fringe benefits are allowable to federal grants provided the benefits are reasonable and are required by law, employer-employee agreement, or an established policy of CAPK.

See CAPK's Human Resources policies and procedures and/or Employee Policy Manual for the established written policies of these fringe benefits.

Costs which are unallowable under 2 CFR Part 200 (45 CFR Part 75), is also unallowable solely on the basis that the cost constitutes a fringe benefit.

Classification of Workers as Independent Contractors or Employees

CAPK considers all relevant facts and circumstances regarding the relationship between the Organization and the individual in making determinations about the classification of workers as independent contractors or employees. This determination is based on the degree of control and independence associated with the relationship between CAPK and the individual. Facts that provide evidence of the degree of control and independence fall into three categories:

1. Behavioral control
2. Financial control
3. The type of relationship of the parties

The Organization's Chief Financial Officer in consultation with the Director of Human Resources will make the final determination.

Wage Comparability Study

CAPK will perform wage comparability studies every three years to ensure the salary and wage structure is similar to other organizations of like size and employee base in our area. Please see the Organization's Human Resources policy manual for details.

Review and Approval of Senior Management Compensation

In connection with the salaries and benefits of senior management (to include the Chief Executive Officer and Chief Financial Officer), a triennial study will involve a salary and benefits survey conducted by an independent organization. The analysis of senior management salaries and benefits will be conducted under the direction of the Executive Committee of the Board of Directors. If an appropriate survey cannot be located, the Executive Committee will consider utilizing a salary and benefits consulting specialist firm or conducting its own customized comparison with similar organizations.

Although the formal comparison with external data will be performed once every three years, the Executive Committee will document its consideration and authorization of the salaries and benefits of senior management on an annual basis, prior to the beginning of each fiscal year.

Payroll Administration

CAPK operates on a biweekly payroll. A personnel file is established and maintained for all employees with current documentation, as described throughout this section and more fully described in CAPK's Employee Handbook.

The following forms, documents, and information will be obtained and included in the personnel files of all new employees:

1. CAPK Employment Application (and resume, if applicable)
2. Applicant references (work and personal)
3. Interview questions and notes

4. Form W-4 Employee Federal Withholding Certificate
5. Form I-9 Employment Eligibility Verification
6. Copy of driver's license
7. Copy of Social Security card issued by the Social Security Administration
8. Starting date and scheduled hours
9. Job title and starting salary
10. Authorization for direct deposit of paycheck, along with a voided check or deposit slip
11. Job description

For employees without a current, valid driver's license or Social Security card, acceptable alternative documents include the unexpired acceptable documents allowable by the U.S. Citizenship and Immigration Services as listed on the Form I-9 in effect at the date of hire (https://www.uscis.gov/i-9).

Each employee personnel file will also indicate whether the employee is exempt or non-exempt from the provisions of the Fair Labor Standards Act.

If required by specific grants, the employee personnel file must also include a pre-employment background check.

Changes in Payroll Data

All of the following changes in payroll data must be authorized in writing or electronic election:

1. New hires
2. Terminations
3. Changes in salaries and pay rates
4. Voluntary payroll deductions
5. Changes in income tax withholding status
6. Court-ordered payroll deductions

New hires, terminations, and changes in salaries or pay rates will be authorized in writing by the appropriate Department Director, the Director of Human Resources, and the Chief Executive Officer, as required by Organization policy as documented in the Employee Handbook.

Voluntary payroll deductions and changes in income tax withholding status will be authorized in writing or through electronic election by the individual employee.

Documentation of all changes in payroll data will be maintained in each employee's personnel file and/or online payroll file.

Payroll Taxes

The Finance Department is responsible for ensuring all required tax forms are properly completed and submitted, and that all required taxes are withheld and paid. The Finance Department may utilize the services of an outside payroll service center for the processing of payroll taxes, as determined by the Chief Financial Officer and approved by the Board of Directors.

CAPK will request an updated Form W-4 and from each employee in January of each year. If there are no changes from the prior year, employees are not required to provide a new W-4. Withholding of federal income taxes will be based on the most current Form W-4 prepared by each employee.

Standards of Documentation for Personnel Expenses

CAPK follows the requirements in 2 CFR Part 200.430(i) (45 CFR Part 45.30(i)), Standards for Documentation of Personnel Expenses, as well as requirements in specific grants to document personnel expenses.

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records will:

1. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;

2. Be incorporated into the official records of the Organization;

3. Reasonably reflect the total activity for which the employee is compensated;

4. Encompass both federally assisted and all other activities compensated by the Organization on an integrated basis;

5. Comply with the established accounting and financial policies and practices of the Organization; and

6. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one federal and/or non-federal award or more than one cost activity/objective.

7. Budget estimates may be used for interim accounting purposes provided the estimates produce reasonable approximations of the activity actually performed, significant changes in work activity is identified and entered into the records in a timely manner, and an after-the-fact review is completed to make all necessary adjustments to the final amount charged to the federal award to help ensure charges are accurate, allowable, and properly allocated.

Preparation of Time Records

Each CAPK employee must submit to the Finance Department an electronically approved timesheet no later than 10:00 a.m. on the first business day following the close of each pay period. Timesheets will be prepared in accordance with the following guidelines and the STANDARDS OF DOCUMENTATION FOR PERSONNEL EXPENSES section of this manual:

1. Each timesheet will reflect all hours worked during the pay period (time actually spent on the job performing assigned duties), whether compensated or not.
2. Timesheets will be prepared electronically using an electronic timekeeping system.

3. Employees will identify and record hours worked based on the nature of the work performed.
4. Compensated absences (vacation, holiday, sick leave, etc.) should be clearly identified as such.
5. Timesheets will be electronically approved by the employee prior to submission.

After preparation, Division Directors or their designees will approve timesheets prior to submission to the Finance Department. Corrections identified by an employee's supervisor or Division Director be reflected in an updated electronic time record visible to the employee.

An employee who is on leave, traveling, or is ill on the day that timesheets are due may telephone, email timesheet information, or login remotely his/her timesheet information (actual time worked and the appropriate classifications) to his or her supervisor (or designated alternate). The employee must electronically approve time submitted in this manner immediately upon his or her return to the office. Timesheets submitted via phone or email will bear the notation, "Time reported by telephone or email by (employee) to (supervisor or designated alternate)." The timesheet will be approved by the supervisor or the designated alternate.

Processing of Timesheets

The Payroll Specialist will process the timesheets by checking them for adherence to attendance and established policies and procedure, then submitting payroll to the payroll service center.

The Payroll Specialist may not change or correct timesheets unless approved by the employee's supervisor.

Tampering with, altering, or falsifying time records, recording time on another employee's time record, or willfully violating any other timesheet policy or procedure may result in disciplinary action, up to and including discharge.

Review of Payroll

Upon or return of payroll reports and checks from the payroll service center, the Payroll/HRIS Manager reviews payroll prior to its distribution to employees.

Distribution of Payroll

Paychecks (or remittance advices for electronic deposits) will be distributed by individuals who do not approve timesheets, are not responsible for hiring and firing, and do not control the preparation of payroll.

Control Grid – Payroll and Human Resources

CAPK strives to maintain adequate segregation of duties in its payroll and human resources functions. The following table illustrates how responsibilities have been assigned. In this table, personnel are identified as follows:

A. Chief Executive Officer

B. Director of Human Resources or designee

C. HR Generalist/Recruiting Supervisor

D. Payroll/HRIS Manager

E. Payroll Specialist

F. Supervisor

G. Payroll Service Center

Duty	A	B	C	D	E	F	G
Authorizes new hires	X	X					
Authorizes salary adjustments	X						
Authorizes terminations	X	X					
Sets up new employee in P/R system			X				
Enters salary adjustments to P/R system			X				
Reviews direct deposit info. in P/R system submitted by employee					X		
Deletes terminated employees from P/R					X		
Reviews changes to payroll master file				X			
Approves timesheets						X	
Reviews input of timesheet data				X	X		
Reviews distribution of time				X	X		
Reviews payroll register				X	X		
Distributes paper checks		X					
Reviews annual W-2 forms				X			
Distributes annual W-2 forms				X			X

Cost of Living Adjustments (COLA)

COLAs are generally awarded through a grant amendment. Once approved by the funding source, wages will be adjusted based on funder instructions. To be eligible for a COLA, an employee must be currently employed by CAPK at the time the grant amendment is approved. A COLA will not allow an employee to be paid past the maximum established compensation for her or his salary range. When a wage study reveals employees are already at or above comparable market wages, COLA funds may be used for higher operational costs as allowed by the funding source.

Internal Audit of Payroll Data

CAPK will conduct an annual internal audit of certain payroll data. This internal audit will be performed by the Organization's Chief Financial Officer. The purpose of this internal audit is to determine the integrity of the Organization's payroll records. The internal audit will include the following procedures:

1. Tracing a sample of salaries, withholdings, deductions, and direct deposit information to supporting documentation in each selected employee's payroll and/or personnel file.
2. Tracing a sample of new hires and departures to personnel files, including verification of first and last pay dates.
3. Cross-checking the payroll master files for employees with identical addresses, social security numbers, or direct deposit bank account information.

Any unexplained deviations found as a result of these internal audit procedures will be reported to the chair of the Audit and Pension Committee.

POLICIES PERTAINING TO SPECIFIC ASSET ACCOUNTS

CASH AND CASH MANAGEMENT

Cash and Cash Equivalents

CAPK considers all short-term highly liquid investments with an original maturity care of three (3) months or less to be cash equivalents.

Cash Accounts

General Checking Account (operating account):
The primary operating account provides for routine business check disbursements. All cash except for credit card deposits are made to this account.

Cash transfers are done on an as-needed basis to cover disbursements.

For payroll disbursements, transfers out of the operating account are made by the payroll service center as per agreement authorized by CAPK.

In addition, all advances of federal funds shall be deposited in an interest-bearing account and interest earned in excess of $500 shall be returned to the awarding agency. Interest earned on such funds will be allocated to federal awards based on the percentage of funds received during the month for each award.

Savings Account
The Organization also maintains an interest-bearing savings account. All credit card deposits are made to a designated savings account. In addition, savings accounts are maintained for Head Start vacation accruals, Energy advances on grants, and California Department of Education reserve funds.

Authorized Signers

The following CAPK personnel are authorized to sign checks drawn on and approve disbursements from the general operating and payroll accounts, as authorized by the Board of Directors:

1. Board of Directors Chair
2. Board of Directors Vice Chair
3. Board of Directors Treasurer
4. Board of Directors Secretary
5. Chief Executive Officer
6. Director of Community Development
7. Director of Community Services
8. Director of Health and Nutrition Services
9. Director of Human Resources
10. Director of Operations

Chief Financial Officer will promptly notify the Organization's financial institutions of changes in authorized signers upon the departure of any authorized signer and any changes authorized by the Board of Directors. Refer to CHECK SIGNING for procedures. The Chief Financial Officer will only have authority to transfer funds between accounts and will not have authority to approve disbursements.

Bank Reconciliations

Bank account statements are received electronically each month using the financial institution's electronic system. The Chief Financial Officer, Director of Finance, Accounting Administrator, and an Accountant are authorized to access the electronic system.

The Accountant prepares the reconciliation between the bank balance and general ledger balance. The bank reconciliation process will be completed within one week of receipt of each bank statement. The Accounting Administrator is responsible for reviewing the bank reconciliation.

The reconciliation process shall involve a view of electronic copies of cancelled checks provided by the financial institution via Internet access to the Institution's website. The purpose of this review is to identify signs of forgery, altered or substitute checks, unusual endorsements, or other signs of fraudulent activity.

All bank reconciliations, including any adjusting journal entries resulting from preparing bank reconciliations, are reviewed and approved by the Chief Financial Officer on a monthly basis.

Bank reconciliations and copies of resulting journal entries are filed in the current year's accounting files.

Cash Flow Management

The Finance Administrator and Director of Finance monitor cash flow needs on a weekly basis to minimize the time elapsing between the receipt and disbursement of funds and to ensure that payment obligations can be met. Cash transfers between accounts are performed on an as-needed basis.

CAPK adheres to the requirements of its grants which prohibit loaning funds between programs; therefore, cash management and reporting is performed at the program level as well as for the Organization as a whole.

Unpresented Checks

CAPK will write off checks of $1,000 or less that are more than 6 months old that have not cleared the Organization's bank. For uncashed checks that are more than 6 months old and that exceed $1,000, contact will be made with the payee to resolve the issue.

All stale checks that are written off within the same fiscal year as they were written shall be credited to the same expense or asset account that was debited when the check was written or the expenditure incurred. For stale checks written off in fiscal years subsequent to the year in which the check was written, the credit shall be to miscellaneous income.

CAPK will also comply with the State of California laws regarding unclaimed property. Accordingly, if uncashed checks are subject to a state reporting and transfer requirement, the Organization shall file all appropriate forms and remit unclaimed property to the appropriate jurisdiction.

Petty Cash

CAPK will provide imprest funds for valid, minor office expenditures (not for travel or employee advances) and will reconcile and replenish these funds up to its authorized balance of $200 on a monthly basis to ensure timely reporting of expenses in the proper period of performance. The Petty Cash Custodian is responsible for ensuring that the petty cash fund is locked at all times.

All disbursements from the petty cash fund must be accompanied by a completed and approved petty cash voucher. Receipts are required for all disbursements from petty cash.

The Petty Cash Custodian will prepare a reconciliation of the petty cash account on a periodic basis. Petty cash reconciliations are subject to review by the Accounting Administrator, who may also perform periodic surprise cash counts and reconciliations.

Wire Transfers

The Chief Financial Officer and Director of Finance will be the only CAPK employees authorized to initiate wire transfers from CAPK bank accounts. To prevent anyone other than the Chief Financial Officer and the Director of Finance from initiating wire transfers, a system will be employed that requires the use of pass codes and the calculation of a test-key for each wire transfer. Pass codes, issued only to the initiators and authorized signers are assigned by the bank and are changed periodically.

Confirmations of all wire transfers are delivered to the Accounting Administrator.

All wire transfers are approved by the Chief Executive Officer and Board of Directors.

Cash Management

CAPK will maintain financial assets, consisting of cash and short-term investments, to meet 60 days of normal operating expenses. Short-term investments to help manage the Organization's unanticipated liquidity needs include:

- Cash and cash equivalents
- Accounts and interest receivable
- Contributions receivable
- Grants receivable
- Short-term investments
- Other investments appropriated for current use
- Quasi-endowment fund earnings

Cash in excess of daily requirements is invested according to the approved Investment Policy (see INVESTMENTS and CASH ACCOUNTS section of this manual.)

Also see CASH DRAWDOWNS OF ADVANCES OF FEDERAL FUNDS section of this manual.

Interest Earnings

Any advances of federal funds will be maintained in an interest-bearing account (see CASH ACCOUNTS and CASH MANAGEMENT sections of this manual). Interest earned on such funds, up to $500 per year, will be retained for administrative expense. Any additional interest earned on federal funds will be returned to the federal agency through the Federal Payment Management System (PMS).

INVENTORY OF MATERIALS

Description of Inventory

CAPK maintains an inventory of materials used for home weatherization repairs and food distributed to low-income participants.

Accounting for Inventory

CAPK accounts for purchased inventory items using first-in, first-out (FIFO) method. Unit cost will be computed by adding freight, insurance, and other shipping costs to the actual cost of purchased inventory, dividing this total amount by the number of units purchased.

Physical Counts

A physical count of inventory will be performed on a monthly basis or at the end of a grant's period of performance by someone who does not have responsibility for ordering or approving purchases of such items. Any inventory items that appear damaged, obsolete, or otherwise unable to be sold will be excluded from the counts. A detailed record of the physical count will be kept by the individuals involved in taking the inventory.

At the conclusion of the physical count, the inventory count sheets will be extended by applying the most recent unit costs to the physical quantities of each item on hand. The general ledger balance will be adjusted to reflect the total inventory on hand as determined by the physical count. Unusual discrepancies such as lost or damaged inventory will be investigated by the Chief Financial Officer.

Contributed Inventory

Inventory items donated to CAPK will be recorded as assets of the Organization at the fair market value as of the date of the contribution. Contributed inventory items will be subject to the same physical counting and other policies as purchased inventory items. Also see VALUATION OF NONCASH (IN-KIND) CONTRIBUTIONS and GIFT ACCEPTANCE sections of this manual.

PREPAID EXPENSES

Accounting Treatment

CAPK treats payments of expenses that have a time-sensitive future benefit as prepaid expenses and amortizes these items over the corresponding time period. For purposes of this policy, payments of less than $500 will be expensed as paid and not treated as prepaid expenses, regardless of the existence of a future benefit.

Prepaid expenses with future benefits that expire within one year from the date of the financial statements will be classified as current assets. Prepaid expenses that benefit future periods beyond one year from the financial statement date will be classified as noncurrent assets.

Procedures

As part of the account coding process performed during the processing of accounts payable, all incoming contractor invoices will be reviewed for the existence of time-sensitive future benefits. If future benefits are identified, the payment will be coded to a prepaid expense account code.

The Finance Department will maintain a schedule of all prepaid expenses. The schedule will indicate the amount and date paid, the period covered by the prepayment, the purpose of the prepayment, and the monthly amortization. This schedule will be reconciled to the general ledger balance as part of the monthly closeout process.

INVESTMENT POLICIES

Overview of Investments

CAPK treats all assets of the Organization, including those funds that are legally without donor-imposed restrictions, as though they are held in a fiduciary capacity for the purpose of accomplishing the Organization's tax-exempt mission. Hence, the policies described in this section are to be interpreted in light of that overall sense of stewardship, and the investment standards will be those of a prudent investor.

Funds to be invested do not include those from federal awards. Such funds will be spent on program requirements as budgeted or returned to the awarding agency. Any advances of federal funds will be maintained in an interest-bearing account (see CASH ACCOUNTS and CASH MANAGEMENT sections elsewhere in this manual). Interest earned on such funds, up to $500 per year, will be allocated to federal grants based on a percentage of funds received during the month, and any additional interest will be returned to the awarding agency.

CAPK does not have excess corporate funds for investment purposes.

CAPITAL ASSETS

Capitalization Policy

Physical assets acquired with unit costs in excess of $5,000 are capitalized as property and equipment on the Organization's financial statements. Items with unit costs below this threshold will be expensed in the year purchased.

If an awarding agency requires a lower amount for equipment, CAPK will adhere to that dollar amount only for that program or contract.

Capitalized property and equipment additions are accounted for at their historical cost and all such assets, except land, are subject to depreciation over their estimated useful lives, as described elsewhere in this section.

Capitalized assets will be reported as expensed for grants if they were so budgeted in the grant application. However, for the Organization's financial statements, these assets will be capitalized and depreciated according to these policies.

Contributed Assets

Assets with fair market values in excess of $5,000 (per unit) that are contributed to CAPK will be capitalized as assets on the financial statements. Contributed items with market values below this threshold will be expensed in the year contributed.

Capitalized contributed assets are accounted for at their market value at the time of donation and all such assets, except land, are subject to depreciation over their estimated useful lives, as described elsewhere in this section.

See GIFT ACCEPTANCE and VALUATION OF NONCASH (IN-KIND CONTRIBUTIONS sections of this manual.

Release of Donor Restriction

Donor-imposed restrictions on contributed assets will be released when the asset is placed into service, unless otherwise stipulated by the donor.

Also see NET ASSET section of this manual.

Equipment Purchased with Federal Funds

(2 CFR Part 200.313) (45 CFR Part 75.320)
(2 CFR Part 200.439(b)(2)) (45 CFR Part 75.439(b)(2))

CAPK may occasionally purchase equipment that will be used exclusively in a program funded by a federal agency. For purposes of federal award accounting and administration, equipment will include all assets with a unit cost equal to the lesser of $5,000 or the capitalization threshold utilized by CAPK, described in this section.

All purchases of equipment and other capital assets with federal funds will be approved, in advance and in writing, by the awarding agency. In addition, the following policies will apply regarding equipment purchased and charged to federal awards:

1. Adequate insurance coverage will be maintained with respect to equipment charged to federal awards. See INSURANCE section of this manual.

2. When no longer needed for the original project or program for which it was purchased:

    - Equipment with a per unit fair market value below $5,000, may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

    - CAPK will obtain disposition instructions from the awarding agency for equipment with a per unit fair market value is $5,000 or more. These instructions may involve include returning the equipment to the federal agency, keeping the equipment and compensating the federal agency, or selling the equipment and remitting the proceeds, less $500 or 10% of the proceeds, whichever is less, to the federal agency. *(2 CFR Part 200.313(e)(2)) (45 CFR Part 75.320 (e)(2)).*

3. The Program Manager will determine whether a specific award with a federal agency includes additional equipment requirements or thresholds and requirements that differ from those described in this section.

4. A physical inventory of all equipment purchased with federal funds shall be performed bi-annually by an employee who is not responsible for ordering or approving the purchase of these assets. The results of the physical inventory shall be reconciled to the accounting records of and federal reports filed by CAPK.

Establishment and Maintenance of a Capital Asset Listing

All capitalized property and equipment will be recorded in a property log. This log will include the following information with respect to each asset: *(2 CFR Part 200.313(d)(1)) (45 CFR Part 75.320(d)(1))*

1. Date of acquisition
2. Cost
3. Description (including color, model, and serial number or other identification number)
4. Source of the funds used to purchase the equipment, including the award number, if applicable
5. Whether the title vests in the Organization or the grant awarding agency and the percentage of awarding agencies interest in the acquired property
6. Information to calculate the federal share of the cost of the equipment, if applicable
7. Location, use, and condition of asset
8. Depreciation method
9. Estimated useful life
10. Ultimate disposition data including the date of disposal and sale price

A physical inventory of all assets capitalized under the preceding policies will be taken on a bi-annual basis by CAPK. This physical inventory shall be reconciled to the property log and adjustments made

as necessary. All adjustments resulting from this reconciliation will be approved by the Chief Financial Officer.

Receipt of Newly Purchased Equipment

At the time of arrival, all newly purchased equipment will be examined for obvious physical damage. If an asset appears damaged or is not in working order, it will be returned to the contractor immediately.

In addition, descriptions and quantities of assets per the packing slip or bill of lading will be compared to the assets delivered. Discrepancies should be resolved with the contractor immediately.

Also see RECEIPT AND ACCEPTANCE OF GOODS section of this manual.

Depreciation and Useful Lives

All capitalized assets are maintained in the special property and equipment account group and are not included as an operating expense. Property and equipment are depreciated over their estimated useful lives using the straight-line method.

In the year of acquisition, depreciation is recorded based on the number of months the asset is in service, counting the month of acquisition as a full month. For example, an asset purchased on the 15th day of the 5th month will have eight-(8) full months of depreciation (8/12 of one year) recorded for that year.

Estimated useful lives of capitalized assets will be determined by the Finance Department. The following is a list of the estimated useful lives of each category of capital asset for depreciation purposes:

Furniture and fixtures	3-5 years
General office equipment	3-5 years
Vehicles	3 years
Computer hardware and peripherals (which exceed the capitalization threshold)	3-5 years
Computer software	3-5 years
Leased assets	Shorter of remaining lease term or Estimated useful life of leased asset
Leasehold improvements	Shorter of remaining lease term or Estimated useful life of leasehold improvement
Buildings	10-35 years
Renovations	10-35 years

For accounting and interim financial reporting purposes, depreciation expense will be recorded on a monthly basis.

Changes in Estimated Useful Lives

If it becomes apparent that the useful life of a particular capitalized asset will be less than the life originally established, an adjustment to the estimated useful life will be made. All such changes in estimated useful lives of capitalized assets must be approved by the Chief Financial Officer.

When a change in estimated useful life is made, the new life is used for purposes of calculating annual depreciation expense. In the year in which the change in estimate is made, the cumulative effect of the change will be reflected as depreciation expense in the Organization's statement of activities.

For example, if in the 4th year of an asset's life, it is determined that the asset will last five-(5) years instead of the original estimate of seven-(7) years, depreciation expense for that year will be equal to the difference between 4/5 of the asset's basis (accumulated depreciation at the end of year four-(4)) and 3/7 of the asset's basis (accumulated depreciation at the beginning of the year).

Repairs of Property and Equipment

Expenditures to repair capitalized assets will be expensed as incurred if the repairs do not materially add to the value of the property or materially prolong the estimated useful life of the property.

Expenditures to repair capitalized assets will be capitalized if the repairs increase the value of property, prolong its estimated useful life, or adapt it to a new or different use. Such capitalized repair costs will be depreciated over the remaining estimated useful life of the property. If the repairs significantly extend the estimated useful life of the property, the original cost of the property will also be depreciated over its new, extended useful life.

Dispositions of Property and Equipment

If equipment is sold, scrapped, or stolen, adjustment will be made to the capital asset listing and property log. If money is received for the asset, then the difference between the amount received and the "book value" (purchase price less depreciation) of the asset will be recorded as a loss (if the money received is less than the book value) or a gain (if the money received is more than the book value).

Write-Offs of Property and Equipment

The Director of Operations and Chief Financial Officer approve the disposal of all capitalized assets that may be worn-out or obsolete. Property that is discovered to be missing or stolen will be reported immediately to the Director of Operations and Chief Financial Officer. If not located, this property will be written off the books with the proper notation specifying the reason.

Capital Asset Accounting System

The general capital asset and infrastructure capital asset records will be maintained in CAPK's capital asset module within Abila MIP. Capital asset records will be updated at least annually for additions, deletions and adjustments.

INTANGIBLE ASSETS

Acquisition of Intangible Assets

Intangible assets include a variety of items, such as copyrights, service marks, trademarks, license agreements, photographs, videos, and others. The Organization may acquire intangible assets in any of the following manners:

- Contribution from a donor
- Purchase from an outside party that holds title to an intangible asset
- Internally developing an intangible asset through utilization of the Organization's employees, volunteers, and vendors/contractors (e.g., an employee writes a document on behalf of the Organization)

Accounting for Intangible Assets

Intangible assets acquired through contribution from donors will be accounted for as assets measured at fair value at the date of the gift. (See FAIR VALUE ACCOUNTING and GIFT ACCEPTANCE sections elsewhere in this manual.)

Intangible assets acquired by purchase will be capitalized as assets at the purchase price paid for such assets.

The costs of intangible assets that are developed internally will be charged to expense (not capitalized) if any of the following criteria are met:

- The intangible asset is not specifically identifiable.
- The asset has an indeterminate life.
- The asset is inherent in the Organization and related to the Organization taken as a whole, for example, an organization logo.

Costs of internally-developed intangible assets not meeting any of the three preceding criteria will be capitalized. These costs may include salaries, allocated employee benefit costs, consultant fees, and other related costs.

Amortization

Capitalized intangible assets of the Organization will be classified into one of three categories, as follows:

- Assets with finite and precise useful lives (such as a license agreement with a fixed term)
    - Intangible assets with finite and precise useful lives will be amortized over their useful lives, using the straight-line method of amortization.

- Assets with finite, but imprecise, useful lives

- Intangible assets with finite, but imprecise, useful lives, the Organization will estimate a useful life and amortize the asset over that life, using the straight-line method of amortization.

For either of the two preceding categories of amortizable intangible assets, the Organization will evaluate the useful life on an annual basis to determine whether an adjustment of the useful life is appropriate.

- Assets with indefinite useful lives

For intangible assets with indefinite useful lives, the cost of the asset will remain on the accounting records of the Organization as an asset, without reducing this basis for amortization, until such time as an impairment in the value of the asset is determined to have occurred. Also see ASSET IMPAIRMENTS section.

In addition, intangible assets with indefinite useful lives will be evaluated on an annual basis for purposes of determining whether the previously indefinite useful life has become finite and estimable (e.g., a copyright that when initially acquired had an indefinite life, but which has become dated and now has a finite remaining useful life). If it is determined that any intangible asset previously accounted for as having an indefinite useful life has become an asset with a finite and estimable useful life, the Organization will begin amortizing the intangible asset over the estimated remaining useful life (i.e., rather than recording an impairment in the value of the asset).

ASSET IMPAIRMENTS

Policy

Long-lived assets of the Organization include personal property and equipment, land, buildings, intangible assets, and other noncurrent assets. In connection with long-lived assets, the Organization will record an impairment loss when the carrying amount (book value, net of any accumulated depreciation or amortization) is both:

1. Not recoverable (through sale, etc.); and
2. In excess of the asset's fair value.

Long-lived assets will be tested for impairment whenever events or changes in circumstances indicate that an asset's carrying value may be impaired. Examples of such events or circumstances that the Organization will consider include:

1. A significant decrease in the market price of a long-lived asset.
2. A significant adverse change in the extent or manner in which a long-lived asset is being used or in its physical condition.
3. A significant adverse change in legal factors or in the business climate that could affect the value of a long-lived asset, including an adverse action by a regulator.
4. An accumulation of costs significantly in excess of the amount originally expected for the acquisition or construction of a long-lived asset.
5. A current-period operating or cash flow loss combined with a history of operating or cash flow losses or a projection or forecast that indicates continuing losses associated with the use of a long-lived asset.
6. A current expectation that, more likely than not, a long-lived asset will be sold or otherwise disposed of significantly before the end of its previously estimated useful life.

If the Organization records an impairment loss in connection with a long-lived asset subject to depreciation or amortization, the reduced basis resulting from recording the loss will be used as a new basis for calculating future periods' depreciation or amortization.

FAIR VALUE ACCOUNTING

Scope

Throughout this manual, numerous references are made to fair value accounting issues. Examples include the valuation of contributed services, other contributed noncash assets, recording of asset impairment losses based on fair value declining below book value.

For purposes of this manual, the term “fair value” will be defined as it is in FASB Accounting Standards Codification 820, Fair Value Measurement, as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Determination of fair value will be performed by the individuals identified in this manual associated with each type of fair value accounting issues. All fair value determinations in excess of $500 will be reviewed and approved by the Chief Financial Officer.

Disclosures

CAPK will comply with the disclosure requirements of Financial Accounting Standards Board (FASB) Accounting Standards Codification(ASC) 820, Fair Value Measurement, in that it will disclose information in the footnotes to the financial statements that enable readers of the financial statements to assess the inputs and valuation techniques used to develop all material fair value measurements associated with assets and liabilities of the Organization.

In accordance with FASB ASC 820, the level of inputs (Level 1, Level 2, Level 3) are defined as follows:

- Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that the reporting entity can access at the measurement date.
- Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. (Example: price for purchase of comparable asset.)
- Level 3 – Unobservable inputs for the asset or liability. (Example: value based on internal data.)

For any asset impairment losses recorded as a result of the policy described earlier, the Organization will disclose the reason for recording the impairment, in addition to the preceding disclosures.

POLICIES PERTAINING TO LIABILITY AND NET ASSET ACCOUNTS

ACCRUED LIABILITIES

Identification of Liabilities

The Finance Department will establish a list of commonly incurred expenses that may have to be accrued at the end of an accounting period. Some of the expenses that will be accrued by CAPK at the end of an accounting period are:

- Salaries and wages
- Payroll taxes
- Paid leave (see policy below)
- Rent
- Interest on notes payable
- Retirement
- Voluntary life insurance

In addition, CAPK will record a liability for deferred revenue (revenue received but not yet earned) in accordance with the REVENUE RECOGNITION policies described elsewhere in this manual. Adjustments to deferred revenue accounts will be made monthly.

Accrued Leave

Personnel policies permit employees to carry forward up to two times their vacation accrual of unused leave from year to year. Such unused leave is payable to an employee upon termination of employment.

Accordingly, CAPK records a liability for accrued leave to which employees are entitled. The total liability at the end of an accounting period will equal the total earned but unused hours of leave, up to a maximum of 360, multiplied by each employee's current hourly pay rate.

Funds that are drawn down for accrued leave that is expensed to a grant will be set aside in a trust account or separately tracked and deposited in the Organization's savings account as a funded liability (2 CFR 200.431(b) (45 CFR 75.431(b)). Also see CASH ACCOUNTS section of this manual.

Leave that does not "vest" with employees (i.e., leave that is not paid to employees if unused at the time of termination of employment), such as sick leave, will not be accrued as a liability.

FINANCING ARRANGEMENTS

General Policy

CAPK requires that all financing arrangements be approved by the Board of Directors and signed by the Board Chairperson and the Chief Executive Officer. The parameters of each financing arrangement will be provided to the Board of Directors prior to approval. The Organization's policies in this section apply to all term notes, lines of credit, credit cards, charge accounts, and other financing arrangements.

Also see LEASES and CREDIT CARDS sections of this manual.

Credit Cards and Charge Accounts

CAPK may utilize organization-issued credit cards and contractor charge accounts to pay small allowable Organization business expenses and small dollar operating costs. Credit cards and charge accounts will not be used to finance long-term purchases or expenses.

Outstanding credit balances will be reported in the financial statements at the end of each month to properly report the Organization's liabilities. Payment of current operating expenses and outstanding current liabilities will be prioritized to minimize financing cost.

The paper copy of the account statement will be presented to the Budget and Finance Committee as part of a regular monthly report.

Also see CREDIT CARDS/ PURCHASING CARDS/ CHARGE ACCOUNTS section of this manual.

Operating Line of Credit

CAPK may utilize an operating line of credit with a financial institution to meet its current operating expenses and will not be used to finance long-term purchases or expenses. The Chief Executive Officer, Chief Financial Officer, and designated Board member is authorized to draw funds on the line of credit as necessary.

Outstanding line of credit balances will be reported in the financial statements at the end of each month to properly report the Organization's liabilities. Payment of current operating expenses and outstanding current liabilities will be prioritized to minimize financing cost.

Term Loans

CAPK may utilize term loans (note payable, mortgage payable) to finance long-term purchases to be repaid in predictable installment amounts for an established period of time.

Outstanding term loan balances will be reported in the financial statements at the end of each month to properly report the Organization's liabilities. Payment of outstanding term loans will be made in accordance with agreed payment terms using unrestricted funds. CAPK will make effort to pay down term loan balances to minimize financing costs.

Recordkeeping

CAPK maintains a schedule of all notes payable, mortgage obligations, lines of credit, and other financing arrangements. This schedule will be based on the underlying loan documents and will include all of the following information:

1. Name and address of lender/creditor
2. Date of agreement or renewal/extension; date account opened
3. Total amount of debt or available credit
4. Amounts and dates borrowed
5. Description of collateral, if any
6. Interest rate
7. Repayment terms
8. Maturity date
9. Address to which payments should be sent
10. Contact person at lender

Accounting and Classification

An amortization schedule will be maintained for each financing arrangement. Based upon the amortization schedule, the principal portion of payments due within the next year will be classified as a current liability in the statement of financial position. The principal portion of payments due beyond one year will be classified as a long-term/noncurrent liability in the statement of financial position.

Demand notes and any other notes without established repayment dates will always be classified as current liabilities.

A detailed record of all principal and interest payments made over the entire term will be maintained with respect to each financing arrangement. The amounts reflected as current and long-term notes payable per the general ledger will be reconciled to these payment schedules and the amortization schedules, if any, provided by the lender annually. All differences will be investigated.

Non-Interest-Bearing Notes Payable

As a charitable organization, CAPK may, from time to time, receive notes payable that do not require the payment of interest, or that require the payment of a below-market rate of interest for the type of obligation involved. In such cases, CAPK will record contribution revenue for any unpaid interest.

For demand loans, interest expense and contribution revenue will be recorded at the end of each accounting period, based on the outstanding principal balance of the loan during that period, multiplied by the difference between a normal interest rate for that type of loan and the rate, if any, that is required to be paid. Determination of the appropriate interest rate will be performed by the Chief Financial Officer.

For loans with fixed maturities or payment dates, the note payable will be recorded at the present value of the future principal payments, using as a discount rate equal to the difference between a normal interest rate for that type of loan and the rate, if any, required to be paid. The difference between the cash proceeds of the note and the present value will be recorded as contribution revenue in the period the loan is made. Thereafter, interest expense will be recorded in each accounting period using the effective interest method, with the corresponding credit entry increasing the note payable account to reflect the amount(s) that will be repaid.

INCOME TAXES PAYABLE

Accrual of Income Taxes

CAPK is exempt from federal income taxes. However, if CAPK generates taxable income from unrelated trade or business activities, a liability for income taxes payable will be accrued at the applicable corporate income tax rates.

All income taxes payable will be paid by the due date of the returns on which such income taxes are to be reported. If CAPK becomes subject to a requirement to remit estimated income taxes on a quarterly basis, such amounts will be accrued and paid quarterly.

Income Tax Positions

CAPK takes income tax positions as reflected in the Organization's financial statements. The primary income tax positions of CAPK are:

1. That CAPK qualifies for its exemption from income taxes under IRC section 501(c)(3) meaning it has not engaged in any activity that could result in revocation of this exemption, including but not limited to:
    a. Not providing net distributions of profits or paying compensation that was not earned or is excessive.
    b. Not making political contributions or engaging in political activities.
    c. Not exceeding the appropriate lobbying limitations.

2. That none of CAPK's forms of revenue is subject to the unrelated business income tax (UBIT).

3. That CAPK has properly determined which forms of revenue are subject to the unrelated business income tax and which forms of revenue are exempt from UBIT.

4. That the calculations of income, deductions, tax credits, and other amounts reported on Form 990-T are in compliance with the Internal Revenue Code and IRS regulations.

5. That CAPK's calculations of income, deductions, etc. reported on its state income tax return are in compliance with state laws and regulations.

6. That CAPK's allocation of gross taxable income by state is in compliance with all applicable state laws and regulations (i.e., the Organization is filing state returns in each state that would require a return).

It is the policy of CAPK that all income tax positions taken by the Organization will meet the "more likely than not" criterion of FASB ASC 740-10, meaning the Organization's management believes that it is more likely than not that the applicable taxing authorities would concur with the position taken by the Organization. In reaching this determination, the Chief Financial Officer will perform whatever tax research is considered necessary and will have the authority to engage the Organization's independent financial statement auditor or other outside experts for advice on such matters.

If the Organization receives advice and/or research from an outside party in connection with this policy, the Organization will make its own final determination of whether or not to take a particular income tax position. In doing so, it will not blindly rely on outside advice. Rather, the Organization will gain a complete understanding of the conclusions reached by any outside parties in providing counsel to the Organization in connection with this policy. Gaining this understanding and forming the income tax positions of CAPK will be the responsibility of the Chief Financial Officer.

The Chief Financial Officer will provide a briefing to the Budget and Finance Committee and obtain the committee's concurrence each time an income tax position is established or changed.

LEASES

Classification of Leases - Lessee

CAPK classifies all leases in which the Organization is a lessee as either financing or operating leases. CAPK will utilize the following criteria to determine if the lease should be classified as a finance lease:

1. The lease transfers ownership of the leased asset to CAPK on or before the end of the lease term.
2. The lease grants CAPK an option to purchase the underlying asset and the Organization is reasonably certain to exercise.
3. The lease term is for a major part of the remaining economic life of the leased asset.
4. The present value of the sum of the lease payments and any residual value guaranteed by CAPK not already reflected in the lease payments equals or exceeds substantially all of the fair value of the leased asset.
5. The leased asset is so specialized, it is expected to have no alternative use to CAPK at the end of the lease term.

Leases that do not possess any of the preceding characteristics will be treated as operating leases. In addition, all leases that are immaterial in nature or with a term of 12 months or less will be accounted for as operating leases. CAPK will recognize these leases on a straight-line basis over the lease term.

Reasonableness of Leases

CAPK assesses the value of leases according to the requirements of 2 CFR Part 200.465 (45 CFR Part 75.465), Rental Costs of Real Property and Equipment, considering the following factors:

- The rate is reasonable when compared to similar property in the same area;
- The rate of any alternatives; and
- The type, life expectancy, condition, and value of the property leased.

Rental arrangements will be reviewed every 3 to 5 years to determine if circumstances have changed and other options are available.

Accounting for Leases

All operating leases and financing leases with a term of less than 12 months will be accounted for as expenses in the period in which the lease payment is due. (See CLASSIFICATION OF LEASES section elsewhere in this manual.) Operating and financing leases with terms greater than 12 months will be reported on the balance sheet as a right-of-use asset and a lease liability, initially recorded at the present value of the lease payments (plus other payments, including variable lease payments and amounts probable of being owed by CAPK under residual value guarantees).

Financing leases

CAPK will record a right-of-use asset and lease liability for the present value of payments to be paid over the lease term. Amortization of the asset will be on a straight-line basis over:

- The shorter of the lease term or an estimated useful live that is consistent with the Organization's capital asset policy; or
- Through the end of the useful life of the asset if the lease transfers ownership of the leased asset to the Organization or the Organization is reasonably certain to exercise an option to purchase the asset.

Interest expense will be calculated using the effective interest method and will be reported separately from the amortization of the right-of-use asset. Interest payments and variable lease payments will be reported in the operating section of the statement of cash flows and the principal payments for the lease liability will be reported in the financing section of the statement of cash flows.

Operating leases

CAPK will record a right-of-use asset and lease liability for the present value of payments to be paid over the lease term. Interest expense and the amortization of the right-of-use asset together as one lease expense, allocated over the term of the lease on a straight-line basis, or other rational basis, if more representative of the benefits received from the leased asset. All cash payments will be reported in the operating section of the statement of cash flows.

CAPK will also maintain a control list of all operating and capital leases. This list will include all relevant lease terms, including a schedule of future annual lease payments obligations, and will be reconciled to the general ledger on a quarterly basis.

Also see the CAPITAL ASSET section of this manual.

Changes in Lease Terms

As described in earlier policies, leasehold improvements are amortized as determined in the DEPRECIATION AND USEFUL LIVES section of this manual. If the lease term is changed prior to the expiration of the initial lease term, CAPK will revise amortization to reflect this change, as necessary.

Donated Rent and Below-Market Leases

CAPK may receive support from its community in the form of donated rent or below-market lease agreements. The difference between the fair value of the use of the property and the stated terms of the lease agreement used to recognize and measure the right-of-use asset and liability, will be reported as contribution revenue in the period the contribution is received and expensed in the period the space is used.

Space donated for a specified number of periods will be reported as a contribution revenue and contribution receivable for the difference between the fair rental value of the property and the stated amount of the lease payments in the agreement. The contribution receivable will be amortized over the life of the lease.

The value of donated space that will be included as part of an award's cost share or matching requirement will be supported by an independent certified real estate appraiser. See COST SHARING AND MATCHING (IN-KIND) section elsewhere in this manual.

NET ASSETS

Classification of Net Assets

Net assets of the Organization will be classified based upon the existence or absence of donor-imposed restrictions as follows:

Net Assets with Donor Restrictions – The part of net assets of CAPK that is subject to donor-imposed restrictions (donors include other types of contributors, including makers of certain grants) that is specific in nature and may be set aside for programs, investment, contingencies, purchase, special projects, or other uses.

Net Assets without Donor Restrictions – The part of net assets of CAPK that is not subject to donor-imposed restrictions (donors include other types of contributors, including makers of certain grants).

Composition of Net Assets

Net asset composition of the Organization's endowment funds and board designated funds will be disclosed as follows, when applicable:

Board Designated Net Assets – Net assets without donor restrictions subject to self-imposed limits by action of the Board of Directors. Board-designated net assets may be earmarked for future programs, investment, contingencies, purchase or construction of fixed assets, or other uses. The Board of Directors may delegate designation decisions to the Chief Executive Officer and/or the Budget and Finance Committee. Such designations are considered to be included in board-designated net assets. This includes board-designated endowment funds.

Board Designated Endowment – Net assets without donor restrictions subject to self-imposed limits by action of the Board of Directors to be invested for a long, but not necessarily a specified, period of time to provide investment income to the Organization.

Donor Restricted Endowment – Funds subject to trust law or donor-imposed restrictions requiring the investment of the gift in perpetuity or for a specified term, the amount of which includes the original donor-restricted gift and any gains or net appreciation of the fund not considered to be available for expenditure.

Underwater Endowment Fund – A donor-restricted endowment fund for which the fair value of the fund at the reporting date is less than either the original gift amount or the amount required to be maintained by the donor or by law that extends donor restrictions. The amount of these net assets will include original donor restricted gift and accumulated losses. See the CONTRIBUTIONS ACCOUNTING and INVESTMENT sections elsewhere in this manual for related policies on Endowment Funds.

Donor-imposed restrictions are stipulations by the donor that may be temporary in nature (e.g., stipulating that resources be used after a specified date, for particular programs or services, or to acquire buildings or equipment). Other donors impose restrictions that are perpetual in nature (e.g., stipulating that resources be maintained in perpetuity). Laws may extend the limits in investment

returns from those resources and to other enhancements or diminishments of those resources. Thus, those laws extend donor-imposed restrictions.

Also see RELEASE OF DONOR RESTRICTION in CAPITAL ASSET section elsewhere in this manual.

Also see REVENUE RECOGNITION and CLASSIFICATION OF INCOME sections of this manual.

Reclassification of Net Assets

The Organization will report in its statement of activities a reclassification of net assets from “with donor-imposed restriction” to “without donor-imposed restriction” if any of the following events occur:

1. Fulfillment of the purpose for which the net assets were restricted (e.g., spending restricted funds for the stipulated purpose)
2. Expiration of time restrictions imposed by donors
3. Death of an annuity beneficiary
4. Withdrawal by the donor (or by a court) of a time or purpose restriction

If a donor stipulates multiple restrictions (such as a purpose and a time restriction), reclassifications of net assets will be reported only upon the satisfaction of the final remaining restriction.
Also see CLASSIFICATION OF INCOME section elsewhere in this manual.

If the Organization accepts and receives a restricted contribution from a donor who further stipulates that the Organization set aside a portion of its net assets without donor-imposed restrictions for that same purpose, the Organization will report in its statement of activities a reclassification of net assets from without donor-imposed restriction to with donor-imposed restriction, based on the specific nature of the restriction.

Disclosures

The Organization will disclose in a footnote to the financial statements the different types of donor-imposed restrictions and board designations associated with the Organization’s net assets as of the end of each fiscal year.

POLICIES ASSOCIATED WITH FINANCIAL AND TAX REPORTING

FINANCIAL STATEMENTS

Standard Financial Statements of the Organization

Preparing financial statements and communicating key financial information is a necessary and critical accounting function. Financial statements are management tools used in making decisions, in monitoring the achievement of financial objectives, and as a standard method for providing information to interested parties external to the Organization. Financial statements may reflect year-to-year historical comparisons or current year budget-to-actual comparisons.

The basic financial statements that are maintained on an organization-wide basis will include:

1. **Statement of Financial Position** – Reflects assets, liabilities, and net assets of the Organization and classifies assets and liabilities as current or noncurrent/long-term and net assets in two groups (net assets without donor restrictions and net assets with donor restrictions).

2. **Statement of Activities** – Presents support, revenues, expenses, and other changes in net assets of the Organization, by net asset group (net assets without donor restrictions and net assets with donor restrictions), including reclassifications between net asset group.

3. **Statement of Cash Flows** – Reports the cash inflows and outflows of the Organization in three categories: operating activities, investing activities, and financing activities.

4. **Statement of Functional Expenses (Reporting of Expenses by Nature and Function)** – Presents the expenses of the Organization in a natural or objective format (i.e. salaries, rent, utilities) and by function (i.e., which program or supporting service was served).

In accordance with Standards of Financial Management Systems, CAPK will prepare accurate, current, and complete disclosure of the financial results of each federally-sponsored project or program in accordance with the reporting requirements of *2 CFR Parts 200.327 (45 CFR Part 75.341), Financial Reporting, and 200.328 (75.342), Monitoring and Reporting Program Performance*, and/or the award.

Frequency of Preparation

An objective of the Finance Department is to prepare accurate financial statements in accordance with generally accepted accounting principles (GAAP) and distribute them in a timely and cost-effective manner. In meeting this responsibility, the following policies will apply:

A standard set of financial statements described in the preceding section will be produced on a monthly basis by the 10th of each month. The standard set of financial statements described in the preceding section will be supplemented by the following schedules:

1. Individual statements of activities on a departmental and functional basis (and/or program/grant basis)

2. Comparisons of actual year-to-date revenues and expenses with year-to-date budgeted amounts for each program and funding source

3. In accordance with Standards for Financial Management Systems, information that relates financial data to performance accomplishments and demonstrates cost effective practices as required by funding sources will be prepared (2 CFR Part 200.301 (45 CFR Part 75.301), Performance Measurement)

4. Monthly credit card expenditures, including all charge account expenditures, will be provided to the Board of Directors and monthly credit card expenditures, including all charge account expenditures for the Head Start/Early Head Start program will be provided to the Policy Council

The monthly set of financial statements will be prepared on the accrual method of accounting, including all receivables, accounts payable received by the 5th of the month, and actual depreciation expense.

In order to facilitate review by non-financial staff, individual statements of activities on a departmental and functional basis and/or program/grant basis or a comparison of actual year-to-date revenues and expenses with year-to-date budgeted amounts will be distributed to the appropriate Division Directors.

Review and Distribution

All financial statements and supporting schedules will be reviewed and approved by the Chief Financial Officer prior to being issued by the Finance Department.

After approval by the Chief Financial Officer, a complete set of monthly financial statements, including the supplemental schedules described above, will be distributed to the following individuals:

- Board Treasurer and all members of the Budget and Finance Committee
- Chief Executive Officer
- Division Directors and other employees with budget-monitoring responsibilities

Financial statements may include an additional supplemental schedule prepared or compiled by the Chief Financial Officer. The purpose of this schedule is to provide explanations for material budget variances in accordance with CAPK's budget monitoring policies described later in this manual (under the FINANCIAL MANAGEMENT POLICIES section).

Monthly Distribution

On a monthly basis, the Board of Directors will be provided with summary program and/or grant financial information.

Annual Financial Statements

On an annual basis, the Organization will prepare, under the direction of the Chief Financial Officer, a complete set of GAAP financial statements, including footnotes addressing all disclosures required by

GAAP. These financial statements will be presented to CAPK's independent auditors at the beginning of their annual audit as the draft statements from which they will conduct their audit.

A formal presentation of the Organization's annual audited financial statements will be provided by the independent auditor to the full Board of Directors at the Organization's Annual Meeting or presented in another manner as agreed upon and indicated in the audit engagement letter. See separate policies regarding the annual audit under FINANCIAL MANAGEMENT POLICIES.

Trend Analysis

On an annual basis, in connection with the preparation of the preceding financial statements, the Chief Financial Officer will prepare a five-year revenue and expense report in order to facilitate the analysis of financial trends experienced by the Organization. This report will also include a five-year comparison of certain key operating ratios, based on the Organization's annual financial statements. This report will be submitted to the Chief Executive Officer, the Budget and Finance Committee and the Audit and Pension Committee no later than 120 days after year-end.

Required Disclosures

See Disclosure information throughout this manual to determine information CAPK will include in its financial statements.

PREPARATION OF CONSOLIDATED FINANCIAL STATEMENTS

Consolidation Policy

While CAPK will maintain accounting records and prepare financial statements on a stand-alone basis, to facilitate financial management and preparation of reports and tax filings that must be prepared solely for the Organization, the Organization may also be required to prepare consolidated financial statements in order to fully comply with GAAP. When consolidated financial statements are prepared, a single set of financial statements is prepared that combines the assets, liabilities, net assets, revenues, expenses, gains and losses, and financial statement disclosures of multiple entities, with intercompany transactions eliminated.

The types of entities that CAPK is affiliated with that may result in the requirement to be consolidated with CAPK's financial statements are:

1. Other nonprofit organizations
2. Corporations in which CAPK has an ownership interest
3. Partnerships and LLCs

CAPK will prepare consolidated financial statements that include the accounts of other nonprofit organizations if the criteria defined in Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958-810, is met.

In addition, consolidation is encouraged (but not required) when control, other than that described above, perhaps in the form of an affiliation agreement, exists as well as economic interest in another nonprofit organization. In order to consolidate under this guidance, consolidated financial statements must be meaningful.

The existence of control or an economic interest, but not both, does not result in consolidation.

GOVERNMENT RETURNS

Overview

To legitimately conduct business, CAPK must be aware of its tax and information return filing obligations and comply with all such requirements of federal, state, and local jurisdictions. Filing requirements of CAPK include, but are not limited to, filing annual information returns with IRS, and State of California, state charitable solicitation reports, annual reports for corporations, property tax returns, income tax returns, sales tax returns, information returns for retirement plans, annual reporting of compensation paid, and payroll tax withholding tax returns.

Filing of Returns

The Chief Financial Officer will be responsible for identifying all filing requirements and ensuring that CAPK is in compliance with all such requirements. The Organization will file complete and accurate returns with all authorities and make all efforts to avoid filing misleading, inaccurate, or incomplete returns.

Filings made by CAPK include, but are not limited to, the following returns:

1. **Form 990** – Annual information return of tax-exempt organizations, filed with IRS. Form 990 for CAPK is due on the fifteenth day of the fifth month following year-end. An automatic 3-month extension of time to file Form 990 may be obtained filing Form 8868. Upon expiration of the first 3-month extension, a second 3-month extension may be requested using Form 8868.

2. **Form 990-T** – Annual tax return to report CAPK's unrelated trade or business activities (if any), filed with IRS. Form 990-T is due on the fifteenth day of the fifth month following year-end. An automatic 6-month extension of time to file Form 990-T may be obtained by filing Form 8868.

3. **Form 5500** – Annual return for CAPK's employee benefit plans. Form 5500 is due on the last day of the seventh month after the end of the plan year, but a 2½-month extension of time to file may be requested using Form 5558.

4. **W-2s and 1099s** – Annual report of employee and non-employee compensation, based on calendar-year compensation, on the cash basis. These information returns are due to employees and independent contractors by January 31 and to the federal government by February 28. Form 1099-MISC is required if the organization has provided more than $600 in compensation to an independent contractor during the calendar year.

5. **Form 941** – Quarterly payroll tax return filed with IRS to report wages paid to employees and federal payroll taxes. Form 941 is due by the end of the month following the end of each quarter, or 10 days later if all payroll tax deposits have been made in a timely manner during the quarter.

6. **Business Property Tax Return** – Filed with the State of California to report business property. CAPK’s business property tax return, Form BOE-571-S is due April 1.

7. **Form 199** – Annual information return of tax-exempt organizations, filed with State of California. Form 199 for CAPK is due on the fifteenth day of the fifth month following year-end. An automatic 7-month extension of time to file Form 199 is allowed. The Organization shall file Form 199 electronically.

8. **Form RRF-1** – Annual registration renewal fee report, filed with State of California Attorney General. Form RRF-1 is due on the fifteenth day of the fifth month following year-end. An extension of time to file Form RRF-1 will be allowed if CAPK has received an extension from the IRS for filing the IRS Form 990.

9. **Claim for Welfare Exemption** – Annual report, BOE-267-A (PI), to receive a property tax exemption on real property owned or rented by the Organization. The report is due by February 15.

CAPK's fiscal year end is February 28/29 and tax year-end is December 31. All annual tax and information returns of CAPK (Form 990, Form 990-T) are filed on the accrual basis of reporting.

Federal and all applicable state payroll tax returns are prepared by the Organization's external Payroll Administrator.

CAPK complies with all state payroll tax requirements by withholding and remitting payroll taxes to the state of residency of each CAPK employee.

Review of Form 990 by Board of Directors

A draft of CAPK's annual Form 990 information return will be reviewed and approved by the Board of Directors prior to being filed with the Internal Revenue Service. A completed copy of the Form 990 will be provided to all members of the governing body before filing the form.

Public Access to Information Returns

CAPK is subject to federal requirements to make the following forms "widely available" to all members of the general public. To comply with this requirement, CAPK will make the following publicly available, in addition to any other information deemed appropriate by the Board of Directors:

1. The three most recent annual information returns (Form 990 and Form 990-T, if applicable).

2. CAPK's original application for recognition of its tax-exempt status (Form 1023 or Form 1024), filed with IRS, and all accompanying schedules and attachments.

CAPK will comply with the federal requirements to make its forms widely available for no charge by posting all required forms on the Organization's website and referring all requesters to this website within seven-(7) days of receipt of any request. In addition to making its returns widely available on its website, CAPK will also permit visual inspections of its returns to anyone personally appearing at the Organization's offices during normal working hours and making such a request.

OTHER TAX CONSIDERATIONS

State and Local Property, Sales, Use & Income Taxes

CAPK will monitor state and local tax laws in locations where the Organization conducts business to ensure that it is complying with all applicable tax laws. Organizations that qualify as tax-exempt charitable entities under Section 501(c)(3) of the Internal Revenue Code for income tax purposes may need to apply separately for exemptions from state and local property and/or sales tax in the various locations where they conduct business. State and local tax rules vary widely from state to state.

State Charity Registrations

Various states may require CAPK to register with them for two primary reasons: if the Organization has an office, programs or owns real estate in that state, and/or if they raise funds in the state.

CAPK may be required to register and file annual reports with other states if it conducts charitable solicitations within those states. States regulate fundraising through charitable solicitation laws and state reporting can involve two components – registration and an annual financial report.

CAPK's internet fundraising efforts could be considered charitable solicitations in various other states. CAPK will examine the reach of its internet fundraising efforts and register to solicit funds in all applicable states. Some factors CAPK will consider in determining whether internet fundraising efforts require registration in specific states are whether the campaigns specifically target individuals in a certain state and whether CAPK repeatedly receives contributions from a state on an ongoing or substantial basis.

CAPK will comply with all state requirements.

TRANSACTIONS WITH INTERESTED PERSONS AND RELATED PARTIES

Definitions

An **interested person** for the purposes of disclosure is a disqualified person. A disqualified person is a person who is in a position to exercise substantial influence over the affairs of the Organization. This person does not have to actually exercise substantial influence, just be in the position to do so.

A **related-party** is an entity that can exercise control or significantly influence over management or the Organization to the extent one of the entities may be prevented from pursuing its own interests. This can be any party the Organization deals with that can exercise that control.

Identification of Interested Persons or Related Parties

In connection with complying with disclosure requirements in the financial statements and the Form 990 information return, the Organization will identify interested persons and related parties as the following:

1. Current officers, directors, trustees, and key employees (individuals required to be listed on the Form 990)
2. Former officers, directors, trustees, and key employees (within the last five-(5) years)
3. Substantial contributors (a person required to be listed in the Form 990)
4. Family members of any individual listed in item #1, #2, or #3 defined as spouses, ancestors, brothers, sisters, children, grandchildren, great-grandchildren, and spouses of brothers, sisters, children, grandchildren, and great-grandchildren.
5. Domestic partner and parents thereof, including domestic partners of any individual in item #4
6. Any individual related by blood or affinity whose close association with an individual in item #1, #2, #3 or #4 is the equivalent of a family relationship
7. A 35% controlled entity of any of the persons listed in item #1, #2, or #3
8. A donor or donor advisor to a donor-advised fund
9. An investment advisor of a sponsoring organization
10. An employee (or child of an employee) of a substantial contributor or of a 35% controlled entity, but only if the employee received a grant or assistance by the direction or advice of the contributor or designee of the controlled entity.
11. Separate entities that solicit funds in the name of the Organization and substantially all of the funds solicited are intended for the use of the Organization
12. Brother-sister organizations and certain national, state, and local affiliates
13. Entities whose officers or directors are also members of the organization’s governing board

Record of Transactions with Interested Persons and Related-Parties

The Organization will maintain a record of all transactions and balances with interested persons and related-parties for each fiscal year for purposes of evaluation to determine if transactions should be disclosed in the financial statements and on the Form 990. This record will be reviewed and approved by the Chief Financial Officer and provided to the independent financial statement auditor and Form 990 preparer.

UNRELATED BUSINESS ACTIVITIES

Identification and Classification

CAPK properly identifies and classifies income-producing activities that are unrelated to the Organization's tax-exempt purpose using the guidelines described in the Internal Revenue Code and underlying regulations. Such income accounts will be segregated in separate accounts in the general ledger in order to facilitate tracking and accumulation of unrelated trade or business activities.

Unrelated business income is income from an unrelated trade or business that is regularly carried on and not substantially related to the Organization's exempt purpose. Examples include:

- Advertising income
- Certain corporate sponsorship activities
- Income from investments in other entities
- Rents from debt-finance property

Allocation of Expenses to Unrelated Activities

In addition to segregating income associated with activities that are unrelated to CAPK's exempt purpose, the Organization's general ledger will also provide accounts for expenses associated with each such unrelated activity. These expenses will be offset against unrelated business revenue in arriving at unrelated business taxable income. Expenses that will be offset against gross unrelated business income will be limited to those expenses directly associated with the production of such income, including reasonable allocation of indirect or shared or joint costs that benefit each activity, in accordance with expense allocation policies described elsewhere in this manual.

Reporting

CAPK will file IRS Form 990-T to report taxable income from unrelated trade or business activities. Form 990-T is subject to public access and disclosure requirements. Please see the PUBLIC ACCESS TO INFORMATION RETURNS section of this manual.

CAPK will also report taxable income from unrelated trade or business activities that are subject to state or local income or franchise taxes on the appropriate return.

JOINT VENTURES

CAPK will evaluate and negotiate potential participation in joint ventures under Federal tax law to ensure that any proposed venture safeguards the Organization's tax-exempt status. For the purposes of this policy, a joint venture is any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment or exempt purpose activity.

In order to adequately safeguard its tax-exempt status, CAPK will negotiate transactions and arrangements so that it has sufficient control over the venture to ensure that the activity furthers the exempt purpose of the Organization and that all agreements be on terms that are arm's length or more favorable to the Organization. CAPK will also require that the venture give priority to exempt purposes over maximizing profits and that the venture not engage in activities that would jeopardize the Organization's exempt status.

FINANCIAL MANAGEMENT POLICIES

BUDGETING

Overview of Budgeting

Budgeting is an integral part of managing any organization in that it is concerned with the translation of organizational goals and objectives into financial terms. A budget should be designed and prepared to direct the most efficient and prudent use of the Organization's resources. A budget is a management commitment of a plan for present and future organizational activities that will help the Organization achieve its short-term and long-term goals and the strategic objectives determined by the Board of Directors. It provides an opportunity to examine the composition and viability of the Organization's programs and activities simultaneously in light of the available resources.

Budgets are also prepared for funding sources, and each grant manager must be aware of budget modification requirements. Awarding agencies may or may not require approval for changes in line items. CAPK will document and follow all such requirements.

Preparation and Adoption

CAPK will prepare an annual budget on the accrual basis of accounting. The Chief Financial Officer or Director of Finance gathers proposed Organization-wide budget information from all Division Directors and others with budgetary responsibilities and compiles it to prepare the first draft of the budget. Budgets proposed and submitted by each department should be accompanied by a narrative explanation of the sources and uses of funds and explain all material fluctuations in budgeted amounts from prior years.

After appropriate revisions and a compilation of all department budgets by the Chief Financial Officer or Director of Finance, a draft of the organization-wide budget, as well as individual department budgets, is presented to the Chief Executive Officer for discussion, revision, and initial approval.

The revised draft is then submitted to the Budget and Finance Committee, and finally to the entire Board of Directors for adoption.

It is the policy of CAPK to adopt a final budget at least 30 days before the beginning of the Organization’s fiscal year. The purpose of adopting a final budget at this time is to allow adequate time for the Finance Department to input the budget into the accounting system and establish appropriate accounting and reporting procedures (including any necessary modifications to the chart of accounts) to ensure proper classification of activities and reporting comparisons of budget versus actual once the fiscal year commences.

Budgets for programs whose grant years are different from the Organization’s fiscal year will be prepared in accordance with awarding agency requirements and will also be included in the Organization-wide budget.

Monitoring Performance

CAPK monitors its financial performance by comparing and analyzing actual results with budgeted results. This function will be accomplished in conjunction with the FINANCIAL STATEMENT policies and procedures stated elsewhere in this manual.

In accordance with Standards for Financial Management Systems, the Organization will provide budget to actual reports for its federal awards. On a monthly basis, financial reports comparing actual year-to-date revenues and expenses with budgeted year-to-date amounts will be produced by the Finance Department and distributed to each employee with budgetary responsibilities. These individuals will be responsible for responding with a written explanation of all budget variances in excess of five percent on a quarterly basis.

In addition, Division Directors will submit monthly performance (non-financial) reports to the Chief Executive Officer, the Chief Financial Officer, and the Board of Directors.

Budget and Program Revisions

CAPK will request prior approval from federal awarding agencies for any of the following program or budget revisions *(2 CFR Part 200.308)(45 CFR Part 75.308):*

1. Change in the scope or objective of the federally funded project or program, even if there is no associated budget revision requiring prior written approval.

2. Change in a key person (Project Director, etc.) specified in the application or award document.

3. Disengagement for more than three months, or a 25% reduction in time devoted to the project, by the approved Project Director or principal investigator.

4. The need for additional federal funding.

5. The inclusion, unless waived by the federal awarding agency, of costs that require prior written approval in accordance with 2 CFR Part 200.407 (45 CFR Part 75.407) Prior Written Approval.

6. The transfer of funds allotted for participant support costs to other categories of expense.

7. Unless described in the application and funded in the approved awards, the subaward, transfer, or contracting out of any work under an award. (However, this provision does not apply to purchases of supplies, materials, equipment, or general support services.)

8. Changes in the amount of the approved cost-sharing or matching provided by the Organization.

Budget Modifications

After a budget has been approved by the Board of Directors and adopted by the Organization, reclassifications of budgeted expense amounts of less than $100,000 within a single program may be made by the Division Director, with approval from the Chief Financial Officer. Reclassifications of

budgeted expense amounts across divisions of greater than $100,000 but less than $200,000 may be made only with approval of the Chief Executive Officer.

Reclassifications in excess of the preceding thresholds and any budget modification resulting in an increase in budgeted expenses or decrease in budgeted revenues shall be made only with approval of the Budget and Finance Committee.

OPERATING RESERVES

Purpose

CAPK has established an Operating Reserve fund to provide an internal resource of funds to assist the Organization during periods of an unexpected loss of funding, uninsured losses, or unexpected increase in expenses. These reserves may not be used to replace a permanent loss of funding or eliminate an ongoing budget gap. Also see CASH ACCOUNTS section of this manual.

Establishment and Calculation

The Operating Reserve Fund will be unrestricted, Board designated funds, set aside by action of the Board of Directors. The target minimum amount to be designated as Operating Reserves will be equal to a three month's average of monthly operating expenses consisting of recurring predictable expenses, such as salaries and benefits, occupancy, office, travel, program, and ongoing professional services. Depreciation, non-federal share (in-kind), capital purchases, one-time purchases, pass-through payments, and other non-cash expenses are not included in the calculation. Calculation of the average monthly amount will be completed each year after the approval of the annual budget.

Funding of Reserves

CAPK will fund its Operating Reserves with surplus unrestricted operating funds. The Board of Directors may from time to time direct that a specific revenue source be set aside for Operating Reserves i.e. one-time gifts, bequests, special grants, and/or special funding appeals.

Use of Reserves

The Chief Executive Officer will identify the need for accessing the reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this policy. Identification of need will include an analysis of the reason for the shortfall, the availability of other sources of funds before the use of the reserves, and evaluation of the time period that the funds will be required and replenished.

The Chief Executive Officer will submit a request to use Operating Reserves to the Budget and Finance Committee, including the analysis and determination of the use of funds and plans for replenishment. The Budget and Finance Committee will approve or modify the request and authorize transfer from the fund.

The goal of the Organization is to replenish the Operating Reserve funds within twelve months to restore the fund to the target minimum. Requests that include plans to replenish exceeding twelve months will be scrutinized more carefully.

Reporting and Monitoring

The Chief Executive Officer is responsible for ensuring the Operating Reserves fund is maintained and used only as described in this policy. The Chief Executive Officer will be responsible for maintaining records of the use of these funds and the plan for replenishment. Monthly reporting will be provided to the Board of Directors of progress to restore the fund to the target minimum amount.

ANNUAL AUDIT

Arranging for the Annual Audit

CAPK will arrange for an annual audit of the Organization's financial statements to be conducted by an independent financial statement auditor. The independent financial statement auditor selected by the Board of Directors will be required to communicate directly with the Organization's Audit and Pension Committee upon the completion of their audit. In addition, members of the Audit and Pension Committee and Executive Committee are authorized to initiate communication directly with the independent financial statement auditor.

Audited financial statements, including the auditor's opinion thereon, will be submitted and presented to the Board of Directors by the independent financial statement auditor at the Organization's Annual Meeting, after the financial statements have been reviewed and approved by the Audit and Pension Committee.

Auditor Independence

CAPK may from time to time request the independent financial statement auditor provide services outside the scope of the annual audit and Form 990 preparation. In connection with these non-audit services, it is imperative that the independent auditor remain independent in fact and in appearance in order to continue serving the Organization as its auditor.

Generally, in order to remain independent with respect to the audit, the Organization's auditors should not provide non-audit services that involve performing management functions or making management decisions nor should they provide non-audit services in situations where the non-audit services are significant/material to the subject matter of the audits (or where they would be auditing their own work in connection with the annual audit).

Therefore, it is the Organization's policy to evaluate any non-audit service requested from the independent auditor for possible impairments to the financial statement auditor's independence, and to not permit the performance of any services that would impair independence. This evaluation will be performed by the Chief Financial Officer, who may consult the independent auditor or other external sources in making this determination.

In addition, for each non-audit service that is to be provided by the Organization's independent financial statement auditor, the Organization will:

1. Designate a management level individual to be responsible and accountable for overseeing the non-audit service (to be determined by the Chief Executive Officer).
2. Establish and monitor performance of the non-audit service to ensure that it meets management's objectives (to be performed by the person designated in step 1).
3. Make any decisions that involve management functions related to the non-audit service and accept full responsibility for such decisions.
4. Evaluate the adequacy of the services performed and findings that result.

How Often to Review the Selection of the Auditor

CAPK will review the selection of its independent auditor in the following circumstances:

1. Any time there is dissatisfaction with the service of the current independent financial statement auditor;
2. When a fresh perspective and new ideas are desired; or
3. Every 5 years to ensure competitive pricing and a high quality of service (this is not a requirement to change auditors every five years, but simply to reevaluate the selection).

Selecting an Independent Financial Statement Auditor

The selection of an independent financial statement auditor to conduct the annual audit is a task that should be taken very seriously. The following factors will be considered by CAPK in selecting an independent financial statement auditor:

1. The firm's reputation in the nonprofit community.
2. The depth of the firm's understanding of and experience with grant-funded organizations and federal reporting requirements under 2 CFR Part 200 (45 CFR Part 75).
3. The firm's demonstrated ability to provide the services requested in a timely manner.
4. The ability of firm personnel to communicate with Organization personnel in a professional and congenial manner.

The following information should be included in the written Request for Proposal (RFP) to be sent to prospective audit firms:

1. Period of services required
2. Complete description of the services requested (audit, management letter, tax returns, etc.)
3. Identification of meetings requiring their attendance, such as staff or Board of Director meetings
4. Organization chart
5. Chart of account information
6. Financial information about the Organization
7. Copy of prior year reports (financial statements, management letters, etc.)
8. Identification of need to perform audit in accordance with 2 CFR Part 200, Subpart F (45 CFR Part 75, Subpart F), and the appropriate OMB Compliance Supplements
9. Other information considered appropriate
10. Description of proposal and format requirements
11. Due date of proposals
12. Overview of selection process (i.e., whether finalists will be interviewed, when a decision will be made, etc.)
13. Identification of criteria for selection

Minimum proposal requirements from prospective independent financial statement auditor will be:

1. Firm background
2. Biographical information (resumes) of key audit team members who will serve CAPK
3. Client references

4. Information about the audit firm's capabilities
5. Audit firm's approach to performing an audit
6. Copy of the audit firm's most recent quality/peer review report, including any accompanying letter of findings
7. Other resources available from the audit firm
8. Expected timing and completion of the audit
9. Expected timing of delivery of reports
10. Cost estimate including estimated number of hours

In order to narrow down the proposals to the top selections, the Audit and Pension Committee will meet with the prospective independent financial statement audit engagement teams from each proposing audit firm to discuss their proposal. Copies of all proposals will be forwarded to each member of the Audit and Pension Committee. After the Audit and Pension Committee narrows down the field of prospective auditors to three firms, final interviews of each firm are conducted by the Audit and Pension Committee and the Board of Directors, who makes the final selection for approval.

Preparation for the Annual Audit

CAPK will be actively involved in planning for and assisting with the Organization's independent financial statement audit in order to ensure smooth and timely completion. In that regard, the Finance Department will provide assistance to the independent financial statement auditors in the following areas:

Planning
The Chief Financial Officer is responsible for delegating the assignments and responsibilities to finance staff in preparation for the audit. The Chief Financial Officer will review the list of information requested by the auditors and assign responsibility for each item to the appropriate staff. The Chief Financial Officer or Director of Finance will then schedule and direct status meetings in the weeks leading up to the audit in order to review the progress of staff in preparing for the audit.

The Chief Financial Officer or Director of Finance will arrange and coordinate any and all meetings, interviews, telephone discussions, and conference calls requested by the independent financial statement auditor with CAPK Board members, Audit or Finance Committee members, or employees to facilitate the audit work. Prior to any such meetings or discussions, the Chief Financial Officer or Director of Finance will inform each Organization participant of the nature of the discussion or meeting and what, if any, preparations they should do prior to the meeting. The Chief Financial Officer or Director of Finance will communicate to each CAPK participant in such meetings or discussions the importance of being open, honest, and frank with the independent financial statement auditors with respect to all questions asked.

Involvement
Organization staff will do as much work as possible in order to assist the independent financial statement auditors and, therefore, reduce the cost of the audit.

Interim Procedures
To facilitate the timely completion of the annual financial statement audit, the independent financial statement auditors may perform selected audit procedures prior to the Organization's year-end. By performing significant portions of audit work as of an interim date, the work required subsequent to

fiscal year-end is reduced. Organization staff will provide requested schedules and documents to assist the auditors during any interim audit fieldwork.

Throughout the audit process, CAPK will make every effort to provide schedules, documents, and information requested by the auditors in a timely manner.

Concluding the Audit

Upon receipt of a draft of the independently audited financial statements from the auditor, the Chief Financial Officer will perform a detailed review of the draft, consisting of the following procedures:

1. Carefully read the entire report for typographical errors.
2. Trace and agree each number in the financial statements and accompanying footnotes to the accounting records and/or internal financial statements of CAPK.
3. Review each footnote for accuracy and completeness.

Any questions or errors noted as part of this review will be communicated to the independent financial statement auditor in a timely manner and resolved to the satisfaction of the Chief Financial Officer.

It will also be the responsibility of the Chief Financial Officer to review and respond in writing to all management letter or other internal control and compliance report findings and recommendations made by the independent financial statement auditor.

In addition, the Federal Audit Clearinghouse form (data collection form) will be completed and a copy submitted to the Audit and Pension Committee prior to its due date.

Audit Adjustments

It is the policy of CAPK to review all adjustments prepared by the independent financial statement auditor in connection with the annual audit, and, if in concurrence, record them in the general ledger. If CAPK does not agree with the adjustments, it will immediately communicate its disagreement with the independent financial statement auditor prior to the finalization and filing of the audited financial statements.

The Organization may also receive a list of unadjusted differences (or passed audit adjustments) from the independent financial statement auditor in connection with the audit. If the Organization receives such a list, it will be the responsibility of the Chief Financial Officer to review them and determine whether or not to record them in the period under audit. Any adjustments made to the financial information being audited must be immediately communicated to the independent financial statement auditor prior to the finalization and filing of the audited financial statements.

Internal Control Deficiencies Noted During the Audit

In accordance with generally accepted auditing standards, at the conclusion of the audit the Organization's independent financial statement auditors may provide a written communication of internal control deficiencies noted in connection with their audit. Not all deficiencies in internal control

are required to be reported by the auditor. Only the following two types of deficiencies are required to be communicated:

1. **Material weakness** – A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.
2. **Significant deficiency** – A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

The Organization's independent financial statement auditors are required to provide written communication to the Audit and Pension Committee of all significant deficiencies and material weaknesses (i.e., only those control deficiencies that rise to the level of materiality at which they qualify under the definitions provided above, in the opinion of the financial statement auditor).

It is the Organization's policy that all internal control deficiencies that are communicated by the financial statement auditor in writing will be formally addressed by the Audit and Pension Committee, the Chief Executive Officer, and the Chief Financial Officer. The Chief Executive Officer and the Chief Financial Officer will prepare a written response, which will include a corrective action plan, to each internal control finding and such response will be presented to the Audit and Pension Committee for its review and approval.

Audit and Pension Committee Communications with the Auditors

In accordance with generally accepted auditing standards, in connection with and at the conclusion of each annual financial statement audit, the auditors are required to make certain communications directly to the Audit and Pension Committee. The Chief Financial Officer will facilitate all of these communications, arranging for face-to-face meetings, telephone or conference calls, or delivery of electronic or paper documents between the financial statement auditor and Audit and Pension Committee members.

Some of the communications that CAPK's financial statement auditors may have with the Organization's Audit and Pension Committee include:

1. Planning discussions prior to commencing the audit, such as by inquiring of Audit and Pension Committee members their perception of where the risk of material misstatements in the Organization's financial statements may be greatest, the various risks of fraud, and other inquiries.
2. Planning stage communications informing the Audit and Pension Committee of the planned scope and nature of certain audit procedures that the auditors plan to perform, to aid in the Audit and Pension Committee members having a thorough understanding of the financial statement audit.
3. Internal control deficiencies noted during the financial statement audit, communicated in writing at the conclusion of the audit.
4. Any material fraud detected by the financial statement auditor, or any fraud, regardless of materiality, involving senior management, noted at any time during the audit.

5. Significant problems or other issues that arose during the financial statement audit (e.g., disagreements with management and certain other items that the auditors may be required to report to the Audit and Pension Committee).
6. Audit adjustments made by the financial statement auditors as a result of their audit.
7. Certain audit differences noted by the financial statement auditors that they deemed not material enough to warrant making an adjustment for.

Audit and Pension Committee members should be aware of these communications and engage in active discussions with the financial statement auditors whenever it is considered appropriate in the fulfillment of these or their other duties.

Also see BOARD OF DIRECTORS AUDIT RESPONSIBILITIES section of this manual.

INSURANCE

Overview of Insurance

It is fiscally prudent to have an active risk management program that includes a comprehensive insurance package. This will ensure the viability and continued operations of CAPK.

CAPK maintains adequate insurance against general liability, as well as coverage for buildings, contents, computers, equipment, machinery, and other items of value.

Insurance Definitions

Cyber Insurance
Assists in protecting from expenses or business losses incurred in the event of a data breach, hacking, or other similar events that are not covered by other policies.

Directors and Officers (D&O)
Indemnifies directors and officers for damages and defense costs from lawsuits alleging various wrongful acts. Depending on coverage elected, D&O may cover directors, officers, employees, staff, volunteers, and committee members against employment practices, defense expenses outside limits of liability, prior acts, or other acts.

Fidelity Bond
Offers protection to the employer against monetary or physical losses caused by an employee's fraudulent or dishonest actions.

General Liability
A broad policy that protects the organization from claims from damage or injury related to bodily injury, property damage, operations, independent contractors, or others. This type of coverage may include directors, officers, and employee general liability insurance, buildings, contents, computers, boilers, and machinery.

Umbrella
Additional liability coverage to protect against significant risk of loss for claims that exceed the limits of a primary insurance policy.

Workers' Compensation and Employer's Liability
Workers' compensation provides monetary benefit to workers injured in the course of employment. Employers' liability protects employers from financial loss if a worker's job-related injury or illness is not covered by workers' compensation.

Coverage Guidelines

As a guideline, CAPK will arrange for the following types and levels of insurance as a minimum:

Type of Coverage	Amount of Coverage
General Liability	$3,000,000
Umbrella Liability	$10,000,000
Auto Liability	$1,000,000
Employee dishonesty/bonding	$10,000,000 for all Finance Department employees and the Chief Executive Officer
Employee Benefits Liability	$1,000,000
Directors and Officers	$10,000,000 (with an appropriate deductible level)
Fiduciary Liability	$10,000,000
Crime	$3,100,000
Medical Professionals Liability	$1,000,000 per claim, $3,000,000 aggregate
Workers' Compensation	To the extent required by law (or contractual obligations of the Organization)
Property Insurance	
Blanket Building Limit	$27,183,320
Blanket Business and Personal Liability	$14,440,970
Blanket Business Income	$1,074,300
Total Insurable Value	$42,698,590
Student Liability	$250,000

CAPK will maintain a detailed listing of all insurance policies in effect. This listing will include the following information, at a minimum:

1. Description (type of insurance)
2. Agent and insurance company, including all contact information
3. Coverage and deductibles
4. Premium amounts and frequency of payment
5. Policy effective dates
6. Date(s) premiums paid and check numbers

Contractors

Contractors are required to comply with applicable federal and state workers' compensation and occupational disease statutes. If occupational diseases are not compensated under those statutes, they will be covered under the employer's liability insurance policy, except when contract operations are so commingled that it would not be practical to require this coverage.

Fidelity Bonds

For all personnel handling cash or preparing or signing checks, CAPK will obtain insurance that provides coverage in a blanket fidelity bond. The specific needs of the Organization will determine the dollar limit of this coverage.

RECORD RETENTION

Record Retention Policy

CAPK retains records as required by law and destroys them when appropriate. All files, both hard copy and electronic, will be labeled with topic, year (if applicable), and destruction date. Electronic copies will be saved in appropriate folders on the network storage device. Hard copies should be stored in file cabinets or archived in the storage area. Any archived hard copy files will be stored in water and animal proof containers.

The destruction of records must be approved by the Chief Financial Officer and logged into the Organization's Destroyed Records Log. Review and purging of files may take place on an ongoing basis, but must occur at least once per year, and must follow the minimum retention requirements outlined below.

The destruction of any documents containing social security numbers or any other "consumer data" as defined under federal laws and regulations will be done via shredding using an approved shredding service provider.

The formal records retention policy of CAPK is as follows:

Record	Retention
Articles of Incorporation	Permanent
Audit reports	Permanent
Bylaws and amendments	Permanent
Correspondence – Legal and important matters	Permanent
Financial statements – Year-end	Permanent
General ledgers/year-end trial balance	Permanent
Minute books of directors	Permanent
Property contracts, deeds, mortgages, and bills of sales	Permanent (7 after disposal of property)
Retirement and pension records	Permanent
Application and Determination Letter for Recognition as a Tax-Exempt Status	Permanent
Information returns, tax returns and worksheets, examination reports and other documents relating to tax filings	Permanent
Trademark registrations and copyrights	Permanent
Accident reports/claims (settled Cases)	7 Years
Accounts payable ledgers and schedules	7 Years
Accounts receivable ledgers and schedules	7 Years
Contracts, mortgages, notes, and leases – expired	7 Years
Garnishments	7 Years
Insurance claims	7 years
Inventories of products, materials, and supplies	7 Years
Invoices (to customers, from contractors)	7 Years

Record	Retention
Notes receivable ledgers and schedules	7 Years
Payroll records and summaries	7 Years
Personnel records (terminated)	7 Years
Property records (incl. depreciation schedules)	7 years
Purchase records	7 Years
Sales records	7 Years
Subsidiary ledgers	7 Years
Timesheets/cards	7 Years
Withholding tax statements	7 Years
Bank statement & reconciliations	3 Years
Chart of accounts	3 years
Collective bargaining agreements	3 Years
Employment applications	3 Years
Insurance policies (expired)	3 Years
Internal audit reports	3 Years
Internal reports	3 Years
Payroll records	3 Years
Petty cash vouchers	3 Years
Correspondence – General	2 Years
Grant reports or grant related records	3 Years

In accordance with Standards for Financial Management Systems, CAPK will maintain records that identify adequately the source and application of funds for federally-funded activities. These records will contain information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be fully supported by source documentation.

Exception for Investigations

In connection with any ongoing or anticipated investigation into allegations of violations of federal laws or regulations, provisions of government awards, or violations of the Organization's Code of Conduct, the following exceptions are made to the preceding scheduled retention and/or destruction of records:

1. All records related to the subject of the investigation or allegation will be exempt from any scheduled record destruction.
2. The term "records" will also apply to any electronically stored record (e.g., documents stored on computers, email messages, etc.), which will also be protected from destruction.

Protection of Records – Federal Matters

CAPK prohibits the known destruction, alteration, mutilation, or concealment of any record, document, or tangible object with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States government, or in relation to or contemplation of any such matter or case.

Violations of this policy will be considered violations of the Organization’s Code of Ethics and subject to the investigative, reporting, and disclosure procedures described earlier in the POLICY ON SUSPECTED MISCONDUCT section of this manual.

BUDGET AND FINANCE COMMITTEE

APRIL 20, 2022

FINANCIAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/22 - 02/28/23	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/22 - 02/28/23	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/22 - 02/28/23	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/22 - 02/28/23	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/22 - 02/28/23	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/22 - 02/28/23	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	534	DONATIONS
211			NOT APPLICABLE	03/01/22 - 02/28/23	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/22 - 02/28/23	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/22 - 02/28/23	595	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START	27,829,010	93.600	09CH011132-04	03/01/22 - 02/28/23	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	7,700,832	93.600	09CH011132-04	03/01/22 - 02/28/23	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041901	08/01/21 - 07/31/22	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	200,693	21.009	21VITAA0297	10/01/21 - 09/30/22	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,530,496	93.569	22F - 5015	01/01/22 - 12/31/22	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG CARES ACT	2,082,493	93.569	20F - 3654	03/27/20 - 05/31/22	104	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,323,755 7,129,494	93.568 93.568	21B - 5012 22B - 4012	11/01/20 - 06/30/22 11/01/21 - 06/30/23	122-31 122-32	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) ARPA	9,870,655	93.568	21V-5561	08/01/21 - 03/31/23	122-41	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	450,000	81.042	20C-6008	07/01/20 - 06/30/22	123-60 123-60	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085 8,241	93.575	CCTR - 1057 CCTR - 1057	07/01/21 - 06/30/22 07/01/21 - 06/30/22	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 1057	07/01/21 - 06/30/22	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 138,128	93.575	CMAP - 1000 CMAP - 1000	07/01/21 - 06/30/22 07/01/21 - 06/30/22	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	0	93.575	CSPP - 9121	07/01/21 - 06/30/22	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	0	93.596	CSPP - 9121	07/01/21 - 06/30/22	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,835,459	10.561	19-10324	10/01/21 - 09/30/22	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CA	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	388,468	10.568/.569	15 - MOU - 00118	10/01/21 - 09/30/22	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP BUILD BACK BETTER (BBB) SUPPLEMENTAL	299,960	10.568	15 - MOU - 00118	10/01/21 - 09/30/22	105-099	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SNFMP (SENIOR FARMERS MARKET NUTRITION PROGRAM)	17,000	10.576		7/1/2020 - TBD	113	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 39	50,638	97.024		4/1/2022 - 5/31/2023	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S ARPA	156,509	97.024		7/1/2022 - 3/31/2023	114-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	$1,992.62 PER TRUCK LOAD	10.178		10/01/21 - 09/30/22	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
ESG CARES ACT HOMELESS SERVICES	3,800,000	14.231	752-2020	3/1/2020 - 9/30/2022	141	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY PLANNING AND DEVELOPMENT, EMERGENCY SHELTER GRANTS PROGRAM CARES, COUNTY OF KERN
SAFE CAMPING - COUNTY OF KERN (START UP)	161,272	21.027		3/1/2022 - 6/30/2022	142-007	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
SAFE CAMPING - COUNTY OF KERN	303,106	21.027		4/1/2022 - 6/30/2022	142-000	U S DEPT OF TREASURY
	1,212,423			7/1/2022 - 6/30/2023		CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
ESG COORDINATED ENTRY SERVICES COVID-19	120,000		2021-017	03/01/21 - 02/28/22	143	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY PLANNING AND DEVELOPMENT, EMERGENCY SHELTER GRANTS PROGRAM CARES, CITY OF BAKERSFIELD
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	386,389	10.565	MOU-20-6003	10/01/21 - 09/30/22	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/21 - 09/30/22 10/01/22 - 09/30/23	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,001,061	10.557	19 - 10139	10/01/21 - 09/30/22	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PRO	104,492	10.561	18 - 7012 - SUB - CAPK	10/01/21 - 09/30/22	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/21 - 06/30/22	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,852,203		N/A	07/01/21 - 06/30/22	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/21 - 06/30/22	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	22,010,862		CMAP - 1000	07/01/21 - 06/30/22	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,802,254		CCTR - 1057	07/01/21 - 06/30/22	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	4,577,394		CSPP - 1123	07/01/21 - 06/30/22	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	273,427		CMIG - 1004	07/01/21 - 06/30/22	250	STATE OF CALIFORNIA, DEPT OF EDUCATION

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 1004	07/01/21 - 06/30/22	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	348,000		19T - 9011	10/01/19 - 06/30/22	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	4,227,141		N/A	07/01/21 - 06/30/22	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		509-2019	07/01/21 - 06/30/22	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	552,772		509-2019	07/01/21 - 06/30/22	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM	57,000		18-CESH-12453	10/03/19 - 07/24/24	272	STATE OF CALIFORNIA, DEPT OF GENERAL SERVICES, UNITED WAY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,108,229		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000		N/A	10/01/20 - 09/30/23	276	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
CITY OF BAKERSFIELD HOMELESS HOUSING ASSISTANCE AND PREVENTION	42,000		2020-213	10/01/20 - 09/30/22	278	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, CITY OF BAKERSFIELD
FOOD BANK CAPACITY PROGRAM	537,628		SGRT-19-0012	06/01/20 - 06/30/22	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
FOOD BANK CAPACITY PROGRAM - FOOD BANK EXPANSION	4,859,606		SGRT-22-0012	07/01/21 - 06/30/26	215-100	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/21 - 06/30/22	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	274,249		15 MOU - 00118	07/01/21 - 06/30/22	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD COVID-19 DISASTER BOXES (FOOD BANK)	10,667		N/A	07/01/21 - 06/30/22	216-093	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	230,726		N/A	07/01/21 - 06/30/22	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FIRST 5 KERN - HELPLINE 211	87,948		2020.2.05	07/01/21 - 06/30/22	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	142,167		2020.2.06	07/01/21 - 06/30/22	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	163,032		2020.1.06	07/01/21 - 06/30/22	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KER FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	154,174		2020.2.18	07/01/21 - 06/30/22	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KER FIRST 5 KERN
SIERRA FOUNDATION - ASTHMA MITIGATION	500,000		N/A	08/01/20 - 05/15/23	290	STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SVCS. SIERRA FOUNDATION
COUNTY OF KERN HELPLINE 211	45,000		669-2019	07/01/21 - 06/30/22	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/21 - 06/30/22	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
KAISER FOUNDATION - FOOD ASSISTANCE	95,000		N/A	TBD	419	KAISER FOUNDATION
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
211 KINGS COUNTY	22,868		N/A	07/01/21 - 06/30/22	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/21 - 06/30/22	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	93,600		N/A	07/01/21 - 06/30/22	536-234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	92,130 96,737		N/A	12/28/21 - 12/31/22 01/01/23 - 12/31/23	536-235	UNITED WAY OF FRESNO AND MADERA COUNTIES
SOUTHERN CA EDISON - 211 CUSTOMER RELATIONS MANAGEMENT (CRM) DEVELOPMENT PROGRAM	35,000		N/A	TBD	429	SOUTHERN CALIFORNIA EDISON
EAST KERN EMERGENCY CLOSET	PENDING		N/A	PENDING	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	PENDING		N/A	PENDING	454	DIGNITY HEALTH
BLUE SHIELD OF CALIFORNIA	25,000		N/A	01/01/22 - 06/30/22	455	BLUE SHIELD OF CALIFORNIA

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FOOD BANK FREE FARMERS MARKET - WASCO	150,000		N/A	12/01/21 - 11/30/22	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2022/23

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

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2022/23

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

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2022/23

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	2-1-1						
160	HUD Coordinated Entry System				X		
164	Cal Fresh				X		
164-005	Cal Fresh (SSI)				X		
186	2-1-1 Hospital Preparedness Program				X		
272	United Way - CESH				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		

COMMUNITY ACTION PARTNERSHIP OF KERN

LINE OF CREDIT ADVANCES AND REPAYMENTS

FISCAL YEAR 2022/23

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/22	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2021 for $1.5 million during January , February, July, August 2021 and will increasae to $350,000 during March - June 2021, Sept - Dec 2021. This agreement will terminate on January 15, 2022. A varied amount decrease to better manage the cash flow need during peak months.

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

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

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/21 - 3/31/22	90 days	$ 406.25	0.25%
04/01/22 - 6/30/22	90 days		0.25%
07/01/22 - 9/30/22	90 days		0.25%
10/01/22 - 12/31/22	90 days		0.25%

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
OPERATING CASH SUMMARY AS OF MARCH 31, 2022

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(150,446.17)
HEAD START/EARLY HEAD START	733,074.66
SUBTOTAL	**582,628.49**
CHILD DEVELOPMENT RESERVE No. 1	4,657.70
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	554,330.63
MIGRANT A/P	5,996,096.52
MIGRANT CHILD CARE	72,897.15
MIGRANT SPECIALIZED SERVICES	(19,563.35)
SAN JOAQUIN COE GENERAL CHILD CARE	161,399.84
STATE PRESCHOOL	1,871,398.58
SUBTOTAL	**8,641,217.07**
ANTHEM BLUE CROSS FOOD BANK	0.00
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	1,728.00
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(71,110.85)
EF&S	0.00
EFAP	25,054.07
FEEDING AMERICA SENIOR HUNGER	(12,140.92)
FOOD BANK	(722,286.73)
FOOD BANK EXPANSION	753,628.27
FOOD BANK CAPACITY PROGRAM	181,818.00
FOOD BANK - STATE	148,828.20
KAISER	1,739.36
SENIOR FARMERS MARKET NUTRITION PROGRAM	18,451.31
TRADE MITIGATION	0.00
WONDERFUL FOUNDATION	53,761.67
SUBTOTAL	**379,470.38**
ENERGY	(207,401.07)
DOE WAP	(6,764.54)
LIHEAP	(175,646.80)
PG&E	(15,720.99)
DAP (Disgorgement Assistance Program)	(18,080.64)
TRANSFER NEGATIVE BALANCE	423,614.04
SUBTOTAL	**0.00**
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	**2,000.00**
211	91,687.94
211 HOSPITAL PREPAREDNESS PROGRAM	0.00
AMERICORPS - CALIFORNIA VOLUNTEERS	(13.46)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(23,288.75)
CAL FRESH	(27,602.60)
CALEITC	(31,063.35)
CAPK FOUNDATION	(163,359.66)
CITY OF BKFD HOMELESS HOUSING ASST & PREV (HHAP)	(1,765.64)
COST POOLS	(11,469.52)
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,125.98
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(364,982.42)
CSBG	(199,714.96)
CSBG CARES ACT	92,769.55
CSBG DISCRETIONARY	49,755.88
DIFFERENTIAL RESPONSE	(15,949.05)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	4,242,926.12
ECONOMIC EMPOWERMENT	0.00
EAST KERN FAMILY RESOURCE CENTER	22,512.64
ESG CARES ACT HOMELESS SERVICES	(508,153.71)
ESG COORDINATED ENTRY SERVICE - COVID19	(11,462.66)
FIRST 5 KERN 211	(18,679.27)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(35,614.30)
FIRST 5 HELP ME GROW	(39,370.25)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(41,019.81)
FRIENDSHIP HOUSE	3,991.60
FUNDRAISING	275,059.44
GAAP FUND	0.00
GENERAL FUND	(116,422.53)
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(5,549.62)
Health Net	130,000.00
HOME VISIT INITIATIVE (CO OF KERN)	(305,004.25)
HOUSING FOR THE HARVEST STATE	(258,209.20)
HUD-COORDINATED ENTRY SYSTEM	(10,890.28)
COUNTY OF KERN - 211	0.00
INDIRECT FUND	(227,523.99)
IRS - VITA	(11,149.52)
TAX ASSISTANCE	36,000.00
M ST NAVIGATION CENTER	20,187.73
NEOPB CAL FRESH HEALTHY LIVING	(215,469.63)
POSITIVE YOUTH DEV SVC	(2,149.92)
POSITIVE YOUTH M	(15,415.73)
SHAFTER YOUTH CENTER	49,402.72
OASIS FAMILY RESOURCE CENTER	20,128.05
SIERRA FOUNDATION - ASTHMA MITIGATION	89,501.94
SILICON VALLEY COM FOUND MIGRANT ALTERNATIVE PYMT	(4.19)
SO CA EDISON - 211 CUSTOMER RELATIONS	0.01
UNITED WAY 211	981.55
UW STANTISLAUS 211 RENTAL ASSISTANCE	(46.20)
VIRGINIA & ALFRED HARRELL LITERACY PROGRAM	(0.01)
WELLS FARGO FOUNDATION	46,981.80
WIC	(550,010.58)
LESS: ENERGY NEGATIVE BALANCE	(423,614.04)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**1,539,092.55**
TOTAL OPERATING CASH	11,144,408.49

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.

2. Head Start Accrued Vacation: This is an interest bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.

3. CSD Advances Account: This is an interest bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.

4. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits are subsequently transferred to the Operating Account.

5. Child Development Reserve #1: This is an interest bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Child Care (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

6. Child Development Reserve #2: This is an interest bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

Note: All CAPK bank accounts are with Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR THE MONTH ENDED
March 31, 2022

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 03/31/22		12,133,495.29
LESS: OUTSTANDING CHECKS	998,299.36	
ADJUSTED BANK BALANCE AT 03/31/22		11,135,195.93
GENERAL LEDGER BALANCE AT 02/28/22		6,634,385.98
ADD: DEPOSITS	8,087,384.40	
US TREAS DRAWDOWNS	6,307,709.56	
FUNDS FROM OTHER GRANTS	964,758.22	
TRANSFERS FROM RESTRICTED ACCOUNTS	40,000.00	
ADP /HEALTH EQUITY REFUND	2,218.25	
REIMBURSEMENT OF ALTERED PAYEE	1,434.66	
	-	
	-	
	-	
LESS: CHECKS	4,010,543.70	
ADP PAYROLL 3/11/22	1,525,363.08	
ADP PAYROLL 3/25/22	1,464,362.67	
EFTS FOR HRA/HSA/ STD/403B	418,612.20	
REC LOAN PRINCIPAL/INT EXPENSES	1,638.02	
TRANSFERS FROM RESTRICTED ACCOUNTS	-	
CREDIT CARD	9,227.08	
BANK FEES	38,388.95	
ACH VOUCHERS	3,434,559.44	
GENERAL LEDGER BALANCE AT 03/31/22		11,135,195.93
	DIFFERENCE:	-

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 04/06/2022

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Apr 6, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
March 31, 2022

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**03/31/22**		**11.96**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**03/31/22**		**11.96**

BALANCE PER G/L	**02/28/22**		**11.96**
ADD: DEPOSITS		0.00	
INTEREST		0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**03/31/22**		**11.96**

DIFFERENCE: (0.00)

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 04/05/22

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Apr 5, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
March 31, 2022

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	**03/31/22**		**35,027.98**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**03/31/22**		**35,027.98**

BALANCE PER G/L	**02/28/22**		**35,023.22**
ADD:	DEPOSITS	0.00	
	INTEREST	4.76	
	BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00	
LESS:	CHECKS	0.00	
	CLIENT ANALYSIS SERVICE CHARGE	0.00	
	BANK ACCOUNT TRANSFER TO GENERAL FUND	0.00	
BALANCE PER G/L	**03/31/22**		**35,027.98**

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 04/05/22

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Apr 5, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
March 31, 2022

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**03/31/22**		**627,594.34**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**03/31/22**		**627,594.34**

BALANCE PER G/L	**02/28/22**		**627,509.06**
ADD: DEPOSITS		0.00	
INTEREST		85.28	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
WIRE TRANSFER		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**03/31/22**		**627,594.34**

** December 2009 name changed from Food Bank to DOE ARRA.*
*** January 2018 name changed from DOE ARRA to CSD Advances.*

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 04/05/22

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Apr 5, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
March 31, 2022

WELLS FARGO BANK, N.A.
P. O. BOX 6302(
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**03/31/22**		**94,324.63**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**03/31/22**		**94,324.63**
BALANCE PER GENERAL LEDGER	**02/28/22**		**92,114.33**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
ONLINE DONATIONS		2,289.43	
PAYPAL DEPOSIT		0.00	
INTEREST		12.63	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		74.31	
BANKCARD FEES		17.45	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO GENERAL FUND		0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**03/31/22**		**94,324.63**

** October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.*
*** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.*
**** January 2018 name changed from HOPE Program Account to On-line Donations Account.*

Difference: **0.00**

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 04/07/22

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Apr 7, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
March 31, 2022

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**03/31/22**		**993,699.65**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**03/31/22**		**993,699.65**

BALANCE PER G/L	**02/28/22**		**986,470.07**
ADD:	DEPOSITS	0.00	
	INTEREST	134.78	
	ROUNDING ERROR	0.00	
	BANK ACCOUNT TRANSFER FROM GENERAL FUND	7,094.80	
LESS:	CHECKS	0.00	
	CLIENT ANALYSIS SERVICE CHARGE	0.00	
	BANK ACCOUNT TRANSFER TO GENERAL FUND	0.00	
BALANCE PER G/L	**03/31/22**		**993,699.65**

DIFFERENCE: 0.00

** This account changed name in March 2011 from "Discretionary Fund" to "Head Start Accrued Vacation".*

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 04/05/22

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Apr 5, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED March 1, 2022 - March 31, 2022

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Gloria Barbero	Administrator - EHS San Joaquin	333.35
Yolanda Gonzales	Director of Head Start/State Child Development Programs	5,408.60
Freddy Hernandez	Director of Youth and Community Services	7,552.91
Laurie Hughey		-
Traco Matthews	Chief Program Officer	3,525.12
Lisa McGranahan	Director of Human Resources	242.50
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	3,493.84
Pritika Ram	Director of Administration	4,199.77
Jeremy Tobias	Chief Executive Officer	4,602.12
Emilio Wagner	Director of Operations	745.78
Tracy Webster	Chief Financial Officer	970.00
Rebecca Moreno	Director of Community Development	4,988.50
Susana Magana	Director of Nutrition Services	122.81
	Total	$ 36,185.30

WELLS FARGO

Reporting Period : 3/1/2022 - 3/31/2022

Statement Summary

Name	Capk Ap	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	**Currency**	US Dollar
Reporting Period	3/1/2022 - 3/31/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount

Transaction Count: 0

Total: 0.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 3/1/2022 - 3/31/2022

Statement Summary

Name	Emilio Wagner	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	**Currency**	US Dollar
Reporting Period	3/1/2022 - 3/31/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	3/1/2022	3/2/2022	Onestepgpscom				-209.25
	Monthly subscription renewal order with OneStepGps.com 6667-524-000-147-000-000-3-1						
2	3/14/2022	3/15/2022	Vosker Elite-Monthly				20.00
	Timelapse Service FB Expansion 6525-504-000-120-000-00-2-1						
3	3/14/2022	3/15/2022	Vosker Elite-Monthly				20.00
	Timelapse Service FB Expansion 6525-504-000-120-000-00-2-1						
4	3/14/2022	3/15/2022					0.20
	Timelapse Service FB Expansion 6525-504-000-120-000-00-2-1						
5	3/14/2022	3/15/2022					0.20
	Timelapse Service FB Expansion 6525-504-000-120-000-00-2-1						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	3/19/2022	3/21/2022	Microsoft#g009125313				469.23
	Microsoft Azure - Software Support HS 6320-109/108-001-120-000-16-1-1 75/25						
7	3/21/2022	3/22/2022	Mindbody				445.40
	Premier Basic monthly charge and subscription fee for March 2022						

Transaction Count: 7

Total: 745.78

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 3/1/2022 - 3/31/2022

Statement Summary

Name	Freddy Hernandez	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	**Currency**	US Dollar
Reporting Period	3/1/2022 - 3/31/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	3/1/2022	3/2/2022	Hsi Workplace Compliance				4,000.00
	Safety training program for the weatherization team in Energy. They use the information from this program in order to discuss safety requirements when working in the field.						
2	3/25/2022	3/28/2022	Canva* I03370-34414450				12.95
	Software required for VITA.						
3	3/25/2022	3/28/2022	Holiday Inn Exp Stockton				1,020.98
	Hotel room for Troy Newberry for CSD DSLD PG&E Training in Stockton.						
4	3/25/2022	3/28/2022	Holiday Inn Exp Stockton				1,020.98
	Hotel room for Alejandro Vidal for CSD DSLD PG&E Training in Stockton.						
5	3/28/2022	3/29/2022	Event* Meeting Solutio				600.00
	Registration for Freddy Hernandez for 2022 NEUAC Annual Conference in New Orleans, LA.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	3/30/2022	3/31/2022	Latino Tax Professionals				898.00

Registration for Latino Tax Fest 2022 training for Jacquelyn Guerra and Sulema Garcia.

Transaction Count: 6

Total: 7,552.91

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 3/1/2022 - 3/31/2022

Statement Summary

Name	Gloria Barbero	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	**Currency**	US Dollar
Reporting Period	3/1/2022 - 3/31/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	3/24/2022	3/28/2022	Otc Brands Inc				333.35

Parent Engagement Activity for Child Abuse Prevention month. Unavailable through other vendors.

Transaction Count: 1

Total: 333.35

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 3/1/2022 - 3/31/2022

Statement Summary

Name	Jeremy Tobias	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	**Currency**	US Dollar
Reporting Period	3/1/2022 - 3/31/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	3/1/2022	3/3/2022	Exxonmobil 99984692				70.54
	Gasoline for CEO's Agency Vehicle.						
2	3/7/2022	3/9/2022	National Community Action				500.00
	NCAF Workshop Series Season Pass (4 Webinars Included)						
3	3/14/2022	3/15/2022	National Head Start Asso				969.00
	Registration Fee for Board Member Marian Panos to attend NHSA Conference in Baltimore.						
4	3/14/2022	3/15/2022	National Head Start Asso				969.00
	Registration Fee for Board Member Michelle Jara-Rangel to attend NSHA Conference in Baltimore.						
5	3/21/2022	3/23/2022	Shell Oil 57445309107				93.58
	Gasoline for CEO's Agency Vehicle.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	3/23/2022	3/24/2022	Paypal				2,000.00

Table Sponsor for Kern County Cancer Foundation Dust Bowl to Diamonds Event on 4/2/22.

Transaction Count: 6

Total: 4,602.12

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 3/1/2022 - 3/31/2022

Statement Summary

Name	Jerry Meade	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-5025	**Currency**	US Dollar
Reporting Period	3/1/2022 - 3/31/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	3/4/2022	3/7/2022	Highscope Educational Res				100.00
	Registration for Staff to attend Intentional Lesson Planning for Infants and Toddlers 03/28/200-04/24/2022 - Teresa Lara						
2	3/11/2022	3/14/2022	American Air				626.82
	American Airlines flight reservation for Assistant Director ~ Education traveling to National Head Start Association Converence in Baltimore.						
3	3/11/2022	3/14/2022	National Head Start Asso				679.00
	Registration for Finanace Administrator traveling to National Head Start Association Converence in Baltimore.						
4	3/11/2022	3/14/2022	American Air				601.81
	American Airlines flight reservation for Education and Support Services Administrator traveling to National Head Start Association Converence in Baltimore.						
5	3/11/2022	3/14/2022	American Air				1,134.71
	American Airlines flight reservation for Finance Administrator traveling to National Head Start Association Converence in Baltimore.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	3/14/2022	3/15/2022	Paypal				29.00
	Registration for Staff to attend online training Pyramid Model Training - Olga Castro						
7	3/15/2022	3/16/2022	Paypal				29.00
	Registration for Staff to attend online training Pyramid Model Training - Ligia Johnson						
8	3/18/2022	3/21/2022	American Air				293.50
	American Airlines flight reservation change for Compliance Administrator traveling to National Head Start Association Converence in Baltimore.						

Transaction Count: 8

Total: 3,493.84

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 3/1/2022 - 3/31/2022

Statement Summary

Name	Lisa McGranahan	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	**Currency**	US Dollar
Reporting Period	3/1/2022 - 3/31/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	3/10/2022	3/14/2022	Biometrics4all Inc				13.50
	Relay Fees for running New Hire Fingerprints Invoice Period 2/01/2022-2/28/2022 Invoice Date 3/01/2022						
2	3/30/2022	3/31/2022	Societyforhumanresource				229.00
	Professional Membership renewed. 3/30/2022						

Transaction Count: 2

Total: 242.50

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 3/1/2022 - 3/31/2022

Statement Summary

Name	Pritika Ram	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	**Currency**	US Dollar
Reporting Period	3/1/2022 - 3/31/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	2/28/2022	3/1/2022	Dnh*godaddy.Com				42.34
	Domain Name Renewal for KERNEITC.ORG (2-Year Renewal)						
2	3/1/2022	3/2/2022	Govt Social Media				895.00
	Registration Fee for Savannah Maldonado to attend GSM Conference in Dallas, TX.						
3	3/1/2022	3/2/2022	American Air				578.20
	Airline Ticket for Savannah Maldonado to attend GSM Conference in Dallas, TX.						
4	3/2/2022	3/2/2022	Stk*shutterstock				29.00
	Monthly Subscription Fee for stock photos.						
5	3/3/2022	3/4/2022	Www.Calcapa.Org				55.00
	Registration Fee for James Burger to attend CalCAPA's Annual Legislative Day in Sacramento on 3/22/22.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	3/7/2022	3/8/2022	Housing California				225.00
	Registration Fee for Vanessa Cortez to attend Virtual Housing California 2022 Conference						
7	3/10/2022	3/14/2022	Gg *casa Of Kern Count				1,200.00
	Table Sponsor for CASA Derby Event on 5/7/22.						
8	3/10/2022	3/14/2022	Sheraton				462.87
	Advance Payment of Hotel for James Burger to attend CalCAPA Legislative Day in Sacramento						
9	3/25/2022	3/28/2022	Ca Secretary Of State Web				5.00
	CA Secretary of State - Certificate of Status						
10	3/29/2022	3/30/2022	Sheraton Dallas				678.36
	Hotel Fee for Savannah Maldonado to attend the GSM Conference in Dallas, TX						
11	3/31/2022	3/31/2022	Stk*shutterstock				29.00
	Purchase Stk*shutterstock						

Transaction Count: 11

Total: 4,199.77

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 3/1/2022 - 3/31/2022

Statement Summary

Name	Rebecca Moreno	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4956	**Currency**	US Dollar
Reporting Period	3/1/2022 - 3/31/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	3/10/2022	3/11/2022	Housing California				2,200.00
	Registration for Housing CA Conference in Sacramento for Rebecca Moreno, Laurie Hughey, Keith Jackson, and Ian Sharples.						
2	3/14/2022	3/15/2022	Clartyconnect2022				1,947.00
	Registration for Clarity Connect Conference in Las Vegas for Rebecca Moreno, Joseph Aguilar, and Keith Jackson.						
3	3/15/2022	3/17/2022	Park Mgm/Nomad-Adv Dep				73.70
	Hotel in Las Vegas for Clarity Connect Conference for Keith Jackson.						
4	3/15/2022	3/17/2022	Park Mgm/Nomad-Adv Dep				73.70
	Hotel in Las Vegas for the Clarity Connect Conference for Joseph Aguilar.						
5	3/15/2022	3/17/2022	Park Mgm/Nomad-Adv Dep				73.70
	Hotel in Las Vegas for the Clarity Connect Conference for Rebecca Moreno.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	3/16/2022	3/17/2022	Myp*kerncounty				50.00
	Registration for Specially Yours Conference for Maria Turner & Lorena Hernandez of 211.						
7	3/24/2022	3/25/2022	Csh Training Center				380.00
	Registration for Ian Sharples for CSH Supportive Housing Training.						
8	3/28/2022	3/30/2022	Travelodge				190.40
	Isolation housing for COVID-19 resident at M Street Navigation Center.						

Transaction Count: 8

Total: 4,988.50

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 3/1/2022 - 3/31/2022

Statement Summary

Name	Susana Magana	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6693	**Currency**	US Dollar
Reporting Period	3/1/2022 - 3/31/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	3/18/2022	3/21/2022	Foodsco #0365				41.86
	Special diet milk.						
2	3/18/2022	3/21/2022	Vons #2033				20.95
	Special diet milk.						
3	3/24/2022	3/25/2022	Paypal				60.00
	Jazmin Mendez's registration for the Central Valley Lactation Conference.						

Transaction Count: 3

Total: 122.81

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 3/1/2022 - 3/31/2022

Statement Summary

Name	Traco Matthews	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-3726	**Currency**	US Dollar
Reporting Period	3/1/2022 - 3/31/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	3/8/2022	3/9/2022	Www.Calcapa.Org				55.00
	Registration for Vanessa Nevarez for Legislative Day in Sacramento.						
2	3/8/2022	3/9/2022	Www.Calcapa.Org				110.00
	Registration for Traco Matthews & Rebecca Moreno for Legislative Day in Sacramento.						
3	3/10/2022	3/11/2022	Www.Calcapa.Org				55.00
	Registration for Ian Sharples for Legislative Day in Sacramento.						
4	3/12/2022	3/14/2022	Sheraton				494.28
	Hotel room in Sacramento for Ian Sharples for Legislative Day 2022 Conference.						
5	3/19/2022	3/21/2022	National Cacfp Sponsors				1,278.00
	Registration for the 2022 National Child Nutrition Conference for in New Orleans for Lorenzo Maldonado and Carol Hendricks.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	3/24/2022	3/25/2022	Sheraton				494.28
	Hotel room in Sacramento for Rebecca Moreno for Legislative Day 2022 Conference.						
7	3/24/2022	3/25/2022	Sheraton				494.28
	Hotel room in Sacramento for Traco Matthews for Legislative Day 2022 Conference.						
8	3/24/2022	3/25/2022	Sheraton				544.28
	Hotel room in Sacramento for Vanessa Nevarez for Legislative Day 2022 Conference.						

Transaction Count: 8

Total: 3,525.12

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 3/1/2022 - 3/31/2022

Statement Summary

Name	Tracy Webster	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	**Currency**	US Dollar
Reporting Period	3/1/2022 - 3/31/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	3/16/2022	3/17/2022	Wipflillp				170.00
	Register Phaythoune Khamphanith (Tune) for Documentation Webinar on March 29, 2022						
2	3/17/2022	3/18/2022	Wipflillp				170.00
	Register Maribel Borja Chavez for Documentation Webinar on March 29, 2022						
3	3/17/2022	3/18/2022	Wipflillp				170.00
	Register Stephanie Mull for Documentation Webinar on March 29, 2022						
4	3/17/2022	3/18/2022	Wipflillp				170.00
	Register Rosemary Albitre for Documentation Webinar on March 29, 2022						
5	3/17/2022	3/18/2022	Wipflillp				170.00
	Register Reina for the Documentation Webinar on March 29, 2022						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	3/18/2022	3/21/2022	Golden State Eye Medical				120.00

Purchase glasses for EHS child

Transaction Count: 6

Total: 970.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 3/1/2022 - 3/31/2022

Statement Summary

Name	Yolanda Gonzales	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7009	**Currency**	US Dollar
Reporting Period	3/1/2022 - 3/31/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	3/11/2022	3/14/2022	American Air				579.32
	Air Flight for Esperanza Contreras - NHSA Conference - Baltimore, Maryland						
2	3/11/2022	3/14/2022	American Air				163.31
	Air Flight for Yolanda Gonzales NHSA Conference-Baltimore, Maryland Balance due after credit was applied						
3	3/11/2022	3/14/2022	American Air				532.31
	Air Flight for Traco Matthews NHSA Conference - Baltimore, Maryland						
4	3/11/2022	3/14/2022	American Air				238.81
	Air Flight for Jerry Meade NHSA Conference - Baltimore, Maryland						
5	3/11/2022	3/14/2022	American Air				240.30
	Air Flight for Sylvia Ortega NHSA Conference - Baltimore, Maryland						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	3/11/2022	3/14/2022	American Air				596.30
	Air Flight for Robert Espinoza's to attend NHSA Conference - Baltimore, Maryland						
7	3/11/2022	3/14/2022	American Air				380.32
	Air Flight for Letisha Brooks to attend NHSA Conference - Baltimore, Maryland						
8	3/23/2022	3/24/2022	Foodsco #0365				121.93
	Special Diaper Request for child at Pete Parra EHS, Per doctor's note						
9	3/31/2022	3/31/2022	National Cacfp Sponsors				2,556.00
	Purchase National Cacfp Sponsors						

Transaction Count: 9

Total: 5,408.60

Employee Signature **Date**

Authorized Approver Signature **Date**

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2022 TO FEBRUARY 28, 2023 (1 OF 12 MONTHS OR 8.33%)

Line Item	2022/23 Budget	3/1/22 - 2/28/23 Actual	% Expended	Available Budget
USDA Revenue (Note A)	2,183,659	107,827	4.9%	2,075,832
Head Start Subsidy	377,301	64,367	17.1%	312,934
Total Revenue	2,560,960	172,194	6.7%	2,388,766
Expenditures (Note B)				
Salaries	724,671	38,727	5.3%	685,944
Benefits	200,399	16,402	8.2%	183,997
Vehicle Gasoline, Repair/Maintenance	27,000	6,744	25.0%	20,256
Space Costs	121,700	2,756	2.3%	118,944
Supplies - Office & Food Service	92,500	11,269	12.2%	81,231
Equipment Repair/Maintenance & Lease	35,300	1,352	3.8%	33,948
Communication	14,000	-	0.0%	14,000
Risk Insurance	12,700	-	0.0%	12,700
Printing	1,000	-	0.0%	1,000
Hiring & Employee Costs	100	95	95.0%	5
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	1,015,580	75,663	7.5%	939,917
Sub Total	2,245,450	153,008	6.8%	2,092,442
Adult Meals Prepared	128,794	10,357	8.0%	118,437
Indirect	186,716	8,829	4.7%	177,887
Total Expenditures	2,560,960	172,194	6.7%	2,388,766

	Prior Period	March 2022	Cumulative
Total Meals Prepared and Vended (Note C)	-	74,619	74,619
Total Meals Claimed	-	45,134	45,134
Difference	-	29,485	29,485

Percentage Claimed to Prepared/Vended		60.5%	60.5%

Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.
Note B: Expenditures are for meals prepared, including vended meals.
Note C: Total number of meals delivered to the centers and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/21 - 6/30/22 (8 OF 12 MONTHS = 66.6%)

Contract CMAP-1000	July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	Total	%	% Earned to MRA
Provider Payments	$ 571,122	$ 754,613	$ 807,201	$ 806,954	$ 861,543	$ 1,465,384	$ 982,019	$ 1,042,161					$ 7,290,996		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	$ -		
Net Provider Payments	$ 571,122	$ 754,613	$ 807,201	$ 806,954	$ 861,543	$ 1,465,384	$ 982,019	$ 1,042,161	$ -	$ -	$ -	$ -	$ 7,290,996	84.25%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**22,736,992**		**32.07%**
Administration & Support Services Revenue															
Provider Payments	$ 571,122	$ 754,613	$ 807,201	$ 806,954	$ 861,543	$ 1,465,384	$ 982,019	$ 1,042,161	$ -	$ -	$ -	$ -	$ 7,290,996		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 21.2121%		
Revenue Earned	$ 121,147	$ 160,069	$ 171,224	$ 171,172	$ 182,751	$ 310,839	$ 261,043	$ 277,030	$ -	$ -	$ -	$ -	$ 1,655,276		
Program Administration/Support Services Costs	80,960	78,427	77,608	76,768	80,969	104,121	79,020	150,416				-	728,288	8.42%	
Indirect (10% x MTDC) Costs	54,332	82,483	87,367	87,551	93,430	156,129	105,283	118,093				-	784,667	7.33%	
Transfer Indirect to CSBG	-	-	-	-	(150,000)	-	-	-	-	-	-	-	(150,000)		
Total Operating Costs	$ 135,292	$ 160,909	$ 164,975	$ 164,319	$ 24,399	$ 260,250	$ 184,302	$ 268,509	$ -	$ -	$ -	-	1,362,955	15.75%	
Revenue Earned Over/(Under) Costs	$ (14,145)	$ (840)	$ 6,249	$ 6,853	$ 158,352	$ 50,589	$ 76,741	$ 8,522	$ -	$ -	$ -	-	292,320		
TOTAL COSTS - NET OF FAMILY FEES	$ 706,415	$ 915,522	$ 972,176	$ 971,272	$ 885,942	$ 1,725,634	$ 1,166,321	$ 1,310,670	$ -	$ -	$ -	$ -	8,653,951	100.00%	

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

Provider payments	7,290,996
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	1,546,573

Note 2: The maximum reimburseable amount per the 2021/22 State contract is as follows:

Provider Payments	22,736,992	82.50%
Administration	4,133,998	15.00%
Support Services	689,000	2.50%
Maximum Reimbursable Amount (MRA)	27,559,990	100.00%

Note 3: Increase to contract was received December 2021. Unused contract amount will be rolled into FY 2022-23. Administrative rate was also changed in January.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2021/22 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/21 - 6/30/22 (9 OF 12 MONTHS = 75%)

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-0052)														
Adjusted Days of Enrollment - Certified	4,482	4,818	4,932	4,992	4,693	5,360	5,016	4,775	6,100				45,168	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 231,039	$ 248,345	$ 254,265	$ 257,347	$ 241,937	$ 265,511	$ 248,473	$ 236,558	$ 302,218	$ -	$ -	$ -	$ 2,285,692	**64.66%**
Maximum Reimburseable Amount (MRA)													**$3,535,022**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.13%	98.14%	98.99%	99.04%	98.33%	98.49%	98.51%	98.45%	97.97%					**98.54%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-0126)														
Adjusted Days of Enrollment - Certified	2,937	2,997	4,507	5,811	5,515	6,143	7,575	7,494	10,158				53,137	
Reimbursement Rate per Child per Day	X 51.87	X 51.87	X 51.87	X 51.87	X 51.87	X 51.87	X 51.87	X 51.87	X 51.87	X 51.87	X 51.87	X 51.87	X $51.87	
Revenue Earned	$ 152,344	$ 155,435	$ 233,776	$ 301,418	$ 286,057	$ 306,239	$ 377,614	$ 373,588	$ 506,380	$ -	$ -	$ -	$ 2,692,853	**58.83%**
Maximum Reimburseable Amount (MRA)													**$4,577,394**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	98.27%	99.21%	98.50%	98.83%	98.76%	97.71%	98.58%	98.78%	98.20%					**98.68%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					100.00%
MIGRANT CHILD CARE (CMIG-0004)														
Adjusted Days of Enrollment - Certified	93	84	96	87	62	121	115	114	158				929	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 4,807	$ 4,307	$ 4,927	$ 4,480	$ 3,196	$ 6,212	$ 5,913	$ 5,894	$ 8,137		$ -	$ -	$ 47,873	**18.23%**
Maximum Reimburseable Amount (MRA)													**$262,661**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	98.73%	98.21%	95.96%	100.00%	100.00%	98.55%					**99.10%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2021/22 State contracts.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2021/22 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/21 - 6/30/22 (9 OF 12 MONTHS = 75%)

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-1242)														
Adjusted Days of Enrollment - Certified	1,751	1,856	1,817	1,870	1,537	1,498	1,243	1,086	1,539				14,196	
Reimbursement Rate per Child per Day	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	
Revenue Earned	$ 80,580	$ 85,430	$ 83,641	$ 86,058	$ 70,726	$ 68,950	$ 57,215	$ 49,978	$ 70,857	$ -	$ -	$ -	$ 653,435	**22.91%**
Maximum Reimburseable Amount (MRA)													**$2,852,203**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.60%	99.91%	100.00%	98.73%	99.67%	98.22%	97.74%	98.91%	96.29%					**98.54%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2021/22 Cooperative Agreement with the San Joaquin County Office of Educatior

Division/CFO: Tracy Webster, CFO **Month/Year:** March-2022

Program/Work Unit: Not Applicable **Director of Finance:** Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	March-2022		Year to Date 03/1/22 -03/31/22	
Description	**Number**	**Amount**		**Amount**
Bank Deposits	19	8,087,384	19	8,087,384
Wire Deposits	10	1,004,758	10	1,004,758
Head Start/IRS Drawdowns	5	6,220,965	5	6,220,965
Vendor Checks Issued	838	7,443,746	838	7,443,746
Payroll Disbursed		2,989,726		2,989,726
Grant Reports Prepared	36		36	
CalFresh Outreach				
CalFresh SSI				
CalFresh Healthy Living				
CALEITC				
CAL Food				
CDSS Food Bank Capacity 2019-2022				
City of Bakersfield Homeless Housing & Prevention				
Commodity Supplemental Food Prog				
County of Kern - 211				
CMAP				
CSBG 2021				
CSBG Cares				
CSBG 2022				
DAP				
DOE 2020				
Differential Response				
ESG CARES Act Homeless				
First 5 Kern – 2 1 1 Helpline				
First 5 Kern – East Kern Family				
First 5 Kern – Help Me Grow				
First 5 Kern – Oasis Family Resource				
First 5 Kern – Ridgecrest Family Resource				
Homeless LBNC				
Home Visit Program				
Homeless Housing Assistance & Prevention				
Housing for the Harvest				
HUD				
LIHEAP 2021				
LIHEAP 2022				
LIHEAP ARPA				
MCAP Fiscal Report & Caseload				
Postive Youth				
Postive Youth Medi-Cal				
San Joaquin COE General Child Care				
VITA				
WIC				

Total Division Staffing 21 positions + 3 Vacancies

CFO
Director of Finance
Finance Administrator
Payroll/HRIS Manager
Accounting Administrator
Accounting Administrator - Energy
Accountant (2)
Accountant II (2)
Accounting Technician (4)
Accounting Specialist
AP Supervisor (1)
Fiscal Technician (2)
Payroll Specialists (3)
Position Control Specialist (1)
Administrative Assistant to CFO

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF FEBRUARY 28, 2022

ASSETS	
Cash in Bank	7,372,716
Cash - Vacation Reserve	986,470
Petty Cash	-
Accounts Receivable	6,375,936
Travel Advance	6,231
Prepaid Expense	513,441
Inventory	1,197,067
Net Fixed Assets - Unrestricted	1,017,341
Net Fixed Assets - Restricted	11,019,230
Total Assets	28,488,432
LIABILITES AND NET ASSETS	
Accounts Payable	5,617,069
Accrued Expenses	1,292,113
Accrued Vacation	1,667,283
Line of Credit	-
Note Payable	1,083,367
Advance Payable	1,958,305
Deferred Revenue	179,043
Total Liabilites	11,797,179
Total Net Assets	16,691,252
Total Liabilities and Net Assets	28,488,432

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2021 TO FEBRUARY 28, 2022

REVENUE	
Grant Revenue	84,062,007
Donations	364,900
Other Revenue	7,452,967
In-Kind	10,382,251
Total Revenue	102,262,124
EXPENDITURES	
Salaries	37,586,453
Benefits	9,982,095
Travel	433,547
Space Costs	10,958,404
Supplies	3,255,262
Consultant/Contract Services	3,680,095
Other Costs	3,503,569
Program Costs	13,458,313
Capital Expenditures	143,633
Indirect	7,063,953
In-Kind	10,382,251
Total Expenditures	100,447,575
Net Change in Assets	1,814,550
Net Assets, beginning	14,876,703
Net Assets, ending	16,691,252

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF MARCH 31, 2022

ASSETS	
Cash in Bank	11,897,963
Cash - Vacation Reserve	993,565
Petty Cash	-
Accounts Receivable	47,804,457
Travel Advance	7,436
Prepaid Expense	727,621
Inventory	1,211,248
Net Fixed Assets - Unrestricted	989,560
Net Fixed Assets - Restricted	11,019,230
Total Assets	74,651,080
LIABILITES AND NET ASSETS	
Accounts Payable	1,684,193
Accrued Expenses	422,917
Accrued Vacation	993,149
Line of Credit	-
Note Payable	1,055,586
Advance Payable	1,957,055
Deferred Revenue	51,795,971
Total Liabilites	57,908,871
Total Net Assets	16,742,209
Total Liabilities and Net Assets	74,651,080

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2022 TO MARCH 31, 2022

REVENUE	
Grant Revenue	5,005,007
Donations	50,745
Other Revenue	406,996
In-Kind	-
Total Revenue	5,462,747
EXPENDITURES	
Salaries	1,445,010
Benefits	716,653
Travel	16,579
Space Costs	1,580,856
Supplies	229,839
Consultant/Contract Services	152,673
Other Costs	171,198
Program Costs	147,685
Capital Expenditures	645,091
Indirect	306,206
In-Kind	-
Total Expenditures	5,411,790
Net Change in Assets	50,957
Net Assets, beginning	16,691,252
Net Assets, ending	16,742,209

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 03-31-22 (8.33%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	37,727,868	1,647,784	36,080,084	4%
BENEFITS	11,009,824	685,314	10,324,510	6%
TRAVEL	727,474	15,660	711,814	2%
SPACE COST	5,727,140	1,572,515	4,154,625	27%
SUPPLIES	2,691,424	222,600	2,468,824	8%
EQUIPMENT	424,960	900,797	(475,837)	212%
CONSULTANT/CONTRACT SERVICES	3,857,964	78,667	3,779,297	2%
OTHER COSTS	3,041,837	137,548	2,904,289	5%
PROGRAM COSTS	10,871,083	126,685	10,744,398	1%
INDIRECT	7,327,503	308,221	7,019,282	4%
TOTAL	83,407,077	5,695,790	77,711,287	7%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 03-31-22 (8.33%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	27,451,264	1,345,111	26,106,153	5%
BENEFITS	8,315,926	536,888	7,779,038	6%
TRAVEL	492,583	3,448	489,135	1%
SPACE COST	3,853,218	1,476,231	2,376,987	38%
SUPPLIES	2,144,635	175,769	1,968,866	8%
EQUIPMENT	100,000	127,853	(27,853)	128%
CONSULTANT/CONTRACT SERVICES	1,369,385	28,285	1,341,100	2%
OTHER COSTS	1,130,700	58,789	1,071,911	5%
PROGRAM COSTS	7,769,839	158	7,769,681	0%
INDIRECT	5,213,450	228,716	4,984,734	4%
TOTAL	57,841,000	3,981,248	53,859,752	7%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 03-31-22 (8.33%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,210,991	125,552	4,085,439	3%
BENEFITS	1,260,035	63,939	1,196,096	5%
TRAVEL	91,246	4,189	87,057	5%
SPACE COST	733,567	53,862	679,705	7%
SUPPLIES	211,553	23,126	188,427	11%
EQUIPMENT	324,960	593,797	(268,837)	183%
CONSULTANT/CONTRACT SERVICES	563,961	-	563,961	0%
OTHER COSTS	378,585	22,943	355,642	6%
PROGRAM COSTS	1,436,167	103,609	1,332,558	7%
INDIRECT	765,412	35,353	730,059	5%
TOTAL	9,976,477	1,026,369	8,950,108	10%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 03-31-22 (8.33%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,455,112	13,795	2,441,317	1%
BENEFITS	492,168	22,749	469,419	5%
TRAVEL	70,654	6,268	64,386	9%
SPACE COST	268,841	9,424	259,417	4%
SUPPLIES	102,364	8,738	93,626	9%
EQUIPMENT	-	51,295	(51,295)	Not budgeted
CONSULTANT/CONTRACT SERVICES	1,418,932	48,620	1,370,312	3%
OTHER COSTS	1,024,951	24,647	1,000,304	2%
PROGRAM COSTS	651,718	8,112	643,606	1%
INDIRECT	648,242	13,418	634,824	2%
TOTAL	7,132,982	207,065	6,925,917	3%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 03-31-22 (8.33%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,496,047	139,155	2,356,892	6%
BENEFITS	647,834	41,876	605,958	6%
TRAVEL	27,313	1,755	25,558	6%
SPACE COST	683,601	24,740	658,861	4%
SUPPLIES	165,624	12,312	153,312	7%
EQUIPMENT	-	127,853	(127,853)	Not budgeted
CONSULTANT/CONTRACT SERVICES	467,936	-	467,936	0%
OTHER COSTS	396,781	27,785	368,996	7%
PROGRAM COSTS	915,456	14,805	900,651	2%
INDIRECT	501,398	25,559	475,839	5%
TOTAL	6,301,990	415,840	5,886,150	7%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 03-31-22 (8.33%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	990,854	24,170	966,684	2%
BENEFITS	267,905	19,862	248,043	7%
TRAVEL	23,578	-	23,578	0%
SPACE COST	182,213	8,260	173,953	5%
SUPPLIES	52,498	2,654	49,844	5%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,750	1,667	1,083	61%
OTHER COSTS	54,510	955	53,555	2%
PROGRAM COSTS	97,903	-	97,903	0%
INDIRECT	170,659	4,936	165,723	3%
TOTAL	1,842,870	62,504	1,780,366	3%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 03-31-22 (8.33%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	123,600	-	123,600	0%
BENEFITS	25,956	-	25,956	0%
TRAVEL	22,100	-	22,100	0%
SPACE COST	5,700	-	5,700	0%
SUPPLIES	14,750	-	14,750	0%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	35,000	95	34,905	0%
OTHER COSTS	56,310	2,430	53,880	4%
PROGRAM COSTS	-	-	-	0%
INDIRECT	28,342	239	28,103	1%
TOTAL	311,758	2,764	308,994	1%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2022/23
BUDGET TO ACTUAL - 03/01/22 TO 02/28/23 (1 OF 12 MONTHS = 8.33%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 7,327,503**	**$ 308,221**	**4.2%**	**$ 7,019,282**
Expenditures				
Salaries	4,017,002	192,625	4.8%	3,824,377
Benefits @ 23.6% actual	927,480	61,445	6.6%	866,035
Total Personnel Costs	4,944,482	254,070	5.1%	4,690,412
Operating Costs				
Travel	67,900	1,643	2.4%	66,257
Space Costs	215,700	9,268	4.3%	206,432
Supplies	252,500	8,260	3.3%	244,240
Consultant/Contract	891,000	65,412	7.3%	825,588
Other Operating Costs	474,125	33,350	7.0%	440,775
Total Operating Costs	1,901,225	117,933	6.2%	1,783,292
Total Expenditures	**$ 6,845,707**	**$ 372,004**	**5.4%**	**$ 6,473,703**
Excess (Deficit) Indirect Revenue	**$ 481,796**	**$ (63,783)**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,285,046	$ 89,157	6.9%	$ 1,195,889
Operations	2,272,794	110,420	4.9%	2,162,374
Executive	1,276,004	65,139	5.1%	1,210,865
Program Administration	130,000	7,558	5.8%	122,442
Finance	1,881,863	99,729	5.3%	1,782,134
	$ 6,845,707	$ 372,004	5.4%	$ 6,473,703

Prepared Date: 4/12/2022

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2021/22
BUDGET TO ACTUAL - 03/01/21 TO 02/28/22 (12 OF 12 MONTHS = 100.00%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 7,471,110**	**$ 6,808,836**	**91.1%**	**$ 662,274**
Expenditures				
Salaries	3,983,144	3,729,539	93.6%	253,605
Benefits @ 23.6% actual	931,312	837,072	89.9%	94,240
Total Personnel Costs	4,914,456	4,566,611	92.9%	347,845
Operating Costs				
Travel	62,350	38,881	62.4%	23,469
Space Costs	206,370	263,172	127.5%	(56,802)
Supplies	150,200	137,372	91.5%	12,828
Equipment	196,000	236,641	120.7%	(40,641)
Consultant/Contract	956,000	814,859	85.2%	141,141
Other Operating Costs	352,750	563,191	159.7%	(210,441)
Total Operating Costs	1,923,670	2,054,115	106.8%	(130,445)
Total Expenditures	**$ 6,838,126**	**$ 6,620,727**	**96.8%**	**$ 217,400**
Excess (Deficit) Indirect Revenue	**$ 632,984**	**$ 188,110**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,262,307	$ 1,128,960	89.4%	$ 133,347
Operations	2,324,790	2,271,183	97.7%	53,607
Executive	1,133,815	1,183,048	104.3%	(49,233)
Program Administration	330,664	245,419	74.2%	85,245
Finance	1,786,550	1,792,117	100.3%	(5,567)
	$ 6,838,126	$ 6,620,727	96.8%	$ 217,400

Prepared Date: 4/7/22

DATE	April 21, 2022
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: 749 618 587#

Audit & Pension Committee Minutes

Per Governor's Executive Order N-2920 and Assembly Bill 361, 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**

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

2. **Roll Call**

   Roll call was taken with a quorum present.

   Present: Mike Maggard, Jimmy Childress, Curtis Floyd, Marian Panos

   Absent: Yolanda Ochoa

   Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Lois Hannible, FHCC Program Manager; Freddy Hernandez, Director of Youth and Community Services; Rebecca Moreno, Director of Community Development; Gabrielle Alexander Director of Finance; and other CAPK staff, and Tom Ming from Pensionmark

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

   a. Pension Plan Update: 2022 Q1 Review – Tracy Webster, Chief Executive Officer – **Info Item**

      Tracy Webster presented the above informational item to the Committee and reported that Tom Ming from Pensionmark had suggested that CAPK assemble an internal staff Investment Committee. Tom felt that it was the best fiduciary practice and wanted input from this committee to determine if they are comfortable with staff acting as in the Investment Committee for the Pension Plan and then reporting back to the Audit & Pension Committee.

      Curtis Floyd asked Tracy to explain a little bit more about what authority, and duties and powers this committee will have. Tracy explained very little powers, it would be more focused on reviewing how the investments are performing and then bringing recommendations to the Audit & Pension Committee. Curtis Floyd asked for confirmation that it would still be the Audit & Pension Committee making the decisions about the funds. Tracy confirmed that the Audit & Pension Committee would continue to approve decisions about investments and refer to the full Board for approval.

      Jeremy Tobias provided additional details about how the process would work. First Pensionmark would put the fund on a watch list. If the Investment Committee had concerns, they would engage in a more detailed

review and bring their recommendations to the Audit & Pension Committee. Then ultimately if the Audit & Pension Committee concurred with that recommendation, it would be presented to the full board for approval. There are several layers involved to protect everybody and protect the funds of the employees.

Mike Maggard addressed the committee to see if they felt this extra layer of protection was needed. The committee did not feel that it was necessary, as the existing Audit & Pension Committee can take that role, and it was decided to not form an internal staff Investment Committee at this time, but the topic can always be revisited at a later time if needed.

Tracy Webster reported on that Pensionmark has been actively engaged with CAPK's employees. This week, Pensionmark met with about 50 employees, and many of those meetings were one on one, to help employees sign up and make decisions about their pension and their retirement plans.

b. WIC Independent Accountant's Report - Susana Magana, Director of Health and Nutrition - ***Info Item***

Susana Magana presented the above informational item to the Committee and noted the Auditor of Financial Management Review did not identify any questionable costs for the review period of October 1 through September 30, 2019. There were no findings and there was no need for a correction plan.

c. Commodity Supplemental Food Program (CSFP) Compliance Review 2021-2022Program – Susana Magana, Director of Health and Nutrition - ***Info Item***

Susana Magana presented the above informational item and said the compliance review for the Commodity Supplemental Food Program (CSFP) was conducted January 18-21, 2022. The purpose of the review was to ensure CAPK was in compliance with the Code of Federal Regulations during the review. Some of the items reviewed were: administration caseload management; outreach; nutrition education; civil rights and religious organizations; certification procedures; food storage and inventory control; financial management; audits and records.

CDSS reported a finding that CAPK did not correctly disseminate the information of program eligibility, and it was missing from the CAPK website. The correction plan was completed, and the eligibility requirements were uploaded, and CAPK is now in full compliance. Some of the areas of recognition and merit received through this audit was staff timely responses, documentation, and record submissions. CAPK staff worked efficiently to respond to the pandemic challenges, including setting up home deliveries to clients and adjusting their distribution models.

Marian Panos asked about the eligibility criteria that was missing. Susana explained that the new income eligibility criteria guidelines have to be updated every year and it has since been updated.

d. 2022 The Emergency Food Assistance Program (TEFAP) Compliance Review – Susana Magana, Director of Health and Nutrition - ***Info Item***

Susana Magana presented the above informational item to the Committee and reported the Emergency Food Assistance Program (TEFAP) compliance review was conducted January 27-28 of this year. The purpose of this review was to determine that CAPK was compliant with the United States Department of Agricultural Regulations. During this audit, there was 14 sites that were visited. There was one finding, that the Delano Rotary Senior Living Village was being operated as a public site as opposed to a closed site. The corrective action was to request this site operate as a closed site, meaning that people living at the facility were getting the food distributed. CAPK followed this recommendation and on March 16, 2022, confirmation was received that the Delano Olson Rotary Village would be considered a closed site.

e. Office of Head Start Monitoring Review - Jerry Meade, Assistant Director of Head Start / State Child Development - ***Info Item***

Jerry Meade presented the above informational item and reported on the outcome of the Head Start Focus Area Review. The review was held from February 15-18, 2022, and there were 6 areas of focus, which included: program management and quality improvement; education services; health services; family and community engagement services; fiscal infrastructure; eligibility, selection, enrollment & attendance. No corrective action was given during this review.

CAPK's Head Start Program met all of the monitoring events that are required within the Head Start performance standards which will lead to a noncompetitive continuation application for the next five-year grant cycle. Head Start is currently in year four in the funding cycle and will likely continue with this grant opportunity because there have had zero findings during this cycle. Overall, this was an incredibly positive monitoring review.

f. Home Visiting Program Review 2021-2022 – Esperanza Contreras - ***Info Item***

Esperanza Contreras presented the above informational item and said the purpose of the review was to assist the Kern County Department of Human Services (DHS) office in determining that CAPK was accurately reporting costs and revenue and has provided services in accordance with the established policies and agreement with Kern County DHS for the fiscal year of 2019 through 2021.

The program administration had the opportunity to work with the auditors to validate the amazing work that the Home Visiting Program has done since implementation in 2019.

The audit began September 2021, and the results were received in February 2022. There were five areas that were audited, which included: the reimbursement policy; billing requirements; internal controls; compensation; and evaluation. All areas were found in compliance. CAPK was pleased with the results as it validates the fiscal and programmatic practices implemented and that they are successful.

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

Mike Maggard expressed his sympathy after receiving notification that a staff member from the Sterling Head Start Center, Deirdria Miller, had passed away. Jeremy Tobias said she left behind two small children ages 4 and 2. There is meal train setup and a GoFundMe page if you are able to offer support.

Curtis Floyd asked Tom Ming if he thinks this committee should meet more often. Tom Ming feels that the Quartey meeting schedule is adequate but requested more time for Pension items at the August 18th meeting.

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

Audit & Pension Committee 12:00 pm
Thursday, August 18, 2022
5005 Business Park North
Bakersfield, CA 93309

7. <u>Adjournment</u>

The meeting was adjourned at 12:55 pm.

CAPK

Audit & Pension Committee Meeting

April 21, 2022



Pensionmark

Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Financial Advisors at Pensionmark may also be registered representatives of CapFinancial Securities, LLC (member SIPC), which is affiliated with Pensionmark through common ownership.

Executive Summary

Investment Scoring Summary

Passing	Watch	Review	Not Scored	Total
23	0	1	1	25

Investment Additions

Investment Name	Status	Morningstar Rating
Small Value		
DFA US Targeted Value I	Passing	****

Investments on Watch

Investment Name	Status	Quarters Failing Criteria	Morningstar Rating
No investments are currently on the watch list			

Investments Targeted for Review

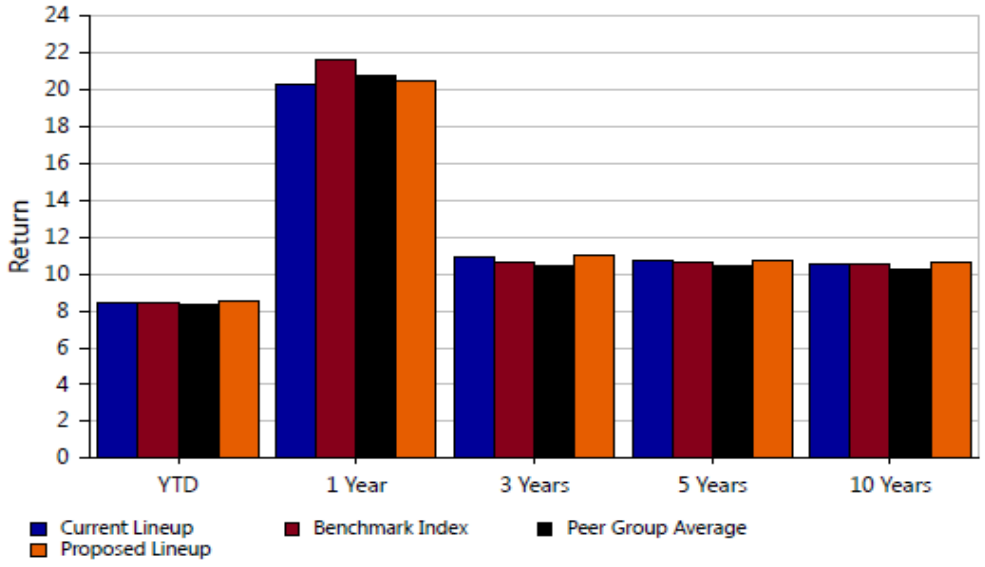
Investment Name	# of Participants	Plan Assets	% of total plan	Status	Morningstar Rating
Small Value					
Northern Small Cap Value	54	$214,387.15	0.86%	Review	***
DFA US Targeted Value I	0			Passing	****

Review : Watch : Addition :

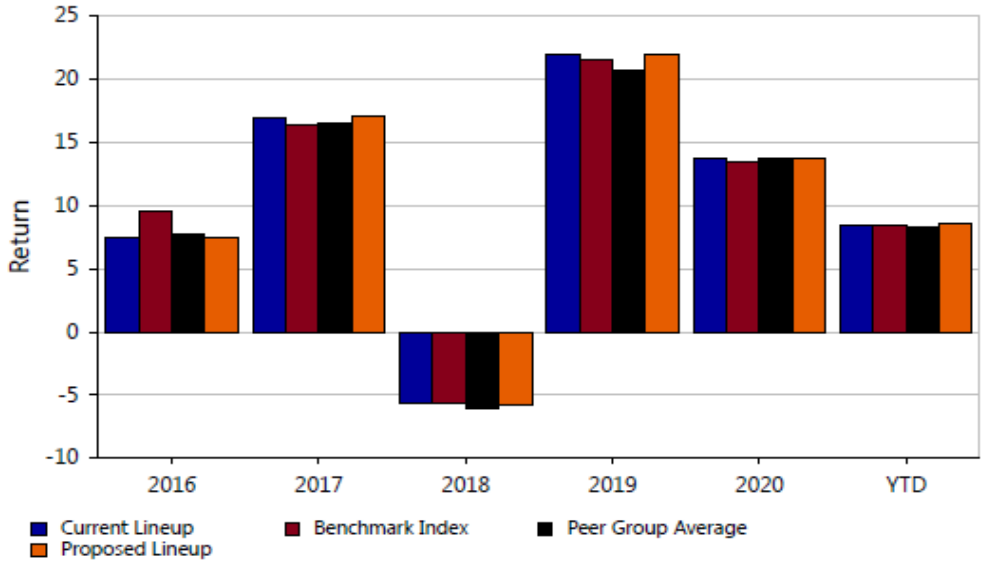
dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report.

PORTFOLIO | RETURNS

Annualized Returns



Calendar Year Returns



Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	8.41	20.31	10.93	10.74	10.58	0.21
Benchmark Index	8.39	21.59	10.67	10.65	10.49	NA
Peer Group Average	8.36	20.78	10.45	10.46	10.24	0.77
Proposed Lineup	8.50	20.46	10.97	10.77	10.60	0.21

Calendar Year Returns

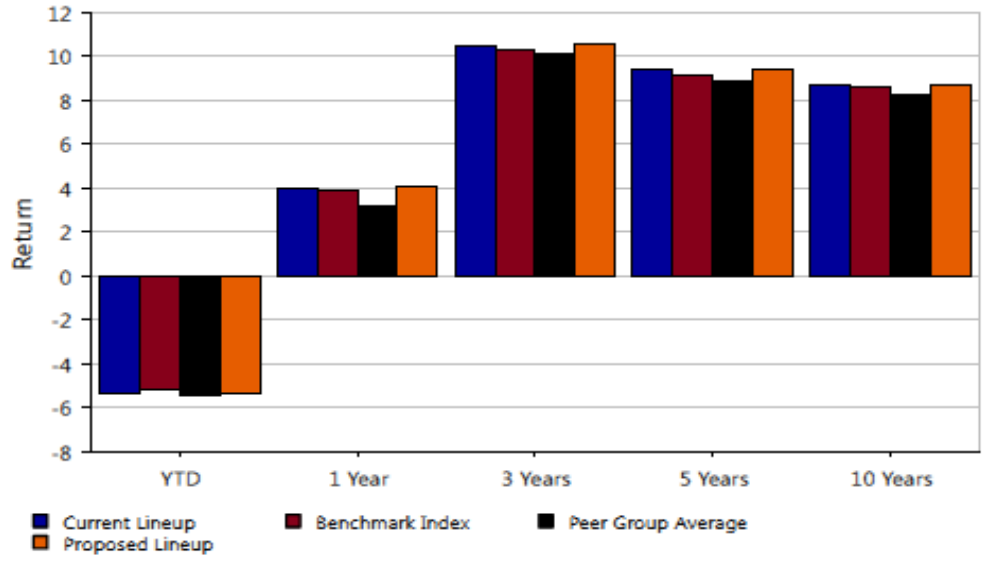
	2016	2017	2018	2019	2020	YTD	Net Exp.Ratio
Current Lineup	7.51	16.99	-5.70	21.90	13.69	8.41	0.21
Benchmark Index	9.49	16.38	-5.70	21.53	13.40	8.39	NA
Peer Group Average	7.78	16.46	-6.07	20.73	13.79	8.36	0.77
Proposed Lineup	7.51	17.02	-5.72	21.90	13.76	8.50	0.21

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

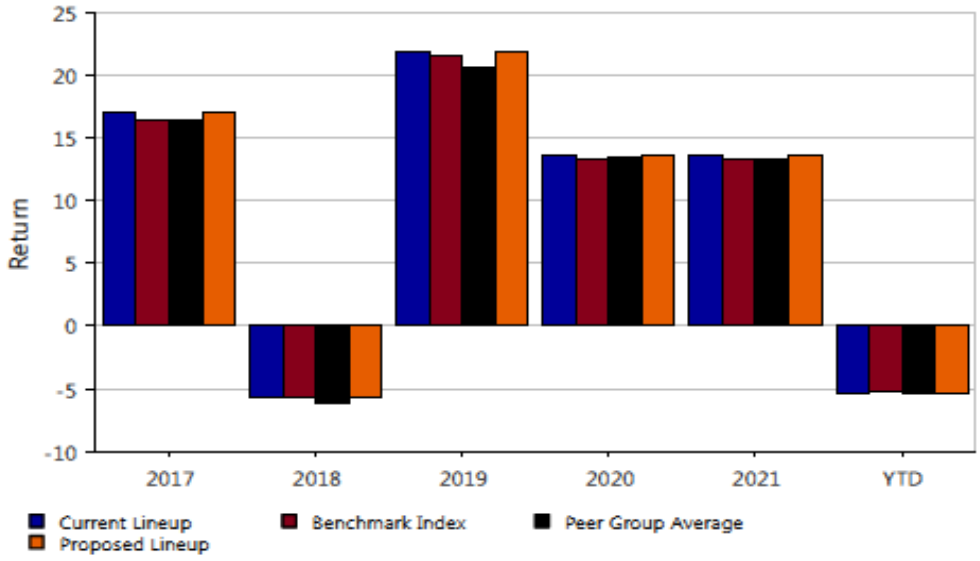
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher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

PORTFOLIO | RETURNS

Annualized Returns



Calendar Year Returns



Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	-5.37	3.99	10.48	9.39	8.70	0.20
Benchmark Index	-5.21	3.94	10.27	9.19	8.59	NA
Peer Group Average	-5.43	3.20	10.12	8.87	8.26	0.76
Proposed Lineup	-5.34	4.06	10.54	9.42	8.72	0.20

Calendar Year Returns

	2017	2018	2019	2020	2021	YTD	Net Exp.Ratio
Current Lineup	17.00	-5.73	21.94	13.59	13.56	-5.37	0.20
Benchmark Index	16.40	-5.74	21.55	13.26	13.27	-5.21	NA
Peer Group Average	16.38	-6.18	20.63	13.52	13.24	-5.43	0.76
Proposed Lineup	17.03	-5.75	21.94	13.66	13.65	-5.34	0.20

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

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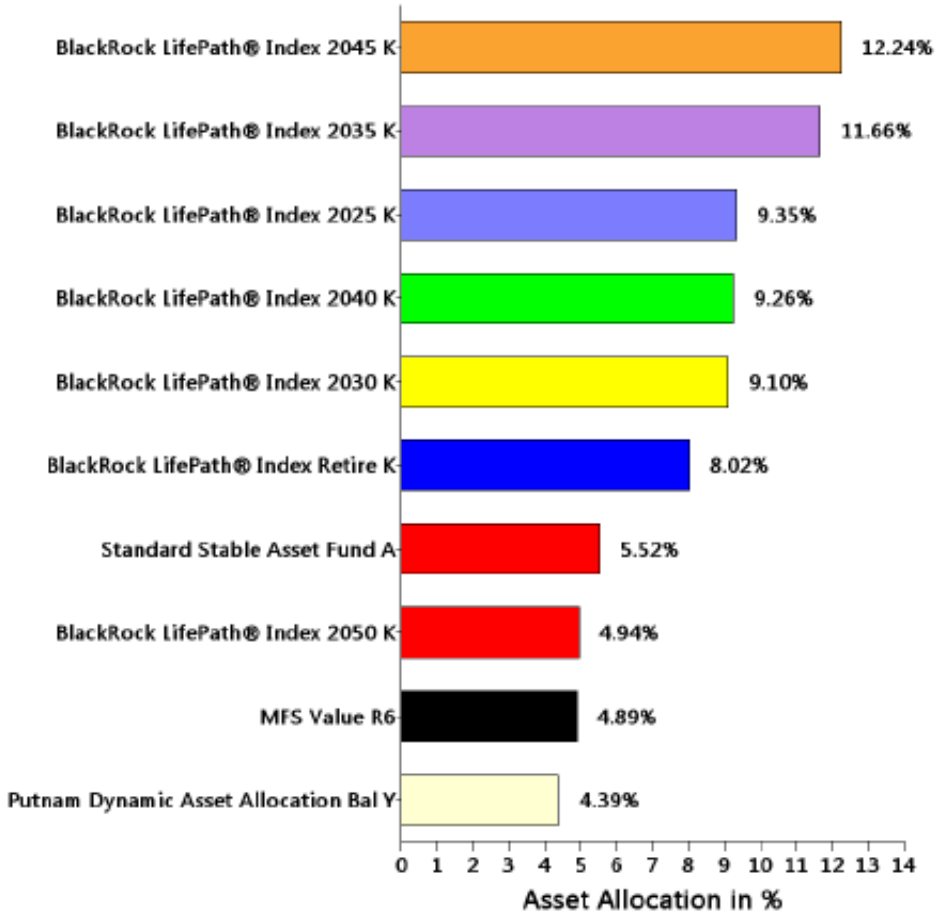
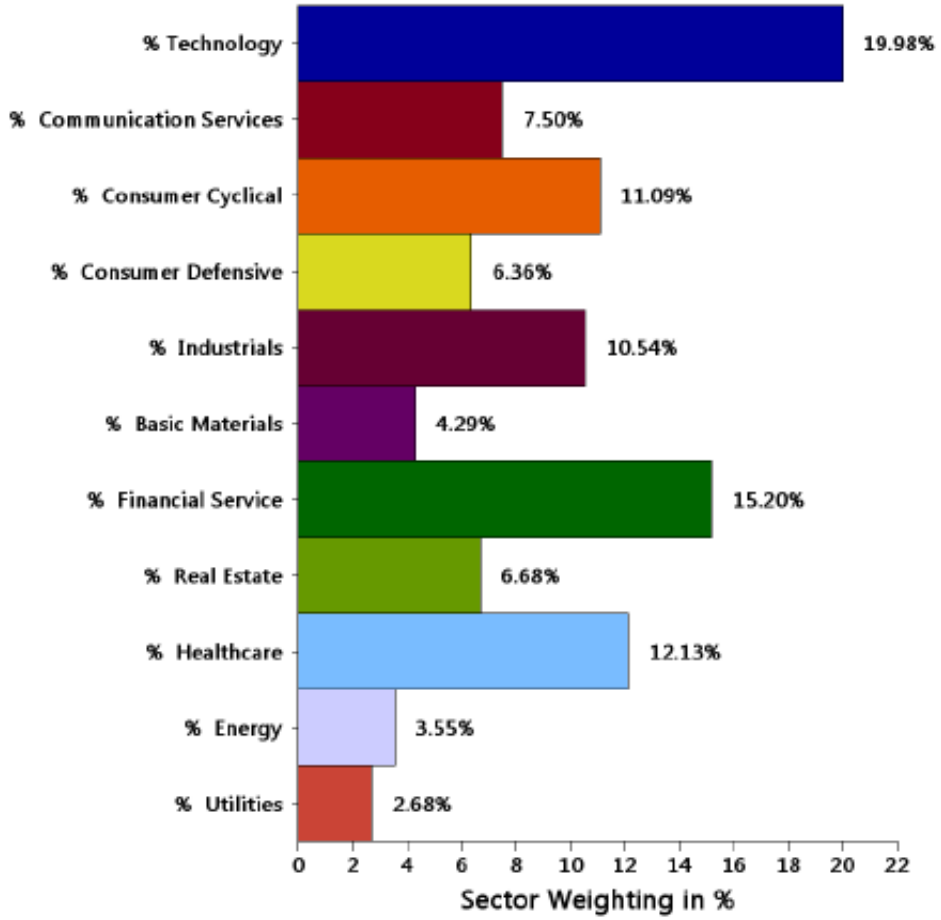
PORTFOLIO | HOLDINGS & SECTOR ALLOCATION

Top 10 Holdings



Sector Allocation

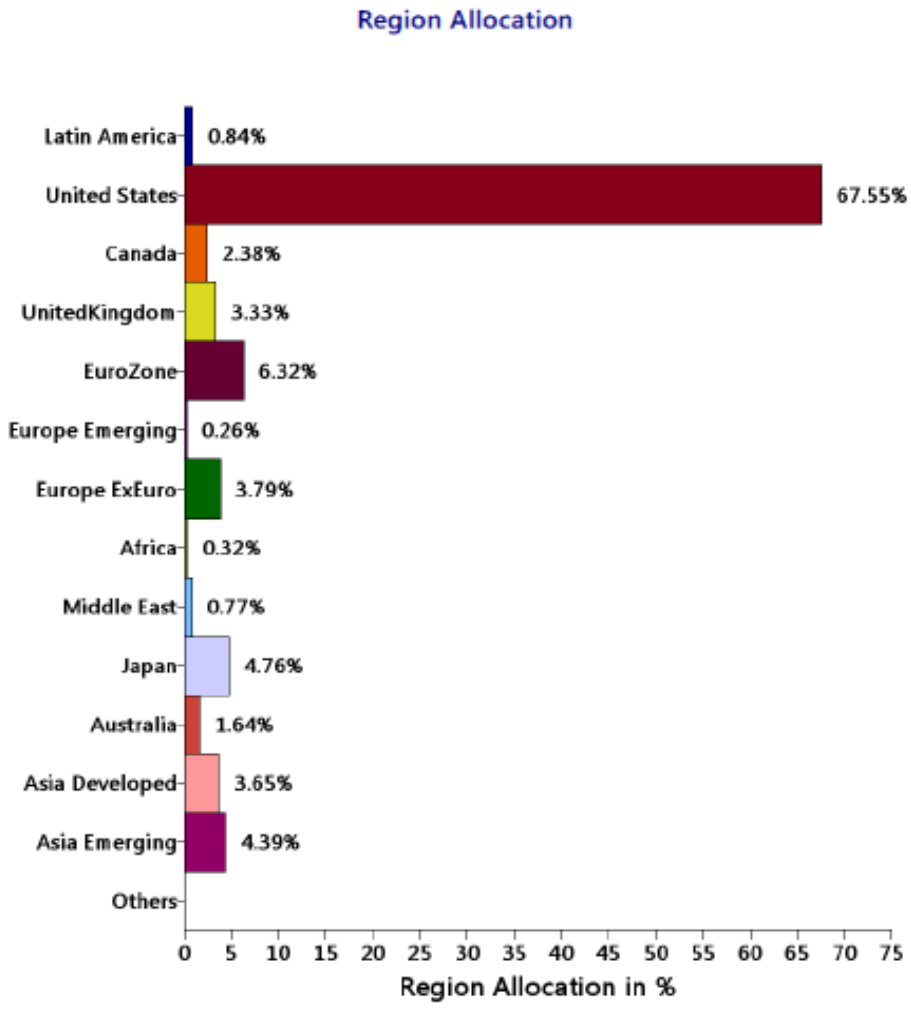


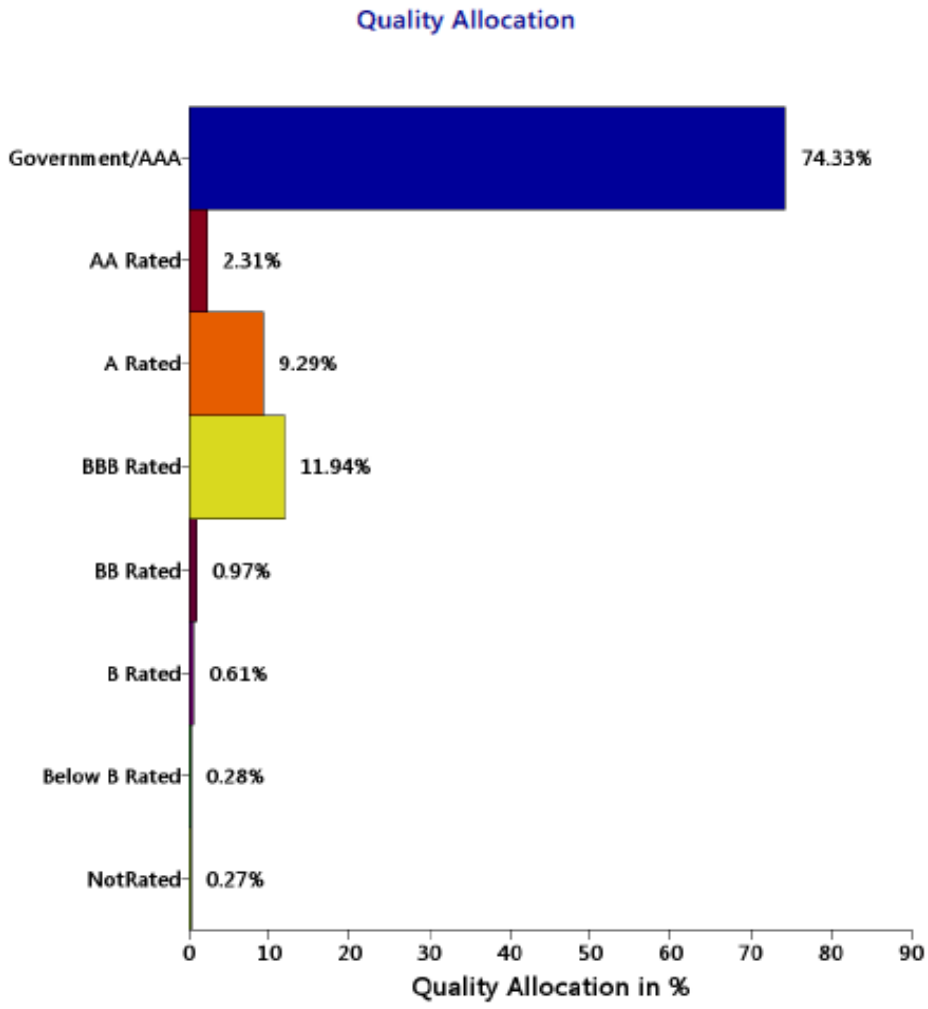
For source information, please see the "Important Disclosures" section of this report.

CAPK

PORTFOLIO | REGION & QUALITY ALLOCATION

Pensionmark





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

Investment Review- 100 Point Scoring

Investment Scorecard | Current & Historical Scoring

Pensionmark

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q4/21	Q3/21	Q2/21	Q1/21	Q4/20	Q3/20	Q2/20
Intermediate Core Bond											
Vanguard Total Bond Market Index Adm - VBTLX	100	59	$479,385.51	1.93%	92	92	92	92	100	100	100
Allocation--30% to 50% Equity											
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	70	16	$435,172.41	1.75%	68	74	78	70	77	84	87
Allocation--50% to 70% Equity											
Putnam Dynamic Asset Allocation Bal Y - PABYX	71	47	$1,088,872.14	4.39%	73	74	72	68	69	71	76
Allocation--70% to 85% Equity											
Putnam Dynamic Asset Allocation Gr Y - PAGYX	82	12	$585,130.30	2.36%	80	77	79	75	77	82	82
Target-Date Retirement											
BlackRock LifePath® Index Retire K - LIRKX	91	50	$1,990,540.10	8.02%	90	90	90	90	90	92	92
Target-Date 2025											
BlackRock LifePath® Index 2025 K - LIBKX	80	71	$2,319,489.95	9.35%	79	79	81	82	84	91	96
Target-Date 2030											
BlackRock LifePath® Index 2030 K - LINKX	81	81	$2,257,729.13	9.10%	76	77	77	78	79	88	90
Target-Date 2035											
BlackRock LifePath® Index 2035 K - LIJKX	85	91	$2,892,351.83	11.66%	84	79	79	79	81	88	88
Target-Date 2040											
BlackRock LifePath® Index 2040 K - LIKKX	87	103	$2,298,757.52	9.26%	82	82	82	82	80	84	86
Target-Date 2045											
BlackRock LifePath® Index 2045 K - LIHKX	89	150	$3,037,232.90	12.24%	85	80	81	81	78	82	84
Target-Date 2050											
BlackRock LifePath® Index 2050 K - LIPKX	90	143	$1,226,746.23	4.94%	87	86	86	81	80	82	84

Investment Review- 100 Point Scoring

Investment Scorecard | Current & Historical Scoring

Pensionmark

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q4/21	Q3/21	Q2/21	Q1/21	Q4/20	Q3/20	Q2/20
Target-Date 2055											
BlackRock LifePath® Index 2055 K - LIVKX	90	113	$578,026.91	2.33%	87	85	84	81	80	82	84
Target-Date 2060											
BlackRock LifePath® Index 2060 K - LIZKX	88	103	$356,406.98	1.44%	83	80	82	79	81	81	81
Large Value											
MFS Value R6 - MEIKX	76	65	$1,212,660.97	4.89%	88	90	82	85	90	96	93
Large Blend											
iShares S&P 500 Index K - WFSPX	100	41	$681,285.71	2.75%	100	100	100	100	100	100	100
Large Growth											
TIAA-CREF Large-Cap Growth Inst - TILGX	75	64	$397,788.53	1.60%	82	87	93	98	88	86	87
Mid-Cap Value											
Allspring Special Mid Cap Value Inst - WFMIX	92	1	$5,923.80	0.02%	90	82	82	81	89	89	90
Mid-Cap Blend											
Vanguard Mid Cap Index Admiral - VIMAX	100	7	$104,942.74	0.42%	100	100	100	100	100	100	100
Mid-Cap Growth											
MassMutual Mid Cap Growth I - MEFZX	72	61	$786,145.06	3.17%	72	70	67	68	68	70	74
Small Value											
Northern Small Cap Value - NOSGX	55	54	$214,387.15	0.86%	54	54	52	63	63	65	72
DFA US Targeted Value I - DFFVX	96	0			92	87	85	85	80	80	72
Small Growth											
Janus Henderson Triton T - JATTX	70	35	$151,881.53	0.61%	71	69	66	66	72	75	75

Investment Review- 100 Point Scoring

INVESTMENT SCORECARD | CURRENT & HISTORICAL SCORING

Pensionmark

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q4/21	Q3/21	Q2/21	Q1/21	Q4/20	Q3/20	Q2/20
Foreign Large Blend											
Hartford International Opportunities R6 - IHOVX	90	0	$0.00	0.00%	90	88	87	88	96	96	96
Diversified Emerging Mkts											
American Funds New World R6 - RNWGX	97	60	$338,774.86	1.37%	97	95	95	95	96	95	96
Real Estate											
Principal Real Estate Securities Inst - PIREX	86	2	$4,869.36	0.02%	88	90	90	86	93	94	92

Review : Watch : Addition :

2022 Educational Calendar

- January 11th-Noon- The Standard Webinar
- February 8th Noon- Pensionmark Webinar
- **April 19th In Person Meetings (Bakersfield)**
- May 10th Noon- The Standard Webinar
- August 9th Noon - Pensionmark Webinar
- **September 20th In Person Meetings (Stockton)**
- October 11th Noon – The Standard Webinar
- **November- Open Enrollment**
  - **Recorder Webinar on the 403(b) & 401(a) Plan Highlights "Get Started Now"**
- December- TBD

State of California—Health and Human Services Agency
California Department of Public Health

TOMÁS J. ARAGÓN, M.D., Dr.P.H.
Director and State Public Health Officer

GAVIN NEWSOM
Governor

February 28, 2022

Jeremy T. Tobias
Community Action Partnership of Kern – Agency # 206
5005 Business Park N.
Bakersfield, CA 93309

Dear Mr. Tobias:

Enclosed is a copy of the report dated February 22, 2022, from the State Controller's Office regarding your participation in the Women, Infants and Children (WIC) Program.

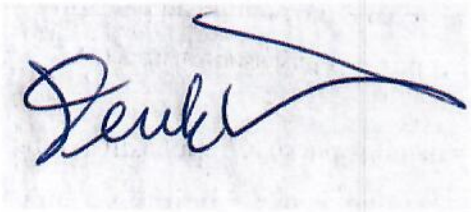
The auditor's Financial Management Review (FMR) did not identify any questionable costs for the review period of October 1, 2018, through September 30, 2019.

This serves as notice that the WIC Division accepts the Independent Accountant's Report as issued by the State Controllers' Office. As a result, this letter will serve as your closure letter for the FMR portion of the Program Evaluation.

As there were no findings in the audit, there is no need for a Corrective Action Plan. Thank you for your cooperation with the auditors. It is always a pleasure to review reports such as this.

If you have any questions regarding this matter, please contact your WIC Local Operations Section Contract Manager, Lavi Pop at (916) 928-8827.

Sincerely,



Derek Robinson
Audit Review Analyst
Derek.Robinson@CDPH.Ca.Gov

cc: Lorna Speight, R.D.
WIC Program Administrator
Community Action Partnership of Kern – Agency # 206
5005 Business Park N.
Bakersfield, CA 93309

COMMUNITY ACTION PARTNERSHIP OF KERN

Independent Accountant's Report on
Applying Agreed-upon Procedures

WOMEN, INFANTS, AND CHILDREN SUPPLEMENTAL NUTRITION PROGRAM

Contract Number 15-10064 and Amendments A01 through A05

October 1, 2018, through September 30, 2019

BETTY T. YEE
California State Controller

February 2022

BETTY T. YEE
California State Controller

February 22, 2022

Christine Sullivan, Division Chief
Women, Infants, and Children Division
California Department of Public Health
3901 Lennane Drive, MS 8600
Sacramento, CA 95834

Dear Ms. Sullivan:

The State Controller's Office has applied agreed-upon procedures to the Women, Infants, and Children Supplemental Nutrition Program costs claimed by the Community Action Partnership of Kern, a provider in Bakersfield, California. The agreed-upon procedures were applied to costs claimed under Contract Number 15-10064 and Amendments A01 through A05 for the period of October 1, 2018, through September 30, 2019.

The Community Action Partnership of Kern claimed and was reimbursed $3,917,339 during the period. We did not identify any exceptions as a result of performing the agreed-upon procedures (see the Schedule).

The exit conference was held on October 28, 2021.

If you have any questions, please contact Efren Loste, Chief, Local Government Audits Bureau, by telephone at (916) 324-7226, or by email at eloste@sco.ca.gov.

Sincerely,

Original signed by

KIMBERLY TARVIN, CPA
Chief, Division of Audits

KT/as

cc: Catherine Lopez, Assistant Division Chief, Services
Women, Infants, and Children Division
California Department of Public Health
William Welch, Assistant Division Chief, Operations
Women, Infants, and Children Division
California Department of Public Health
Ia Lo, Chief
Local Services Branch
Women, Infants, and Children Division
California Department of Public Health
Elizabeth Crum, Chief, Northern Services Section
Local Services Branch
Women, Infants, and Children Division
California Department of Public Health
Tiffany Evangelista, Chief, Local Support Services Section
Local Services Branch
Women, Infants, and Children Division
California Department of Public Health
Jared Garbutt, Chief, Bay and Central Services Section
Local Services Branch
Women, Infants, and Children Division
California Department of Public Health
Cheryl Ungerman, Chief, Monitoring Services Unit
Local Services Branch
Women, Infants, and Children Division
California Department of Public Health
Derek Robinson, Analyst, Monitoring Services Unit
Local Services Branch
Women, Infants, and Children Division
California Department of Public Health

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BETTY T. YEE
California State Controller

INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED-UPON PROCEDURES

The State Controller's Office (SCO) has performed the procedures described below, which were agreed to by the California Department of Public Health's (CDPH) Women, Infants, and Children (WIC) Division and the SCO to assist you in evaluating the costs claimed by the Community Action Partnership of Kern during the federal fiscal year ending September 30, 2019, for compliance with the U.S. Code of Federal Regulations, the CDPH *WIC Policy and Procedures Manual* (formerly known as the CDPH *WIC Program Manual*), and Contract 15-10064 and Amendments A01 through A05 executed between the Community Action Partnership of Kern and the CDPH WIC Division (see the Schedule).

The Community Action Partnership of Kern's management is responsible for its compliance with the specified requirements. The sufficiency of these procedures is the responsibility of the CDPH WIC Division, and the accuracy of the accounting records is the responsibility of the Community Action Partnership of Kern. Consequently, the SCO makes no representation regarding the sufficiency of the procedures described below or the accuracy of the accounting records provided, either for the purpose for which this report has been requested or for any other purpose.

The CDPH has acknowledged that the agreed-upon procedures listed below are appropriate to meet the intended purpose of this engagement. The procedures performed may not address all of the items of interest to a user of this report, and may not meet the needs of all users of this report; therefore, users are responsible for determining whether the procedures are appropriate for their purposes.

The Community Action Partnership of Kern claimed and was reimbursed $3,917,339 during the period under review. We did not find any exceptions as a result of performing the agreed-upon procedures (see the Schedule).

AGREED-UPON PROCEDURES	FINDINGS
1. Reviewed the provider's Independent Auditor's Report applicable to the engagement to determine whether the report revealed findings relative to the CDPH WIC Division and whether substantial doubt exists about the provider's ability to continue as a going concern.	The Independent Auditor's Report contained no findings relative to the CDPH WIC Division; nor did it indicate that substantial doubt exists about the provider's ability to continue as a going concern. We found no exceptions as a result of this procedure.
2. Reconciled total WIC contract expenditures claimed on the monthly or quarterly invoices to the provider's worksheets and expenditure ledgers.	We found no exceptions as a result of this procedure.

AGREED-UPON PROCEDURES	FINDINGS
3. If the provider received an advanced payment and/or a prospective payment, verified that the provider expensed the funds in compliance with federal Office of Management and Budget cost principles (Title 2, Code of Federal Regulations, Part 200 [2 CFR 200]) and in accordance with the CDPH *WIC Policy and Procedures Manual* (formerly known as the CDPH *WIC Program Manual*).	This procedure was not performed because the provider did not receive any advance and/or prospective payments.
4. Determined whether the provider reported nutrition-education costs and breastfeeding promotion and support in accordance with the CDPH *WIC Policy and Procedures Manual* (formerly known as the CDPH *WIC Program Manual*).	The provider reported nutrition-education costs and breastfeeding promotion and support. We found no exceptions as a result of this procedure.
5. Determined whether the provider conducted a time study in accordance with the CDPH *WIC Policy and Procedures Manual* (formerly known as the CDPH *WIC Program Manual*). Verified that the reporting categories percentages in Provision C of the Report of Actual Expenditures were accurately reported, and that the costs recorded were correctly charged to the appropriate program categories.	The provider conducted a time study in accordance with the CDPH *WIC Policy and Procedures Manual*. We found no exceptions as a result of this procedure.
6. Reconciled at least a one (1) quarter period (three [3] consecutive months) of the WIC salary and wage costs recorded in the WIC expenditure ledgers to the provider's payroll registers and/or general ledger.	We reconciled the one-quarter (three month) period from July 1, 2019, through September 30, 2019. We found no exceptions as a result of this procedure.
7. Selected at least one employee from each classification listed on the Budget Detail Worksheet from the period sampled (in Agreed-upon Procedure [AUP] Number 6), including any employee who works for the WIC and other programs, and traced and agreed the salaries and wages to documentation such as personnel files and timecards to determine whether the salaries and wage costs were in compliance with 2 CFR 200. As part of this procedure, we completed the following tasks: a. We interviewed the local agency's (provider's) management regarding the methodology used to charge time to various programs. b. We determined the appropriateness and sufficiency of the methodology used. c. We determined the reasonableness of the hourly rate for each classification.	We selected one employee from each of the 22 classifications listed on the Budget Detail Worksheet from the period sampled in AUP Number 6, July 1, 2019, through September 30, 2019, including one employee who works on WIC and other programs. The salaries and wages were in compliance with 2 CFR 200. The provider used an appropriate and sufficient methodology to charge time to various programs, and the hourly rates for each classification were reasonable. We found no exceptions as a result of this procedure.

AGREED-UPON PROCEDURES	FINDINGS
8. Selected and reconciled at least a one (1) quarter period (three [3] consecutive months) of the fringe benefits claimed to the amounts recorded in the provider's general ledger. Determined whether the fringe benefits were accurately calculated and were allowable under 2 CFR 200.	We reconciled the one-quarter (three month) period from July 1, 2019, through September 30, 2019. We found no exceptions as a result of this procedure.
9. From the operating expenses claimed, selected transactions equal to at least 10% of the total operating expenses claimed from the expenditure ledger and traced them to supporting documents such as purchase orders, invoices, cancelled checks, and/or approvals to determine whether costs claimed were in compliance with 2 CFR 200. Determined whether purchases of $2,500 or over had pre-approval from the CDPH WIC Division.	We selected and traced to supporting documentation 43 operating expense items totaling 10% of the operating expense costs claimed during the engagement period. We found no exceptions as a result of this procedure.
10. For capital expenditures (Major Equipment), determined whether pre-approval from the CDPH WIC Division was obtained before any renovation work started. Determined whether the provider obtained three bids for subcontract services, or provided a justification for a sole-source award when hiring a subcontractor. Determined whether the costs were allowable under 2 CFR 200.	This procedure was not performed because the provider did not claim and was not reimbursed for Capital Expenditure costs.
11. For other costs (Subcontractors), verified that the provider monitored its subcontractors (if any) by assuring propriety of monthly billings. Determined whether the provider met its responsibilities as specified in the CDPH *WIC Policy and Procedures Manual* (formerly known as the CDPH *WIC Program Manual*). Determined whether the costs were allowable under 2 CFR 200.	This procedure was not performed because the provider did not claim and was not reimbursed for Subcontractors (other costs).
12. Verified that expenditures exceeding the federal minimum levels were properly approved in advance by the CDPH WIC Division and/or the United States Department of Agriculture.	This procedure was not performed because the provider did not claim costs for expenditures exceeding the federal minimum level.
13. Determined whether the provider received program income from sources other than the CDPH WIC Division and verified that the income was reported in accordance with the CDPH *WIC Policy and Procedures Manual* (formerly known as the CDPH *WIC Program Manual*).	The provider did not receive program income from other sources. We found no exceptions as a result of this procedure.
14. Verified that proper cost cut-off occurred at fiscal year-end and/or at contract termination.	We found no exceptions as a result of this procedure.

AGREED-UPON PROCEDURES	FINDINGS
15. Reviewed and determined whether the indirect cost allocation plan and indirect cost rate included any ineligible components specified by 2 CFR 200.	We found no exceptions as a result of this procedure.
16. Verified that the indirect cost rate claimed by the provider did not exceed the least of: • The amount authorized by the WIC contract; • The indirect cost rate that was approved by the CDPH WIC Division or a cognizant federal agency; or • The actual indirect costs allocated to the provider's WIC program.	We found no exceptions as a result of this procedure.

This agreed-upon procedures engagement was conducted in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States, and the attestation standards established by the American Institute of Certified Public Accountants.

The SCO was not engaged to, and did not, conduct an examination or review, the objective of which would be to express an opinion or conclusion on the Community Action Partnership of Kern's compliance with the U.S. Code of Federal Regulations, the CDPH *WIC Policy and Procedures Manual*, and Contract Number 15-10064 and Amendments A01 through A05. Accordingly, the SCO does not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that we would have reported to you.

The SCO is required to be independent of the Community Action Partnership of Kern and to meet other ethical responsibilities, in accordance with *Government Auditing Standards*, relating to agreed-upon procedures engagements.

The purpose of this report is to communicate to the CDPH WIC Division the results of the aforementioned agreed-upon procedures that the SCO performed in accordance with applicable standards. This report is not suitable for any other purpose. This restriction is not intended to limit distribution of this report, which is a matter of public record.

Original signed by

KIMBERLY TARVIN, CPA
Chief, Division of Audits

Sacramento, California

February 22, 2022

Schedule—
Summary of Program Costs
October 1, 2018, through September 30, 2019

Description	Costs Claimed
Personnel expenses	$ 2,864,968
Operating expenses	719,558
Capital expenditures (Major Equipment)	–
Other costs (Subcontractors)	–
Indirect costs	332,813
Total contract costs[1]	**$ 3,917,339**

[1] The provider was reimbursed 100% of claimed costs.

State Controller's Office
Division of Audits
Post Office Box 942850
Sacramento, CA 94250

http://www.sco.ca.gov

S21-PRO-0012

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

KIM JOHNSON
DIRECTOR

GAVIN NEWSOM
GOVERNOR

January 28, 2022

Mr. Traco Matthews, Chief Program Officer
Community Action Partnership of Kern
1825 Felize Dr.
Bakersfield, CA 93307

SUBJECT: CSFP Compliance Review 2021-2022

Dear Traco Matthews,

Thank you to your staff for their time and cooperation during the recent Compliance Review of the Commodity Supplemental Food Program (CSFP) operated by the Community Action Partnership of Kern County (CAPK) conducted during the week of January 18th to January 21st, 2022. The review was conducted by California Department of Social Services (CDSS) staff member, Jessica Radtke.

The purpose of the review was to determine the local agency compliance with the Code of Federal Regulations (CFR), United States Department of Agriculture (USDA) regulations, the terms of your approved Memorandum of Understanding with the California Department of Social Services (CDSS), and the CSFP procedures. As a result of the visit, I have identified areas which need corrective action. Each finding is listed below, as well as the corrective action necessary for compliance and the due date by which the corrective action must be completed.

The review covered Federal Fiscal Year (FFY) 2021-22 through the date of review in FFY 2022. Documents and processes related to eligibility determinations, food ordering, inventory control, and oversight of sub-agencies and distribution sites were reviewed.

The following outlines the seven functional areas of review:

I. Administration
II. Caseload Management & Outreach
III. Nutrition Education
IV. Civil Rights & Religious Organizations
V. Certification Procedures
VI. Food Storage & inventory Control
VII. Financial Management, Audits & Records

Finding #1
During the review of documentation at the local agency it was observed the local agency does not disseminate information about program eligibility and requirements with equal opportunity and accessibility. The documentation was missing the non-discrimination, equal opportunity, and accessibility language on the website and recipe booklet.

Requirement

CSFP 12170 and FNS Instruction 113-1 Civil Rights Compliance and Enforcement – Nutrition Programs and Activities. IX Public Notification. B & B.2

"Nondiscrimination Statement. All information materials and sources, including web sites, used by FNS, State agencies, local agencies, or other subrecipients to inform the public about FNS programs must contain a nondiscrimination statement. It is not required that the nondiscrimination statement be included on every page of the program information Web site. At the minimum, the nondiscrimination statement, or a link to it, must be included on the home page of the program information."

Corrective Action

Please ensure that inform the general public and potential eligible participants of eligibility criteria, benefits and services, location of distribution sites and hours of service to ensure the program has equal opportunity and accessibility to all.

Areas of Concern

General Administration
During the review, documentation showed that CAPK had findings regarding participant eligibility in the independent audit. There were 4 participants out of 40 that had issues with eligibility or documentation errors. CAPK provided a response that included training for participants and explained the issues. The applications reviewed by CDSS had no issues. However, CAPK should continue to provide training on eligibility requirements and review participant eligibility information.

The website states eligibility is based on the financial income for the previous federal fiscal year. The website and materials must refer to the current eligibility requirements.

Areas of Recognition and Merit

It is also important to highlight numerous areas of merit for this compliance

- CDSS was impressed by the program operations and timely response to documentation and record submission.
- CAPK staff worked consistently with CDSS to efficiently respond to the pandemic challenges including setting up home deliveries to clients and adjusting their distribution models.
- All CAPK staff were very detailed and flexible with the new virtual compliance review model.

Please submit a corrective action plan by **March 28, 2022** indicating the actions you have taken or plan to take, to resolve each noncompliance finding and area of concern listed here. If full compliance cannot be accomplished within the timeframe allowed, please contact your consultant before the due date to request an extension.

Your assistance and cooperation during the review was greatly appreciated. Your staff was very helpful throughout the review. If you have any questions or need further clarification of any of the items outlined in this letter, please contact Jessica Radtke, CSFP Consultant at (916) 657-3288 or Jessica.Radtke@dss.ca.gov.

Sincerely,

Jessica Radtke

JESSICA RADTKE
Program Consultant
CalFresh and Nutrition Branch

Lori Coopwood

Reviewed and Approved by
LORI COOPWOOD
Program Manager

Jan 31, 2022

Date

Enclosure

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

KIM JOHNSON
DIRECTOR

GAVIN NEWSOM
GOVERNOR

April 4, 2022

SENT VIA EMAIL TO TRACO MATTHEWS AND MATT JACOBS

Traco Matthews, Chief Program Officer
Community Action Partnership of Kern
1825 Felize Drive
Bakersfield, CA 93307

SUBJECT: LETTER OF ACKNOWLEDGMENT CSFP COMPLIANCE REVIEW 2021-22

Dear Traco Matthews,

Thank you for your letter dated March 16, 2022, in response to the findings delineated in my January 28, 2022 letter outlining the results of the compliance review of the Community Action Partnership of Kern County (CAPK), Commodity Supplemental Food Program (CSFP) activities conducted during the week of January 18-21, 2022 and visit on March 1, 2022.

CDSS reviewed of the Corrective Action Plan submitted by your agency. The CAPK has specific actions to resolve the issues found in the overall assessment of the program operations. Based on the Corrective Action Plan, CDSS determined the actions taken are sufficient to bring CAPK into compliance with program regulations.

CDSS would like to commend your staff on their improvements. Your continued dedication and support to the CSFP is appreciated. I look forward to visiting your agency in the future.

Sincerely,

Jessica Radtke

JESSICA RADTKE, Program Consultant
CalFresh and Nutrition Branch
Family Engagement and Empowerment Division

Lori Coopwood

Reviewed and Approved by
LORI COOPWOOD, Program Manager

Apr 5, 2022

Date

Signature: Lori Coopwood

Email: lori.coopwood@dss.ca.gov

Title: Program manager

Company: STATE OF CALIFORNIA DEPARTMENT OF SOCIAL

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

KIM JOHNSON
DIRECTOR

GAVIN NEWSOM
GOVERNOR

February 3, 2022

Jeremy Tobias, Executive Director
Community Action Partnership of
Kern5005 Business Park North
Bakersfield, CA 93309

SUBJECT: KERN 2022 TEFAP COMPLIANCE REVIEW

Dear Mr. Tobias:

This letter is to report the results of the compliance review of your agency's The Emergency Food Assistance Program (TEFAP) activities, conducted January 27-28, 2022. The purpose of the review was to determine your agency's compliance with United States Department of Agriculture (USDA) regulations, the terms of your approved Memorandum of Understanding with the California Department of Social Services (CDSS), and the TEFAP Policy and Procedure Manual, hereinafter referred to as the TEFAP Manual. Documents and processes related to eligibility determinations, food ordering, inventory control, approval of distribution sites, and civil rights were reviewed. In addition, your storage facilities were inspected (virtually) to determine if requirements were being met. The following distribution sites EFA-7 were evaluated during the review:

- Children First
- Laborers of the Harvest
- Buttonwillow
- Frazier Park Salvation Army
- CSUB
- New Life Center
- Goodness and Mercy Ministries
- Needs Center
- Oildale
- Twin Oaks
- Bakersfield Living Word
- Jesus Saves
- Grace Assembly of God
- Catholic Charities.

The following areas of non-compliance were observed during the review:

Finding #1:

A review of the following closed site, Delano Rotary Senior Living did not operate with prior written approval from CDSS.

Requirement:

Sections 7.2 of the TEFAP Manual states, an ERA must request approval to operate a closed site from CDSS and may not operate it until approved. See attached, TEFAP Policy Notice 05-01).

Corrective Action

Please submit a written request to operate a site as a Closed Distribution Site to CDSS and include the following information:

- Name of the distribution site
- Population served
- Days/Hours of operation
- Why this site should be designated as a closed site
- Alternate distribution site location

Recommendations

Cohort Meetings:

During the course of the review process, some staff were not aware that the Salesforce platform has been replaced with SharePoint. It is a good business practice to attend the Quarterly Cohort Meetings. Minutes of the cohort meetings are disseminated to all food banks after the meeting. Please pass the info to staff who are unable to attend and ensure that designated staff are assigned to attend the meetings.

TEFAP Training:

In consideration for the new staff to the TEFAP program, I'd like to suggest that if this is something your staff is interested in, let me know so I can schedule a virtual training for the new staff.

Areas of Recognition and Merit

While USDA regulation only requires CDSS to submit a report of review findings to you, your Program Consultant has also shared with me some noteworthy areas he observed during the review:

- The food bank's warehouse was clean and secure.
- The food bank was organized; and all paperwork requested was readily uploaded and available for review.
- Food bank staff was pleasant and helpful.
- Your presentation on the Mock/Recall along with the PowerPoint presentation was exceptional. The warehouse demo on the selected product was impressive as staff went straight to the location of the product in the warehouse and explained how the product would be isolated in a corner while they wait for instruction from CDSS.

Please submit a corrective action plan indicating the actions you have taken, or plan to take, to resolve each noncompliance finding and each area of concern listed herein within 30 days of the date of this letter. If full compliance cannot be accomplished within the timeframe allowed, please indicate when you anticipate compliance will be achieved. Please address your response to:

Diamond Longjel, Program Consultant
Emergency Food Programs Unit B
Department of Social Services
744 P Street, MS 19-51
Sacramento, CA 95814

Your assistance and cooperation during the review was greatly appreciated. Your staff was very helpful throughout the process.

If you have any questions or need further clarification of any of the items outlined in this letter, please do not hesitate to call me by phone at (916) 651-0542 or by e-mail at Diamond.Longjel@dss.ca.gov.

Sincerely,

Diamond Longjel
Diamond Longjel, Program Consultant
Food Distribution Unit

_____Nai Sisco_____ __2/8/2022_____
Reviewed and Approved by Date
Nai Sisco, Manager

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To Department of Human Services of
The County of Kern, California

We have performed the procedures enumerated in the Procedures and Results section of this report solely to assist Kern County's Department of Human Services (KCDHS) in determining that Community Action Partnership of Kern (CAPK) has accurately reported cost and revenue and has provided services in accordance with established polices and its agreements with KCDHS, for the fiscal year June 30, 2021 relating to the Home Visit Program (HVP). CAPK's management is responsible for its compliance with those specified requirements.

The management of KCDHS has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of determining that CAPK has accurately reported cost and revenue and has provided services in accordance with established policies and its agreements with KCDHS relating to the HVP. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and results of those procedures are listed on pages 2 through 7.

We were engaged by KCDHS to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on CAPK's compliance with established policies and its agreements with KCDHS relating to the HVP. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of KCDHS and CAPK and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of KCDHS and is not intended to be, and should not be, used by anyone other than the specified party.

BROWN ARMSTRPONG
ACCOUNTANCY COPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
February 8, 2022

BAKERSFIELD
4200 Truxtun Avenue, Suite 300
Bakersfield, CA 93309
661-324-4971

FRESNO
10 River Park Place East, Suite 208
Fresno, CA 93720
559-476-3592

STOCKTON
2423 West March Lane, Suite 202
Stockton, CA 95219
209-451-4833

REGISTERED Public Company Accounting Oversight Board and MEMBER of the American Institute of Certified Public Accountants

COUNTY OF KERN
DEPARTMENT OF HUMAN SERVICES
COMMUNITY ACTION PARTNERSHP OF KERN
PROCEDURES AND RESULTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

I. REIMBURSEMENT POLICY AND BILLING REQUIREMENTS

1) Verify that CAPK submits monthly to KCDHS an invoice for reimbursement of allowable expenditures for the previous month in a KCDHS approved form which includes following: 1) a monthly total and itemization of all costs by budget line item, arranged in the same order as the approved budget, including payroll reports, must be provided for each item for which reimbursement is requested. 2) Itemization of all travel expenses incurred and travel costs do not exceed the County's rates; 3) Copies of invoices submitted to CAPK from subcontractors. 4) Invoices shall be received by the KCDHS Accounts Payable Unit for processing by the 25th calendar day of the month following the month in which services were rendered.

   Result: We found no exceptions as a result of the procedures performed.

2) Verify that final invoices are received by KCDHS no later than 45 days following termination of this Agreement.

   Result: We found no exceptions as a result of the procedures performed.

3) Verify budget funds are restricted for use within the budget fiscal year.

   Result: We found no exceptions as a result of the procedures performed.

4) Verify that CAPK submits no later than June 20th an estimated invoice for reimbursable, accrued costs to June 30th. The Department's fiscal year funding allocation ends June 30, and costs are claimed on a cash basis.

   Result: We found CAPK did not submit an estimated invoice for reimbursement of accrued costs. Per subsequent verbal agreement between KCDHS and CAPK, the estimated invoice is retired. CAPK will no longer submit such invoice. A final invoice is deemed sufficient.

II. INTERNAL CONTROL

1) Verify that reported services were actually rendered and that adequate controls exist within CAPK in general.

   Result: We found no exceptions as a result of the procedures performed.

2) Gain an understanding of CAPK's internal controls over securing personally identifiable information (PII) against loss or compromise and perform test of controls to determine if there are any significant deficiencies or material weaknesses in CAPK's internal control system over securing PII.

   Result: We found no exceptions as a result of the procedures performed.

III. COMMUNITY ACTION PARTNERSHIP OF KERN RESPONSIBILITIES

A. Outreach

1) Verify that CAPK's site supervisors distribute program information to available venues such as stores, libraries, laundromats, doctor and dental offices and medical clinics and host recruiting events in service areas when the wait list drops below 50 percent.

Result: We reached out to those CAPK's site supervisors who were assigned to distribute Home Visit Program information to available venues in the areas they were responsible for. Two out of seven selected site supervisors are no longer with CAPK. Their contact information is invalid. Four site supervisors were not responsive, after multiple attempts of emails and calls. Only one supervisor responded. Per conversation with her, she stated she did not distribute program information to any venues.

2) Verify CAPK stations a Home Visiting Program (CAPK-HVP) liaison at the Department of Human Services ("DHS") O.C. Sills main office in Bakersfield to promote, enroll, and field questions for the HVP program.

Result: We found no exceptions as a result of the procedures performed.

3) Verify CAPK provides and distributes CAPK-HVP posters.

Result: We found no exceptions as a result of the procedures performed.

4) Verify CAPK promotes the HVP program through their social media platforms.

Result: We found no exceptions as a result of the procedures performed.

B. Home Visits

1) Verify CAPK provides the following staff
   a. One Program Manager
   b. Twenty-five qualified Home Visitors
   c. Two Program Coordinators
   d. Four liaisons
   e. One Mental Health Specialist

Result: We found no exceptions as a result of the procedures performed.

2) Verify that CAPK serves 200 concurrently CalWORKs voluntary families through the CAPK-HVP program as follows:

Target Population	
CalWORKs Assistance Units - Pregnant with no other children at the time of enrollment, or a first-time parent, or caretaker relative of a child less than twenty-four months	Pregnant w/no children: 50 First-time parent: 50
Child-only - Pregnant with no other children at the time of enrollment, or a first-time parent, or caretaker relative of a child less than twenty-four months	Pregnant w/no children: 20 First-time parent: 20
Expanded Population	
Homeless families with more than one child in addition to having a child under 2 at the time of enrollment.	**80**
Families with more than one child in addition to having a child under 2 at the time of enrollment.	**80**

Result: We found no exceptions as a result of the procedures performed.

3) Verify CAPK serves 300 families cumulatively during the term of the Agreement as outlined in Exhibit "A" to Amendment No. 1.

   Result: CAPK served 240 families cumulatively during the first half of the Agreement term. We believe CAPK is in compliance based on their effort during the first half of the Agreement term.

4) Verify CAPK provides HVP services in the district areas of Taft, Shafter, Rosemond, Eastern Kern, and Ridgecrest. If CAPK cannot secure a CAPK site in a particular district, services will be provided via ZOOM or by phone. However, the initial home visit will be provided in person. HVP services will resume in person once a CAPK district site has been established.

   Result: We found no exceptions as a result of the procedures performed.

5) Verify CAPK annually conducts no fewer than 40, 30-90 minute weekly home visits and/or phone contacts and facilitates no fewer than 12 socialization activities for each family participating in the CAPK-HVP program.

   Result: We found no exceptions as a result of the procedures performed.

6) Verify CAPK provides and uses the Partners for Healthy Babies curriculum.

   Result: We found no exceptions as a result of the procedures performed.

7) Verify CAPK provides a ratio of one CAPK-HVP home visitor for 8-10 families. Also verify this ratio is the same for district areas of Taft, Shafter, Rosemond, Eastern Kern and Ridgecrest.

   Result: We found no exceptions as a result of the procedures performed.

8) Verify CAPK provides services to the HVP families for 24 months from the time of enrollment, or until the child is 47 months old, whichever is later.

   Result: We found no exceptions as a result of the procedures performed.

C. Connection to Resources - CAPK utilizes internal resources when possible to meet client needs.

1) Verify CAPK refers clients to partner agencies (including KCDHS for job readiness, mental health and substance abuse services and assistance for victims of domestic violence and sexual assault) when unable to internally meet client needs as appropriate.

   Result: We found no exceptions as a result of the procedures performed.

2) Verify CAPK refers clients to Information and Referral Specialists through 211 Kern when resources are not readily available.

   Result: We found no exceptions as a result of the procedures performed.

D. Data Collection

1) Verify CAPK collects all information necessary for HVP Program Monthly Status Report (HVP19).

   Result: We found no exceptions as a result of the procedures performed.

2) Verify CAPK collects, maintains, and electronically inputs data into the ChildPlus® database.

   Result: We found no exceptions as a result of the procedures performed.

3) Verify CAPK provides by the 10th calendar day of the month the HVP Program Monthly Status Report for submission to California Department of Social Services (COSS).

Result: We found no exceptions as a result of the procedures performed.

4) Verify CAPK provides updated secure file spreadsheets to track individual referrals, program enrollment and exit, home visitor assignments, and services provided; and provides updated spreadsheet monthly to KCDHS Liaison.

Result: We found no exceptions as a result of the procedures performed.

E. Material Goods - material goods related to the health and safety of the child and family (not to exceed $500) will be available to each family. Verify the CAPK home visitor complete the following:

1) Completing initial assessment
2) Purchase the items
3) Deliver or arrange for delivery of items
4) Request Department approval via Material Goods Approval Request, Exhibit "C", for purchase of material goods not listed in Exhibit "B". (Refer to Agreement for HVP Services Exhibit "C" and Exhibit "B")
5) Monitor cases to ensure $500 per family limit is not exceeded.

Result: We found no exceptions as a result of the procedures performed.

F. Training

1) Verify CAPK provides a general training on the CAPK-HVP program for Department HVP case managers, supervisors, and liaison.

Result: We found no exceptions as a result of the procedures performed.

2) Verify CAPK mandates all home visitors to complete Cultural/Linguistic and Anti-Bias training and provides to KCDHS verification of completion of Cultural/Linguistic and Anti-Bias training that meets California Department of Social Services minimum training standards for all CAPK HVP staff.

Result: We found no exceptions as a result of the procedures performed.

3) Verify CAPK administers the local Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) program and provides to Department verification of WIC program training for all CAPK HVP staff.

Result: We found no exceptions as a result of the procedures performed.

G. Verify CAPK and KCDHS collaborates in the participation with the Head Start Policy Council Committee quarterly.

Result: We found no exceptions as a result of the procedures performed.

IV. COMPENSATION

1. Verify CAPK does not utilize funds to compensate employees for overtime or compensatory time off, except to the extent that CAPK is required to pay for overtime or compensatory time off pursuant to the Fair Labor Standards Act of 1938, 29 USCS Section 201 et seq., or applicable State law.

Result: We found no exceptions as a result of the procedures performed.

V. REPORTING

1. Verify CAPK tracks and reports all program outcomes for the parents and children served in the HVP program and measures specific to CalWORKs objectives and include the following:

   a. Demographic Information
      - Race, ethnicity, national origin, primary and secondary language, and county.

      Result: We found no exceptions as a result of the procedures performed.

   b. CAPK/Home Visitor Performance
      - Number of home visits completed, including data on duration of families' enrollment in home visiting services.
      - Indicators of home visiting program workforce capacity, including demographics, characteristics, composition, including employer and certification status, and future training needs of the home visiting workforce.

      Result: We found no exceptions as a result of the procedures performed.

   c. Child and Family Indicators and Outcomes
      - Rates of children receiving regular well-child check-ups and, if available, immunization rates according to the American Academy of Pediatrics Bright Futures guidelines.
      - Number of children receiving developmental screening and referrals for further assessment.
      - Number of children participating in early learning programs.
      - Service referrals by type.
      - Services accessed by type.
      - Parental satisfaction with their gains in parenting skills and knowledge.
      - Food and housing stability.
      - Workforce training, employment, and financial stability.
      - Child Protective Services referrals and outcomes.
      - Participation in educational programs or English as a Second Language programs, or both, as applicable.
      - Access to immigration services and remedies as applicable.
      - Rate of previously homeless families who return to homelessness

      Result: We found no exceptions as a result of the procedures performed.

   d. Additional descriptive and outcome indicators, as appropriate and required by California Department of Social Services.

      Result: We found no exceptions as a result of the procedures performed.

   e. CAPK is responsible for collecting and analyzing data; recording outcomes of the participants and children; and compiling the data into appropriate reports related to the HVP program as required by COSS.

      Result: We found no exceptions as a result of the procedures performed.

   f. CAPK shares HVP reports with the KCDHS liaison each month using a secure file transfer protocol.

      Result: We found no exceptions as a result of the procedures performed.

VI. EVALUATION

1) Services to be provided by CAPK shall be evaluated by KCDHS on a continuing basis. Evaluation may be accomplished by written or verbal communication and/or by site visits to view fiscal and/or program processes and information. Any deficiencies noted during an evaluation shall be stated and placed in detailed written form, with a copy submitted to CAPK. CAPK shall respond in writing to the deficiencies statement within 30 days from the date of receipt. A plan to remedy these deficiencies, where applicable, shall be implemented within 60 days from the date of the deficiencies statement. Failure to remedy the stated deficiencies may result in termination of the Agreement by KCDHS.

   Result: Not applicable. KCDHS did not evaluate services provided by CAPK for the HVP during the fiscal year ended as of June 30, 2021.

MEMORANDUM

To: Board of Directors

From: Jerry Meade, Assistant Director ~ Program

Date: April 27, 2022

Subject: *Agenda Item VI(a):* HS/EHS Funding Guidance Letter for COLA and Quality Improvement Funding – **Info Item**

On April 20, the Head Start and State Child Development Division received the attached funding guidance letter regarding 2022 COLA and Quality Improvement funding. The funding increase was made available from the Consolidated Appropriations Act 2022 where the Office of Head Start received $289 million over FY 2021. The increase in funding includes a cost-of-living adjustment (COLA) of 2.28% as well as Quality Improvement Funding for Head Start grantees. In total, CAPK will receive an additional $938,929 in annual funding. This increase is an ongoing adjustment to the annual grant.

Program staff are collaborating with Finance in developing the budget revision to support the submission of the funding application. Additionally, program staff will develop the most appropriate use of the quality improvement funding following the recommendations included in the guidance.

The funding application is due to the Office of Head Start no later than June 1, 2022. Staff are working diligently working to prepare the formal request for approval from the CAPK Board of Directors. This item will be presented at the Budget and Finance Committee on May 18, 2022, and full Board on May 25

Attachment:
Office of Head Start Funding Guidance Letter

ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

April 20, 2022

Grant No. 09CH011132

Dear Head Start Grant Recipient:

The Consolidated Appropriations Act, 2022, contains an increase for Head Start of approximately $289 million over the Fiscal Year (FY) 2021 level. This includes a cost-of-living adjustment (COLA) of $234 million and a $52 million Quality Improvement investment. The COLA supports a 2.28 percent adjustment above FY 2021 funding levels to increase the pay scales of Head Start and Early Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs. Quality Improvement funds are allocated proportionately based on federal funded enrollment levels, with additional adjustments given to smaller grant recipients to allow for a meaningful investment, as permitted by the Act.

The following table reflects the COLA and Quality Improvement increases available for FY 2022.

Funding Type	Head Start	Early Head Start
Cost-of-Living Adjustment (COLA)	$410,458	$387,732
Quality Improvement (QI)	$68,541	$72,198
Total Funding		**$938,929**

Please note, these permanent increases are effective at the start of the FY 2022 budget period and are retroactive if this period has already commenced. Allocations are subject to adjustment if changes are made to annual funding/enrollment levels. Applicable to recipients operating both a Head Start and Early Head Start program, allocations for each funding type by program must be budgeted accordingly in application submissions.

Application Submission Requirements

The supplemental application is due **June 1, 2022** and must be submitted in the Head Start Enterprise System (HSES). To apply, please select the **Financials** tab, **Grant Application** tab, **Fiscal Year 2022**, and add the **'Supplement – COLA and Quality Improvement'** amendment type. No other application type for these funds will be accepted. For additional information on the allowable uses of COLA and Quality Improvement funding, refer to Program Instruction ACF-PI-HS-22-02.

Content of 'Supplement – COLA and Quality Improvement' Application

Applications must include separate project narratives and detailed budget justifications for each funding type, COLA and Quality Improvement, and by program, Head Start and/or Early Head Start. Each narrative must use 12-point font, and not exceed 10 pages. All narratives, budget justifications, and other supporting documentation must be uploaded into respective folders within the **Documents** tab of the application.

For COLA, the following must be demonstrated:

- A permanent increase of no less than the required 2.28 percent adjustment to the pay scale for each Head Start/Early Head Start position, including current employees and unfilled vacancies subject to the provisions of Sections 653 and 640(j) of the Head Start Act;

- A rationale and supporting documentation detailing agency policies and procedures if a position is receiving less than the required COLA percentage or differential COLA increases;
- The provision of a no less than 2.28 percent increase to all delegate agencies and partners or justification if less than the required percentage or differential increases are provided to delegate agencies and partners;
- Written confirmation that increases will be applied retroactively to the start of the FY 2022 budget period with a description of how funds will be distributed to affected employees, if applicable;
- The planned uses for any portion of the COLA funds to offset higher operating costs, once the 2.28 percent increase is provided to all staff, delegates and partners.

For Quality Improvement, the following must be demonstrated:

- Investments are consistent with Sec. 640(a)(5) of the Act (except programs are not bound by the requirements that at least 50 percent of the funds be used for staff compensation or that no more than 10 percent of funds be used on transportation. For more information on allowable activities as outlined in the Act, please see Attachment A);
- Investments made in Quality Improvement should be ongoing; description and written confirmation that funds will be used for ongoing purposes consistent with Section 640(a)(5) of the Act;
- If funds are used for staff wages, written confirmation that increases will be applied retroactively to the start of the FY 2022 budget period with a description of how funds will be distributed to all affected employees.
- If funds are used for one-time activities in the FY 2022 budget period, describe plans for how the funds will be allocated in the subsequent budget period.

Recipients are strongly encouraged to commit to sustained quality improvement investments, such as further increasing wages of Head Start/Early Head Start educational staff. However, grant recipients have the flexibility to use these funds to support the greatest local needs, consistent with Section 640(a)(5) of the Act.

Application's Budget Tab Requirements

The data entered on the Budget tab within the application populates the SF-424A. Grantees are required to include funds for both COLA and Quality Improvement, and within the appropriate program, Head Start or Early Head Start.

Non-Federal Match

The budget and detailed budget justification must include each source of non-federal match, including estimated amount per source and the valuation methodology. Flexibilities continue for waiver requests of the non-federal match requirement through the public health emergency due to the COVID-19 pandemic. If a non-federal match waiver is being request, a value of $0 must be entered in Section C of the SF-424A of the application. No additional justification is required, and the issuance of a notice of award constitutes approval of the request.

Supporting Documents

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group’s participation in the development and approval of the application must be provided. Through the public health emergency, at a minimum a statement confirming approval by Governing Body and Policy Council members available for contact will be accepted.

The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Andrea Harvey, Head Start Program Specialist, at 415-437-8544 or andrea.harvey@acf.hhs.gov or Joanna Chan, Grants Management Specialist, at 415-437-8421 or joanna.chan1@acf.hhs.gov.

Program Improvement (One-Time) Requests

Grant recipients encountering program improvement needs that cannot be supported by the agency budget are invited to apply for one-time funding. This funding must be applied for separately through the appropriate amendment in HSES. Program Improvement requests are prioritized and subject to funding availability. For questions regarding program improvement needs and requests, please contact the regional office.

For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

Sincerely,
The Office of Head Start

Attachment A

Allowable Uses of Quality Improvement Funds as Specified in the Head Start Act

1. To improve the compensation (including benefits) of educational personnel, family service workers, and child counselors, as described in Sections 644(a) and 653 of the Head Start Act, in the manner determined by the Head Start agencies (including Early Head Start agencies) involved, to support the following —
    - ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality;
    - improve staff qualifications and assist with the implementation of career development programs for staff that support ongoing improvement of their skills and expertise; and
    - provide education and professional development to enable teachers to be fully competent to meet the professional standards established under Sec. 648A(a)(1) of the Act, including—
        - providing assistance to complete postsecondary course work;
        - improving the qualifications and skills of educational personnel to become certified and licensed as bilingual education teachers, or as teachers of English as a second language; and
        - improving the qualifications and skills of educational personnel to teach and provide services to children with disabilities

2. To support staff training, child counseling, and other services necessary to address the challenges of children from immigrant, refugee, and asylee families; homeless children; children in foster care; children with limited English proficiency; children of migrant or seasonal farmworker families; children from families in crisis; children referred to Head Start programs (including Early Head Start programs) by child welfare agencies; and children who are exposed to chronic violence or substance abuse.

3. To ensure that the physical environments of Head Start programs are conducive to providing effective program services to children and families, and are accessible to children with disabilities and other individuals with disabilities.

4. To employ additional qualified classroom staff to reduce the child-to-teacher ratio in the classroom and additional qualified family service workers to reduce the family-to-staff ratio for those workers.

5. To ensure that Head Start programs have qualified staff that promote the language skills and literacy growth of children and that provide children with a variety of skills that have been identified, through scientifically based reading research, as predictive of later reading achievement.

6. To increase hours of program operation, including the following —
    - conversion of part-day programs to full-working day programs; and
    - increasing the number of weeks of operation in a calendar year.

7. To improve community wide strategic planning and needs assessments for Head Start programs and collaboration efforts for such programs, including outreach to children described in no. 2 above.

8. To transport children in Head Start programs safely.

9. To improve the compensation and benefits of staff of Head Start agencies, in order to improve the quality of Head Start programs.

ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

March 28, 2022

Community Action Partnership of Kern

Re: Grant No. 09CH011132

Dear Head Start Grantee:

The Administration for Children and Families (ACF), Office of Head Start (OHS) recently conducted a monitoring review of your program. The attached report contains information about your agency's performance and compliance with the requirements of the Head Start Program Performance Standards, Public Law 110-134, Improving Head Start for School Readiness Act of 2007, and other applicable regulations.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

If the report has findings the corrective action period will begin 72 hours from the time this email was sent.

Sincerely,

OHS Monitoring Team

ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Mr. Fred Plane

Community Action Partnership of Kern

5005 Business Park N

Ste 130

Bakersfield, CA 93309 - 1652

From: Responsible HHS Official

Date: 03/25/2022

Dr. Bernadine Futrell

Director, Office of Head Start

From February 15, 2022 to February 18, 2022, the Administration for Children and Families (ACF) conducted a Focus Area Two (FA2) monitoring review of the Community Action Partnership of Kern Head Start and Early Head Start programs. This report contains information about the recipient's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007*.

The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. Based on the information gathered during this review, we have found your program meets the requirements of all applicable HSPPS, laws, regulations, and policy requirements.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following recipients:
Ms. Cynthia Yao, Regional Program Manager
Mr. Jeremy Tobias, Chief Executive Officer/Executive Director
Mrs. Yolanda Gonzales, Head Start Director
Mrs. Yolanda Gonzales, Early Head Start Director

Glossary of Terms

Area of Concern (AOC)	An area for which the agency needs to improve performance. These issues should be discussed with the recipient's Regional Office of Head Start for possible technical assistance.
Area of Noncompliance (ANC)	An area for which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency	As defined in the Head Start Act, the term "deficiency" means: (A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves: (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; (B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or (C) an unresolved area of noncompliance.



Program Management and Quality Improvement

Program Management

The recipient establishes a management structure consisting of staff, consultants, or contractors who ensure high-quality service delivery; have sufficient knowledge, training, experience, and competencies to fulfill the roles and responsibilities of their positions; and provide regular supervision and support to staff.

Ongoing Monitoring and Continuous Improvement

The recipient uses data to identify program strengths, needs, and areas needing improvement; evaluate progress toward achieving program goals and compliance with program performance standards; and assess the effectiveness of professional development.

Program Governance

The recipient maintains a formal structure of program governance to oversee the quality of services for children and families and to make decisions related to program design and implementation.

The policy council is engaged in the direction of the program, including program design and planning of goals and objectives.

Program Management and Quality Improvement Summary

Community Action Partnership of Kern has been providing services in Bakersfield, California, since 1965. The recipient offers center- and home-based Head Start and Early Head Start services to children and expectant families. The service area includes the counties of Kern and San Joaquin in the Central Valley of California.

The recipient monitored ongoing improvement practices across service areas. One of the benefits of its monitoring approach was compliance with child safety practices. The quality assurance team, comprised of eight staff, oversaw data collection and worked with the governing board and the policy council to develop the budget, plan targeted staff training opportunities, modify goals, and refine the monitoring system. This informed oversight across all service areas helped address risks and align practices with the emerging needs of children and families.



Monitoring and Implementing Quality Education and Child Development Services

Alignment with School Readiness
The recipient's school readiness efforts align with the expectations of receiving schools, the Head Start Early Learning Outcomes Framework (HSELOF), and State early learning standards.

Effective and Intentional Teaching Practices
The recipient's teaching practices intentionally promote progress toward school readiness and provide high-quality learning experiences for children.

Supporting Teachers in Promoting School Readiness
The recipient prepares teachers to implement the curriculum and support children's progress toward school readiness.

Home-based Program Services
The recipient ensures home-based program services provide home visits, and group socialization activities provide high-quality learning experiences.

Education and Services Summary

Community Action Partnership of Kern supported staff in improving educational practices. The recipient invited observers to provide input on the quality of teacher-child interactions and language modeling. The data was then used to align school readiness goals, inform the instruction and learning environments, and develop a targeted approach to coaching and professional development. Bi-weekly meetings gave teachers and home educators regular times to meet based on an area of growth noted in their professional development plans. Teachers were able to view content provided by the mentor coaches before the meeting so they could share their insights and reflections. The program's collaborative approach resulted in intentional interactions in the classroom between children and staff.

Monitoring and Implementing Quality Health Services

Child Health Status and Care
The recipient effectively monitors and maintains timely information on children's health status and care including ongoing sources of health care, preventive care, and follow-up.

Mental Health
The recipient supports a program-wide culture that promotes mental health and social and emotional well-being, and uses mental health consultation to support staff.

Oral Health and Nutrition
The recipient maintains and monitors for effective oral health practices and nutrition services that meet the nutritional needs and accommodate feeding requirements and allergies.

Safety Practices
The recipient implements a process for monitoring and maintaining healthy and safe environments.

Services to Expectant Families
The recipient provides quality services that facilitate expectant mothers access to health care and provide information to support prenatal, postpartum, maternal, and infant health and emotional well-being.

Health Services Summary

Community Action Partnership of Kern developed mitigation strategies to slow the spread of the COVID-19 virus. In collaboration with the Health Service Advisory Committee, the program developed a comprehensive health protocol following the Centers for Disease Control and state guidelines that were reviewed and approved by the local health department. All staff participated in training on the updated health protocol, and families were provided with a resource to explain health and safety expectations and practices. Additionally, the recipient implemented and enforced mask and vaccination mandates for staff and supported staff and families on-site with COVID-19 tests and vaccination clinics. This approach resulted in 198 vaccines and 35 tests administered to families in 28 different locations. The recipient also invested in electrostatic sprayers to sanitize classrooms at least twice per day. The layered mitigation strategies allowed the program to minimize the risk of spreading COVID-19 and continue services in a safe environment.



Monitoring and Implementing Quality Family and Community Engagement Services

Family Well-being
The recipient collaborates with families to support family well-being, parents' aspirations, and parents' life goals.

Strengthening Parenting and Parent-Child Supports
The recipient provides services that strengthen parent-child relationships and support parents in strengthening parenting skills.

Family Engagement in Education and Child Development Services
The recipient provides education and child development services that recognize parents' roles as children's lifelong educators and encourage parents to engage in their child's education.

Family and Community Engagement Services Summary

Community Action Partnership of Kern provided resources to support each family's well-being. Staff surveyed families at enrollment and used the results to develop short- and long-term goals reflective of the unique needs of families and to understand what resources or referrals were needed. The family services managers and administrators described how authentic relationships with the families have shown to be most successful during the COVID-19 pandemic. One of the predominant needs during the pandemic was food. In response, the recipient used an internal food bank and collaborated with various community partners to provide food and pantry staples to families in the service area. The program staff and managers delivered 3,600 food boxes to enrolled families. These strategies helped the recipient mitigate food insecurities.

Monitoring and Implementing Fiscal Infrastructure

Budget Planning and Development
The recipient develops and implements its budget to sustain management, staffing structures, and the delivery of services that support the needs of enrolled children and families.

Ongoing Fiscal Capacity
The recipient plans and implements a fiscal management system that supports the organization’s ongoing capacity to execute its budget over time and meet the needs of its organization.

Budget Execution
The recipient’s financial management system provides for effective control over and accountability for all funds, property, and other assets.

Facilities and Equipment
The recipient complies with application, prior approval, and reporting requirements for facilities purchased, constructed, or renovated with Head Start funds.

Fiscal Infrastructure Summary

The recipient's fiscal management system aligned funds with program goals and services. The Head Start/Early Head Start leadership staff collaborated with the chief financial officer, the chief executive officer, and governing bodies to analyze program data, identify shifts and trends in program needs, and allocate funds to support quality services. For example, the program allocated funds to provide resources and staff support for classrooms serving children with disabilities. The impact of this financial and program management approach led to the effective oversight of federal funds and intentional services for children and families.

Monitoring ERSEA: Eligibility, Selection, Enrollment, and Attendance

Determining, Verifying, and Documenting Eligibility

The recipient enrolls children or expectant mothers who are categorically eligible or who meet defined income-eligibility requirements.

At least 10 percent of the recipient’s total funded enrollment is filled by children eligible for services under IDEA or the recipient has received a waiver.

Enrollment Verification

The recipient maintains and tracks enrollment for all participants including expectant mothers.

ERSEA Summary

Community Action Partnership of Kern established processes for maintaining files that listed eligibility categories and documented determinations. Each file included documentation completed by staff during an in-person or phone intake interview. All files reviewed contained a staff signature and a manager's initials indicating the file was monitored. The recipient had a waitlist of 150 families and continued recruitment efforts throughout the pandemic. The program's ERSEA policies ensured services were offered to children and families with the greatest need.

---------- End of Report ----------

MEMORANDUM

To: Board of Directors

From: Pritika Ram, Director of Administration

Date: April 27, 2022

Subject: *Agenda Item VII(a)*: Approval of the Community Action Partnership of Kern Foundation Board of Directors Minutes (March 2022) – Pritika Ram, Director of Administration – **Action Item**

The CAPK Foundation Board met on March 29, 2022, and approved a revised meeting schedule to reflect meeting dates every other month. Other information items presented included updates on the Friendship House Community Center Capital Campaign, Director of Development recruitment activities, and the Food Bank fundraising and construction progress to date.

Recommendation:

Staff recommends the Board of Directors approve the CAPK Foundation Board of Directors report and minutes from March 29, 2022.

Attachment:

Minutes from the March 29, 2022 CAPK Foundation Board Meeting

DATE March 29, 2022

TIME 12:00 pm

LOCATION Teams Meeting / In-Person at 5005 Business Park North Bakersfield, CA 93309

TEAMS LINK Click here to join the meeting

PHONE NUMBER (213) 204-2374 / ID: 829 439 31#

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION
Board of Directors Meeting Minutes

I. Call to Order

Board Chair Kevinn Burton called the meeting to order at 12:00 pm via Tele-Conference with opportunity for the public to join at the administrative offices of Community Action Partnership of Kern, located at 5005 Business Park North, Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Kevin Burton (Chair), Nila Hogan, Chase Nunneley, Fred Plane, Michele Shain, Chei Whitmore

Absent: Michael Bowers, Don Bynum, Ariana Joven

Others Present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff

II. Public Comments

No one addressed the Board.

III. Resolution Approving Authorization and Verification that the Exemption from Traditional Teleconference Requirements is Necessary Pursuant to Assembly Bill 361 – Jeremy Tobias, Chief Executive Officer – Action Item

a. Resolution #2022-02

Motion was made and seconded to approve Resolution #2022-02. Carried by unanimous vote (Whitmore/Plane).

IV. Consent Agenda

Motion was made and seconded to approve the Consent Agenda. Carried by unanimous vote (Nunneley/Hogan).

V. Regular Business

a. 2022 CAPK Foundation Board Meeting Calendar – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram presented the revised Foundation Board Meeting Calendar for approval.

Chei Whitmore asked if a meeting would be scheduled is there were important action items to be approved prior to the next scheduled meeting. Pritika replied that staff will continue to keep the Board apprised of the business of the Foundation and will request a special meeting if that scenario should arise.

Motion was made and seconded to approve the revised CAPK Foundation Board Meeting Calendar. Carried by unanimous vote (Shain/Whitmore).

b. Friendship House Community Center Capital Campaign – Pritika Ram, Director of Administration – ***Info Item***

Pritika Ram presented the above info item and reported that an ad hoc committee has been formed with 2 Foundation Members (Kevin Burton & Ariana Joven) and 2 FHCC Advisory Board Members (Raul Gallardo & Jenilee Fermin). Pritika said that contractor bids are expected soon and once received, it will help to drive the proposal.

Pritika provided an overview of activities taking place to prepare for the upcoming Capital Campaign, which includes: Identifying potential donors from CAPK's vendor list; Working with CAPK's marketing consultant to assemble a comprehensive packet to address the metrics of the Friendship House; Working with a local elected official who has indicated available funds may be forthcoming; Highlighting the other programs and services offered at Friendship house to bring greater awareness and exposure within the community.

c. Director of Development Recruitment Update –Kevin Burton, Board Chair – ***Info Item***

Kevin Burton reported that the candidate identified at the last meeting has decided to remain with her current employer. Other candidates are being considered but Kevin stressed the need to make sure the right person is in the position, and that may mean that the position remains open a little longer.

b. Food Bank Capital Expansion on Fundraising and Construction Update – Emilio Wagner, Director of Operations and Pritika Ram, Director of Administration – ***Info Item***

Emilio Wagner provided an update regarding the status of the construction and said that work is well underway at the Food Bank and that there is now road access off Washington, and curbs are being poured and saw cut on the south side of the existing Food Bank. The underground work is taking place now and the building pad for the metal building will be completed before the end of April. The estimated delivery date of the metal building is now mid to late April, a little earlier that previously reported, so once the building pad is complete, the metal iron workers will begin to erect the building. Emilio said that some of the bids have to be re-submitted, but there are plenty of contracts that have already been awarded for the work that will see us through the point of building erection.

Pritika Ram shared good news and said that the private donor has agreed to donate $3 million to the Food Bank Expansion and leadership staff is working with CAPK's legal counsel to review the donor agreement. It is expected the agreement will be executed by mid-April. The donor has indicated that they want to take an active role in how this donation is communicated publicly.

Pritika also reported that the $3 million grant from Congressman Valadao's office was approved so with that confirmation, the Food Bank Expansion expenses are 100% covered. Funding is coming out of HUD and that presents a few limitations, but we will work through any issues during the contract negotiations. An onsite visit at the Food Bank is being planned to provide proper recognition of this $3 million donation. Staff will communicate details of the event at a later date and Pritika encouraged all to be in attendance.

Kevin Burton asked about the estimated date of completion and Emilio responded that it will be completed during the first quarter of 2023, or sooner.

VII. Board Member Comments

- No Comments

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, May 31, 2022
5005 Business Park North
Bakersfield, CA 93309

IX. Adjournment

The meeting was adjourned at 12:19 pm

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: April 27, 2022

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

The Policy Council met on March 22, 2022, at which time quorum was established. This meeting was conducted via teleconference as per California Governor Executive Order N-25-20.

The 2022-2023 Recruitment and Selection Plan was presented to the Policy Council. The Head Start Program Performance Standards require programs to review and revise this document, if necessary, on an annual basis. Information was shared with the Council regarding the areas which the Recruitment and Selection Plan Committee felt needed revising and the reasons for such. Upon conclusion of the presentation and an opportunity for question and discussion the 2022-2023 Recruitment and Selection Plan was unanimously approved by the Council.

Additionally, an informative overview of the Head Start kindergarten transition process was presented to Policy Council. Various stages in this transition were shared including information regarding academic kits provided to children to support continued learning over the summer months.

The next Policy Council meeting is scheduled for May 24, 2022.

Recommendation:

The Policy Council requests Board approval of the April Report and the Policy Council meeting minutes from March 22, 2022.

Attachment:

Policy Council Meeting Minutes from March 22, 2022.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
March 22, 2022
Teleconference ID: 780 052 370#
Per Governor's Executive Order N-25-20

1. **Call to Order**
   Policy Council Chairperson, Andrea Martinez called the meeting to order at 5:30 p.m.
   a. Policy Council Vice-Chair, Isabelle Diaz conducted roll call; quorum was established.
   Policy Council Members Present: Dominique Bassi, Isabelle Diaz, Teresa Fajardo, Nila Hogan, Kaylonie Howard, Michelle Jara-Rangel, Andrea Martinez, Ashely McAllister, Jasmine Ponce, Pablo Reyes

2. **Public Comments**
   The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the Policy Council will take no action other than that referring the item(s) to staff for study and analysis. ***Speakers are limited to three minutes each****. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*
   None

3. **Standing Committee Reports**
   a. School Readiness Committee
   The committee met on March 10, 2022. Maria Guadian, Family Engagement and Inclusion Manager presented information to the committee on how family engagement and inclusion supports school readiness. Family engagement subject matter included but was not limited to the empowerment of parents, advocacy, weekly educational s'mores newsletters and more. ReadyRosie Summer Soar is a newsletter filled with videos, activities, and tips for parents to use at home to support kindergarten readiness. Additional information shared included the Ages and Stages Questionairre-3 which helps to identify if children are developmentally on track or if they may need additional support. The referral process was also discussed along with the goal setting and observation sheet which supports those children with a current IEP or IFSP.
   b. Planning Committee
   The Policy Council Planning Committee met on March 1, 2022; quorum was established. A draft version of the Recruitment and Selection Plan was shared with the committee. The various recruitment strategies that will be used to increase enrollment of children with disabilities was also shared with the committee; this is to ensure the program continues to meet the 10% requirement in this category. It was noted the new federal poverty guidelines were also included in the draft document. The Division/Program monthly activity report for February 2022 was reviewed with the committee. This included enrollment information for all Head Start program options. Enrollment was as follows: Head Start Kern, 70%; Early Head Start Kern, 61%; Early Head Start San Joaquin, and Early Head Start Childcare Partnership, were both at 57% for the reporting period. The Child Adult Care Food Program (CACFP) noted 52,675 meals were prepared by the Central Kitchen in January 2022.
   c. Budget & Finance Committee
   The Budget and Finance Committee met on March 15, 2022. Budget to actual financial documents for all grants, as well as parent activity funds, local travel reimbursement and American Rescue Funding information was presented and discussed. All information is included in the Policy Council packet. Various responsibilities were also discussed, and members received a better understanding of certain reports and documents. The next Budget & Finance Committee meeting will be held on April 19, 2022 at 6:00 p.m.
   d. Bylaws Committee
   The Bylaws Committee will meet on April 12, 2022 which will be the committee's second meeting. Members will discuss advocacy and leadership as well as begin the self-paced Governance module as found on the Early Childhood Learning & Knowledge Center website. This meeting will be held on Microsoft Teams at 5:30 p.m.

4. Presentations

a. Kindergarten Transition – Carolyn Coffey, Education Administrator

Carolyn presented information as to how Head Start classrooms support children and families with the transition to kindergarten noting when transitions are successful children and families are more like to experience success in school long term. The *Is Your Child Ready for Kindergarten* document was presented, which is a form provided to parents after each assessment (3 times a year) to show the child's progress. Other activities supporting transition such as the school library experience, and cafeteria experience also take place. Teachers are encouraged to invite librarians into the classroom, and students participate in a virtual tour of the library as well. There are mock library experiences conducted in the classroom allow students to "check out" a book. There are four cafeteria experiences which will be taking place throughout April. Activities include, putting lunch items on a tray, as well as the sack lunch experience. The important for teaching children to have self-help skills such as opening the milk carton, getting their own utensils, etc. There is also the kindergarten support team, kindergarten teachers and principals are invited to parent meetings to speak at parent meetings. To support this component there is also a Kindergarten Transition s'more newsletter sent through Learning Genie. At the end of the year kindergarten enrollment information as well as information on summer programs and activities is made available to parents. Carolyn encouraged parents to speak with their site supervisors and teachers about the transition process in their specific area. Carolyn shared to ensure children continue to utilize skills learned over the summer months, there is a kindergarten checklist that supports with development and skills during the summer, to support children staying on track. Carolyn reviewed skills in the various domains of the *Is Your Child Ready for Kindergarten* form, giving examples and speaking to the importance of each. She also spoke about the kindergarten and preschool kits. The kits have items and activities for children transitioning to kindergarten as well as for part year center 3-year-old children to support continued summer learning. Carolyn stated kindergarten registration is currently taking place and encouraged parents to contact their local school district for information about enrollment. She also recommended parents begin to schedule physicals for the upcoming school year and to be sure immunizations are up to date.

5. Consent Agenda ***ACTION**

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

a. Policy Council Meeting Minutes – February 22, 2022 (English/Spanish)
b. Planning Committee Minutes – February 1, 2022 (English/Spanish)
c. School Readiness Committee Minutes – February 10, 2022
d. Planning Committee Minutes – March 1, 2022 (English/Spanish)
e. Kern Head Start Budget vs. Actual Expenditures, March 1, 2021, to February 28, 2022
f. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2021, to February 28, 2022
g. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2021, to February 28, 2022
h. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2021, to February 28, 2022
i. American Rescue Funding Expenditures April 1, 2021 to February 28, 2022
j. Parent Local Travel & Childcare through February 28, 2022
k. Parent Activity Funds through February 28, 2022
l. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2021, to February 28, 2022
m. San Joaquin Early Head Start Non-Federal Report, March 1, 2021, to February 28, 2022
n. Kern Early Head Start Child Care Partnerships Non-Federal Report, March 1, 2022 to February 28, 2022
o. Head Start Program Review Evaluation (PRE) Report – February
p. Microbusiness COVID Relief Grant
q. 2022 Kern Immigrants' Rights Conference: Step into Action! – March 31, 2021 (English/Spanish)
r. Children's Mobile Immunization Clinic – April 2022; Adventist Health (English/Spanish)
s. Monthly Parent Training with Dr. Kirk – April 11, 2022; Head Start Wellness
t. Kern County Sherriff's Office Headquarters Tours – May 12, 2022, KCSO

u. How to Use Positive Language to Improve Your Child's Behavior – Backpack Connection Series (English/Spanish)
v. Head Start Recruitment Flyer
w. Home Visiting Program Flyer
x. Planning Committee Meeting Dates
y. Budget & Finance Committee Meeting Dates
z. Bylaws Committee Meeting Dates
aa. School Readiness Meeting Dates
bb. Policy Council Meeting Dates

A request was made to remove items (e) through (i) from the consent agenda for discussion. An inquiry was made, as to whether a request for carry over of funds would be requested since the budget was not fully expended for the 2021-2022 year and if so, is it known what those funds will be used for? It was stated there will be an upcoming carryover request brought to the Council later. Additionally noted were how the funds will be used has been identified and this information will be brought to the Board (of Directors) and Policy Council once the exact numbers have been calculated. A question was also posed regarding the American Rescue Plan Act. It was stated that the report for this item indicates funds are to be used for a summer bridge program. Additionally stated was this budget (according to the provided report) will close on March 31, 2023. The question asked was, "will the remainder of these funds be used this year for a summer bridge program?" It was clarified a summer bridge program was conducted in 2021 and funds were not awarded solely for that purpose. It was further indicated the balance of funds will be used primarily towards construction as well as for a retention stipend for staff. It was acknowledged funds could be used for a summer bridge program (2022) however, because there is already a staffing challenge the decision was made to use as a stipend; with the request when ready going to the Board. There were no other questions presented. Upon conclusion of the discussion Michelle Jara-Rangel made a motion to approve consent items (a) through (bb); seconded by Pablo Reyes. Motion carried unanimously.

6. <u>New Business</u> *ACTION

a. 2022-2023 Recruitment and Selection Plan – Robert Espinosa, Program Design & Management Administrator

Robert shared that the Head Start Performance Standards require programs to annually review and revise, if necessary, their Recruitment and Selection Plan. In presenting the 2022-2023 Recruitment and Selection Plan, Robert shared with the Council that the committee met on two occasions. The Recruitment and Selection committee included agency staff from various departments, collaboration with outside agencies, as well as Board member, Michelle Jara-Rangel and Policy Council Chair Andrea Martinez. Committee members reviewed community assessment data and completed an analysis of the current selection and criteria point system to ensure the Recruitment and Selection Plan continues to meet the Head Start Program Performance Standards in making sure the most vulnerable children and families in our community have an opportunity to be served. Robert shared that through the review and discussion during these meetings, the term *homeless eligible* was changed to *McKinney-Vento eligible* to avoid any stigma related to the word as well as with the hope to capture more families who may be eligible in this category. It was also the consensus of the committee that additional points on the selection and criteria form be given to children with a diagnosed disability, having a current IEP or IFSP. These points were increased from 150 points to 200 points. Robert also shared the definition *home language*, was changed to *primary language*. Upon conclusion, Andrea expressed appreciation for the opportunity to participate on the Recruitment and Selection Plan Committee adding that she learns so much. Teresa Fajardo made a motion to approve the Head Start 2022-2023 Recruitment and Selection Plan; seconded by Ashley McAllister. Moton carried unanimously.

7. <u>Standing Reports</u>

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa thanked everyone for their attendance and welcomed new Policy Council member and Harvey L. Hall center representative, Kaylonie Howard. New Board of Director's (BOD) representative Michelle Jara-Rangel was introduced and welcomed to Policy Council as well. It was shared as a CAPK Board of Director's Policy Council representative Michelle will be sharing information in that capacity with

Policy Council members. Lisa also announced in continuing to grow Policy Council, an application for the vacant position of community representative has been received and members will be voting on this item at the next meeting. She also spoke about the Read Across America event held in February and thanked all who participated with a special thank you to Pablo Reyes who read at Harvey L. Hall and Ashley McAllister who read at Pete Parra. Lisa encouraged members to attend their respective monthly parent meetings adding it is an additional platform not only to obtain additional information but also an opportunity to share new learning gained at Policy Council. Lisa noted the Council is approaching the half-way point, reaching the 6-month mark. She thanked members for their commitment to Policy Council noting their participation, input, and advocacy are truly making a difference.

b. Community Representative – Nila Hogan

Nila spoke to the importance of self-care for parents and informed members two links will be sent to them on the topic of self-care. She stated that in caring for our children and families along with getting caught up in the day-to-day activity's parents need to make sure they are prioritizing their own needs adding our children can't be great unless we are great. Nila informed members that one of the links to be shared will contain simple, no cost things parents can do to help slow down, center and maintain their own self-care. Nila shared that as we head into April, which is Child Abuse Prevention month, and in her work with others in this area she has seen the importance of having a family self-care plan. Nila stated the second link to be shared speaks to this topic. It will provide you with a step-by-step process as to how to create your family self-care plan, what goals you want to meet as a family as well as tips on caring for your body. Nila encouraged members to view the links and to remember the importance of self-care for all.

c. Early Head Start San Joaquin – Nicole Nino, EHS San Joaquin, Family Engagement Specialist & Home Base Coordinator

Nicole shared that the monthly s'more was sent in the beginning of March which included information about exploring equity in the program, including recognizing biases as well as cultural and mental health equity. Exemplary videos on emotional literacy as well as handouts for parents on stress and how to use positive language to improve children's behavior from the Pyramid Model Backpack series. The newsletter has had 155 views to date. The family engagement activity was to play freeze dance. This is a way to encourage positive parent-child interactions while promoting gross motor development, spatial awareness, and self-management. Parents can play this fun dancing game and share their experiences. In honor of Dr. Seuss, the March food experience was Cat in the Hat Stack. Facilitated by staff, children used the ingredients to make a fruit tree with strawberries, bananas, and kiwi. Ingredients included avocado, cilantro, tomatoes, lemon juice, sour cream, and cheddar cheese. Using their fine motor skills children can tear the cilantro and take turns smashing the avocado. This activity allowed children to explore the different textures, colors, and smells of all the ingredients used for this food experience. Additionally, all San Joaquin staff were provided training on compassion fatigue and stress at work. This training was conducted by Alex Largaespada, mental health consultant from El Concilio. The training highlighted how staff can identify stress and strategies to manage through for both work and home stressors.

d. Early Head Start Partnership – Jasmine Ponce

Jasmine highlighted the recent grand opening ceremony of Escuelita Hernandez which took place on February 24, 2022. This event also feature participation with resources available from various programs within CAPK such as Early Head Start Home Base, 2-1-1, Home Visiting as well as community partner programs. Other programs in attendance were Kern Early Stars, and Kern County Dental mobile clinic. Three people in attendance were able to receive a COVID-19 vaccine and 23 enrolled children had a dental exam. This event was featured on the local news which generated a great deal of community interest resulting in several new applications. The pre-k and toddler classroom will meet full enrollment for the current month. The infant room has many families on the waitlist and will be open upon completion of inspection. Four partnership centers participated in the Read Across America event, hosting guest readers and engaging in Dr. Seuss themed activities. Bakersfield College partnership classrooms had a green eggs and ham nutritional food experience. On April 10, 2022 staff from EHS Home Base and the Home Visiting Program will attend the Grimmway Farms Picnic and Health Fair for program recruitment. Garden Pathways has started a facility upgrade to allow for a mentoring team to

be housed within the building, on the second floor. Jasmine shared there are 46 partnership families enrolled in ReadyRosie and Family Advocates have provided over 750 family resources to date.

e. **Board of Directors – Michelle Jara-Rangel, CAPK Board Member**
Michelle shared her enthusiasm and appreciation for the opportunity to serve on Policy Council. She reported the Board of Directors met on January 26, 2022 and agreed unanimously to nominate (board officer) candidates during this meeting with voting to take place electronically and results presented at the February 23, 2022 meeting. There were 2 nominations for vice-chair with the other 3 officer positions uncontested. All items on the consent calendar were approved as were all new business action items except for the Community Development Financial Institution. The Board directed staff to continue to speak with Valley Strong Credit Union to determine their interest in partnering with CAPK and to then report their findings to the Board. Approved reports included the auditors report of the independent audit, request to extend availability for EHS grants, submission of the 2022-2023 continued funding application for the California Department of Social Services (CDSS) for the funding of programs which include CMAP, CMIG, CMSS and CCTR. Also approved was the Kern Community College District Employment Training Panel Agreement. The CAPK Foundation report as well as the Policy Council report were also shared with the Board. CAPK CEO Jeremy Tobias shared 70 employees have filed and received vaccine exemptions and approximately 800 employees have been fully vaccinated. The closed session report was also provided, and it was noted there was no action taken on the items presented.

f. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**
Yolanda thanked parents for their commitment and dedication in partnering and supporting Head Start in helping to ensure we run a high-quality program. She also thanked board member Michelle Jara-Rangel for her participation in Policy Council along with board member Nila Hogan. Yolanda shared that the health protocol is being reviewed with a few changes being made now that things are beginning to open just a bit more. She stated we are still under the emergency rulemaking regarding masking for all those 2-years old and above, this includes requiring parents to continue to wear their masks adding that staff are also continuing to do the same. The program is continuing to be updated by the CDC and making the changes needed to ensure the health and safety of all. Yolanda shared that the results of the FA-2 should be available very soon and she thanked everyone that participated in that process. She noted that (informally) many great strengths were shared through the review process. Yolanda spoke briefly about the challenges faced in staffing, noting there are many vacancies. Administrative staff has been strategizing as to how to address the workforce challenge and brainstorming with new ideas on how to recruit new staff. She added that within the next few months the hope is to hold job fairs. The program is also partnering with Bakersfield College and there is discussion on creating entry level positions such as an aide to hopefully attract parents that would like to come into the field of early childhood education. Yolanda stated she will be sharing more about this as it is still in the discussion stages, job descriptions would need to be created, approval from the Board of Directors and more but she will keep the Council updated. In closing, Yolanda again thanked members for their continued commitment, and attendance

8. **<u>Policy Council Chairperson Report</u>**
Andrea thanked everyone for attending adding that she is very proud and impressed with the Council and the great participation at each meeting. Andrea shared her testament as to how supportive staff is of parents, noting she had a tough time not being able to attend Policy Council last month due a family matter. She was then reminded by staff, that family comes first; Head Start supports parents and children alike, the entire family and their well-being as a family is a priority. She added it was just the reminder she needed to hear.

9. **<u>Policy Council Member Comments</u>**
Members were given an opportunity to share comments. Dominique Bassi thanked everyone for all the information provided this evening. Isabelle Diaz let members know if anyone was interested in rental or utility assistance, she does have some information from the Housing Authority, and they can reach out to her for that. Teresa Fajardo expressed appreciation for all the meeting reminders, noting they are very helpful because life can get so busy, and she is grateful to be reminded and also grateful for all the support. Nila Hogan shared what a wonderful opportunity it was for her to attend the ribbon cutting at

Escuelita Hernandez. She encouraged members to visit if they have an opportunity. She said it was great to see the parents of the center and the love they have for their center. Michelle Jara-Rangel thanked parents for taking the time to participate on Policy Council and to support the program. She also thanked staff for supporting the parents as well. Ashley McAllister thanked staff and members alike for being at the meeting noting everyone is an intricate part that makes it all work. She also shared that she had the opportunity to attend the Native American Spring Gathering. She received a flyer via Learning Genie and encouraged others to utilize this platform for notifications about resources, events and other items. Jasmine Ponce inquired about the Grimmway Picnic reported on earlier. It was clarified by staff that this is not an event open to the public it is by invitation only and primarily for employees and their families. It was further stated program staff is attending as a community partner, to share information on the services available to those who qualify. Pablo shared about his experience participating in the Read Across America event stating he "had a blast" reading at his daughters' school (Harvey L. Hall). He was very glad he participated and encouraged parents if they can take some time to do the same. Pablo said it made him more aware and served as a great reminder of the importance of reading on a daily basis. He shared that it was just a wonderful experience.

10. Next Scheduled Meeting

The next meeting will be held on April 26, 2022, at 5:30 p.m.

11. Adjournment

Meeting was adjourned at 6:31 p.m.

MEMORANDUM

To: Board of Directors

From: Freddy Hernandez

Date: April 20, 2022

Subject: *Agenda Item VIII(b): Friendship House Advisory Board Update* – **Info Item**

On Tuesday April 12, 2022, the Friendship House Advisory Board held a meeting to discuss a five-year plan for the Friendship House and ideas in how create collaboration projects with the Southeast Bakersfield community. Staff also provided the Board with an update on the lighting and fence project.

Members of the Friendship House Advisory Board and CAPK's Foundation Board met on April 6, 2022, to discuss the lighting and fence project, which is currently pending until the procurement process is completed for the engineering plans. Once the engineering plans are completed, the Ad-Hoc Fundraising Committee will move forward with the fundraising strategy.

Recommendation:

Staff recommends the Board of Directors approve the Advisory Board report.