



DATE	May 11, 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: 328 473 949#

Program Review & Evaluation Committee 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.

1. Call to Order

2. Roll Call

Ana Vigil (Chair)
Jimmie Childress

Michelle Jara-Rangel
Yolanda Ochoa

Marian Panos

3. Public Comments

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

4. Program Presentation

- a. M Street Navigation Center - Laurie Hughey, Program Manager (**p. 3-11**)

5. New Business

- a. April 2022 Program Reports – **Action Item (p. 12-44)**

Pritika Ram, Director of Administration

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

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

b. April 2022 Application Status Report & Funding Profiles – **Action Item**
(p. 45-51)

Vanessa Cortez, Senior Community
Development Specialist

1. Application Status Report – April 2022
2. Funding Profiles
 - i. American Association of Retirees Persons – New Skilled Older Adults
 - ii. California Department of Education California Community Schools Partnership Program Implementation Grant – Bakersfield City School District Cohort
 - iii. Internal Revenue Services (IRS) Volunteer Income Tax Assistance (VITA) Matching Grant VITA
 - iv. State Budget Friendship House Community Center Fencing & Lighting Campaign
3. Small Funding Profiles (\$50,000 & under)
 - i. Union Pacific Foundation Local Grants Union Benefits

c. April 2022 Head Start / State Child Development Enrollment Update & Meals Report – **Action Item** (p. 52-53)

Robert Espinosa, PDM Administrator

d. Strategic Plan Update – **Info Item** (p. 54-58)

1. Goal Group 1
2. Goal Group 2

Susana Magana, Director of Health
& Nutrition
Freddy Hernandez, Director of
Youth & Community Services

6. **Committee Member Comments**

7. **Next Scheduled Meeting**

Program Review & Evaluation Committee
12:00 pm
Wednesday, June 15, 2022
5005 Business Park North
Bakersfield, CA 93309

8. **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, May 6, 2022. Vanessa Nevarez, Assistant to the CPO.



Helping People...Changing Lives.



OPERATOR

County of Kern Homeless Navigation Center

M Street Navigation Center

2900 M Street

Bakersfield, California 93301

Ending the Homeless Crisis in Kern

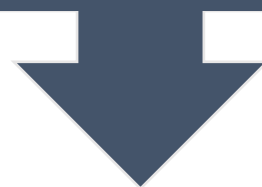
Safe Camping/Parking



- Kern County Ordinance Chapter 8.3, title 2
- Prohibits camping, sitting or laying down with the intent to camp in public areas such as sidewalks, streets, allies, doorways and entrances to buildings in such a way to obstruct vehicular traffic or pedestrian access as required under ADA 1990
- In December of 2021, Kern County Passed the “No Camping Ordinance” therefore M Street has provided a safe designated area for people experiencing homelessness to provide a temporary safe refuge

Ending the Homeless Crisis in Kern

Program Summary



- 35-45 spaces
- Adults 18 & Up
- 3 meals, "10x15" space, personal items, shower services, pet allowed, mental health, security 24/7
- Designated staffing for camping area 24/7
- Medical/Dental Services
- Outreach
- Camping Supplies (tents, sleeping bags, mats,)



Safe Camping/ Parking Update

- Paving Completed
- Reinforcing fencing
- Guard shack in place, electrical conduit pending
- Knight's Portable Restrooms and hand-washing stations reserved
- Tents, sleeping bags and mats purchased
- 5/6 Additional shelter workers going through the on-boarding process
- Security contracts under review, per procurement bidding process
- 24/7 surveillance for safe camping/overnight parking



Goals of the Program

- Build trust
- Community Engagement
- Support local business with providing alternatives
- Provide a safe place for individuals who are shelter resistant
- Connect individuals to services to eventually transition to permanent housing or shelter environment





Changing Lives.



QUESTIONS?

THANK YOU—



M Street Program Manager:
Laurie Hughey
(661) 501-2601, lhughey@capk.org



APRIL 2022 Program Monthly Reports

PRE Committee MAY 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	April-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	Homelessness Assistance		Food Pantries		Utility Payment Assistance	
Top 3 Unmet Needs	Homelessness Assistance		Homeless shelters		Low Income Housing	
Information and Referral Services Calls Handled		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		6,448	28,585	90,000	86%	32%
Kings County (SRV 7c)		164	807	4,000	49%	20%
Tulare County (SRV 7c)		693	2,990	18,000	46%	17%
Stanislaus County (SRV 7c)		699	3,230	19,200	44%	17%
Fresno & Madera		2,471	12,182	20,000	148%	61%
Merced & Mariposa (effective March 2022)		51	78	500	122%	16%
Total I&R Calls Handled		10,526	47,872	151,700	83%	32%
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.				14	1.4	(5.91)
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		12	64	300	48%	21%
Medi-Cal Application (SRV 7b & SRV 7c)		3	40	100	36%	40%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		29	73	300	116%	24%
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)		22,805	83,617	225,000	122%	37%
Other Calls		Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		2,938	12,969	45,000	78%	29%
Mental Health (SRV 7c)		169	892	3,700	55%	24%
Health and Human Service Referrals		6,706	28,764	110,000	73%	26%
Total Other Services		9,813	42,625	158,700		

**Community Action Partnership of Kern
Monthly Report 2022**

Explanation (Over/Under Goal Progress)	
With the addition of the second development specialist we saw an increase in Ages and Stages New Children Screened. We are exceeding in call handling for the counties of Fresno/Madera and Merced/Mariposa. Tulare/Stanslaus and Kings County continue to see a need for 2-1-1 services even though the count is lower than other counties.	
Program Strategic Goals	Progress Towards Goal
1. Recruitment and Retention of staff	The Help Me Grow team is complete with the addition of our second Development Specialist. We did have two I&R Specialist give notice, but we currently have staff requisitions out and are actively recruiting to fill the vacancies.
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 completed the final step in the AIRS re-accreditation. The virtual site visit was held on 4/26/22. At the time of this report, we are pending a final report from AIRS. With the addition of our second Development Specialist, we look forward to an increase in new children screened. We have ramped up outreach effort not only for Help Me Grow, but for 2-1-1 as a whole.	

**Community Action Partnership of Kern
Monthly Report 2022**

Month	April-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		1,021	4,107	10,000	123%	41%
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		937	3,663	7,800	144%	47%
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 97 calls reported above.						
Program Strategic Goals		Progress Towards Goal				
1. Implement effective 24 hour response time for Stanislaus County.		Pending				
2. Increase staff recruitment and retention.		Pending				
3. Build provider network support with Stanislaus Continuum of Care (CoC)/Homeless Collaborative.		Pending				
Program Highlights						

Month	April-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 unsheltered individuals with pets and partners.						
Shelter Services		Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b)		95	408	950	120%	43%
Pets (i.e., kennel, emotional support assistance and service pet)		9	38	170	64%	22%
Residents Under 90 days length of stay		65	280	500	156%	56%
Exits to Permanent Housing (FNPI 4b)		15	39	96	188%	41%
Exits-Self		8	47	180	53%	26%
Exits-Involuntary		65	251	400	195%	63%
Case Management Services (SRV 7a)		680	3,459	3,000	272%	115%
Critical Incidents		17	88	360	57%	24%
Shelter Residents Meals (SRV 5ii)		5,005	17,809	60,000	100%	30%
Number of Volunteers (duplicated)		42	161	175	288%	92%
Volunteers Hours (duplicated)		186	502	1,500	149%	33%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals		Progress Towards Goal				
1. Number of residents participating in job training program (i.e. project hire up, financial literacy, etc.).		5 participating in the cohort 6 of project hire-up, 6 attended the financial literacy class on credit, 2 attended Be finally free class on forgiveness				
2. Develop Encampment/Overnight parking program at Navigation location.		Fencing to start early May, sleeping bags, tents, mats have been purchased, guard shack placed, rent a toilet and hand washing stations on reserve until fencing is complete, 5/6 staff hired and going through on-boarding process, MOU's have been submitted for review, P & P submitted for review.				
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 have been submitted for review, differential pay has been approved for staff working PM & overnight shifts, meeting with HR/shelter staff on May 15th to discuss job duties for reclassification.				
Program Highlights						

Race Demographic	Month
18 - 24	11
25 - 34	35
35 - 44	53
45 - 54	34
55 - 61	22
62+	25
Total:	180

Race Demographic	Month
American Indian or Alaska Native	9
Asian	2
Black or African American	42
Native Hawaiian or Other Pacific Islander	1
White	119
Multiple races	6
Client Don't know / Refused	2
No Answer	
Total:	181

Gender	Month
Female	66
Male	113
Trans Female (MTF or Male to Female)	
Trans Male (FTM or Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	2
Client doesn't know	
Client refused	
No Answer	
Total:	181

Zip Code	Month		
93301	36	93561	1
93304	30	93274	1
93305	26	93291	1
93306	8	93280	2
93307	19	92398	1
93308	16	93201	1
93309	7	93203	1
93312	1	93204	1
93313	3		
93314			
93212			
93206	2		
91911	1		
93215	1		
93710	1		
95023	1		
90003	1		
90044	1		
93250	1		
92675	1		
93454	1		
Unspecified	15		
Total	181		

**Community Action Partnership of Kern
Monthly Report 2022**

Month	April-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)		14	66	120	140%	55%
FNPI 4e. The number of individuals who avoided eviction.		14	66	120	140%	55%
Housing for the Harvest		Month	YTD	YTD Goal	Month Progress	Annual Progress
SRV 5hh Incentives (COVID-19 Self-Isolation Incentive)		6	43	300	24%	14%
FNPI 3h. The number of individuals engaged with the Community Action Agency who report improved financial well-being.		6	43	300	24%	14%
Housing Authority RUP Referrals		Month	YTD	YTD Goal	Month Progress	Annual Progress
Referrals Received		85	477	800	128%	60%
FNPI 4e. The number of individuals who avoided eviction.		5	24	80	75%	30%
Explanation (Over/Under Goal Progress)						
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.		- HOME TBRA with the City of Bakersfield may still be possible as an additional rental assistance program. - CAPK Submitted feedback on HHAP-3 funding through BKRHC. - We are looking into Cal AIM for housing assistance.				

**Community Action Partnership of Kern
Monthly Report 2022**

Eviction Prevention	Ian is setting meeting and developing a program proposal for eviction defense and prevention. This need was included in feedback for HHAP-3. Meetings also identified Cal AIM as a potential funding source, similar to Alameda County.
Program Highlights	
The rental assistance team is finally fully staffed. We have started holding weekly team meetings to stay in communication. Staff seem to enjoy working together and the atmosphere is positive. We are also ramping up out outreach efforts now that staff has been hired and equipment has been purchased.	



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	April-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)		39	182	7,000	7%	3%
Kern County Superintendent of Schools (KCSOS)		467	1,443	1,000	560%	144%
Kernville Unified School District (KUSD)		155	474	1,000	186%	47%
Lamont Elementary School District (LESDD)		174	575	1,000	209%	58%
Collaborate with SNAP-Ed approved Collaboratives to improve opportunities for the SNAP-Ed eligible population to have healthy choices (duplicated).		6	25			
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.		1669	5,498	10,000	200%	55%
Explanation (Over/Under Goal Progress)						
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.		CAPK CalFresh Healthy Living met with Food and Nutrition Services (FNS) Funded Partners Kern County Aging and Adult Services Department (KCAASD) and the University of California Cooperative Extension (UCCE) to discuss CalFresh Healthy Living Steering Committee Meeting and Country Nutrition Action Plan (CNAP) Collaborative.				
2. Staff Professional Development		Program Coordinator met with Health Educators and held biweekly staff discussions. Topics included upcoming Direct Education, Indirect Education, and PSE opportunities for the CalFresh Healthy Living program.				

**Community Action Partnership of Kern
Monthly Report 2022**

3. Work with partners to plan and implement sustainable community measures to ensure changes that support healthy eating and physical activity.	Program Manager visited the California City Farmer's Market to discuss future implementation of Nutrition Education Activities for SNAP-Ed recipients. Efforts align with improving health outcomes among low-income families and enabling underserved consumers to make healthier food choices.
Program Highlights	

**Community Action Partnership of Kern
Monthly Report 2022**

Month	April-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)		39,522	151,455	400,000	119%	38%
Pounds Received		5,236,045	8,805,502	22,000,000	286%	40%
Pounds Carried Over from Previous Month		656,507				
Pounds Distributed		1,727,699	6,504,191	22,000,000	94%	30%
Senior Food		Month	YTD	Month Goal	Month Progress	
Individuals Served (SRV 5jj)		4,245	16,274	4,800	88%	
Pounds Distributed		148,575	557,379	144,000	103%	
Free Farmers Markets		Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)		1,000	3,813	13,200	91%	29%
Pounds Distributed		33,909	172,939	185,000	220%	93%
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)		8,408	23,108	25,000	404%	
Total Pounds Distributed		Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs		1,918,591	7,257,617	22,354,000	139%	32%
Volunteers		Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (SRV 6f) (paid partnership though service providers, duplicated)		20	56	210	114%	27%
Other Volunteers (i.e., general public, duplicated)		51	459	750	82%	61%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals			Progress Towards Goal			
1. Improve data collection and reporting methods.			Pending research on client database and training.			

**Community Action Partnership of Kern
Monthly Report 2022**

2. Inventory System Enhancement	Starting 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	April-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 , 2022 - 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		78	1,505	2,000	47%	75%
Childcare Providers (SRV 7f)		18	296	300	72%	99%
MCAP Subsidies (SRV 7e) Jul 21-Jun 22		Month of March processed in April	YTD	Goal	Month Progress	Annual Progress
Provider Payments-Subsidies Expended		\$1,077,503	\$ 7,792,364	\$12,000,000	108%	65%
Explanation (Over/Under Goal Progress)						
The Migrant AP Program continues to enroll eligible families in all counties. We currently have no waiting list, and continue to enroll migrant families and essential working families for services. We have adjusted our enrollment goals to a target 2000 active children; due to the additional funding received at the end of March 2022. The new goals reflect the target reimbursement amount increase from \$7.9 million to \$12 million for the currently fiscal year.						
Program Strategic Goals		Progress Towards Goal				
1. Fill Staff Vacancies.		We are currently pending the start date for 6 program specialists. Interviews, employment offers and pre-employment appointments were conducted in April.				
2. Retain Staff.		Program administrator is currently working on updating MCAP's organizational chart to add the 6 new specialist positions and one compliance position to assist in managing the work influx, due to the additional funding received.				
3. Contingency Staffing Plan		MCAP's management team attended several CDSS zoom trainings in the month of April to stay up to-date on all program requirements.				
Program Highlights						
Due to the increase in funding, MCAP has adjusted the target enrollment and reimbursement goals to reflect this increase. Previous targeted amount of \$7.9 million has been almost 100% earned. Program continues to enroll and increase reimbursement totals monthly. Our program has reached a reimbursement amount of over \$ 1 million, per month.						

**Community Action Partnership of Kern
Monthly Report 2022**

Month	April-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)	12,966		16,160	80%		
Local Vendor Liaison-Contact Stores (contact 68 vendors 1 contact required per quarter totaling 272 contacts per year)	10	117	272	44%	43%	
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	810		900	90%		
Prenatal Education: 25% of prenatal will receive the "Let's talk" pre-natal class. (Class is given in last trimester of pregnancy)	155	606	1,350	90%	45%	
Outreach	Month	YTD	Goal	Month	Annual	
Online Enrollment	146	700	1,800	97%	39%	
WIC Presentations and Outreach Events	7	20	48	175%	42%	
Publication in newspaper, television, and/or social media postings (English and Spanish)	54	238	720	90%	33%	
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.	7	12	48	175%	25%	
Explanation (Over/Under Goal Progress)						
The Local Vendor Liaison was on vacation for 2 weeks this month so that accounts for the decrease in the vendor contacts for the month of April.						

**Community Action Partnership of Kern
Monthly Report 2022**

Program Strategic Goals		Progress
1 Increase participant use of tele-health (doxy.me) platform with goal.		Staff continues to promote the use of the doxy.com platform with participants. However Participants are till hesitant on using this platform. We are starting with a goal of 1-2 doxy.me appointments/day and will be working on increasing the number each month.
2. To work with outreach to come up with strategies to increase WIC retention and re-engagement with current participants.		The response to the surveys sent out via tele-task has been slow to come in. We are seeing positive reviews with a number of shout outs on the great service provided by our staff.
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
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Month	April-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)		47	119	250	226%	48%
Provide One Time Referral Services to Children (SRV 7c)		63	180	350	216%	51%
Case Management-Families (SRV 7a)		11	52	100	132%	52%
Case Management-Children (SRV 7a)		21	106	250	101%	42%
Differential Response Total		142	457	950	169%	48%
First 5		Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)		5	22	40	150%	55%
Children Receiving Case Management Services (SRV 7a)		2	27	55	44%	49%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)		0	13	20	0%	65%
Children Educational Center Base Activities (FNPI 2b)		3	25	30	120%	83%
Children Educational Home Base Activities (FNPI 2b)		3	34	30	120%	113%
Children Summer Bridge Activities (FNPI 2b)		0	0	15	0%	0%
Collaborative Meetings Participated		1	5	15	80%	33%
Family Support Services for non-clients with children ages 5 and under		16	77	100	192%	77%
First 5 Total		30	203	305	88%	67%
Walk-In Services (Non-Clients)		Month	YTD			
Food/Household Items (SRV 5jj; SRV 5nn)		81	299			
Referrals/Administrative Services (SRV 7c)		356	813			
Explanation (Over/Under Goal Progress)						

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Program Strategic Goals	Progress Towards Goal
1. Move to a better-suited location.	Pending
2. Offer more on-site services.	Pending
3. Expand our reach across the East Kern Communities.	Pending
Program Highlights	

Month	April-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)	1	8	30	20%	27%
Children Receiving Case Management Services (SRV 7a)	3	10	30	60%	33%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV	0	6	10	0%	60%
Children Educational Home Base Activities (FNPI 2b)	3	9	15	120%	60%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Collaborative Meetings	1	4	8	75%	50%
Family Support Services for non-clients with children 5 and under	6	19			
First 5 Total	14	56	103	82%	54%
Walk-In Community Services (Duplicated & Non First 5 Clients)	Month	YTD			
Food/Household Items (SRV 7c)	32	127			
Referrals/Administrative Services (SRV 7c)	27	93			
Emergency Clothing (SRV 7n)	5	14			
Copies	12	29			
Transportation Assistance (SRV 7d)	9	29			
COVID-19 Supplies (SRV 5oo)	23	52			
Total Community Services	108	344			
Explanation (Over/Under Goal Progress)					
The First 5 Kern numbers may appear to be low in April. 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 27parents having received case management in the F5K fiscal year. In April 2022 we provided community services for a total of 61 inquiries.					
Program Strategic Goals		Progress Towards Goal			
1. Offer Court Mandated Nurturing Parenting Class every other quarter.		The class was offered last quarter and will be offered again starting in August 2022			
2. Strengthen educational Homebase and Summer Program for children ages 0 - 5 utilizing Kern Early Stars Resources.		Kern Early Stars staff provided a SMART Goal training session in April. The Oasis staff is working on completing an online Trauma Informed Care training course offered by KES.			
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 in April at the Oasis FRC. Our office assistant part-time will become a full-time employee in April and she will trained as an 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).		In April, the Oasis FRC was Awarded the Child Tax Credit Grant for \$5000, and an additional \$3000 from First 5 Kern for a baby shower. We also applied for an additional grant from AARP.			
Program Highlights					

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Month	April-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	385	1,374	2,275	203%	60%
Utility Payments	\$294,309	1,009,513	\$1,942,401	182%	52%
Households Served - Weatherization	11	51	60	220%	85%
Low-income Home Energy Program (LIHEAP) 2022 Ends June 30, 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	40	111	1,500	32%	7%
Utility Payments	\$38,090	117,438	\$2,000,000	23%	6%
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	288	938	1,750	197%	54%
Utility Payments	\$317,875.00	1,134,634	\$3,500,000	109%	32%
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)	713	2,423.00	5,525	155%	44%
Total Utility Payments	\$ 650,274	2,261,585.00	\$ 7,442,401	105%	30%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	11	51.00	160	83%	32%
Explanation (Over/Under Goal Progress)					
* LIHWAP contract still in negotiations - expect to receive May/June 2022, end 2023					
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 for new contract. Also in process of attempting to hire Installers for WX work.			

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2. Continue to develop the use of Hancock to become fully paperless across the entire program (100% = fully paperless).	Currently at 15% - no change as currently in preparation for biannual audit with entire WX staff.
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	April-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	34	5	38	30	200%	127%
Summer Program (Max Capacity due to COVID) (SRV 2m)	31	31	31	35	1063%	89%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	22	3	25	35	103%	71%
Medi-Cal Outreach (ends June 30, 2022)		Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions		50	276920	3,000	20%	9231%
Canvassing phone calls and flyers		4035	16923	15,000	323%	113%
Explanation (Over/Under Goal Progress)						
The Friendship House is on track to meet goals.						
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 May 4, 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. Awaiting award announcements for recently submitted grant proposals.			
Program Highlights						

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Month	April-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 2I) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)		15	1	15	25	48%	60%
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.			9 groups (see below)				
Outreach Activities			Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)			1	6	6	200%	100%
Community Events (i.e., diaper, food, PPE distributions)			1	4	6	200%	67%
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, plus, new this month Basketball has officially started. A compost giveaway was held to celebrate Earth Day.							
Program Strategic Goals			Progress				
1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.			COVID restrictions have lifted enough to where we can have more children participate in the program. Summer program will have a larger capacity for attendance				
2. Increase attainment of program funding to provide larger variety of program offerings.			Grant opportunities have increased. Staff has been busy researching and collecting info to apply for different funds.				
3. Increase community engagement, including volunteers, social media, program participation.			increase enrollment and be more visible in the community. Social media presence has also increased				
Program Highlights							
Shafter Youth Center attended Dia del Nino event held at Shafter Learning Center. SYC invited CAPK programs and had a great response. Great even with over 1000 attendees.							

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Month	April-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		1,290	4,213	4,300	367%	98%
State		1,250	4,094	4,100	366%	100%
Refunds and Credits (SRV 3o)		Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds		\$1,359,408	\$5,301,300	\$5,100,000	308%	104%
State Refunds		\$237,146	\$808,792	\$1,500,000	352%	54%
Federal EITC (income limit \$57,414/household)		\$535,014	\$2,432,168	\$2,200,000	264%	111%
CalEITC (income limit \$30,000/household)		\$97,978	\$349,199	\$370,000	337%	94%
Total Refunds and Credits		\$2,229,546	\$8,891,459	\$9,170,000	301%	97%
Individual Taxpayer Identification Number (ITIN) (SRV 3o)		Month	YTD	Goal	Month Progress	Annual Progress
Applications (New/Renewal)		15	31	75	581%	41%
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.			Pending			
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	April-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	277		277	1026
Contracts	20	4	16	90
Leases	1	15	0	0
Requests for Proposals	2	8		11
Business Services Projects				
Description		% Completed	Comments	
Pest Control Services -Agency		90	Preparing contract	
Barnett House Tenant Improvements -EHS		80	Pending Board Approval. Will be presented	
Food Service Vendor -EHS		100		
Energy Subcontractor			Preparing for re-issue per program	
Energy Glass Subcontractor			Preparing for re-issue per program	
Child Haven -5 Real Road -Design Build- HS				
Integrated Performance/learning Management -HR				
Security Services -M Street			Will be presented to BOD in May	
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	319	78	228	671
Construction Projects				
Head Start Expansion		Harvey Hall, Pete Parra, Sterling, & Martha J Morgan	66%	
Food Bank Expansion		Access Road & Site Utilities	13%	
Major Maintenance Projects				
		Re-roof - Angela Martinez, Primeros Pasos	100%	

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		Restroom upgrades - M&O, Food Bank	10%	
		Fencing M&O	5%	
		Fencing LBNC	2%	
Information & Technology				
Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	255	87	262	1082
Information & Technology Projects				
Description		% Completed	Comments	
iPad upgrades		100		
Fire tablet configuration Math Shelf		100		
Network upgrades		90		
Firewall upgrades		80		
Risk Management				
Workers Compensation Claims		Reported	Reported YTD	
First Aid (Reported only)		2	14	
First Aid		1	14	
Medical Treatment		0	1	
Modified Duty		0	2	
Lost Time		0	2	
Non-Industrial (not work related)		0	0	
Under Investigation		0	0	
Confirmed Work Related COVID		0	20	
Other		17	17	
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				
The Food Bank Metal building was delivered ahead of schedule. Earthwork for building footprint is underway expected to achieve required compaction and begin digging footings by mid May.				



Administration

Grant Development

CAPK Foundation

Outreach & Marketing

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Month	April-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 Sessions		18,432	73,523	220,000	101%	33%
Facebook Impressions (i.e., number of times users see content)		20,045	101,162	500,000	48%	20%
Other Social Media Impressions		4,264	26,299	145,000	35%	18%
Outreach Advocacy		Outreach Special Projects				
Held meeting with CA Treasurer Fiona Ma		Attended Bitwise Community Leaders Connect				
Developed online and newspaper advertisements for CAPK Board Recruitment effort		Assisted Energy with radio add scripts				
		Completed Annual Report and published digitally				
Conducted Roundtable discussion on food insecurity at Food Bank with Congressman David Valadao		Built Food Bank Expansion website				
		Developed Community Action Month plan.				
		Developed Community Action Month video with HeySalty Marketing				
Grants In Progress/Research		Projects				
Albertsons Nourishing Neighbors Application for Fall Grant Cycle on behalf of CalFresh, CES, M Street, SYC, EKFRCC, FHCC		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. CAPK has secured a contract with NCAP & ASTHO. Local CBOs, ShePower, Bakersfield American Indian Health Project, and South Kern Sol will be offered contracts as sub-recipients.				
Joe Serna Farmworker Housing Program, Multifamily Super NOFA		NCAP Pathways to Excellence - Silver Tier				
Stater Brothers Grant		Certified Community Action Professional (CCAP)- final test is scheduled for June 2022				
CA Nutrition Incentive Program Grant (CNIP)		Board of Directors Recruitment (South Kern & Metro Bksfld)				
Strong Communities Program - Expansion of Family Resource Centers		Food Insecurity Assessment: To inform CAPK's mission by conducting a gap and resource analysis that provides (1) a context for understanding how food supply, distribution, access, and affordability impact the nutrition and health of Kern residents; and (2) data that can be used to create strategic plans to reduce food insecurity for Kern residents.				

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Union Pacific Foundation Local Grants Program	County of Kern - ETR COVID Microbusiness grant - County is pending 1st authorized payments.
Volunteer Income Tax Assistance (VITA) Matching Grant	Board Training is under development
Workforce Innovation and Opportunity ACT for Out-of-School Youth Grant through Employer's Training Resource	
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.
Presentation on 2021 CSBG Annual Report	
Follow-up with CSD on 2020 CSBG & CARES report	Meeting scheduled with ROMA trainers in May 2022
Foundation	
Meetings moved to bi-monthly	
Continued Recruitment for the Director of Development	FHCC Campaign for Fencing and Lighting Created Ad Hoc Committee for FHCC Campaign
Explanation (Over/Under Goal Progress)	
Program Strategic Goals	Progress Towards Goal
1. Customer Relationship Management Projects, including Volunteer Management, Interagency Referral Management, and contract management.	Volunteer Management has been launched and was presented during the April PRE Committee. There is a delay in the inter-agency referral and contract management services under the CRM.
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.	January - completed PCCD cohort. February - beginning National Community Action Partnership (NCAP) Pathways to Excellence Training (12 month program) (B.4f.) October 2021 to August 2022 Certified Community Action Professional (CCAP) Training (B.4c.) May 2022 - kick off meeting with ROMA national trainers
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
April 2022

Funder	Opportunity Name	Description	Amount Requested	Amount Awarded	Status
Bakersfield Kern Regional Homeless Collaborative	FY 2021 Renewal Project Application	Through the CoC - BKRHC, submitted the Coordinated Entry System renewal application through esnaps. NOTE: funding is directly from HUD, but is submitted as part of the consolidated application - CoC.	\$236,838.00	\$236,838.00	Awarded
Stater Bros. Charities	General Support	Donation to the food bank.	\$10,000.00	\$10,000.00	Awarded
First 5 Kern	First 5 Community Event Support	Baby shower event sponsorship.	\$4,999.99	\$3,000.00	Awarded
California Department of Education	California Community Schools Partnership Program Implementation Grant Cohort 1	Bakersfield City School District (BCSD) will be the lead agency. 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.	\$3,750,000.00	\$-	Pending
Assemblymember Rudy Salas, 32nd District	State Budget Request - Friendship House Community Center	Friendship House Community Center - Fencing and Lighting Site Improvement	\$940,500.00	\$-	Pending
American Association of Retired Persons	Advancing Economic Opportunity Among Older Adults	The New Skilled Older Adults project aims to teach elder aged 50 and over computer skills through in-person courses that will lead them to become technology proficient.	\$300,000.00	\$-	Pending
US Department of Health and Human Services (HHS)	Connecting Kids to Coverage Healthy Kids 2022 Outreach and Enrollment Cooperative Agreements	Aimed at reducing the number of children who are eligible for, but not enrolled in, Medi-Cal and CHIP	\$963,334.00	\$-	Pending

Application Status Report Detail
April 2022

Other Opportunities					
U.S. House Committee on Appropriations	FY 2023 Community Project Funding	No active or shovel ready projects to submit.	\$0.00	\$-	Withdrawn
Department of Financial Protection and Innovation (DFPI)	CalMoneySmart Grant	CalMoneySmart is a grant program created by Senate Bill 455 (Ch. 478, Stats. 2019), which established the Financial Empowerment Fund. Through this program, the Department of Financial Protection and Innovation (DFPI) offers grants of up to \$200,000 each to develop and deliver free financial education and empowerment programs to help unbanked and underbanked communities.	\$1.00	\$-	Withdrawn
US Internal Revenue Services	VITA Matching Grant	The Volunteer Income Tax Assistance (VITA) grant program is an IRS initiative designed to support free tax preparation service for the underserved through various partner organizations. This service helps low- to moderate-income individuals, persons with disabilities, the elderly, and limited English speakers file their taxes each year.	\$2,000,000.00	\$-	Research
Union Pacific	Community Ties Giving Program Union Pacific Foundation Local Grants	Eliminate risks and improve safe and equitable access to community spaces through infrastructure improvements that include fencing surrounding the north and south of the community center.	\$25,000.00	\$-	Research
US Economic Development Administration	Economic Adjustment Assistance	Helping communities and regions devise and implement long-term economic recovery strategies through non-construction and construction projects	\$5,000,000.00	\$-	Research
City of Bakersfield	Transformative Climate Communities (TCC)	August 2021 - Submitted five (5) conceptual ideas. The following were selected to move to the next phase of review: Energy Workforce Training and Southeast Bakersfield Mobility Project.	Not Determined	Not Determined	Updated Proposals of selected projects.

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Private	CAPK Program	East Kern FRC and Oasis FRC
Funding Agency	American Association of Retired Persons	Project Name	New Skilled Older Adults
CFDA	N/A	Target Population	Older adults aged 50 +
Reapplication (Y/N)	N	Number to be served	300
Estimated Request	\$300,000	Division Director	Freddy Hernandez
Award Period	July 2022- July 2025	Program Manager	Matthew Buck and Eric Le Barbe
Project Goal (One sentence goal statement)			
The New Skilled Older Adults project aims to teach elders aged 50 and over computer skills through in-person courses that will lead them to become technology proficient.			
Project Description (Brief one paragraph description)			
New Skilled Older Adults is a small-group learning program that teaches older adults aged 50 and up the basics of a computer, Microsoft Office 365, keyboard typing, resume development, internet utilization, and more through cohort-style courses. This project is intended to teach 300 individuals over three years how to become technology proficient. By the end of the courses, participants will gain workforce development skills that will help lead them to high-quality employment in technology-driven sectors.			
Estimated Budget Summary			
Note: this grant submission is part of a 2 phase process. Phase 1 consists of identifying funds to support the proposed project, which consists of computer hardware, training curriculum, and support from staff. If invited to submit full application, Phase 2 will determine the allocation funding details.			

Approvals:

Freddy Hernandez
Freddy Hernandez (Apr 19, 2022 11:54 PDT)

Apr 19, 2022

Macy Webster

Apr 19, 2022

1. Division Director

Date

4. Chief Financial Officer

Date

Pratika Ram

Apr 19, 2022

J.P.

Apr 19, 2022

2. Director of Administration

Date

5. Chief Executive Officer

Date

[Signature]

Apr 19, 2022

3. Chief Program Officer

Date

Date Presented / Approved:

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

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	California Department of Education	CAPK Program	New Service Line
Funding Agency	Bakersfield City School District	Project Name	California Community Schools Partnership Program Implementation Grant – Coho
CFDA	Unknown	Target Population	School-aged Youth TK-High School
Reapplication (Y/N)	N	Number to be served	2,072
Estimated Request	\$3,750,000.00	Division Director	TBD
Award Period	FY 2022-26	Program Manager	TBD
Project Goal (One sentence goal statement)			
Implementation of whole-child school improvement strategies. Local educational agency and school(s) work closely with teachers, students, and families to align community resources, in efforts to improve student outcomes. These partnerships provide an integrated focus on academics, health and social services, youth and community development, and community engagement.			
Project Description (Brief one paragraph description)			
Under this grant structure, CAPK will be a sub-contractor to the Bakersfield City School District (BCSD) to operate the case management program among four targeted schools: Stella Hills Elementary, Dr. Martin Luther King, Jr. Elementary, McKinley Elementary, and Emerson Middle School. It is projected CAPK will co-locate 2.0 FTE Case Managers per school location. CAPK will adopt evidenced-base case management and intervention plans to support students and families in need of additional support - outside of service offerings with BCSD and the target schools.			
Notice of Award is expected in June 2022.			
Estimated Budget Summary			
76% Personnel & Benefit comprised of 1.0 FTE Program Supervisor and 8.0 FTE Case Managers; 3% Travel, 3% Supplies; 9% Other Operating Expenses; and the remaining portion to Indirect, totaling \$750,000 per grant year for a five-year term.			

Approvals:

Freddy Hernandez
Freddy Hernandez (Apr 19, 2022 11:49 PDT)

4/19/2022

Nancy Webster

4/19/2022

1. Division Director

Date

4. Chief Financial Officer

Date

Pritika Ram

4/19/2022

J.T.D.

2. Director of Administration

Date

5. Chief Executive Officer

Date

[Signature]

3. Chief Program Officer

Date

Date Presented / Approved:

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

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Federal	CAPK Program	VITA
Funding Agency	Internal Revenue Services	Project Name	Volunteer Income Tax Assistance (VITA) Matching Grant
CFDA	21.009	Target Population	Low income to moderate income tax payers (<\$57,414)
Reapplication (Y/N)	N	Number to be served	Pending
Estimated Request	Pending	Division Director	Freddy Hernandez
Award Period	10/1/2022-9/30/2023	Program Manager	Jacquelyn Guerra
Project Goal (One sentence goal statement)			
Goal: To provide free federal tax return preparation to targeted segments of taxpayers including, low to moderate income taxpayers, persons with disabilities, persons with limited English proficiency, Native Americans, individuals living in rural areas, and the elderly.			
Project Description (Brief one paragraph description)			
Project activities will be geared towards promoting free tax preparation assistance. Staff will focus on volunteer recruitment and increasing the number of sites in which tax preparations services are executed. Grant allows IRS partners to: -Increase VITA services to the underserved across the country; -Increase the number of returns filed electronically; and -Enhance volunteer training.			
Estimated Budget Summary			
IRS anticipates awarding a total of \$30 million in grants this year through this opportunity to non-federal entities. The amount of award depends on the applicant's reach and returns expected to be prepared by the program. The expected amounts of individual Federal awards range from \$5,000 to \$2,000,000. On average, \$93,000 was the funding per Federal award experienced in the previous year. A budget is currently being drafted for this submission. Our request will exceed the average noted as we intend to subcontract with the United Way of Kern in this application.			

Approvals:


 Freddy Hernandez (May 4, 2022 09:41 PDT)

May 4, 2022



May 4, 2022

1. Division Director

Date

Pritika Ram

Digitally signed by Pritika Ram
 Date: 2022.05.03 15:08:01
 -07'00'

5/3/2022

4. Chief Financial Officer

Date



May 4, 2022

2. Director of Administration

Date



May 4, 2022

5. Chief Executive Officer

Date

3. Chief Program Officer

Date

Date Presented / Approved:

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

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	Friendship House Community Center
Funding Agency	2023/24 State Budget	Project Name	Fencing & Lighting Campaign
CFDA	N/A	Target Population	Southeast Bakersfield area
Reapplication (Y/N)	N	Number to be served	200+
Estimated Request	\$940,500.00	Division Director	Fred Hernandez
Award Period	2023/24	Program Manager	Lois Hannible
Project Goal (One sentence goal statement)			
In partnership with the Friendship House Advisory Council and the CAPK Foundation, staff have begun planning for site enhancements to meet youth and community needs. The focus of the enhancement project is the green space that currently serves as a soccer field, specifically adding fencing, which recently was vandalized, and lighting to accommodate early morning and evening practices and games.			
Project Description (Brief one paragraph description)			
Create the Space. The FHCC sports field is critical to addressing the lack of green space in Southeast Bakersfield. But the property has been underutilized. Currently, the field is unprotected with no fencing to surround the area, and this poses a danger to the students and visitors on site. This fencing would serve as a barrier against the area's challenges. Some of these challenges include stray animals, trespassing, and the visitation of homeless individuals from the area. The proposed new steel-mesh fence will be equipped with anti-scale and anti-cutting features to better serve as a deterrent for damage or malicious intent. These modifications will create a safe green space and meeting site that will allow for recreational activity, sporting events, community gatherings, and more. Light the Field. Lack of outdoor lighting has hindered FHCC's ability to utilize the outdoor sports facility to its full potential. This lighting would enable the community to use the field for a longer period throughout the day and enable community members to safely use the space in the evenings. The investment in lighting will provide further income opportunities for Friendship House through rental and lease opportunities by community partners. The facility could be used for private and corporate functions, fairs, and an array of other events.			
Estimated Budget Summary			
Estimated Total Project: \$965,500.00 CAPK In-Kind: \$25,000.00 Proposal Request: Fencing \$405,000.00, Lighting \$450,000.00, Admin/Mgmt: \$85,500.00			

Approvals:


Freddy Hernandez (May 2, 2022 14:07 PDT)

May 2, 2022



May 2, 2022

1. Division Director

Date

Pritika Ram

Digitally signed by Pritika Ram
Date: 2022.05.02 12:46:12 -07'00'

4/28/2022

4. Chief Financial Officer

Date



May 2, 2022

2. Director of Administration

Date



May 2, 2022

3. Chief Program Officer

Date

5. Chief Executive Officer

Date

Date Presented / Approved:

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

**Community Action Partnership of Kern
Small Funding Profiles
April 2022**

Funding Type	Private	CAPK Program	Shafter Youth Center
Funding Agency	Union Pacific	Project Name	Security Initiative
CFDA	N/A	Target Population	Center Clients
Request	\$25,000	Division Director	Freddy Hernandez
Award Period	9/2022 – 9/2023	Program Manager	Angelica Nelson
Description	Eliminate risks and improve safe and equitable access to community spaces through infrastructure improvements that include fencing surrounding the north and south of the community center.		
Funding Type		CAPK Program	
Funding Agency		Project Name	
CFDA	N/A	Target Population	
Request		Division Director	
Award Period		Program Manager	
Description			

Date Presented/Approved

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

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: April 2022
Program/Work Unit: Head Start/Early Head Start	Program Administrator: Robert Espinosa 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	1317	980	75%	8%	5%
7 Classrooms Fully Closed/ 4 Classrooms Partially Closed	180				5%
Early Head Start	908	550	61%	14%	6%
24 Classrooms Fully Closed/ 6 Classrooms Partially Closed	229				8%

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	217	240

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
593	108	33	88

HIGHLIGHTS: 7 staff onboarded
6 days of interviews for 10 open requisitions

Program Update & Compliance
- The construction on the infant classroom at Escuelita Hernandez center is awaiting licensing. The fire inspection passed. We are hoping to receive a licensing visit in the month the May. - On Thursday, April 14th, Escuelita Hernandez center had a Spring Fling family picnic for their enrolled families; families enjoyed lunch together and participated in games and a raffle. - On Wednesday, May 11th, Our Partnership Family Advocates will re-launch the Parent leadership training, Parents on a Mission via Zoom. Parents on a Mission is a six-week course which offers topics such as personal parental growth, discipline and authority, respect and loyalty, and community-building. We expect to have approximately 5 families in attendance.

- Bakersfield College center staff were happy to announce that they have reopened their doors to families and have had zero COVID cases since February.
- Since the start of the program year in July, our Partnership Family Advocates have provided over 940 family resources, there are 48 partnership families registered in Ready Rosie.
- Regarding compliance, the program has been collecting and analyzing data for the submission of the annual state program self-evaluation. Documentation from the self-evaluation process is used to develop a written list of tasks needed to modify the program and allow the agency to develop a continuous improvement plan to document our successes and areas of improvement.

Central Kitchen April 2022				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Center Totals	60,959	22,324	19,326	19,309

HIGHLIGHTS: The Central Kitchen assisted in providing meals to East Kern while certain vendors were closed.

CACFP						
March 2022						
Total Meals Delivered			Meals Allocated		# of Meals Served	% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
69,596	14,641	84,237	49,334	34,903	55,028	65%



MEMORANDUM

To: Program Review & Evaluation Committee

From: Susana Magana, Director of Health and Nutrition

Date: May 11, 2022

Subject: *Agenda Item 5d.1*: Strategic Plan Update on Goal 1 – **Info Item**

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

Goal Group 1 last met on April 1, 2022. The staff members noted above were in attendance, except for Traco Mathews who had a schedule conflict. This meeting served as an opportunity to introduce our new member for this goal group, Albert Garza, Food Bank Agency Relations Coordinator. He provided an update on the ABC food drive that took place on 3/24/2022. The total collected was 1,923 pounds of food and a donation check to the food bank operational fund of \$6,000. The goal lead shared with the group the need to secure a continuous stream of funding to support the operation of the current food bank and the continuous stream of funding to support the operational needs after the expansion is complete. We also discussed the need for volunteers. The food bank relies on volunteer manpower to complete tasks such as building boxes. On 3/26/2022 the Food Bank hosted the Wendy Wayne Day of Service. The group of volunteers that attended this day of service completed 18 pallets of boxes for the Senior Food Program. A typical volunteer day yields a total of about 10 pallets, so this was a record.

Noteworthy, on April 21, 2022, the Health and Nutrition Director attended an RFP webinar for the FY 2022 Feeding America Food Insecurity Equity Impact Fund. There are unique details, requirements, and restrictions for this funding. A meeting has been requested with the Feeding America grants team to ensure that our agency would be able to meet the requirements to apply for these funds. The meeting is still pending to be scheduled. This grant opportunity would be to support objective 1.1.3: “Secure additional funding to enhance existing food bank infrastructure, increase hours and days of operations, and support the startup of new food pantry sites” (Strategic Plan, 2021-2025).

Goal Group 1 will meet next on May 6, 2022. During this time, the discussion will focus on identifying the tasks that the Food Bank is currently doing that align with the objectives of Goal 1 and making sure they are being documented on the OnStrategy Dashboard.

Attachments:

Action Plan by Team Member Susana Magana

Mission

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

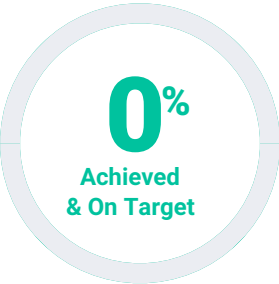
Vision

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

My Items

Item	EOY Actual	Item	EOY Actual
1.1: Enhance accessibility through expansion of food distribution sites and services.			
1.2: Leverage new and strengthened partnerships to reach additional families and communities.			

Performance Summary



2 Goals

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

Objective Enhance accessibility through expansion of food distribution sites and services. (1.1) Aligned to: #1 Increased access to healthy, affordable food to support the health of the...	Owner Susana Magana	Measure: <i>Percent Complete</i>	Start Date 10/01/21	End Date 12/31/25	PTD Target 13.6%	PTD Status Not Started
Objective Leverage new and strengthened partnerships to reach additional families and communities. (1.2) Aligned to: #1 Increased access to healthy, affordable food to support the health of the...	Owner Susana Magana	Measure: <i>Percent Complete</i>	Start Date 10/01/21	End Date 12/31/25	PTD Target 13.6%	PTD Status Not Started

Activity	Owner	Measure:	Start Date	End Date	PTD Target	PTD Status
Conduct assessment to identify service gaps, food deserts, and emerging geographic pockets of food insecurity (1.1.1)	Traco Matthews		10/01/21	12/31/22	46.3%	Not Started
Sub-Activity	Owner	Measure:	Start Date	End Date	PTD Target	PTD Status
Develop/update existing pantry site maps and include both CAPK and external programs to create robust GIS mapping (i.e., Map the Meal). (1.1.1.1)	Traco Matthews	Percent Complete	10/01/21	12/31/22	46.3%	Not Started



MEMORANDUM

To: Program Review & Evaluation Committee

From: Freddy Hernandez, Director of Youth & Community Services

Date: May 11, 2022

Subject: *Agenda Item 5d.2*: Strategic Plan Update on Goal 2 - **Info Item**

Goal Group 2 is dedicated to ensuring that all families in the communities we serve have access to high quality early learning and care choices to meet their diverse needs.

Goal Group 2 last met on March 4, 2022. The staff members in attendance were Lois Hannible, Jerry Meade, Matthew Buck, Angelica Nelson, Eric Le Barbe, Vanessa Cortez, Freddy Hernandez, and Yolanda Gonzales.

The focus of this meeting was to review each individual objective under Strategic Goal 2 and identify the current and new program services that CAPK offers throughout Kern County. The individual review helped the team identify what objectives were being met and which were currently unmet. The team was able to identify which objectives need additional support to meet Goal 2.

The next step for our team is to reach out to individual program leaders within CAPK to identify educational opportunities that are currently being provided to the community. The team is under the impression that some of the programs are in the process of creating community services that would help meet some of the individual objectives for Goal 2.

The next meeting for our group will take place on May 6, 2022. Our hope is to begin the process of collaborating with internal and external community partners that can help extend educational support services for the communities of Kern County.

Attachment:

Action Plan by Team Member Yolanda Gonzales.